

**DEPARTMENT OF EARTH
AND
ENVIRONMENTAL SCIENCES**

**GENERAL HANDBOOK
Undergraduate
&
Postgraduate**

2022 – 2023



Note:

All information relating to the programme(s) in this handbook is correct at the time of publication and we will use all reasonable endeavours to deliver the programme(s) accordingly. However, it may be necessary to make changes to the programme(s) in particular circumstances (as indicated in Section 5.1 of [the Student Terms & Conditions 2022-23](#)), including changes which may need to be implemented in response to the significant challenges presented by the pandemic. Please be assured that the University will act in the best interests of students and will take all reasonable and proportionate steps to mitigate the impact of the pandemic on teaching, learning and assessment.

Students will be notified of any material changes in a timely and effective manner and students are also encouraged to regularly check My Manchester and the Department/Discipline communications channels for up to date information relating to COVID-19 which may affect your studies.

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1. INTRODUCTION AND GENERAL INFORMATION

Welcome to the University of Manchester, and to the Department of Earth and Environmental Sciences. We hope that you have an enjoyable and successful time studying on your chosen programme.

1.1 About this General Handbook

This General Handbook contains important information essential to your academic career. It covers all undergraduate and taught postgraduate programmes and should be read in conjunction with your Programme Handbook. The information it contains forms part of the agreement between you, as a student, and the University of Manchester, and includes the following areas:

- All aspects of teaching, learning and assessment, including procedures and regulations
- Details of how you can progress through your programme
- Details of the student support services available to you
- Student representation and feedback – how you can have your say, and provide feedback
- Learning resources – what we provide to support your learning and what you can expect

The information contained in this handbook is correct at the time of issue. However, it may be necessary to update some content from time to time; we will inform you of any changes and make updated copies available through the DEES Virtual Common Room on the Blackboard site.

We hope you find this booklet useful, but if you think there is any way that it could be improved, please do let us know; we always welcome your feedback.

To begin with, please note the following guidance:

How to get a good degree:

- 1) *Communicate with us.*
- 2) *Be organised; use a diary or your phone's organiser to note important dates.*
- 3) *Attend classes.*
- 4) *Keep up-to-date with coursework and meet deadlines.*
- 5) *Fully acknowledge the sources of information you make use of.*
- 6) *Look at the Department noticeboards at least once a week.*
- 7) *Check your University email every day.*
- 8) *Consult Department web pages.*
- 9) *Make sure we know how to contact you at all times, even during vacations.*
- 10) *Attend exams, read the instructions, and answer all questions as required.*
- 11) *Think about what you are learning as you go along – don't rely on last minute revision.*
- 12) *Let us know about any illness or incident that might affect your work.*

Common mistakes that lead to poor performance:

- 1) Missing lectures, practicals or tutorials.
- 2) Forgetting to turn up to exams.
- 3) Failing to hand in assessed work on time
- 4) Relying too heavily on a single source of information, or failing to express ideas in your own words.
- 5) Working too closely with someone else so that neither of you submit your own, independent answers.
- 6) Not letting us know if you are ill.
- 7) Not telling us if you have family or other problems that keep you away from University.
- 8) Changing your address and not telling us how to contact you.
- 9) Telling your parents not to forward any mail we send to your home address.
- 10) Booking holidays for periods of required attendance, resit periods or periods that overlap with field courses.
- 11) Relying on last-minute revision rather than keeping up with course material.
- 12) Keeping your problems to yourself.

Developing as an Independent Learner.

How to Succeed



YOUR CAREERS SERVICE
YOUR FUTURE

We provide opportunities to practice and develop these capabilities *in your own style*.

Over your time in Manchester we hope you will develop the ability to master new subjects independently and become less reliant on formal teaching. We intend that you should gain the ability to assess your own level of understanding of a complex subject without an external test. We look to cultivate and reward creativity, the ability to apply your knowledge to new situations, and a critical approach to your subject. These are the capabilities valued in graduates. In addition, Manchester University research has isolated some key characteristics of those who go on to successful careers in addition to excellent subject knowledge, skills and understanding – they are personal attributes that tend to bring

success in any area you might pursue after graduation. These are encapsulated in the Figure above, which is based on research by the Careers Service. We aim to give you opportunities to develop these skills in ways that suit your own personality, as you become a professional geoscientist or environmental scientist.

1.2 Communication – Email/noticeboards/mail

If you have any questions regarding general administrative queries e.g., student records, transcripts, course unit selection etc you can email us at earth@manchester.ac.uk

If you have any questions relating to pastoral care, welfare, or mitigation you should email earth.support@manchester.ac.uk.

If you want to speak to someone in person, The Faculty of Science and Engineering have opened two Student Support Hubs, one in the Alan Turing Building, and one in Engineering Building A (open 09:00 – 17:00 Monday to Friday), this face to face service is available to answer any queries from all FSE students. The Hubs are being staffed from across the Teaching, Learning, Students Experience (TLSE) Teams to answer your query in person.

The campus map is available online at: <http://man.ac.uk/oM0pYU>

1.2.1 Email

Registering online is a crucial part of becoming a student of The University of Manchester. You are not a member of the University and you are not entitled to access any University services - including attending lectures until you Register. Registration is an online process which opens on 1st September that requires you to confirm your personal details, check course information, and pay your tuition fees, or make arrangements to pay them.

All new and returning students are required to register, regardless of how your fees are paid, whether you're new to the University or returning for another year. Information on how to register, and how to get help with any issues during registration can be found here: <http://man.ac.uk/6PqLkv>

You must register by 30th September to avoid a late payment charge; registration after this date will incur an additional charge of £200. Further details of the late payment charge are available on the University "Welcome to Manchester" website: <http://man.ac.uk/w95u6K>

As part of registration you have been provided with a University email address along with a username and password. You must not pass your username or password to anyone else and must not divulge email addresses of fellow students to anyone else without their permission.

Email is the standard way we will communicate with you. We may email you regarding various announcements, including any changes to your timetable. Therefore, it is essential that you check your emails **at least once a day**. You can find staff email addresses by going to the main University website and clicking the 'Search' button near the top of the

screen. Then click the 'staff search' radio button and enter the name of the staff member you are searching for. You will need to ensure you manage your email account in such a way that it never becomes full and unable to receive messages. To find out how to set your university email account on your personal devices visit: <http://man.ac.uk/IMV1id>

**** IMPORTANT ****

PLEASE NOTE: email communication will only occur via your University email address and staff will not use, or respond to, any other email address, except in exceptional circumstances.

When contacting staff please use an appropriate level of cordial formality, such as you would expect to use for a professional communication in later life.

1.2.2 Noticeboards

There are noticeboards for each year of study, along with noticeboards for assessment and feedback, professional development and general information located on the ground floor, the first floor landing area, and the first floor corridor in the Williamson Building; ensure that you find out where they are **and remember to check them regularly.**

1.2.3 Mail

We may, on occasion, need to write to you, so it is essential that we have an up-to-date term-time and home postal address, along with a telephone number. You can update your personal information on-line by logging in to 'My Manchester.' If you have any problems doing this, please visit the Student Hub or email (earth@manchester.ac.uk) where staff will be happy to assist you.

1.3 Health and Safety

The University has a responsibility to provide healthy and safe working conditions for staff and students. We all have a responsibility as individuals to follow good safety practice and to ensure that we do not put others at risk. You should familiarise yourself with the procedures for dealing with an emergency, including discovery of fire, and the location of the fire exit points in the various buildings in which you will be studying.

In order to ensure your safety during your studies, it's important you read the available and up-to-date guidance on health and safety. For a range of guidance during your time at the University, please see <http://man.ac.uk/sWb6q4>. You can search the A-Z list on this site for any specific information you require.

You MUST complete the online Health and Safety within the first two weeks of the course. It is available in the DEES Virtual Common Room in the 'My Communities'

section of Blackboard. Failure to complete the course by this date may result in your being refused permission to progress to the next semester of your programme.

1.3.1 Smoking, Food and Drink

By law, smoking is prohibited throughout University buildings (and in any public building in the UK). The University also prohibits smoking adjacent to the entrances to buildings.

You should not bring food or drink into any rooms used for teaching, including the practical classrooms and the computer clusters.

1.3.2 Use of Laboratories

Laboratory safety rules will vary depending on the nature of the activity. In general, if you damage equipment or specimens you should report this immediately to the appropriate member of staff or to one of the teaching technicians. Do not attempt to repair faults yourself. Electrical equipment, especially microscope lamps, must be switched off using the required protocol and unplugged after use. Benches and passages must be kept clear of coats and bags.

1.3.3 First Aid

In the event of an accident requiring first aid, you should either contact a member of staff or consult the building attendant at the main entrance to the building, where a First Aid box and defibrillator is available. A list of the names of approved and emergency first aiders is located near all the lift doors. If urgent assistance is required call the security lodge the number is on back of your student card 0161 306 9966.

1.3.4 Fire

You should familiarise yourself with the main escape route from the building and with alternative routes should the main escape route be impassable. An intermittent siren means that you should be 'prepared to leave' the building. If you hear the alarm (continuous siren) leave the building as quickly as possible by the nearest available exit and assemble near the marked point on the grass between the building and Oxford Road. Move well away from the doors to the building. You should also leave the building when instructed by a fire marshal in a high-viz vest, even if there is no alarm. The Williamson Building fire alarm is tested every Monday at 08.20 and the Simon Building fire alarm is tested every Monday at 08.35. Do not enter a building whilst the alarm is sounding and, following evacuation, do not re-enter until a Fire Officer or senior member of staff gives permission.

If you discover a fire, the first thing you should do is sound the alarm. Fire alarms are located on each corridor and are operated by breaking the glass in the red contact boxes, which are usually located at the end and mid points of the main corridors.

1.3.5 Safety in the field

When carrying out fieldwork, you have special responsibilities for your own safety and the safety of others. A document about safety in the field is issued to all students prior to field courses. On site visits, you must comply with regulations in force at the site, and wear the appropriate footwear, safety helmet and high visibility waistcoat.

1.3.6 Advice for those with impaired mobility

If you use a wheelchair or have difficulty with mobility in the Williamson Building, you should contact the Earth Support team, for advice on using the facilities. We can also put you in touch with Safety Advisers in other buildings. Staff in Earth Support will also be happy to put you in contact with the appropriate University support service.

2. TEACHING, LEARNING AND ASSESSMENT

The quality of your University experience and your academic success ultimately depends on your commitment to your programme.

University study requires a higher degree of self-motivation than is expected at school. This, in practice, means that you must take more responsibility for your own learning.

Everyone should try to contribute to the creation of a good learning environment by:

- preparing for lectures, seminars, fieldwork and tutorials by undertaking necessary reading and discussing/sharing thoughts and ideas with your fellow students.
- participating in discussions, asking questions and giving presentations.
- following up lectures, practical's and tutorials with independent study, including reading, note taking, organising and discussing your material.

Most importantly, you should reflect on what you have learned and use this new knowledge as you progress through your studies.

2.1 Teaching Methods

Teaching on our courses varies. It includes lectures, laboratory classes, fieldwork, tutorials, seminars and web content. Practical work, in the laboratory or the field, and problem-solving classes are an important component of our degree courses and have the great advantage over lectures by allowing informal discussion with other students and staff. Residential field courses provide an ideal environment for relaxed and informal discussions whilst developing your subject understanding.

On the undergraduate programmes the Practical and Professional Skills Development unit in the first year and the Professional Development and Project Preparation units in the second allow interaction between staff and small groups of students. They usually involve specific tasks (reading, writing, oral presentation, practical skills) which take you beyond the immediate confines of formal coursework. During the first two years you will meet a number of different tutors drawn from the academic and post-doctoral research staff of our department (or our partner schools/departments). In the third year you will have individual supervisors for project work with whom you meet on a regular basis.

2.2 E-Learning

Blackboard (Bb9) is an online learning system that you can use to view course material for any units that you are taking. You can also complete and submit coursework and monitor your progress using online tests and quizzes. You can communicate and collaborate with your lecturer or other students using discussions or wikis. For more information click here:

<http://man.ac.uk/RiXv5l>

2.3 Assessment

Many course units involve both an element of in-course assessment and a formal written examination. In-course assessment can take many forms e.g., a short test in a practical session, marking of laboratory practical books or an assignment done in private study time. Details of the assessment procedures for each course unit can be found on the website of the school/department that runs the unit.

In-course assessment rewards people who work steadily as the course unit progresses. It can help you to check your understanding and get feedback, rather than entering a final examination unprepared.

End of semester examinations in January for most first semester course units, and in May/June for second semester course units, include formal written examinations and, in some cases, practical examinations. Fieldwork is also assessed through the marking of field exercises and written reports. In the third and fourth years, assessment of project work forms a major component of the marks.

We are committed to providing feedback on work you submit to us within 15 working days of your submitting it. If this deadline is not met in any instance please let your Year Co-ordinator or Programme Director know. Alternatively, please ask your programme year Student Representative to raise it at the Student-Staff Liaison Committee.

2.3.1 Staff Responsibilities in Assessing Students' Work

- To set assessments that are fair, and test whether you have achieved what is set out in the Intended Learning Outcomes of the unit.
- To offer guidance which will help you prepare for your assessments, (e.g., advice on choice of essay title, skim reading an outline or first draft of a report, and providing revision guidelines for an examination).
- To comprehensively and comprehensibly state the criteria used for assessing your work (this statement to be made available in writing when each assessment is set).
- To mark your work fairly, carefully and consistently.
- To return provisional results within three weeks of submission dates.
- To give you feedback on your work, including a mark.
- To offer additional support to any student whose work fails, and to any student whose pass is borderline and hence cause for concern.

2.3.2 A Student's Responsibilities.

- To attend all classes, including online.
- To arrange meetings with their advisers (e.g., Dissertation Supervisor, Academic Advisor, Year Co-ordinator, or Programme Director, as appropriate) and attend these meetings on time. These meetings may be online.
- To treat their assessments seriously, and to submit the highest quality work that they are capable of.
- To consult with course unit lecturers or their Academic Advisor at an early stage if they have concerns about any assessment. In this way many difficulties can be ironed out, saving unnecessary worry and last minute crises.

- To take notice of the guidance offered on how to approach assessments.
- To submit all assignments by the given deadline regardless of whether or not the assignment contributes to the marks for a course units and to attend examinations and oral assessments at the given time and place (see policy on late submission / non-attendance below).
- To submit all written assignments in accordance with the instruction in the assignment brief.
- To adhere to the department policy on mitigating circumstances and to report absences due to ill health.

2.4 Deadline and Penalties

During your course you will be given assignments to do in your own time. You will be given a deadline for handing in this work and it is essential that you keep to the stated deadlines. All deadlines are in UK local time and it is your responsibility to ensure that you check the relevant time zones. **Late submissions will be penalised according to the University Policy on Submission of Work for Summative Assessment on Taught Programmes.**

<http://documents.manchester.ac.uk/display.aspx?DocID=24561>

Work submitted after a deadline will be marked, but the mark awarded will be reduced by 10 percentage points per day (assuming a 1 – 100 marking scale). For instance, if the mark you get for a piece of work corresponds to 70%, submission one day late would result in a mark corresponding to 60% being recorded.

If work is submitted more than 9 but less than 10 calendar days late, this is considered as a late submission and a penalty will be applied that results in the mark being reduced to zero.

If the work is submitted more than 10 calendar days late then it is considered as a non-submission and a mark of zero applied.

Work submitted within 10 calendar days of the deadline will be marked and feedback given.

The above relates to first attempts only. Students who submit referral assignments (including carried forward failed credit) after the deadline will be automatically subject to a mark of zero. There will be no sliding scale in operations for resits/referrals and there are no further resit opportunities for referred assignments that are submitted late, unless there is approved mitigation.

It is possible that late submission will not be allowed for some assessments – in these cases there will be detailed instructions and a rationale in unit information online and in the assessment brief.

Computing problems are not accepted as an excuse for late submission. **If you are late in handing in an assignment for any reason, you should also discuss the problem with the person who set the work and/or with your Academic Advisor.**

- Don't miss deadlines by handing in your work to the wrong place or on the wrong online link.
- Don't trust your friends to submit work for you.
- Make sure you **always** keep a copy of what submit.

- Don't rely on computer systems or external drives to archive your assessed work. Use the university's cloud service sometimes called P-Drive and have other backup sources.

Please see section 5.2 below regarding Mitigating Circumstances.

2.5 Scaling of course unit marks

Where the average mark for a particular course unit is considered to be anomalous, i.e., exceptionally high or exceptionally low and falling outside of our normally acceptable range, the Department's Statistics and Moderation Board may decide to scale the marks up or down to bring the average mark back into the acceptable range.

2.6 Release of Marks

Publication of marks dates will be emailed to you as well as being published in the Departmental Newsletter and made available on Blackboard.

NOTE: Occasionally it may be necessary to revise the exam board date and/or the results publication date due to circumstances beyond our control, you will be notified by email of any changes.

You will be notified via your student email when your results are available (results will be released before 4 pm on the dates published) and these can be accessed via your My Manchester Portal following the relevant Board of Examiners; if you cannot access this information please contact, in the first instance, earth@manchester.ac.uk. You will need to access your results promptly so you are aware of any resits/reassessments (referrals) or first sits/assessments (deferrals) you may have.

Please do not telephone the Department with any queries regarding your results. Staff **are not allowed** to disclose or discuss results in any circumstances. Queries about results should be emailed to your Academic Advisor, Year Coordinator or Pathway Tutor.

Please note that marks you are given or which you have accessed via Blackboard before the Board of Examiners are provisional; final marks can only be ratified by the Board of Examiners meeting, at which time marks may be increased or decreased.

2.7 Withholding marks

Marks will normally be withheld in the event of outstanding debts being due to the Department or University, or if a candidate is subject to a Student Disciplinary Committee.

2.8 Feedback on your work

Feedback on your performance via coursework and tutorial sessions will be a regular feature of your studies here and may be verbal or written. Feedback is intended to help students understand the marks or grades that have been awarded and to guide how their performance might be improved in subsequent assessments. Normally, feedback on coursework will be provided within 15 university working days of the final deadline for submission, and within 30 working days if the work contributes 30-credits or more.

Students should feel free to seek clarification on feedback from lecturers or their tutor, but are reminded that marks are awarded on the basis of academic judgment and cannot be appealed unless there is an obvious error.

Formative Assessment and Feedback is the assessment and feedback that is given to help you develop and improve within the unit of study but is non-assessed and more informal in nature. It is normally carried out within class/lecture sessions, along with brief replies to your emailed enquiries or fed back through Blackboard.

Summative Assessment and Feedback is the assessment of work that has marks that will contribute to the final mark of the unit either via formal examinations or assignments/laboratory reports /project work.

The mechanism by which feedback will be provided will differ for different units; details of coursework and feedback mechanisms for each unit can be found in each of the individual unit handbooks and an assessment map outlining the dates that you will receive feedback can be found in the year handbook. As well as feedback by staff you will have opportunities to give feedback to and receive feedback from your peers.

2.9 Fieldwork

The Department covers the cost of all compulsory taught field courses, except:

- Cost of food where a taught field course is self-catered.
- Field work associated with student projects. The department provides a bursary to contribute towards the cost of project fieldwork. However, you should be aware that you may incur additional costs.

You should refer to your Programme Handbook for information regarding the field course(s) relating to your programme. In most cases the field courses are mandatory and you should note the likely dates of the trips to avoid making any other arrangements, including booking holidays that may clash with the arranged dates. Please note that some field courses may run in the vacation periods.

You should also note the information in the Programme Handbook regarding clothing and footwear as these form part of the risk assessment for the field course and failure to arrive at departure with appropriate clothing or footwear will normally result in you being refused permission to take part in the field course.

You are required to provide all requested information (e.g., passport details) by advertised deadlines prior to a field course. Failure to provide the information by the deadline will normally result in you being excluded from the field course, and this will not be considered grounds for mitigation.

We want you to thoroughly enjoy the whole experience of taking part in field courses, including the opportunity to interact with your fellow students in a less formal environment. At the same time, we would remind you of the need to always act in a responsible and appropriate manner. Any reports of inappropriate behaviour, or behaviour that may negatively impact upon the reputation of the department or University will be rigorously investigated and may result in action being taken under [Regulation XVII – Conduct and Discipline of Students](#).

Before each field course you will be required to complete an Occupational Health Assessment form and upload it to Blackboard. Depending on the information you provide in the form, you may be required to attend an appointment with the University's Occupational Service in order to be issued with a fitness to travel authorisation. It is essential that you provide full, accurate and up-to-date information when completing this form. You will not be able to claim mitigation for any pre-existing condition(s) that you failed to divulge on the Occupational Health Assessment form.

2.10 Use of Turnitin

The University uses electronic systems for the purposes of detecting plagiarism and other forms of academic malpractice and for marking. Such systems include TurnitinUK, 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 TurnitinUK 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, in which case we will cover the printing costs through the allocation of printer credits). If you are asked to do this, you must do so before the published deadline.

The Department also reserves the right to submit work handed in by you for formative or summative assessment to TurnitinUK 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.

2.11 Peer Assisted Study Sessions (PASS)

Peer Assisted Study Sessions (PASS) are academic sessions led by higher year students for lower year students. The aim is to provide a fun, friendly and focused environment in which students can enhance their learning. The Department currently operates the scheme for all programmes.

Purpose

- Support a personalised student experience through collaborative exploratory discussion
- Enhance the learning experience and personal development of PASS Leaders
- Improve academic performance and achievement and increase retention
- Provide an additional mechanism for communication and feedback between teaching staff and students

Approach

- Supplementary learning through student to student support scheme

- Trained student PASS Leaders facilitate study sessions for groups of lower year students
- PASS is voluntary and intended to offer a safe, friendly place to help students:
 - Adjust quickly to University life
 - Improve their study habits
 - Enhance their understanding of the subject matter of their course through collaborative learning
- Enhanced awareness of course direction and expectations
- Content is based on course materials and PASS leaders are engaged in sharing their experiences and facilitating discussion rather than re-teaching the subject.

For more information about the scheme, please refer to:

<http://www.manchester.ac.uk/study/undergraduate/teaching-learning/learning-support/>

2.12 Plagiarism and other forms of Academic Malpractice

Plagiarism is the unattributed use of another person's work. It is the equivalent of cheating in an examination. You must adhere to the following rules:

- Coursework, dissertations and essays submitted for assessment must be your own work, unless in the case of group projects a joint effort is expected and is indicated as such.
- Unacknowledged direct copying from the work of another person, or the close paraphrasing of somebody else's work is a serious offence. This applies to copying both from other students' work and from published sources such as books, reports, journal articles or the Internet.
- Use of quotations or data from the work of others is acceptable provided that the source of the quotation or data is given. Failure to provide a source or put quotation marks around material that is taken from elsewhere gives the appearance that the comments are your own. When quoting word-for-word from the work of another person quotation marks or indenting (setting the quotation in from the margin) must be used and the source of the quoted material must be acknowledged at this point in the text. In most cases, your work should contain relatively few direct quotations. **It is better to acknowledge the source but use your own words. Expressing an idea in your own words demonstrates that you have understood the concepts and so will attract higher marks.**
- Paraphrasing when the original statement is still identifiable and has no acknowledgement is still plagiarism. A close paraphrase of another person's work must have an acknowledgement to the source. It is not acceptable for you to put together unacknowledged passages from the same or from different sources linked together with a few words or sentences of your own even if you change a few words from the original text. This is regarded as over-dependence on other sources, which is a form of plagiarism or, at best, poor academic practice that will attract a low mark.
- Direct quotation from an earlier piece of your own work, if unattributed, suggests that your work is original, when in fact it is not. The direct copying of your own writing is a form of plagiarism (self-plagiarism) if the fact that the work has been or is to be presented elsewhere for credit is not acknowledged.

- Sources of quotations used and other works from which information has been drawn must be cited in the text and should be listed in full in a bibliography at the end of your piece of work.
- Websites referred to should appear in the bibliography with the full website address and the date it was consulted.

There are serious penalties for plagiarism. In deciding upon the penalty, the University will take into account factors such as the year of study, the extent and proportion of the work that has been plagiarised and the apparent intent of the student. The penalties that can be imposed range from a zero mark for the work (without allowing resubmission) through to the downgrading of degree classification, the award of a lesser qualification (e.g. a pass degree rather than honours, a certificate rather than diploma) to disciplinary measures such as suspension or expulsion.

There are a variety of resources to help you understand plagiarism and learn how to avoid it, and we will ask you to use some of these early in your career.

All students are required to successfully complete the mandatory on-line Academic Malpractice Awareness course that is accessed via the DEES Virtual Common Room in the 'My Communities' section of Blackboard. This course should be completed on later than the end of October 2022. Failure to complete the course by this date may result in you being prevented from progressing to the next semester of your studies.

Other forms of academic malpractice include:

Collusion

Collusion is when a student or students collaborate with another student or students, as an individual or group to gain a mark or grade to which they are not entitled. Similarly, students who allow another student to copy their work are also committing collusion and both the copier and the provider of the work are liable to be penalised.

Fabrication or falsification of data or results

Fabrication or falsification of data or results by individual students or groups of students is the presentation or inclusion in a piece of work of figures or data which have been made up or altered and which have no basis in verifiable sources; this may or may not involve other instances of academic malpractice.

Guidance on plagiarism and other forms of academic malpractice can be found at this link.

<http://documents.manchester.ac.uk/display.aspx?DocID=2870>

3. DEGREE REGULATIONS

3.1 Undergraduate Degree Programmes

The Undergraduate Degree Regulations (including Integrated Masters) applicable to all progressing (from September 2012 onwards) and new UG students:

<http://documents.manchester.ac.uk/display.aspx?DocID=13147> (version 2.7)

These regulations provide detailed guidelines on the criteria that must be applied to evaluate whether a student can progress on their programme or be awarded a certain degree classification and the procedures that should be followed when a student does not fulfil the requirements for progression.

Further supporting information on student progression and reassessment is provided in the Guide to the Taught Degree Regulations:

<http://documents.manchester.ac.uk/display.aspx?DocID=13144>

Below is a summary of the Degree Regulations that apply to students on Undergraduate (including Integrated Masters) programmes who commence their study after 2012. Please note that they are NOT the full regulations but have been provided as a guideline. In all instances, the full University Regulations: Undergraduate Taught Degrees will provide the definitive reference source.

Undergraduate degrees at the University of Manchester are based on the National Framework for Higher Education Qualifications (FHEQ). This framework requires you to achieve credit at every level of the award. For a standard undergraduate programme this will normally mean passing 120 credits in each of your three years of study (4 years for integrated Masters)

The University sets standards relating to your performance on every unit but also on your progression from one year to the next. Your programme and course unit specifications will set out the requirements for passing the credit on individual units. However, the University requires that you pass all 120 credits in order to progress to the next year of an undergraduate (including integrated Masters) degree programme.

What happens if I fail some units?

First of all don't panic. Sit down with your Academic Advisor, Year Co-ordinator or Programme Director who will take you through your options.

Different rules apply to first year undergraduate students compared to students in the subsequent years of their degree programme.

First Year (HE Level 4): All DEES undergraduate degree programmes

The regulations require you to pass a minimum 1/3 of the assessed credits (normally 40 credits) at the first attempt in each year. If you don't manage this, you may ask to repeat the year but we are not obliged to let you – we will make the decision based on

- i. Whether some factor affected your performance in the year and is unlikely to affect your performance in a repeat attempt. For instance, a medical condition that is now better or for which you will have better support (including from us), a financial or legal problem that is resolved
- ii. Your attendance record.
- iii. Evidence that allowing you to repeat the year is likely to allow you to pass.

If you pass a minimum of 1/3 of the assessed credits (normally 40 credits) but have failed to meet the expected standard in up to 2/3 of the remaining credits, we will give you one more attempt at some or all of the assessments you have failed, subject to an acceptable work and attendance record (below, sections 4.4 and 5.3). This is known as 'referred assessment' and these assessments will normally take place over the summer period. This will happen in good time for the examination board to make decisions on your progression for next year's registration. The pass mark for undergraduate degrees is 40%. Referred assessments will be capped at 30%, unless the original mark was within the compensation zone of 30% - 39% (in which case this mark will stand) and is the mark that will be shown on a transcript of results, e.g., 30R. It is this mark that will be used to calculate your final degree classification.

Attendance is compulsory for all classes (e.g., lectures, practicals and tutorials) associated with each course unit. If you have more than two unauthorised weeks of absence from a course unit during the semester, you will not normally be offered a referred assessment, should you fail that course unit.

Students in the first year of their degree programme are required to achieve a pass mark ($\geq 40\%$) in all course units at either the first or second (referred) attempt in order to progress to the second year of the degree. Compensation will not normally be applied to first year course units.

All decisions concerning referred assessments, compensation and progression are at the discretion of the Examination Board.

Second Year (HE Level 5) (and Third Year (HE Level 6) of an Integrated Masters): All DEES undergraduate degree programmes

The regulations require you to pass a minimum 1/3 of assessed credits (normally 40 credits) at the first attempt in each year. If you don't manage this, you may ask to repeat the year but we are not obliged to let you – we will make the decision based on:

- iv. Whether some factor affected your performance in the year and is unlikely to affect your performance in a repeat attempt. For instance, a medical condition that is now better or for which you will have better support (including from us), a financial or legal problem that is resolved
- v. Your attendance record.
- vi. Evidence that allowing you to repeat the year is likely to allow you to pass.

If you pass a minimum of a 1/3 of assessed credits (normally 40 credits) but have failed to meet the expected standard in up to 2/3 of the remaining credits, subject to compensation (below) we will give you one more attempt at some or all of the assessments you have failed. This is known as 'referred assessment' and these assessments will normally take place over the summer period. This will happen in good time for the examination board to make decisions on your progression for next year's registration. The pass mark for undergraduate degrees is 40%. Referred assessments will be capped at 30%, unless the

original mark was within the compensation zone of 30% - 39% (in which case this mark will stand) and is the mark that will be shown on a transcript of results, eg., 30R. It is this mark that will be used to calculate your final degree classification.

At the discretion of the examination board, you may be granted compensation for up to 1/3 of assessed credits (normally 40 credits) in which your mark was between 30 and 39% (for undergraduate degrees) Your transcript of results will show the actual mark achieved (eg. 38C) and this will be used to calculate your final degree classification, but you will not have to resit the exam.

You cannot choose to resit an assessment to get a better mark.

What happens if I fail my resits?

If you fail to achieve 120 credits after compensation, the examination board will make a decision about your progression. It is possible, but unlikely, that the board will allow you to carry forward a maximum of 20 credits into a subsequent year; you would have to have passed 100 credits and not failed any core units, and some of our partner departments/schools do not allow units to be carried. You may ask to repeat the year. The board may decide to make an exit award (Certificate or Diploma of Higher Education).

Compensated referrals will be capped at 30% and this is the mark that will show on your transcript of results (e.g., 30R) and be used to calculate your final degree classification. The capped mark is applied to the unit level mark, not the failed element.

What if I fail units in my final year?

Unfortunately, referral does not apply in the final year and you will not be able to take referred assessments. However, you may be eligible for 'special' compensation of up to ½ of assessed credits (normally 60 credits) in your final year. But it is important to remember that a penalty may be applied and your classification reduced to below that which would have been awarded had you passed all units.

How is my degree calculated?

To be considered for a Bachelors degree with honours a student must have achieved 120 credits in each year of a three year programme, totalling 360 credits. Referrals and compensations still count towards your credit total.

Bachelors degree classification for those students who commenced their studies 2012 onwards, will be decided using weighted total points for three-year degrees using the following:

Year 1 0.1, Year 2 0.3, Year 3 0.6

For four-year Integrated Masters degrees, where study commenced 2012 onwards classifications will be calculated using the following:

Year 1 0.06, Year 2 0.19, Year 3 0.375, Year 4 0.375

These are the department's choices from options under the degree regulations paragraphs 52 and 55.

3.2 Postgraduate Degree Programmes

Below is a summary of the Degree Regulations that apply to students on Postgraduate programmes who commence their study after 2012. Please note that they are NOT the full regulations, but have been provided as a guideline. The full Postgraduate Degree Regulations can be found at below and will provide the definitive reference source.

<http://documents.manchester.ac.uk/display.aspx?DocID=29208>

Postgraduate degrees at the University of Manchester are based on the National Framework for Higher Education Qualifications (FHEQ). This framework requires you to achieve credit at the level of the award, typically 180 credits at Masters level FHEQ 7 with an average of $\geq 50\%$.

To achieve Distinction you must achieve an overall average of $\geq 70\%$ for the combined taught and research (dissertation) elements of your programme. If you have undertaken any referred assessment or been compensated you will not be eligible for a Distinction.

To achieve a Merit you must achieve an overall mark of $\geq 60\%$

What happens if I fail some units?

The pass mark at Masters level is 50%. The compensation zone is 40-49%. Reassessment (referral) may be taken provided that the number of credits and those compensated does not exceed half the taught credits in total. Referral marks will be capped at the lowest compensatable mark (40), 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.

The implications of failing to gain the required credits for progression after exhausting opportunities for reassessment are detailed in the degree regulations, which you should consult.

4. STUDENT PROGRESSION – POLICIES, PROCEDURES AND REGULATIONS

4.1 When and how are decisions made about my results and my progression?

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 Course Unit Tutors and Programme Directors and may include an External Examiner from another university. It is the job of the Examination Board to anonymously review all the results and make decisions on the awarding of credit, who can re-sit exams, who has the opportunity to repeat the year and who can progress to the next year. It is also the job of the Examination Board to decide who, in accordance with the Degree regulations, has failed to achieve the necessary credits to continue to the next stage of study and must leave the programme. In such circumstances, where a student has achieved the required number of credits, they may be considered for an exit award.

Some students will narrowly miss the threshold for a particular degree classification and so the Examination Board may consider their pattern of marks (Mark Distribution) and may look at their examined work (Classification Review), and may award the higher degree classification.

4.2 Notes supplementary to University Exam Regulations

For those students who commenced their studies prior to 2019/20, the minimum mark required to progress from Year 2 to Year 3 of the Integrated Masters (MEarthSci and MEng.) will be 55%. Any BSc Geoscience or Environmental student who gets more than 60% in their second year and is maintaining an average of greater than 60% in their third year may ask to transfer to the MEarthSci or MEnv course, as appropriate.

For those students who commenced their studies prior to September 2019, progression from Year 3 to Year 4 will require at least 50% in the third year. Students failing to reach this level will be considered for the award of a BSc or BEng as appropriate.

Year in Industry programmes

Those students who commenced their studies prior to September 2020, on the Year in Industry programme, must normally achieve an average mark of 60% over their first three semesters (i.e., all year one and semester one of year two). Students who do not meet this requirement and were originally on the Year in Industry programme, will be automatically transferred to the relevant standard Environmental Science or Geography/Geology programme.

Year Abroad programmes

Students who commenced their programme on or after September 2019 with a first year average of >60% may transfer from the BSc Earth and Planetary Science programme for the BSc Environmental Science programme to the MEarthSci Earth and Planetary Science programme or the MEnvSci Environmental Science programme.

Students who commenced their programme on or after September 2019 with a first year average of >60% who are registered on any of the MEarthSci Earth and Planetary Science or MEnvSci Environmental Science 'with' programmes may transfer to the MEarthSci Earth and Planetary Science or MEnvSci Environmental Science programme at the end of Year 1

Students who commenced their programme on or after September 2019 registered on the MEarthSci Earth and Planetary Science or the MEnvSci Environmental Science programmes who do not achieve a year average of >60% at the end of Year 1, will normally be transferred to either the BSc Earth and Planetary Science or the BSc Environmental Science programme, depending on the student's chosen pathway.

Students who commenced their programme on or after September 2019 registered on the MEarthSci Earth and Planetary Science or MEnvSci Environmental Science programmes who do not achieve a year average of >60% at the end of Year 2, will normally be transferred to the BSc Earth and Planetary Science or BSc Environmental Science programme respectively.

Students who commenced their programme on or after September 2019 registered on the MEarthSci Earth and Planetary Science programme or the MEnvSci Environmental Science programme must normally achieve a Year 3 average of >60% to progress to Year 4 of the programme.

DEES does not use *viva voce* examinations to contribute to decisions where candidates are in the boundary zone between degree classifications.

4.3 What do I do if I disagree with the Exam Board's decision?

The University has procedures which set out the course of action should you wish to appeal against an Examination Board decision or make a complaint. **Regulation XIX Academic Appeals** can be found at:

<http://documents.manchester.ac.uk/display.aspx?DocID=1872>

In the first instance please contact the Department at earth.support@manchester.ac.uk where staff will be able to talk you through the decision-making process and to offer you advice.

4.4 Policy on Re-assessment

The degree regulations lay down the conditions for and nature of reassessment where course units have been failed and cannot be compensated.

However, if the Department 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 may refuse the student an opportunity of re-assessment.**

Please note that a reassessment, whilst designed to assess the same learning outcomes as the original assessment, does not have to be the same format. For example, a reassessment for a course work assessment, may be reassessed by exam and vice-versa, etc.

Students who have confirmed plans to take a Year in Industry, Abroad or Research should be aware that their resit period may be brought forward to avoid clashing with the start of the industry / abroad / research year.

4.5 Interrupting a period of study

The Degree Regulations make it explicit that the expectation is that study proceeds without interruption and that there is no right to an interruption. In order to interrupt, and hence to continue on the course at some later date, you must obtain permission. Such permission may be sought because of medical or severe personal or family difficulties, in order to undertake a period of study at a different institution or in order to gain industrial experience. Application for such permission should be made on the appropriate form available from the Student Support Office. The completed forms should be returned to the Student Support Officer for approval by your Programme Director. Applications to interrupt should be made by 16 January 2022 for Semester 1 and by 15 May 2022 for Semester 2, except in exceptional circumstances where this is not possible because of the nature of the issue.

If the interruption relates to a student being unfit to study, then the interruption and subsequent return will follow the guidelines in the University's Fitness to Study Policy.

Please refer to the '[Policy on Interruptions to Taught Programmes](#)' for more information.

4.6 Repeating a period of study

The Department Examination Board may make a decision to allow a student to repeat a level of study. A request from a student to repeat a level of study, must be made in writing to the Chair of the Examination Board and submitted via earth.support@manchester.ac.uk. Permission to repeat a level of study is usually only given in exceptional circumstances and you should refer to Section H36 – 40 of the Undergraduate Degree Regulations for information about conditions that apply.

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

If the repeat of studies relates to a student previously being unfit to study, then the return and repeat will follow the guidelines in the University's Fitness to Study Policy.

4.7 Studying in a different institution (not part of a previously approved course)

You may be permitted to satisfy the credit accumulation and assessment requirements for not more than 120 credits of the course content, other than in the final year, by satisfying appropriate requirements in another University or institution approved for the purpose by Senate and on a course of study approved by the Faculty. A candidate wishing to satisfy requirements in this way, not as a prescribed part of a course, must:

- apply for permission in advance of any proposed period of attendance elsewhere;
- satisfy Faculty that the number and level of credits awarded will be equivalent to that which would have been studied had the period been spent at the University of Manchester;
- before proceeding to the next stage of the course present appropriate evidence of having satisfied all assessment requirements in respect of which permission has been given.

At the time of the application the Programme Director shall inform Faculty and the candidate of the requirements for assessment and the consequences for classification of the subsequent University of Manchester degree.

4.8 Gaining Relevant Experience in an Employment Institution (not as part of a previously approved course)

You may be permitted to interrupt a course of study to gain experience in industry. Such period will usually be of one academic year's duration. An appointment letter from the company concerned should usually be attached to the application.

4.9 Transfer Between Courses

The Faculty permits students to transfer between courses that share a common core:

- on advice and with the consent of the Programme Director(s),
- where there is no repeat of study required,
- where optional units taken and passed meet any requirements of the course to be joined,
- where progression requirements of the course to be joined have been satisfied.

When these conditions have been met, permission of the Faculty is not needed.

5 GENERAL – POLICIES, PROCEDURES AND REGULATIONS

5.1 Student Records

It is essential that the contact information that we hold for you is kept up to date. If your term time or home address change, please ensure that you log on to 'My Manchester' and make the necessary changes to your personal details. If you experience any difficulty with this, please visit the Student Support Hub, or email earth@manchester.ac.uk where staff will be happy to help you.

5.2 Mitigating Circumstances

If your attendance or performance in an examination or other form of assessment is adversely affected by illness (or any other misfortune), then you can draw this to the attention of the Department Mitigating Circumstances Panel. It is the sole responsibility of the student to submit a request for consideration of mitigating circumstances according to the published procedures and deadlines. All claims for mitigation submitted via the appropriate online form by the relevant deadline will be considered by the panel (please note the Department form differs to the standard University template for applying for mitigation).

See link to the University's Student Support website for full information on the Mitigating Circumstances Policy: <http://man.ac.uk/Mkr30j> This includes information on what circumstances can be grounds for mitigation and what will not be considering grounds for mitigation.

Deadlines for Submitting Mitigating Circumstances:

- If your mitigating circumstances affects your performance in examinations, your application should be submitted by the last date of the relevant examination period (i.e. either the last day of the last date of semester one, semester two or resit examination periods).
- If your mitigating circumstances affects your performance in a piece of coursework, your application should be submitted within one day of the deadline for submission of the coursework.
- Please note the Department does not accept retrospective applications for mitigation unless there is a compelling reason why the deadline could not be met.

The deadlines for submitting requests for mitigating circumstances 2022/23 are:

Semester 1 MC deadline: Monday 30th January 2023

Semester 2 MC deadline: Monday 12th June 2023

September Resit MC deadline date TBC

It is the responsibility of the student to submit the request for consideration of mitigating circumstances using the on-line form (available on Blackboard in the DEES Virtual Common Room), and should be accompanied by independent, third-party supporting evidence. Supporting evidence must be submitted to the Student Support Office by email to earth.support@manchester.ac.uk. Students are required to submit evidence in support of any claims for mitigating circumstances, whether this is relating to the effects of COVID-19 or not. Students should keep themselves up to date with any updates related to the effects of COVID-19.

In instances where evidence has been emailed, we may require you to provide sight of the original document at a later date, or to provide contact information of the person providing evidence (e.g., doctor, counsellor etc) in order that we can request confirmation of the authenticity of the documentation. In accordance with the University's mitigation policy, late submissions will only be considered in exceptional circumstances, with a compelling and credible reason.

All requests will be considered in confidence by the Department's Mitigating Circumstances Panel (chaired by the Department's Mitigation Officer, section 7.1.5), which will determine whether there is substantiated evidence of circumstances eligible for mitigation. The panel will then decide whether the circumstances will have had or could have had an adverse effect on the student's performance, and, if so, it will judge how significant the effect was likely to have been. If the Mitigating Circumstances Panel judges that the effect was or would have been significant, the mitigation request will be approved. Mitigation requests may be approved for a specific assessment, or more general impairment over a number of assessments, or for both. The Examination Board will then decide how mitigation will be applied.

When submitting a mitigation request in relation to an extension to a deadline please note the following:

- Requests for extensions can only be considered after you have provided evidence to support your case.
- Requests for extensions should normally be made at least **one week** before the deadline, to allow time to convene a mitigating circumstances panel.
- The **maximum** extension that is normally granted is **one week**.

If you are unsure whether you should apply for mitigation, please contact the Mitigation Officer, Dr Stephen Covey-Crump, Stephen.covey-crump@manchester.ac.uk or the Student Support Office, earth.support@manchester.ac.uk as soon as possible as they would be more than happy to discuss your concerns, and offer advice.

5.3 Work and attendance

The Department will monitor your attendance and engagement regularly throughout your programme of study. This is intended to support you through the learning process and to address any existing or potential issues that may arise linked to your welfare and wellbeing as well as to satisfy external reporting.

For information on how to use the My Attendance system, and how the information will be used, follow the link here: <http://man.ac.uk/G8x0N6>

For more information about the University Regulation XX, *Monitoring Attendance and Wellbeing of Students*, see <http://man.ac.uk/sN4Vdo>

All absences from the University must be reported via the Department's Monitoring Policy. If you cannot attend University because of illness, a hospital/doctor's appointment, job interview, etc, you must:

- You must email earth.support@manchester.ac.uk and request a form which will need to be completed and returned. Please note if you are absent due to ill-health for more than one week you will require a doctor's medical certificate – see below.

In cases where the use of absence with reason forms appears to be excessive, you will be asked to discuss the reasons with your Year Manager or other appropriate member of academic staff.

5.4 Conduct and Discipline of Students

Students shall maintain, at all times and in all places, an acceptable standard of conduct and shall comply with University regulations or regulations of any institution or organisation which a student may be required to work in or visit as part of their prescribed programme of study. Failure to comply with this requirement constitutes a breach of Regulation XV11 – Conduct and Discipline of Students and can have severe consequences, including fines or expulsion. You are advised to familiarise yourself with this regulation, details of which can be found at:

<http://documents.manchester.ac.uk/display.aspx?DocID=6530>

5.6 Students as Carers

The department recognises that many students have caring responsibilities, and is keen to take all reasonable steps to enable them to succeed in their studies.

A student who anticipates that their caring responsibilities will affect their studies should discuss their situation with their Academic Advisor. Depending on the nature of support needed, we may ask for a letter from your GP or other third party confirming that you are a carer (we do not need to know anything about the individual receiving care, just an indication of the impact that the care you provide is likely to have on your studies). Your Academic Advisor will act as a point of contact to develop a suitable work plan that accommodates, as far as is reasonably possible, specific ways of accommodating your needs. The work plan can then be changed if circumstances change.

If you are not comfortable discussing this matter with your Academic Advisor you may either request to change Academic Advisor, or that another member of academic staff be your point of contact for this purpose. Such requests can be made to the Student Support Office, to the Head of Education, to the Senior Education Officer via Earth Support (in confidence), or to your Programme Director.

6 STUDENT REPRESENTATION AND FEEDBACK

6.1 Student Representatives

Student Representatives are elected for each year of study for each Programme. The Students' Union organises the election process at the beginning of each year. Student Representative training is also organised by the Students' Union.

Department Student Representatives are also invited to join the Faculty Student Forum Meeting, which meets each semester.

6.2 Student Staff Liaison Committee (SSLC)

All elected Student Representatives, meet with the Head of Education, Programme Directors, Year Co-ordinators and Student Experience Lead at the Student Staff Liaison Committee (SSLC), at least once per semester. It may be necessary to call additional meetings between Student Representatives and the Head of Education and the Student Experience Lead as issues arise

The SSLC Committee deals with a wide range of topics, both academic and general, concerned with the smooth running of academic programmes and the Department. Student Representatives are required to canvas opinion from their colleagues prior to the meeting. Minutes of the meetings, along with staff and Department responses are freely available to all students via the Virtual Common Room on Blackboard and on the student voice noticeboard, in the Williamson Building foyer.

6.3 Unit Surveys

At the end of each course unit you will be asked to complete a short questionnaire, either online or in paper format. We would strongly urge all students to complete the questionnaires as it is your way of feeding back any concerns or issues that you might have about a particular unit, and thereby help us to continuously improve the quality of our course units. Please remember that we also like to receive positive comments too!

Staff are asked to respond to your comments on the annual review form for their course unit. The collated responses for all course units will be placed on the student voice noticeboard and Blackboard. Specific issues and resulting actions will be discussed at the SSLC meeting and Teaching and Learning Board in . Where possible, issues will be dealt with immediately and longer term issues will be incorporated into the Student Experience Action Plan (SEAP).

6.4 Other questionnaires

In addition to Unit Questionnaires, students are also asked to complete various other questionnaires, all designed to gain student feedback in order to enable us to improve the programmes that we offer and the student experience. These include Programme Questionnaires at each level of study that are completed by students who are NOT completing the National Student Survey (NSS) in that year (completed by all final year undergraduate students). Students on postgraduate programmes will also be offered the opportunity to complete programme level surveys to give us their feedback and help to improve the programme and the overall student experience. The results from these surveys are fed back to the Department and any necessary action and follow up is incorporated in to the Department Student Experience Action Plan. Again, we strongly urge all students to complete the surveys – it is your way to have your say about things that directly affect you and subsequent cohorts of students.

Please remember that formal feedback through the SSLC, and various questionnaires is important, but we always welcome informal feedback, and you should feel free to speak with any member of staff, including your Academic Advisor, Programme Director, Head of Education and Head of Department about any issue that is affecting your studies, or generally, at any time.

7. STUDENT SUPPORT

7.1 Department Support

7.1.1 Student Support Office

The Department's Student Support team can provide support and general advice on all kinds of issues including personal, academic or financial difficulties and can help you to obtain professional help from various University support services (including the Counselling Service, Occupational Health Service and Disability Support Service).

If you want to speak to someone in person, The Faculty of Science and Engineering have opened two Student Support Hubs, one in the Alan Turing Building, and one in Engineering Building A (open 09:00 – 17:00 Monday to Friday), this face-to-face service is available to answer any queries from all FSE students. The Hubs are being staffed from across the Teaching, Learning, Students Experience (TLSE) Teams

7.1.2 Academic Advisor

When you first arrive in the Department you will be allocated an Academic Advisor for the duration of your studies. Academic Advisors can help you with selection of course units, careers advice and any other problems that may occur. They are your advocate while you complete your degree. It is very important that you keep in regular contact with your Academic Advisor (e.g., make contact by email or similar weekly, and meet for a discussion at least once per semester) since he or she would be the ideal person to provide references for job applications etc. Your Academic Advisor may not be able to solve your problems directly but will know who to contact. You may choose to change your Academic Advisor. If you would like to do this, please speak to your Programme Director or Head of Education, to discuss the reasons for your request. We cannot guarantee to assign a specific member of staff as your Academic Advisor since the balance of duties for Department staff has to be maintained.

7.1.3 Professional Development Sessions

You will have professional development sessions during the first and second years of your course.

7.1.4 Programme Directors and Pathway Co-ordinators

Your Programme Director or Pathway Co-ordinator may offer advice to you in choosing optional course units and in selecting appropriate project work. She/he has responsibility for co-ordination of teaching and support activities on your programme and will welcome comments on specific problems or suggestions for improvement of the content, structure, or delivery of the programme(s).

7.1.5 Disability Officer

Within the Department there is a member of staff who has responsibility for co-ordinating the special requirements identified by the University's Disability Advisory and Support Service (DASS) in relation to those students who have a recognised and documented disability. If you consider you may have a requirement for special consideration, you may speak confidentially with the Department's Disability Officer who may, with your permission, refer you to DASS. Please note that special arrangements, such as extension to deadlines and extra time for exams can only be put in place for those students who have registered with DASS and the requirements have been formally notified to the Department by that service. Please contact the Student Support Office in the first instance if you would like to arrange a meeting with the Department's Disability Support Officer.

7.1.6 Mitigation Officer

Within the Department there is a member of staff who has responsibility for co-ordinating decisions concerning mitigating circumstances. If you consider you may have a requirement for special consideration, you may speak confidentially with the Mitigation Officer. Please contact the Student Support Office in the first instance if you would like to arrange a meeting with the Mitigation Officer.

7.2 University Support

7.2.1 Counselling Service

The Counselling Service is available to all students at the University of Manchester. This free service provides confidential counselling by a team of professional counsellors for anyone who wants help with personal problems affecting their work or well-being. You can contact the Counselling Service at:

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

7.2.2 University Disability Advisory and Support Service (DASS)

If you suffer from a disability, whether it is a learning difficulty such as dyslexia, a mobility problem or any other disability, the University Disability Advisory and Support Service (DASS) is available to make sure that you get appropriate support to help you with your studies. All discussions with the advisers in DASS are confidential; they will only communicate those details about your disability to the Department when you allow them to. Note that no academic disability support can be given by the Department unless you have registered with the DASS first. Assessment of appropriate support needs can take some time and so you are encouraged to make contact with the DASS as soon as you can. DASS can be found on the second floor of University Place and their website can be viewed on www.manchester.ac.uk/disability. Please visit the website to ensure that you are aware of the deadline by which you must contact the service to receive support for each exam session. Details of the deadline for exam support from DASS will also be placed on noticeboards in the Department and also emailed to students before each exam period.

7.2.3 Student Union Advice Centre

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

7.2.4 Support for Mature Students

The University recognises that mature students (defined by UCAS as any student over the age of 21 when they commence their studies) and those returning to education may have challenges not normally associated with those students who enter University straight from school or college and therefore a comprehensive guide has been prepared to guide mature students through some of the issues they may face including financial considerations, family responsibilities and work and careers. A copy of the 'Adults Returning to Education Guide' is available at:

<http://www.manchester.ac.uk/study/undergraduate/mature-students/>

7.2.5 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 and all sorts of documents:

<http://www.manchester.ac.uk/study/international/why-manchester/student-support/student-services-centre/>

The Centre is located on Burlington Street (campus map reference 57):

<http://www.manchester.ac.uk/aboutus/travel/maps/az/> and is open Monday to Friday, 10am to 4pm. Tel: +44(0)161 275 5000 or email ssc@manchester.ac.uk

Please note during university closure, the student services centre may be closed.

7.2.6 University Language Centre

The University Language Centre provides courses and language learning resources for students from a wide variety of disciplines wishing to include a modern languages element within their studies. It also offers a wide range of courses and services for international students for whom English is not their first language.

Foreign language courses

These are offered as part of the University Language Centre's institution-wide language programme (LEAP), these courses are available to students from across the University and may be studied on a credit or on a non-credit basis to complement your degree. Currently there are 18 languages, ranging from the main international languages (e.g. *French, Spanish, Arabic, Chinese, German*) to a number of lesser taught languages (e.g. *Japanese, Hindi, Hebrew, Persian, Turkish, Greek*), offered at various levels. For more information on the full range of languages and levels that are available, please consult the University Language Centre website via the link given below.

English Language Programmes

If English is not your native language, you may wish to enquire about the wide range of credit bearing and non-credit bearing English courses available through the University Language Centre. International students who would like advice on how they can improve their academic writing are encouraged to make use of the one-to-one writing consultation service. Please refer to the Academic Support Programmes section of the ULC webpage via the link given below.

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

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.

7.2.7 International Society

The International Society, based on in the Students' Union, has over 3000 members from over 150 different countries. It arranges a vast range of activities and social events designed to help international students feel at home here in Manchester. The Society also operates a Hospitality

Scheme which arranged for students to visit British homes. For further information about the International Society, please visit:

<http://www.manchester.ac.uk/study/international/why-manchester/multicultural/community-societies/society/>

7.2.8 Careers Service

We are keen to help you take the next step in your career once you graduate from the University. We encourage you to get involved with professional bodies and develop your CV through engaging in outside activities. We will provide opportunities to develop relationships with potential employers, and publicise opportunities for internships. Your Academic Advisor will be happy to give advice on applying for these, or for jobs, but the single most useful step you can take is to apply early.

Academic staff involved in the teaching of courses are normally more than willing to act as referees. Please follow the guidelines below in using academic staff as referees:

- ask the member of staff before you provide their name as a referee.
- provide the staff member with a copy of your updated CV.
- you should try to ask a member of staff who knows you and your work, such as your Academic Advisor or project supervisor.

The University Careers Service can help you with a range of services such as:

- Exploring your career options and ideas.
- Looking for part-time or vacation work.
- Finding out about specific jobs and sectors.
- Starting your own business.
- Developing and improving skills employers look for.
- Finding graduate jobs, internships or postgraduate study.
- Applications and interviews.

To find out more about what the Careers Service can offer, or to find out more about how you can book one-to-one careers guidance advice sessions, please visit the Careers Service website, where you can obtain information on how you can activate your 'CareersLink' account and log on to vacancies, events and applications advice appointments.

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

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

8. LEARNING RESOURCES

8.1 The Study

Room G20 in the Williamson Building is where you will find The Study. This room is a dedicated work space for students on our undergraduate taught programmes. There is a

small cluster of desktop computers with specialist software; there are hard copies of course textbooks and material relating to specialist subject areas. All the material in the Study is for reference only. There are also maps, rock and fossil samples as well as microscopes for individual study.

8.2 Computer Cluster Room 2.45

There is a large computer cluster on the second floor of the Williamson Building (2.45) which, when not being used for classes, provides open access to computing facilities with a wide range of general and specialist software.

8.3 University Library Services

The University of Manchester Library is one of only five National Research Libraries. With more than four million printed books and manuscripts, over 29,000 unique electronic journals and 414,000 electronic books, as well as several hundred databases, this is one of the best-resourced academic libraries in the country. Alongside traditional library services, there are self-service facilities, state-of-the-art group study areas, and Wi-Fi throughout.

In addition to this, all students have access to the Library's skills programme, [My Learning Essentials](#), which provides flexible support for academic study via a wide range of face-to-face workshops and online modules. Using My Learning Essentials will help you to develop the skills you'll need to successfully complete your degree programme, including how to research, reference and write in an academic style.

8.4 The Alan Gilbert Learning Commons

The Alan Gilbert Learning Commons is situated on the corner of Oxford Road and Burlington Street, close to the University of Manchester Library. It contains 1000 study spaces and 400 computers, with Wi-Fi throughout. Learning spaces are flexible and include a mixture of individual and open plan with thirty bookable rooms. The building also contains a café space for socialising. A team of Library staff is on hand to give you all the help and support you need during office hours, however the building is open twenty-four hours a day, seven days a week, so you can use it whenever it suits you best. Please check opening times over the vacation period: <http://man.ac.uk/C896Mi>

8.5 Social Spaces

A full list of study spaces and computing availabilities can be found on Blackboard as well as further information about Student Study Spaces

You will find an array of available cafes and social spaces notably in University Place and at the Students' Union Building on Oxford Road.

The Students' Union provides an extensive range of facilities, including shops where you can buy food, stationery equipment etc., bars and coffee lounges, and printing and photocopying facilities. Further information may be found at the following website:

<https://manchesterstudentsunion.com/>

Vending machines are available throughout the campus offering light refreshments.

8.6 In Conclusion

We hope you will find this handbook useful to refer to throughout your time in the Department, however if you have any worries or concerns please do remember you can go to either the student Hub for face to face help, talk to your Academic Advisor, Year Coordinator or any member of staff with whom you feel comfortable talking to.