MSc Clinical Science (Clinical Scientific Computing and Data Science) Clinical Informatics

Description

1. Introduction

1.01 Welcome to the University of Manchester and the School of Biological Sciences

1.02 This handbook is accurate at the start of the 2025/6 academic year.

1.03 Welcome statement from the Head of the School of Biological Sciences

Dear Students,

Welcome to the School of Biological Sciences at the University of Manchester. I am delighted you have chosen to begin or continue your academic journey with us, and I want to personally welcome each of you to our community.

The School of Biological Sciences is a vibrant and diverse part of the University, home to world-leading research and teaching across a wide range of disciplines including molecular and cell biology, biochemistry, biomedical sciences, biotechnology, bioinformatics, and evolutionary biology. Whether you are joining us as an undergraduate or a postgraduate student, you are now part of a supportive and ambitious academic environment that is committed to helping you succeed.

As Head of School and a Professor of Computational Biology, I am continually inspired by the curiosity, talent, and determination of our students. You will be taught and mentored by academics who are not only leaders in their fields but also deeply committed to your education and development. We encourage you to take full advantage of the opportunities available, both in and beyond the classroom, and to engage with the wide range of activities, societies, and support services designed to enrich your time here.

Our School prides itself on a strong sense of community, collaboration, and innovation. I hope you will feel welcomed, challenged, and inspired throughout your time with us. Please do not hesitate to reach out to staff or fellow students if you need guidance. We are all here to help you thrive.

I wish you every success in the year ahead and look forward to seeing the many ways you will grow, contribute, and achieve during your time in the School.

Warmest regards
Professor Simon Hubbard
Head of the School of Biological Sciences

The University of Manchester

1.04 Key Contact Details

If you have any queries or concerns at any time during your period of study at The University of Manchester, there is a range of people you can approach. Your Programme Administration team will be your first point of call for general issues. Alternatively, you may wish to contact the Programme Director for specific aspects to do with the course or your Academic Advisor for career development issues. If you wish to raise a confidential matter at School level, you should approach the Head of Teaching, Learning and Student Experience â€" contact details below.

Responsibility for overall management of the Programme lies with the Programme Director who has assembled a Programme Committee, which meets regularly, to advise on content, structure, management, student supervision, and regulatory matters such as Programme improvement and refinement. The Committee also includes the student representative who is democratically elected by you to attend these meetings.

Programme Administration Team

Your first point of call should be directed as follows:

- Student Hub
  â€¢ sbs.hub@manchester.ac.uk
- Student Support
  â€¢ sbs.wellbeing@manchester.ac.uk
- Assessments
  â€¢ sbs.assessment@manchester.ac.uk
- Programmes and Curriculum
  â€¢ sbs.programmes@manchester.ac.uk
- MAHSE Office
  â€¢ admin@mahse.co.uk

Student Representative
â€¢ To be appointed democratically

Director of Education Director of Education (UG and PGT)
â€¢ Professor Nicky High
â€¢ nicky.high@manchester.ac.uk

Head of Teaching, Learning and Student Experience
â€¢ Kerry Mycock
â€¢ kerry.mycock@manchester.ac.uk

Teaching and Learning Manager
â€¢ Kelly Salimian
â€¢ kelly.salimian@manchester.ac.uk

Student Service, Support & Development Manager
â€¢ Sam Green
â€¢ sam.green-1@manchester.ac.uk

Programme Director
â€¢ Mr Andrew Devereau
â€¢ a.devereau@manchester.ac.uk

Deputy Programme Director
â€¢ Dr Michael Cornell
â€¢ michael.cornell@manchester.ac.uk

Clinical Informatics Lead
â€¢ Prof Evangelos Kontopantelis
â€¢ e.kontopantelis@manchester.ac.uk

1.05 Key dates in the academic year

A summary of the key dates is given below and additional information can be found here:
http://www.manchester.ac.uk/discover/key-dates/

1.06 Responsibilities of staff and students

The University of Manchester believes that education is a partnership between the learner and the teacher, conducted within a context that provides properly for pastoral care and learner needs. In the School of Biological Sciences, we have created a list of responsibilities for staff and students. You can find it on the Student SharePoint Site.

1.07 Canvas

Canvas is the Universityâ€™s digital learning environment. You will use Canvas to access online teaching material for your course units, in addition to interactive elements to assist your learning. Some Canvas spaces enable you to interact with other students as well as academic staff. Canvas can be used to submit work online and to receive feedback on this work once it has been marked.

1.08 My Manchester

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

My Manchester also allows you to access University services including Canvas and your University library account. To access My Manchester fully, you will firstly need to register online at
my.manchester.ac.uk

1.09 Changes/Updates to your personal details recorded in the Student System

It is your responsibility to ensure that the Student System is kept up to date with changes to your recorded personal or programme details. Any change of personal details must be completed online via My Manchester. Incorrect information can lead to problems with your fees and funding, at Examination times and with other official processes.

Please read guidance available on the University of Manchester Student Support webpage for details on Updating your bank details and changes to your personal information (for example, your address or name).

If you need any help, please contact the Student Support Hub

1.10 The Student Charter

Our Student Charter, developed jointly by the University and the Students' Union, is an important part of how we establish and maintain clear mutual expectations for the experience of all undergraduate and taught postgraduates. It sets out what we can expect from each other as partners in a learning community.

The Charter provides an overview of the Manchester experience and refers toâ€¯regulations, policies and procedures; it is not a detailed personal agreement or contract.

1.11 The Digital Equity Charter

Our Digital Equity Charter, co-created with the Studentsâ€™ Union, sets out the Universityâ€™s commitment to ensuring that all our students can effectively engage with their learning and development opportunities.â€¯ â€¯

This charter sets out the Universityâ€™s commitment toâ€¯ensuring all students have equitable access to development opportunities, hardware, software, connectivity and study spaceâ€¯to effectively engage with their learning and establishes the expectations on students to engage with the opportunities available.â€¯

1.12 Dignity at Work and Study

All members of the University community, whether staff or students, are required to treat each other in a friendly, courteous and dignified manner. This requirement also applies to visitors and those otherwise associated with the University. The Dignity at Work and Study Policy and Procedures provide more information about Universityâ€™s commitment to an environment in which there is no tolerance of discriminatory, bullying or harassing behaviour from any member of our community. The Advice and Response service provides support for anyone who experiences such behaviour.

1.13 Health and safety information

While student life is exciting and fun, we know it can also be challenging. We take the health, wellbeing and safety of our students seriously and offer you the encouragement and support you need to stay happy and healthy. Weâ€™ve put together an online module to help you Starting University to think about some things you might encounter, and resources to help you handle them. Further information is

available on our [Health, Wellbeing and Safety webpages](#) including registering with a GP, vaccinations, mental health support, wellbeing, and our SafeZone app.

Compulsory Introductory Course

All students are automatically enrolled onto an introductory unit (BIOL62000) that provides information on health and safety, academic malpractice and academic literacy. Completion instructions for each of these sections are clearly defined within the course.

Completion of the academic malpractice and health and safety sections is mandatory for all students. All assessments must be completed as soon as possible after the programme begins, with the academic malpractice assessment completed **before** the first piece of coursework is submitted and no later than **31 October 2025**.

Completion of these assessments is monitored by the School.

All students are also strongly advised to complete the academic literacy section.

1.14 University learning resources

My Learning Essentials: The Library provides a comprehensive programme of online skills resources, workshops and drop in support clinics throughout the year designed to help you to develop your academic and employability skills: http://www.manchester.ac.uk/my-learning-essentials.

Feedback & Enquiries: For general enquiries, e-resources support and/or to feedback suggestions please contact the library in person, via phone or online:

[Contact us (The University of Manchester Library)](#)

1.15 Library

The [University of Manchester Library](#) is one of only five National Research Libraries. With more than 4 million printed books and manuscripts, over 41,000 electronic journals and 500,000 electronic books, as well as several hundred databases, the library is one of the best-resourced academic libraries in the country. Library opening hours are available at: https://www.library.manchester.ac.uk/locations-and-opening-hours/

1.16 Computers

The University has [PC clusters](#) available for use across the campus, in addition to [Library laptop and iPad loans](#).

1.17 Developing Digital Skills

Throughout your time at University, you will be supported to develop the digital skills and confidence needed for your studies and career. A range of [support and development opportunities](#) are available to you, including being able to:

- Self-assess your digital skills with the Jisc Discovery tool, by completing questionnaires on digital capability, AI and Employability and getting your personalised report

- Enhance your digital and professional development through LinkedIn Learning

- Gain recognition through an industry recognised certification

- Become a Digital Capability Student Rep through the Students' Union

Our University is committed to digital equity, and you can learn more about this in the Student Digital Equity Charter which is co-owned with the University of Manchester Students' Union.

1.18 Social Space

There are lots of spaces to explore around the campus where you can eat, drink, study and socialise. There are cosy campus spaces, including one on the third floor of the Stopford Building, which provide hot water and microwave stations for students to use. If you are a commuter student, there is a student space designed just for you in the Booth Street East Building. The space has comfortable seating, study pods, kitchen facilities, lockers, prayer spaces and shower facilities.

In the Stopford Building, you can find the Student Common Room on the first floor which can be used for study, as well as a group space for discussion and socialising. The Stopford Support Hub and Library on the third floor also has facilities for quiet study as well as group work, and student activities are also organised in the Hub and advertised to students.

1.19 Other facilities/resources

Food/Drink on Campus

There are a variety of places to eat and drink on campus. An up-to-date list can be found below.

Further places to eat on campus

1.20 University General Regulations

The University has produced General Regulations, which are rules that students and staff must abide by. Academic-related regulations, including degree regulations, policies on assessment and feedback, and attendance monitoring can be found on our Regulations webpages.

2. About your programme

2.01 Programme overview for the MSc Clinical Science (Clinical Scientific Computing and Data Science) Clinical Informatics

The MSc Clinical Science (Clinical Scientific Computing and Data Science) Clinical Informatics is designed to provide students with knowledge and understanding of the theory and practice of clinical informatics. It will equip students with the transferable, intellectual and professional skills to permit them

to develop their academic and professional potential throughout their career by fostering lifelong learning in the pursuit of excellence in scholarship and professional practice.

MSc Clinical Science (Clinical Scientific Computing and Data Science) Clinical Informatics programme is delivered by the University of Manchester (UoM) in collaboration with the University of Liverpool (UoL) and University College London (UCL). The teaching in year one is mostly delivered by UoM with one module at UoL. Teaching in years two and three is delivered in either UoM or UCL in conjunction with the UCL/UoM Health Informatics Joint Award programme, UoM Clinical Data Science (CDS) programme or UoM Health Data Science (HDS) programme.

2.02 Aims and Leaning outcomes of the programme

- Provide clinical scientist trainees with strong science-based, patient-centred clinical training in Clinical Scientific Computing and Data Science â€“ Clinical Informatics.
- Produce graduates with a critical understanding of the principles, application, impact, stakeholders and wider multidisciplinary team involved in Clinical Informatics
- Contribute to innovation, change and service developments in Clinical Scientific Computing and Data Science at both the laboratory and institutional levels by equipping students with a systematic and critical understanding of relevant knowledge, theoretical frameworks and advanced skills.
- Enhance career-long development and promote lifelong learning in students in order to support and enhance best practice in clinical informatics
- Develop the studentsâ€™ experimental, analytical and interpretative skills through the undertaking of a comprehensive research project.

Knowledge and Understanding

- Apply specialist knowledge to the practice of Clinical Informatics
- Critically evaluate the application of new technologies and practices in Clinical Informatics to patient care
- Appraise the benefits, risks and impact on patient care of informatics systems and services
- Practice in accordance with legislation and â€œgood practiceâ€ guidance.
- Evaluate alignment of practice with local and national policy.
- Apply appropriate methodologies and programming skills to develop and deliver informatics solutions to meet stakeholder requirements.
- Critically analyse data to support decision making in the provision of patient care and healthcare services
- Display a critical understanding of the regulatory processes and practices involved in conducting research in a health service or academic setting.
- To systematically and critically employ the knowledge and understanding obtained during the taught component of the programme to address an original research question through the design and undertaking of a comprehensive research project and production of a dissertation.

Intellectual Skills

- Apply knowledge of health informatics, clinical bioinformatics and computer science to address specific clinical problems and healthcare delivery challenges.

Footer Tagline

- Critically evaluate tools used to gather stakeholder requirements and project management methodologies and how they are used to support system development
- Appraise technologies/tools to manage, extract and visualise data, and be able to justify their usage for a given scenario.
- Critically evaluate data management technologies including their strengths and limitations.
- Critically analyse scientific and clinical data.
- Present scientific and clinical data appropriately.
- Synthesise, evaluate and systematically combine information obtained from different sources including scientific and clinical literature, and formulate a critical argument. Develop a defined original research question and then to address it through the development of a coherent research project.

Practical Skills

- Present information clearly in the form of written reports.
- Communicate complex ideas and arguments in a clear and concise and effective manner.
- Work effectively as an individual and part of a team.
- Map processes, requirements for health information systems/technologies that are used across patient pathways using appropriate software.
- Write a script in Python to extract and wrangle data for visualisation.
- Choose and use appropriate tools to create data visualisations for a range of audiences.
- Perform analysis on DNA data and protein sequence data to inform analysis of the impact of variation.
- Perform sequence alignment tasks.
- Select and apply appropriate bioinformatic tools and resources from a core subset to typical diagnostic laboratory cases, contextualised to the scope and practice of a clinical genetics laboratory.
- Use relevant literature and electronic resources to collect, select and organise complex scientific information.
- Compare major informatics resources for clinical diagnostics, and how their results can be summarised and integrated with other lines of evidence to produce clinically valid reports.
- Use appropriate tools to gather requirements and perform project management. Design a scientifically valid experimental strategy to address a specific research question relevant to modern clinical science practice.
- Produce a cogent dissertation that contains a critical analysis and evaluation of data generated during research project, and a concise and scientifically valid interpretation of the experimental findings.
- Perform sequence alignment tasks.
- Select and apply appropriate bioinformatic tools and resources from a core subset to typical diagnostic laboratory cases, contextualised to the scope and practice of a clinical genetics laboratory.
- Use relevant literature and electronic resources to collect, select and organise complex scientific information.
- Compare major informatics resources for clinical diagnostics, and how their results can be summarised and integrated with other lines of evidence to produce clinically valid reports.
- Use appropriate tools to gather requirements and perform project management. Design a scientifically valid experimental strategy to address a specific research question relevant to

modern clinical science practice.

- Produce a cogent dissertation that contains a critical analysis and evaluation of data generated during research project, and a concise and scientifically valid interpretation of the experimental findings.

Transferable Skills

- Communicate effectively in a variety of settings with a range of individuals.
- Actively seek accurate and validated information from all available sources.
- Demonstrate research and enquiry skills by accessing and analysing literature in order to inform and develop practice.
- Work co-operatively and effectively with others as a member of a team.
- Interpret data and convert into knowledge for use in the clinical context of individual and groups of patients.
- Manage personal workload and objectives to achieve module of work.
- Use logical and systematic approaches to problem-solving and decision-making.

2.03 Summary of the Programme structure

The MSc Clinical Sciences (Clinical Bioinformatics) programme consists of 120 credit taught component and a 60 credit research project. The structure of the programme is illustrated in the table below.

Year 1	Year 2	Year 3
Professional Practice (20)	Research Skills in Healthcare Science (10)	Decision Support Systems (10)
Introduction to Clinical Bioinformatics Genomics (10)	Statistics for Health Data Science (10)	Maths, Stats and Machine Learning (10)
Introduction to Health Data Science (10)	Systems Development and Design (10)	Research Project (30)
Introduction to Clinical Scientific Computing and Data Science (10)	Research Project (30)	
Modern Information Engineering (10)		

2.04 Modes of study

This is a part-time Master's course

2.05 Programme specifications

These documents are stored internally within the School.

2.06 Course Units

All course unit specifications were reviewed March 2025.

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Professional Foundations of Healthcare and Clinical Science (20 Credits)

This five day unit will provide students with an introduction to professional practice within a health service setting. The unit will introduce and critically review the frameworks and academic literature underpinning professional practice and enable trainees to gain the knowledge, skills, experience and tools to develop, improve and maintain high standards of professional practice at all times. It will also provide an overview of key areas such as public health, the psychosocial aspects of health and disease, clinical pharmacology and therapeutics and bioinformatics.

Introduction to Clinical Bioinformatics (10 credits)

This module will introduce the practice of Clinical Bioinformatics, centring on the clinical analysis of genetic sequence data and genetic variants.

Introduction to Health Informatics (10 credits)

This module will introduce the principles, application, impact, stakeholders and wider multidisciplinary team involved in Health Informatics.

Introduction to Business Intelligence (10 credits)

This module will introduce trainees to the strategies and technologies used by NHS organisations for the reporting and analytics of service information to create Business Intelligence. It will focus on software, data and visualisation.

Introduction to Clinical Scientific Computing (10 credits)

This module will introduce trainees to the laboratory practices and principles of quality, analysis and clinical scientific computing fundamental to practice as a Clinical Scientist in the Clinical Scientific Computing in Physical Sciences.

Data Science and Engineering (10 credits)

This module aims to give trainees the key concepts to be able to work in a multidisciplinary team with those that are data engineers and give them hands-on experience in designing, managing and optimising the flow of health data throughout a healthcare organisation.

Systems Development and Design (10 credits)

This module will provide an opportunity for trainees to develop and apply detailed understanding of the different approaches to the specification, design, development, testing and implementation of clinical systems in the context of formal project management methodologies.

Policy, Strategy and Operations (10 credits)

This module will provide trainees with the key knowledge and skills required by professionals to understand, contribute to, write and deliver policy and strategy for safe and secure health systems.

Digital Health Tools and Clinical Decision Making (10 credits)

This module will introduce trainees to how patient data and clinical knowledge is used to inform decision-making. Trainees will learn about the different forms of healthcare knowledge, how they are defined and represented, and the design and evaluation of decision support systems.

Artificial Intelligence (10 credits)

This module introduces the field of Artificial Intelligence (AI) providing the key concepts and knowledge in how it is used or has the potential to be used to solve healthcare challenges, whilst also discussing the wider issues considering its usage.

Research Skills in Healthcare Science (10 credits)

This module will prepare trainees to undertake their own research project to contribute to the improvement of patient care. On completion of this module trainees will be equipped with knowledge of research, service evaluation and audit. Trainees will appreciate the lifecycle of a project and the methodology required, including qualitative and quantitative research methods, ethical considerations, sharing results and the importance of public and patient involvement. Trainees will also have an awareness of the research environment within the NHS and wider healthcare environment.

Research Project and Dissertation (60 credits)

The research project permits students to develop and refine core research and transferable skills in addition to expanding their knowledge and understanding of Clinical Bioinformatics. The research project will be started during the summer of year 2. It will run through the summer and be completed in semester 1 of year 3. The project can be undertaken full-time over 8-10 weeks or a part-time over an extended period. The programme expects employers to allow students sufficient â€œprotectedâ€ time to complete their projects within the time frame outlined above. If a student is having difficulties they should immediately contact their Academic Project Advisor or the Programme Director. For further information, please see the Programme Dissertation Handbook. At the end of the research project the trainees will have to produce a dissertation. Students will be asked to give notice that they will submit their dissertation, and the format of their dissertation.

- One copy of the dissertation should be submitted through Turnitin. Guidance for presentation of Taught Masters Dissertations is provided below.
- You should expect some help from your project supervisor in writing the report and from your academic project advisor. Obviously, the extent of this help may be reflected in the final mark, but as a rule your project supervisor will be expected to read and comment on an outline and final draft of the report. Trainees should however provide supervisors with adequate notice when submitting their draft report since they have many calls on their time. Trainees will find that it helps to prepare figures and to work on aspects of their reports throughout the research project, rather than leaving it until the end.
- It is important to remember that one of the dissertation markers will not be familiar with the project. It is therefore important to provide a clear and concise dissertation.
- Given that projects will vary in the number and size of figures/images, the fairest and most consistent method to standardise the length is to impose a word limit.

2.07 Information on the way in which a student can progress through the programme

Please be aware this programme has some higher requirements to the University degree regulations and details of these are outlined below:

The programme employs a 50% pass rate across all pathways

This programme will not apply compensation rules to any course unit

As per professional body requirements resit pass marks will be recorded on the transcripts as 50R. However the actual awarded mark as described in the â€˜Late Submission Penalty (including Dissertation)â€™ section above (i.e. 40-49R) will be used to calculate the overall weighted average and degree classification

Each 10 or 20 credit sub component of the overarching unit must be passed with a cumulative assessment mark of 50% based on the assessments relating to each sub component. Reassessment will be required in the event that this cumulative sub component grade is not achieved. Standard reassessment credit limits will apply.

The University Postgraduate degree regulations can be found online:

Postgraduate Degree Regulations

In order to progress to the dissertation/research project you must have satisfactorily achieved the relevant pass mark in taught course units, including by use of resit and/or compensation as outlined in the degree regulations, in order to continue to this element of the programme.

2.08 Consequences of unsatisfactory progress

Not relevant for this programme.

2.09 Programme Specific Regulations

Not relevant for this programme.

2.10 Professional and statutory body requirements

Not relevant for this programme.

2.11 Fieldwork and placements or study abroad

Not relevant for this programme.

2.12 Additional costs

All students must normally be able to complete their programme of study without having to pay additional study costs over and above the tuition fee for that programme. **Any unavoidable additional compulsory costs totalling more than 1% of the annual home undergraduate fee per annum must be made clear at the point of application and in the programme handbooks, with details of what these costs are.**

Optional costs must be made clear at the point of application and in the programme handbooks. Where costs are unknown or uncertain, information about how these will be calculated must be set out.

2.13 Degree classification algorithm

During your degree programme, you will complete 180 credits; which will comprise of both Taught (teaching-based) course units and one or more larger Research-based course unit. Each course unit carries a weighting in credits and an average is calculated at the end of your degree programme of the marks you have achieved and this serves as your final degree mark out of 100. Course units are counted in to your degree mark based on their weighting in credits, so a 60 credit course unit would be counted in to the average 4 times, whilst a 15 credit course unit would be counted in to the average once. All degree marks are rounded to 1 decimal place. Please see below an example degree mark calculation:

Unit 1 (30 Credits): 67

Unit 2 (30 Credits): 55

Unit 3 (30 Credits): 78

Unit 4 (30 Credits): 70

Unit 5 (60 Credits): 75

The calculation would be:

67 + 67 + 55 + 55 + 78 + 78 + 70 + 70 + 66 + 66 + 66 + 66 = 804 / 12 = 67

Please note that in cases where students have approved mitigating circumstances for some of their marks, the final mark may be calculated differently, at the discretion of the exam board, for example a 15 credit unit where the student has under-performed may be excluded from the final calculation.

Degree Classification

For Masters Programmes, students must achieve an overall average of at least 50 to be eligible for an MSc award. If you achieve an average below 50, you will not be awarded an MSc award, but may be eligible for a lower exit award of a Postgraduate Diploma or a Postgraduate Certificate.

Degree classifications are awarded as follows:

Final mark of 50 â€" 59.9 : Pass

Final mark of 60 – 69.9: Merit

Final mark of 70 or above: Distinction

Classification Review:

For final degree marks which fall within the boundary zone; within 2 marks of the higher classification (68 – 69.9 for a Distinction or 58 – 59.9 for a Merit), the examination board will consider whether there is a case for the student to be awarded the higher classification and in some cases students will be awarded the higher classification where their final degree mark falls in the boundary zone.

PLEASE NOTE: There is no guarantee if your final degree mark falls in the boundary zone that you will be awarded the higher degree classification. This will only be awarded automatically if you have achieved a degree mark above the degree classification boundary (e.g. 70 for a Distinction).

If your mark falls in the boundary zone; you will be awarded the higher degree classification in the following situations:

- If two thirds or more of the credits you have completed during your degree programme (120 credits or more) are marks at the higher degree classification, you will be automatically promoted to the higher degree classification (so 120 credits with marks above 70 would be needed to be promoted to a distinction)
- If you do not have two thirds of credits at the higher classification but are in the boundary zone, there will be an independent review of your final research project by the external examiner who will make a recommendation to the board as to whether or not there is a case for the student being awarded the higher degree classification. The board will then make a decision based on this and on the mark profile whether or not to promote the student to the higher classification. This is at the discretion of the examination board, is not a guarantee, and is a decision that cannot be questioned or challenged.

There is no classification review available for the classification of Pass; any degree mark below 50 cannot be awarded an MSc degree under any circumstances.

3. Assessment and academic standards

3.01 Assessment (methods, criteria, timing, logistics, feedback, return of marks)

Feedback for Assessments

The purpose of feedback is to provide constructive comments so that you can improve the standard of your work. Thus, in addition to marks you will receive written feedback on most of your assessed coursework.

Marks awarded for your assessments (i.e. everything which contributes to your final degree classification) are subject to ratification by the examination board and the external examiner at the awarding examination meeting. **Consequently all marks given before the final examiners' meeting has taken place must be regarded as provisional.** Shortly after the examinations meetings

we will publish results and a breakdown of your marks. These will remain provisional until after the final examination board has met.

The marking process involves several steps to ensure appropriate academic consideration and quality assurance processes have been adhered to. Students will be notified by email once the work has been marked and grades are available. **We will endeavour to mark work and give feedback to students 15 working days after the hand-in date.** However, occasionally there may be delays as a result of staff illness or other unforeseeable factors. In these circumstances, you will be kept informed of this.

[The University Policy on Feedback to Undergraduate and Postgraduate Taught Students](#)

Following graduation you may obtain a detailed official written account of all your examination results (called a transcript) from the Student Services Centre on payment of a small fee. This carries the University stamp and is recognised for such purposes as admission to a further course of study at another institution, membership of professional bodies, exemption from sections of professional examinations etc. If you need an official transcript, contact the SSC on 0161 275 5000.

Unofficial transcripts can be provided by the Assessment and Progression Team upon request.

Assignment Word Count (Including Dissertation)

In accordance with the University [Policy on Marking](#):

Each written assignment has a word limit (or in some cases, a page limit), which you must state at the top of your first page. It is acceptable, without penalty for you to submit an assignment within a range that is plus 10% of this limit. If you present an assignment with a word count exceeding the specified limit +10%. The assignment will be marked but 20 marks (out of 100) will be deducted for every page that exceeds the limit given. The marker will determine whether or not the limit has been exceeded.

In accordance with accepted academic practice, when submitting any written assignment for summative assessment, the notion of a word count includes the following without exception:

- All titles or headings that form part of the actual text. This does not include the fly page or reference list
- All words that form the actual essay
- All words forming the titles for figures, tables and boxes, are included but this does not include boxes or tables or figures themselves
- All in-text (that is bracketed) references
- All directly quoted material

Certain assessments may require different penalties for word limits to be applied. For example, if part of the requirement for the assessment is conciseness of presentation of facts and arguments. In such cases it may be that no 10% leeway is allowed and penalties applied may be stricter than described above. In such cases the rules for word count limits and the penalties to be applied will be clearly stated in the assessment brief and in the submission details for that assessment.

Late Submission Penalty (Including Dissertation)

It is imperative that all work is submitted by the designated deadline. Students are expected to manage their time effectively to ensure timely submission. Technical issues and the system running slowly are not typically accepted as valid reasons for late submissions. To avoid penalties, please ensure that your work is submitted well in advance of the deadline.

You may re-upload your work without penalty as many times as necessary before the deadline. We therefore recommend submitting your work as early as possible and then making any desired revisions before the deadline if required.

In the event of technical difficulties, please email a PDF of your work to sbs.assessment@manchester.ac.uk as soon as possible. This will be considered an on-time submission if received before the deadline. Submissions received after the deadline will still be subject to penalties.

All submission deadlines for summative coursework assessments are at 2pm. You may see in Canvas that your submission deadline is showing as 14:01 rather than 14:00. Your submission deadline is still 2pm, however the system will display this as 14:01 to ensure that any work submitted up to 14:00:59 is not incorrectly flagged as late and incorrectly penalised. Please keep in mind that all, submission times are 14:00 and whilst deadlines will show as 14:01 in Canvas, any submission from 14:01:00 onwards will be penalised.

If you have an extension to a piece of work, either due to a DASS auto extension or an extension approved through the School Extensions Request process, you may also see your deadline update in Canvas to the new deadline you have been assigned; this is so that your work is not incorrectly penalised for being late. The deadline you see in Canvas will be the correct final deadline inclusive of any extensions, and does not mean that the extension can be used on top of the deadline displayed in Canvas. It is a student's own responsibility to ensure that they know what the original deadline is and what their new, extended deadline is.

Work submitted after the deadline without prior approval will be subject to a late penalty in accordance with the University Policy on Submission of Work for Summative Assessment on Taught Programmes. The penalty applied is 10% of total available marks deducted per day/24 hours (from the time of the original or extended deadline), until the assignment is submitted or no marks remain. So for example a piece of work graded with a mark of 70% would be reduced to 60 if one day late, 50 if two days late, etc.

Penalties for late submission relate to 24 hours/calendar days, so include weekends and weekdays, as well as bank holidays and University closure days.

The mark awarded for the piece of work will be reduced by:

10% of the available marks deducted if up to 24 hours (1 day) late

20% of the available marks deducted if up to 48 hours (2 days) late

30% of the available marks deducted if up to 72 hours (3 days) late

40% of the available marks deducted if up to 96 hours (4 days) late

50% of the available marks deducted if up to 120 hours (5 days) late

60% of the available marks deducted if up to 144 hours (6 days) late

70% of the available marks deducted if up to 168 hours (7 days) late

80% of the available marks deducted if up to 192 hours (8 days) late

90% of the available marks deducted if up to 216 hours (9 days) late

100% of the available marks deducted if up to 240 hours (10 days) late

If the assessment is submitted within 10 days of the deadline the assessment should be marked and feedback to the student provided. If this mark before the penalty is applied reaches the appropriate pass mark but the applied penalty results in a fail of the assessment, the student will not be required to resit the assessment as the original mark can be taken as the resit mark, and the capped mark (e.g. 40R will be awarded immediately). Further information and examples can be found in the Policy and associated Guidance documents.

For work submitted more than 10 days late, it is regarded as a non-submission and will not be marked. In this case a mark of zero will be awarded and normal resit regulations will apply.*

*If a student has exhausted all their resit credit allowance, the standard regulations (as contained within the Degree Regulations) will apply, in terms of students being required to repeat the level, be issued with an exit award, etc., as appropriate.

The sliding scale will only be applied to first-attempt submissions. For all referred (resit) assessment, any late submission will automatically receive a mark of zero.

For further information:

Guidance on Late Submission

Policy on the Submission of Work for Summative Assessment on Taught Programmes

Assessed Coursework Extension Request Form.

3.02 Dissertation (presentation and submission)

Guidance for Presentation of Taught Master's Dissertations

The University of Manchester guidance on presentation of taught Master's Dissertations is available at:

Guidance for the presentation of Taught Master's dissertations

The guidance explains the required presentation of the dissertation, and failure to follow the instructions in the guidance may result in the dissertation mark being subject to a penalty.

You can view the full guidance on taught master's dissertation presentation requirements here:

https://documents.manchester.ac.uk/display.aspx?DocID=2863

3.03 Examinations and coursework

For information about the policy see: https://www.exams.manchester.ac.uk/conduct-and-regulations/

Religious Observance

The University supports a wide range of religions and will make every effort to support students in observing their religious beliefs.

For centrally timetabled examinations, the University will make every effort to note key dates in which undertaking assessment will be affected by religious observance. Please contact sbs.assessment@manchester.ac.uk with details of any assessments and teaching that may be affected. Please find the University policy here: https://documents.manchester.ac.uk/display.aspx?DocID=43243. Please do not submit any religious observance forms to the exams office as your exams are not centrally-timetabled.

3.04 Laboratory work and practical reports

Not relevant for this programme.

3.05 Examination Boards and release of marks

At designated points in the academic year, after each assessment period, all marks and assessments are considered by the Board of Examiners. Members of the Exam Board normally include the Programme Director, Unit Leads, lecturers, including markers and moderators, External Examiners,representatives from the clinical practice areas (where relevant) and representatives from the Assessment and Progression team. No mark or grade is finalised until it has been considered by the board of examiners

You normally receive marks and grades before they have been ratified by the examination board; therefore all individual marks should be considered provisional until your final degree mark has been confirmed by the examination board and released to you. Please be aware that provisional marks could change after consideration by the Exam Board. Any change of marks is rare but if it does occur, students will be informed immediately. If the mark has been changed from a pass grade to a fail grade, and if you are eligible for a resit, an appropriate date for resubmission of the assessment will be given.

It is the purpose of the Exam Board to review student mark profiles anonymously and make decisions on the progression of students through the programme (such as resits or compensation). It is also the role of the Exam Board to identify students who cannot progress and will be exited from the programme, with an exit award where applicable.

3.06 Programme-specific assessment requirements

Not relevant for this programme.

3.07 Prizes and awards

The examination board will award programme-level prizes to students and students who have won a prize will be notified of this ahead of the graduation ceremony, and would be presented with the prize after the ceremony has finished.

3.08 Statement about the 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. All work will be submitted through Canvas but is all checked for plagiarism against the Turnitin database.

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). If you are asked to do this, you must do so within the required timescales.

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

3.09 Plagiarism and academic malpractice

Please find below information and resources about academic integrity and academic malpractice:

- Regulation XVII (Conduct & Discipline of Students)
- Academic malpractice procedure
- Plagiarism and Academic Malpractice - Guidance for Students
- University of Manchester Library My Learning Essentials, including workshops and online resources such as 'Getting started with referencing' and 'Avoiding plagiarism'
- The University of Manchester referencing guide
- An Introduction to Referencing and Avoiding Plagiarism (Student Guidance Service)
- Student Support Website â€" Good Study Skills and Avoiding academic malpractice

3.10 Referencing and Proofreading statement

University Proofreading Statement

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

- it is the responsibility of students to ensure that all work submitted is their own, and that it represents their own abilities and understanding. Any proofreading of work that is undertaken by a third party must not compromise the studentâ€™s own authorship of the work;

- proofreading undertaken by a third party must not take the form of editing of text, such as the adding or rewriting of phrases or passages within a piece of student's work;
- proofreading undertaken by a third party must not change the content or meaning of the work in any way

3.11 Artificial Intelligence (AI) statement

We urge students to be cautious when using a chatbot or AI tool within their learning. Chatbots and AI tools can be useful, but there are a number of risks associated with using them. Please ensure that you are aware of what is permissible use of AI for each assignment. You can utilise AI to generate ideas, key themes, and plan your assessment but not to write your assessment. Do not use AI to generate text, or partial text for use in your assessment unless the assignment brief explicitly states that this is permitted, otherwise use will be deemed academic malpractice. This is academic malpractice because the words and ideas generated are not your own and not an accurate reflection of your learning. Further to this, the words and ideas generated by the chatbot or AI tool may make use of other, human authors' ideas without referencing them, which is plagiarism. Where a chatbot or other form of AI has been used, make sure you acknowledge that use. Information on how to cite can be found here: https://manchester-uk.libanswers.com/teaching-and-learning/faq/264824. Some units, for example those on AI and technology, permit the use of AI. However, they require you to sign a code of conduct which must be adhered to. Make sure you understand and follow these codes. If you are unclear on what is permissible, speak to the unit lead or for general information, please read our AI guidelines.

3.12 External Examiner

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

The External Examiner for the MSc Clinical Science (Clinical Scietific Computing and Data Science) Clinical Informatics programme is Professor Sinead Brophy at Swansea University.

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 the School contact who will then contact the student to remind them of the other methods available for students.

3.13 Academic Appeals

An academic appeal is your way of asking the University to review a recent decision taken by an Examination Board or equivalent body.

If you think there are adequate grounds for an appeal against a decision of the examination board, in the first instance, please refer to the Universityâ€™s Appeals Procedure (Academic Appeals â€“ Regulation XIX). Please read the documentation carefully.

If you wish to pursue an appeal, your first step would be to submit a Stage 1 appeal, which will be sent directly to the school for consideration. You will then receive an outcome from the school, and can then proceed to Stage 2 if your Stage 1 appeal is unsuccessful. A Stage 2 appeal would instead be reviewed by the Faculty of Biology, Medicine and Health Appeals, Complaints and Discipline team.

Please submit your Stage 1 appeal through this online form. The form will tell you what information you need to provide. You cannot submit a Stage 2 appeal until the school has already considered a Stage 1 appeal.

Please Note:

- Your Stage 1 appeal must be submitted within **20 working days** of the date you were informed of the decision you wish to appeal against, e.g. when your results are released. Any appeal received outside of this timeframe will be automatically rejected.
- Evidence (e.g. medical evidence) must be provided to support the appeal. Any appeal that does not provide evidence will not be considered.
- We will not consider any appeals which challenge academic judgment or are in relation to generally being unhappy with a mark that you have been awarded.
- If you appealing on the grounds of mitigating circumstances, your appeal must evidence why you did not submit an application for mitigating circumstances to the school prior to the examination board.

If you have any generic appeal-related queries, please direct these to sbs.appealsandconduct@manchester.ac.uk. Please note we will not accept appeals submitted to this address, they must be submitted through the form linked above.

The Students' Union Advice Service also provides useful information on the appeals process and can provide advice and guidance.

4. Student Voice

4.01 Representation at programme, School and Faculty level

Every year, Student Representatives will be recruited to represent each degree programme. Student Reps are the link between the study body and the University on all things course related. They listen to your thoughts and ideas about your programme and feed this back to your School. Student Reps represent their cohorts at every level of the decision-making process within the University. Student Representatives help to drive positive change within the University to make sure you are getting the best experience you can whilst at Manchester.

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If you are interested in becoming a Student Representative, please speak to your Programme Director or respond to the email from the SBS Hub which you will receive shortly after your start your programme. Student Reps are also invited to attend Programme Committee meetings and School Board meetings to represent their student cohorts.

4.02 Role of the Student Voice Committee

Not relevant to programme.

4.03 Role of the Programme meeting

The PGT Programme meeting meets twice a year. The committee's functions and responsibilities are to maintain the standards of teaching, to evaluate and revise the programme in the light of feedback, to monitor student progression and to provide a forum for discussion between the University and the students.

The meeting reviews the annual monitoring report and acts on recommendations arising from the annual monitoring process.

The membership of the meeting includes: the Programme Directors; the Programme Administration Team; Teaching Staff and Student Representatives.

The PGT Programme meeting reports to the PGT Programme Committee.

4.04 Mechanisms for collecting and reporting back on feedback from students

As a University, we're committed to elevating the student voice and bringing the senior leadership team (SLT) together with our students to discuss and raise awareness of key issues and opportunities at Manchester. We have introduced a number of ways in which students can provide feedback and input, which you can learn more about through the Your Voice Matters pages.

4.05 Use of University unit surveys and other questionnaires

University surveys provide one of the easiest ways to share your opinions and feedback on your experiences as a student. Throughout the academic year, all students have the opportunity to take part in at least one University-recognised survey.

Your feedback from these surveys is used across the University to implement real and positive changes to the student experience, from course specific changes to updating facilities and the support we provide you.

4.06 Student Complaints

If you have any concerns about your course or a service, we'd always recommend that you try to resolve the issue informally in the first instance. However, if this is not possible or you aren't happy with the outcome you can pursue a formal complaint via the university complaint procedure.

5. Attendance requirements, interruptions and mitigating circumstances

5.01 Attendance Requirements

Monitoring your attendance is part of our commitment to providing a supported learning environment in which students are encouraged to develop knowledge, understanding and the range of skills and attributes expected of a Manchester Graduate. It encourages your active participation in all learning activities through regular attendance. Further information is provided in our Policy on Recording and Monitoring Attendance and Engagement and Regulation XX Monitoring Attendance and Wellbeing of Students.

You should ensure that you are familiar with your programme attendance requirements and make sure that, if you have any difficulty in following them, that you inform your School.

You are expected to log your attendance at all timetabled on-campus sessions using the Student Engagement and Attendance System (SEAtS). You can download the SEAtS app from the Apple App Store or Google Play Store. If you are unable to access SEAtS on your phone or do not have a smartphone, you can log your attendance using the SEAtS webpage. Your academic or teaching staff will provide a QR or PIN code so you can check-in to your timetabled teaching session.

If you cannot attend an on-campus timetabled session you must log your absence on SEAtS. Absences in timetabled sessions will only be authorised by submitting an absence form via SEAtS. You can find more information on how to submit an absence form here - Information for Teaching Colleagues

For further information on SEAtS including top tips, video guides and frequently asked questions, please visit the student support page at: https://www.studentsupport.manchester.ac.uk/study-support/seats/.

5.02 Student Engagement

Attendance is expected at all timetabled postgraduate sessions, as active engagement is essential for academic progress. Students are responsible for attending regularly and engaging fully with the course material.

5.03 Consequences of paid employment

Whilst working part-time can be beneficial, itâ€™s important to find the right balance between work and university life. It is usually recommended that you work no more than 15 hours a week during a semester, as it may start to affect your studies. The consequences of paid employment will not

normally be regarded as grounds for mitigation (see Section 5.06).

If you're an international student, most visas allow you to work up to 20 hours per week during term-time, and full-time outside of term. However, some visas can vary, so it's important to check your specific visa to confirm this.

5.04 Procedure for reporting ill health

Absence from examinations due to ill health

You should make every effort to participate in all examinations. It will not be possible to make special arrangements to take the exams in an alternative location, unless this has been arranged through the Disability Advisory Support Service.

If you are so ill you are unable to take an exam, you **must** contact the SBS Hub – email **sbs.hub@manchester.ac.uk** or telephone **0161 275 1387** as soon as possible, and certainly **no later than the day and start time of your examination.** You should complete a Mitigating Circumstances application which must be accompanied by appropriate evidence.

Illness not resulting in absence from examinations

You may be unwell but able to proceed with an examination but feel that your performance will have been impaired. If you wish this to be taken into account, you must follow the same procedures as stated in the earlier Section Absence from Examinations due to Ill Health by applying for mitigation. Note that typical levels of exam stress that are not diagnosed as a long-term condition, would not normally be considered a mitigating circumstance. If you anticipate or experience high levels of stress related to your exams, or studies in general, we strongly recommend you contact the Student Support and Wellbeing team (sbs.wellbeing@manchester.ac.uk), who will be able to support you.

5.05 How to change, interrupt or withdraw from a programme

If you come across difficulties during your studies which mean that completing the semester, year or remainder of your degree is not possible, you might want to consider a temporary interruption or withdrawal from your course. Please visit the Student Support webpages for further guidance on interruptions and withdrawals.

Interruptions

It is the expectation of the University that postgraduate taught students pursue their studies on a continuous basis for the stipulated duration of their programme. However, it is recognised that students may encounter personal difficulties or situations which may seriously disrupt or delay their studies. In some cases, an interruption or extension to your programme of study may be the most sensible option.

Students who wish to interrupt the programme or extend to write up the dissertation should initially discuss their plans and reasons with the Programme Director.

Students must also provide documentary evidence when appropriate, for example, doctor's letter, sick note, etc.

An application must be submitted to the Programme Director in the first instance. The form will then be submitted for consideration to the School Interruptions Panel who will make the final decision.

The forms required for formal application are available from the Student Support Team, please email sbs.wellbeing@manchester.ac.uk if you wish to request an interruption form.

Withdrawals

Students who are considering withdrawing from the programme should discuss this either with the Programme Director and, if in their dissertation year, with their research supervisor, and make the application by formal letter.

Any student wishing to withdraw from their programme of study will need to complete a withdrawal form. Please email sbs.wellbeing@manchester.ac.uk if you wish to request a withdrawal form. The Student Support and Wellbeing team can provide further advice on how withdrawing may impact fees, accommodation and a student visa.

5.06 Mitigating circumstances

If personal circumstances affect your exams/assessments or your attendance at teaching activities, you can make a request for mitigating circumstances. This includes extension requests on assessment deadlines. Each request will be assessed and, where necessary, action will be taken to mitigate for any impact on your performance.

Mitigating circumstances might include a significant short-term illness or injury, a long-term or recurring medical or mental health condition, the death or illness of a close family member, acute stress from personal or financial issues, absence for public service (e.g. jury service), or technical issues during an online exam or assessment. If you are going through any of these circumstances, remember that there is support available and always somebody to talk to. As well as applying for mitigating circumstances, be sure to seek additional support if you need it.

Our mitigating circumstances policy gives further examples of what are and are not considered mitigating circumstances.

- You should include any evidence that supports your request, such as:
- Extracts from your medical notes (you can request these from your GP practice)
- Copy of prescription or photo of name label on prescribed medication
- Photo of labelled positive COVID-19 test result
- Appointment cards from medical unit or hospital admissions letter
- Confirmation text of medical appointment
- Communications from a school or care facility confirming that they are closed or the person you care for is unable to attend
- An obituary or letter from a family member, in the case of bereavement
- Police, security or insurance report

- Press or media report
- Internal confirmation of existing engagement with our counselling / Advice and Response service

If you are registered with DASS, and you are submitting mitigating circumstances due to your DASS registered condition, you do not have to provide evidence with your application.

Please note some third-party providers can take several weeks to provide you with supporting evidence, so it is important to organise this as soon as possible. If your evidence will not be available until after the deadline, you must ensure your application is submitted on time and notify sbs.mitcircs@manchester.ac.uk when they can expect to receive the evidence.

If due to an emergency you have attended a hospital Accident and Emergency (A&E) Department, you must obtain written confirmation of attendance either from the hospital or subsequently from your GP confirming your attendance and stating the nature of the emergency.

If the information is of a highly confidential nature, you may submit your evidence in a sealed envelope to the SBS Student Hub, marked for the attention of the Chair of the Mitigating Circumstances Committee.

Mitigating Circumstances for Coursework and Attendance Request Form

Mitigating Circumstances for Exams Request Form

5.07 Policy on Supporting Health, Fitness and Return to Study

The University is committed to supporting students and recognises the impact that a studentâ€™s health, wellbeing, behaviour and conduct can have on their academic progression and wider university experience. Issues with any of these may affect a studentâ€™s fitness to study. The Universityâ€™s Policy on Supporting Health, Fitness and Return to Study provides further information.

6. Support for students

6.01 Student Support microsite

The Universityâ€™s Student Support site is a central place for you to access support services, resources to support your day-to-day wellbeing and find answers to common queries. The site provides essential advice, information and guidance for students.

Student parents and carers can find specific student study support information for them at: https://www.studentsupport.manchester.ac.uk/tailored-support/parents-network/

6.02 The role of the Programme Director, Academic Advisor and Student Support Hubs

Your Programme Director

Programme Directors lead the academic development of the programme and Chair Programme Committee meetings. They also attend relevant Teaching and Learning Committees, and Examination Boards. They act as one of your key contacts and will liaise with student representatives. Programme Director also monitor the delivery of the programme and will act proactively on feedback to address any emerging issues to ensure a positive student experience.

Your Academic Advisor

Academic Advisors are members of academic staff associated with your degree programme and/or School, who are here to support you throughout your time at university. All new students are invited to attend a meeting with their Academic Advisor as part of Welcome and Induction activity. Following that, your Advisor will make contact with you at least twice a semester during each year of study, so look out for their emails and respond to any invitations to meet, or to share with them how you're getting on.

Through a combination of scheduled meetings and ad hoc communications your Advisor will get to know you, in order to help you to make the most of your academic potential and your time at university. Manchester is a big place – your Advisor is a point of contact for you and can signpost you to resources and opportunities you may not otherwise have been aware of.

Student Support Hubs

The Student Support Hubs are here to provide you with help and guidance. Whether you need career advice, wellbeing support or help with course information, the Hubs team will be able to point you in the right direction. There are nine Student Support Hubs located across campus. You'll be able to access the same University support services from every Hub, no matter where you're usually based or what subject you're studying. If you have a query about your particular study programme, you can visit your 'home' Hub, which will be located within your School.

6.03 Students' Union and SU Advice Service

The University of Manchester Students' Union is one of the largest student unions in the country, with approximately 40,000 University of Manchester student members. The organisation is democratically run, with eight sabbatical officers (elected annually) directing our work. However the overall responsibility for the Students' Union is overseen by our Board of Trustees, who have ultimate responsibility for the organisation. The Students' Union Advice Service can provide information on academic, finance, student life and housing issues.

6.04 Counselling and Mental Health Service

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

6.05 Disability Advisory and Support Service

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The Disability Advisory and Support Service (DASS), aims to assist students who are affected by substantial and long-term conditions. If you choose to register with DASS the team can assess and identify your individual support needs whilst studying at the University.

With your consent, the Disability Advisory and Support Service will inform the School of your condition and suggest ways in which the School and academic staff can support you throughout your duration of your studies as part of your individual support plan. If you choose not to disclose the details of your disability/support needs to the School, please note that this will affect the level of support that the School is able to provide.

6.06 Student Occupational Health Service

The University of Manchester Occupational Health Service provides confidential services to protect the health of staff and students, assessing and advising on fitness for work, training and study, so as to ensure that health issues are effectively managed.

6.07 PASS (Peer Assisted Study Schemes)

Not applicable to programme.

6.08 Careers Service

The Careers Service offers support and advice throughout your time at The University of Manchester, to help you make the most of your time here and best prepare you for your future.

6.09 University College

Not applicable to programme.

6.10 Stellify

The Stellify Award is a unique University of Manchester award supporting your personal development and graduate outcomes alongside your studies.

The Stellify Award gives you the chance to make a difference in a way that feels authentic to you, your passions and interests. Through volunteering, leadership roles and ethical grand challenges, youâ€™ll not only take action to help causes you truly care about, but will also be prepared for life after university and will enter the world of work feeling confident in your abilities.

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6.11 International Society

The International Society has more than 6,000 members from more than 130 different countries, making it a great place to meet friends and make contacts during your stay. Its members, many of whom have themselves experienced living away from their native country, aim to ensure students have a rewarding experience in the UK.

The society arranges weekend trips around the UK, offers over 40 different classes each week and organises over 100 different social events throughout the year, helping you to make the most of your time in the UK.

6.12 University Centre for Academic English

The University Centre for Academic English courses are designed to help students learn and improve in all areas of English Language.

One of the main advantages of studying English in the University Centre for Academic English is that courses are specially designed to take students from A2 level of the Common European Framework for Languages right through to the levels needed for undergraduate or postgraduate study, or research.

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