

# Foundation Year Handbook

## Description

## 1. Introduction

### 1.01 WELCOME TO THE UNIVERSITY OF MANCHESTER AND TO XAVERIAN COLLEGE

#### 1.02 2025 entry

#### 1.03 Welcome statement

Welcome to this issue of the undergraduate programme handbook for the Foundation Year programme in Biosciences of the School of Biological Sciences at the University of Manchester.

We would like to extend a warm welcome to you as a new student who has recently joined this programme, as the first part of a period of study leading to a bachelor's degree (BSc) or Undergraduate Master's degree (MSci) from The University of Manchester. The Foundation Year of study is delivered primarily by staff on the premises of Xaverian College, Manchester, with some teaching undertaken on the University campus. We hope you thoroughly enjoy your Foundation Year and subsequent further studies and we hope that in four or five years' time you will have obtained a degree of which you can be proud.

Remember that, as a registered student of the University, all of the facilities that are available to other students are available to you. This includes recreational and social facilities such as the Students' Union (UMSU) and Advice Service, the academic support services such as the Library, Computing Facilities, Careers and Counselling Service and the full range of university accommodation, plus lots more.

There are many exciting things to do as a University student so ensure you make the most of the facilities, both academic and social, and enjoy yourself.

#### 1.04 Key Contacts

##### Advisors at Xaverian College

At the start of the academic year, you will be allocated to an advisor at Xaverian College. Your advisor will be:

Mrs Suzanne Thatcher ([s.thatcher@xaverian.ac.uk](mailto:s.thatcher@xaverian.ac.uk))

First and foremost your advisors are people with whom you can discuss any difficulties that you are experiencing whether these are related to your academic study or to your personal life. An advisor cannot be expected to know the answer to every problem but will talk things over with you and set out your options wherever appropriate and will refer you elsewhere within the College or the University if needed.

Secondly, your advisors will monitor your academic performance in your assignments and in-class tests and will discuss your progress with you. You will be allocated appointments to speak to your Xaverian College advisor to discuss academic matters and any personal problems. Your advisor will also be available at other times should you need to speak to them.

### **The Programme Director**

The Programme Director for the Foundation Year is Dr Sarah Hatherill ([sarah.hatherill@manchester.ac.uk](mailto:sarah.hatherill@manchester.ac.uk)).

The Programme Director is involved in overseeing the smooth running of the Foundation

Year and ensuring the Foundation Year course is delivered to a high standard. The Programme Director liaises with Xaverian staff at management meetings and chairs the exam board and student-staff liaison committee meetings. If you have any academic or personal concerns please feel free to get in touch with your Programme Director.

### **Academic tutors at the University of Manchester**

At the start of the academic year, you will be allocated to a tutorial group at the University.

Your allocated tutor will lead your academic tutorial group at the university. Although there are no scheduled one-to-one meetings with your academic tutor, you can arrange to meet with them for advice on academic matters or to discuss any personal problems.

### **Senior Advisor at the University of Manchester**

There is also a Senior Advisor and Deputy Senior Advisors for the School of Biological Sciences who are available (via [sbs.hub@manchester.ac.uk](mailto:sbs.hub@manchester.ac.uk)) in the School of Biological Sciences at The University to discuss any particularly serious problems, or anything you would rather not discuss with your Academic Advisor (including the situation where you may feel it necessary to request a change in Academic Advisor). If you would like to meet with one of the Senior Advisors, the hub reception staff will be able to arrange an appointment for you. The Senior Advisor team can also be contacted via email at [senioradvisors.sbs@manchester.ac.uk](mailto:senioradvisors.sbs@manchester.ac.uk)

### **Administrative & Management Staff at Xaverian College**

#### **Address and telephone:**

Xaverian College

Lower Park Road

Victoria Park

Manchester

M14 5RB

College Office Telephone: 0161 224 1781 [college@xaverian.ac.uk](mailto:college@xaverian.ac.uk)

## **Teaching Staff at Xaverian College**

### **Advisors**

Mrs Suzanne Thatcher [s.thatcher@xaverian.ac.uk](mailto:s.thatcher@xaverian.ac.uk)

### **Biology**

Ms Joy Kennedy [j.kennedy@xaverian.ac.uk](mailto:j.kennedy@xaverian.ac.uk)

Ms Caroline Andrews [c.andrews@xaverian.ac.uk](mailto:c.andrews@xaverian.ac.uk)

Ms Kim Stafford [k.stafford@xaverian.ac.uk](mailto:k.stafford@xaverian.ac.uk)

Marcus Hamer [m.hamer@xaverian.ac.uk](mailto:m.hamer@xaverian.ac.uk)

Mr Geoff Garnham [g.garnahm@xaverian.ac.uk](mailto:g.garnahm@xaverian.ac.uk)

Mrs Kayleigh Brien [k.brien@xaverian.ac.uk](mailto:k.brien@xaverian.ac.uk)

### **Mathematics**

Mrs Suzanne Thatcher [s.thatcher@xaverian.ac.uk](mailto:s.thatcher@xaverian.ac.uk)

### **Chemistry**

Mr Asif Ahmed [a.ahmed@xaverian.ac.uk](mailto:a.ahmed@xaverian.ac.uk)

Mrs Helen Parkin [h.parkin@xaverian.ac.uk](mailto:h.parkin@xaverian.ac.uk)

Mr Tom Lee [t.lee@xaverian.ac.uk](mailto:t.lee@xaverian.ac.uk)

### **College Counsellor**

Ms Marianne Garside [M.Garside@xaverian.ac.uk](mailto:M.Garside@xaverian.ac.uk)

### **College Chaplain**

Ms Esther Knowles [E.knowles@xaverian.ac.uk](mailto:E.knowles@xaverian.ac.uk)

## **Staff at the University of Manchester**

School of Biological Sciences Student Support Hub

Tel: 0161 275 1487

Email: [sbs.hub@manchester.ac.uk](mailto:sbs.hub@manchester.ac.uk)

Stopford Building

University of Manchester

Oxford Road

Manchester M13 9PT

**Senior Advisor:** Professor Tracey Speake

**Deputy Senior Advisors:** Dr Liz Fitzgerald, Dr Tristan Pocock and Dr Richard Prince

Email: [senioradvisors.sbs@manchester.ac.uk](mailto:senioradvisors.sbs@manchester.ac.uk)

**Programme Director:** Dr Sarah Hatherill

Tel: 0161 275 4499

Email: [sarah.hatherill@manchester.ac.uk](mailto:sarah.hatherill@manchester.ac.uk)

## 1.05 Key dates in the academic year

Monday 15 September to Friday 19 September	Online Welcome Week
Monday 22 September to Friday 26 September	University & Programme Induction
Monday 29 September	Semester 1 teaching starts
Thursday 23 – Friday 31 October	– Reading Week –™
Friday 19 December	Last day of lectures before Christmas vacation
Friday 2 January	Christmas vacation ends
Monday 5 January to Friday 9 January	Revision period
Tuesday 13 January	Semester 1 examinations commence
Friday 30 January	Semester 1 examinations end
Monday 2 February	Semester 2 teaching starts
Thursday 12 February to Monday 23 February	Reading Week
Wednesday 1 April	Last day of classes before Easter vacation
Monday 20 April	First day of classes after Easter vacation
Friday 1 May	Last day of teaching
Monday 4 May to Friday 8 May	Revision Period
Monday 11 May	Semester 2 examinations commence
Friday 22 May	Semester 2 examinations end
Monday 8 June	Mitigating Circumstances Form Deadline (12 noon)
Monday 22 June	Examination results communicated to all Foundation Year stu

Wednesday 26 August

Re-examination period commences

Friday 28 August

Re-examination period ends

Friday 4 September : Examination results communicated to students who have taken resit examinations by 5pm.

Note: On the following dates there are no lectures at Xaverian. However, you still will be required to attend any seminars or tutorials at the University arranged on these days.

Thursday 23<sup>rd</sup> and Friday 24<sup>th</sup> October 2025

Monday 1<sup>st</sup> and Tuesday 2<sup>nd</sup> December 2025

Friday 13<sup>th</sup> February 2026

## 1.06 Responsibilities of staff and students

It is important that all students should have the best possible learning experience throughout their course and that this should not be disrupted by fellow students. To ensure this happens, **we expect you to:**

- Show consideration in your behaviour towards other students, and towards the staff, including administrative, technical and academic staff and occasional lecturers.
- Show respect for the professional team of Teaching Technicians who prepare your practical classes and support your learning experience. It is important for your own safety and the safety of your fellow students and other laboratory users that you adhere to laboratory safety rules and behave in a professional and respectful manner at all times. Any student found to be behaving in a way that it not deemed acceptable will be excluded from the laboratories immediately and further action will be taken by the Technical Manager.
- Participate fully in all timetabled practical teaching/examining sessions.
- Ensure that you do not commit yourself to other activities (e.g. part-time work) which interfere with your ability to devote sufficient time to your studies. The maximum amount of part-time work recommended by the University is 15 hours per week, but you should consider carefully whether this will interfere with your studies. If possible try to obtain work which is flexible such that you can reduce your hours near to examination periods.
- Maintain good communications with the administration of your degree programme. This will be via the Hub, your Academic Tutor and Academic Advisor and your Programme Director. In addition, you should check your University and Xaverian College email accounts on a daily basis. You should make sure that any change of address is notified promptly.
- Attend all compulsory teaching sessions. If you are unable to attend, for instance because of illness, then you must follow the appropriate notification procedures. You should arrive on time and remain within each session until told that you can leave.
- Attend all lectures: this is the best way for you to understand the unit content and the context of the material you are expected to cover. Make use of the supplementary material provided by Xaverian College and The University. Note that attendance will be recorded at all Xaverian College sessions and, if you are unable to attend, for instance because of illness, then you must follow the appropriate notification procedures.

- Behave in lectures, labs, clinics, and in the learning support areas of Xaverian College and of the University in an appropriate manner. e.g. arriving on time, not talking in lectures, not using mobile phones or tablets to make calls, send texts/email, or use social media sites.
- Respect the general health and safety requirements that apply to all work in laboratories and clinics, and any additional advice given to you in relation to particular procedures. You should ensure that you wear clothing appropriate to the laboratory.

## 1.07 Canvas

[Canvas](#) is the University'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 MyManchester

[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, 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](http://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 to 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 Students' Union, sets out the University's commitment to ensuring that all our students can effectively engage with their learning and development opportunities.

This charter sets out the University's commitment to [ensuring all students have equitable access to development opportunities, hardware, software, connectivity and study space](#) to effectively engage with their learning and establishes the expectations on students to engage with the opportunities available.

## 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 University'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. We'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.

The work that you do this year will require knowledge of and conformity with health and safety rules. It is consequently important for you to gain a wide understanding of the legal and practical requirements for working safely.

The University of Manchester is subject to British and European Community law on health and safety. The University has therefore, a duty to formulate health and safety policies and to promote these. From time to time the University issues its updated 'Health and Safety Policy Statement', as well as Codes of Practice and Guidance Notes. Following the requirements stipulated in the latter, the School of Biological Sciences is required to devise regulations that are suited to its work. These regulations apply to staff, students and visitors to the Faculty. Similar obligations and procedures apply to all employers in the UK, so that preparation and familiarity gained now could stand you in good stead for future employment. Please see the [Health and Safety](#) pages on the Faculty intranet.

An important set of regulations that require close attention are those that relate to the *Control of Substances Hazardous to Health*. Everyone is required by these regulations to make an assessment of the risks that *might* arise during the storage or use of the substances that they use in their work. You must ensure that no one will be adversely affected as a consequence of the decisions that you make. During undergraduate practicals you will find that all risks will have been assessed for you by the

practical coordinators (for specific risks relating to individual practical classes) and by the Teaching Laboratory Technicians (for COSHH; also known as single substance risk assessments). Bear in mind that the term *substance* covers a wide range in relation to risk – biological as well as chemical.

It should be understood that these rules are not designed to prevent potentially hazardous work from taking place, **but that they are designed to make sure that the work is done safely**. This means that substances that **might** be hazardous to health can continue to be used when **due precautions are taken** by those engaged in the work. You are thus obliged to take these things into account **yourself**. You are entitled to expect that due care has been taken by those responsible for supervising your work, but it is important to remember that your willing co-operation for the implementation of safety measures is required. It is thus reasonable to expect that, so far as is reasonably practicable, you prepare in advance for the work that you will undertake. You are required to take notice of the relevant safety information provided at the start of each practical laboratory class and to wear the appropriate Personal Protective Equipment (PPE). In all cases this will consist of a white laboratory coat and goggles that **must be worn for the full duration of** all “wet” practicals. Other items of PPE will be made available as appropriate e.g. gloves. You are required to keep the use of all personal items to a minimum in the laboratory in line with Good Laboratory Practice (GLP). **This includes mobile phones and other electronic devices**. If digital devices are required then iPads will be provided, which are fully disinfected between classes and do not get used outside of the laboratory to minimise the risk of contamination to other users.

The first stage in the COSHH process is called *risk assessment*. You are required to refer to published information and, where appropriate, to ask for advice when carrying out this assessment. Manufacturers and suppliers are legally obliged to provide written information about the storage and use of substances. The range of examples to be considered is large, so that each individual substance must be considered, both alone and in conjunction with other substances to be found adjacently e.g. the same cupboard or in a mixture. The fact that a substance is within a container may not provide sufficient protection in all the circumstances that **might** arise, i.e. you are required to anticipate what **could** happen in the event of an accident. Flammability is one example of the information to be provided but you would also need to know if a substance became hazardous or more hazardous upon heating (physically and/or chemically): i.e. would it become explosive; how it might react in combination with other things? Then, what safety precautions and remedies must be provided?

The next stage is to decide how and in what circumstances a substance might be used safely, even if there is a risk. If there is a risk or the consequences of an accident could be serious, it would be **necessary to consider** the use of a *satisfactory* substitute. Someone in authority must decide this.

The principles of risk assessment cover all forms of activity in the place of work, and every activity should be assessed before you start work. **A person in authority will normally have carried out this assessment on your behalf**, and it is important to adhere to the protocol you have been given. **You must be familiar with the contents of the relevant Risk Assessment before you start any form of work, and you must not make any changes to work procedures without the permission of the practical coordinator or supervisor.**

Finally, a decision has to be made by a person in authority, e.g. your supervisor; about who should do the work and in what circumstances should the work be done. You can expect to be informed about any particular hazards and methods that apply in a laboratory, so please take note during the safety briefing

at the start of any practical class. Please note that if you are pregnant or breastfeeding you should inform the relevant member of academic staff (e.g. Practical Unit Coordinator or Supervisor) immediately, so that an individual risk assessment can be undertaken. Please be assured that your confidentiality will be maintained and the outcome of the risk assessment will be handled with discretion.

## 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 Studentsâ€™™ 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 Studentsâ€™™ 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 of the Biosciences Foundation Year

### Introduction

This handbook relates to the Biosciences Foundation Year. This is a one year programme and does not result in a qualification or award (other than of attendance) on completion. The Foundation Year is the first year of an extended programme of study of four years or five years leading to the award, on successful completion, of a bachelorâ€™™s degree or a UG Master of Science (MSci).

The Biosciences Foundation Year, on successful completion, leads to further study in a number of programmes in the School of Biological Sciences. The programmes are: Biochemistry, Biology, Biology with Science and Society, Biomedical Sciences, Biotechnology, Genetics, Immunology, Medical Biochemistry, Microbiology, Molecular Biology, Neuroscience, Pharmacology, Medical Physiology, Zoology.

## The Purpose of this Programme

This Foundation Year programme provides an entry route into the School of Biological Sciences for those students who do not meet required entry qualifications and the programme aims to give students a solid and sufficient platform in the core science subjects for successful further study.

## 2.02 Aims and learning outcomes of the programme

### Programme Aims and Objectives

The Foundation Year programme of study has the following aims;

- to meet the need of students from a range of educational backgrounds to access programmes in biosciences so addressing the University's aspirations to widen participation.
- to prepare students in a number of fundamental science subjects for subsequent successful study in a range of existing University programmes.
- to encourage students to develop independent study skills and extend their communication and IT skills so as to provide the best platform for subsequent study.
- that students will be supported by an academic and pastoral tutorial system that is responsive to their range of backgrounds, that includes a "needs" aspect and that includes links to the University.
- that students, although mostly not taught on University premises or by University staff, will be full members of the University and will have access to all support facilities.

The one year, pre-degree, programme of study has the following learning outcomes. On successful completion of the year students will have:

- a knowledge across the underlying science subjects of Biology, Chemistry and Mathematics that is appropriate for university study.
- depending upon the subsequent degree programme to be pursued, a knowledge and understanding of certain topics within that discipline, that have characteristics of HE learning and that are outside the core subjects in order both to smooth the transition to university study and to assist students to make informed choice about their future educational path.
- developed their skills in application of number and communication and will have been given the opportunity to develop their skills of working with others improving their learning and performance and problem solving.
- experienced teaching and learning principally through small group and individual sessions.
- demonstrated their knowledge and understanding primarily through time constrained formal examinations together with elements of continuous assessment.
- experienced a student support and guidance system that includes scheduled sessions with Xaverian Advisors and contact with relevant recruitment and subject specialist staff of the University.
- experienced learning that is supported by laboratory, library and IT facilities that are appropriate for the level of learning.
- had an opportunity to comment upon their programme of study anonymously and in writing and to have a mechanism through which concerns may be addressed.

## 2.03 Summary of the programme structure

### The Programme Structure

A programme of study has been devised consisting of 120 academic credits.

In Semester 1, Students will study a common core of units in Biology, Chemistry and Mathematics. Biology will form approximately half the academic core content and lectures will cover a wide range of areas including molecular biology, cell biology, biochemistry, genetics and physiology. Regular laboratory work will reinforce some of the subject material and help develop practical skills.

A third of the academic core content will consist of Chemistry involving the study of atomic structure, bonding, kinetics, thermodynamics, equilibria and acids and base reactions . Lectures on these subjects will be supported by relevant laboratory practicals.

The units in Mathematics will enable students to manipulate and analyse experimental data accurately and to use statistical and mathematical techniques in a biological context.

The table below shows the course units which form the compulsory elements of the programme of study. The BIOL10900 unit outlined will be taught on University campus. The unit involves the delivery of tutorials each semester in addition to seminars and practicals revolving around four different biological themes.

### Semester 1 Units

Unit code	Unit Name	Number of credits
BIOL10900	Foundation Year Academic Skills (University Taught Component)	10 (spans both semesters)
XABY01	Fundamental Principles of Biology 1	15
XABY02	Fundamental Principles of Biology 2	15
XACH01	Fundamental Principles of Chemistry	20
XAMA01	Mathematics 1	10

In Semester 2, students will take 4 units from a choice of 6 options, as detailed below. Students who wish to enrol on Biochemistry, Medical Biochemistry or Molecular Biology degree programmes must take both XACH02 and XACH03 alongside 2 optional biology units. For other degree programmes students may choose to study a combination of biology and chemistry units. Academic advisement sheets and guidance will be provided to students on optional unit selection during semester 1.

All students must also take Mathematics 2:

### Semester 2 units

Unit code	Unit Name	Number of credits
XABY03	Microbiology and Immunology	10
XABY04	Genetics and Diversity	10
XABY05	Physiology	10
XABY06	Ecology	10
XACH02	Organic Chemistry	10
XACH03	Biological Chemistry	10

The following unit will be **mandatory for all students**

Unit code	Unit Name	Number of credits
XAMA02	Mathematics 2	10

Students should expect on average to spend approximately 10 hours of study on each credit of each course unit. Thus a 10 credit course unit is expected to require 100 hours of study, a 20 credit course

unit 200 hours and so on. For each hour of lecture you should typically spend between about one and one and a half hours of private study. For each laboratory session you should spend some additional time divided between prior preparation and post reflection.

The assessment for each course unit is achieved by the summation of up to three aspects; an end-of-semester examination; laboratory; coursework and/or in-course progress test.

## **2.04 Modes of Study**

This course is a full-time in person course.

## **2.05 Programme specification**

The specification for this programme is stored centrally in the school, and students will be provided with this information on arrival.

## **2.06 Outlines of units**

The criteria used for determining achievement will be similar to that used for  $\hat{A}^{\text{TM}}$  level qualifications. Xaverian staff have considerable experience in the setting, marking and grading of  $\hat{A}^{\text{TM}}$  level examinations. Marks will be determined for each academic course unit according to the weighting of continuous assessment and examinations. 10 credit units will consist of 10% weighting of in semester assessment and 90% end of semester examination. 15 and 20 credit units will consist of 20% in semester assessment and 80% end of semester examination. End of Semester examinations marks will be proportional to the credit rating. Thus: 10 credit units will be marked out of 40, 15 credit units will be marked out of 60 and 20 credit units will be marked out of 80.

Full unit outlines are provided in the Syllabus handbook.

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

To pass the Foundation Year students must achieve an average of at least 70% in Biology and 60% in Chemistry and Mathematics. Additionally, students who wish to enrol on Biochemistry, Medical Biochemistry or Molecular Biology degree programmes must achieve at least 70% in Chemistry

## **2.08 Consequences of unsatisfactory progress**

Not applicable to this programme.

## **2.09 Programme Specific regulations**

Not applicable to this programme.

## **2.10 Professional and statutory body requirements**

Not applicable to this programme.

## 2.11 Fieldwork and placements or study abroad

Not applicable to 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.**

## 2.13 Degree Classification algorithm

No formal classifications are awarded for The Biosciences Foundation Year. All students who meet the progression requirements as detailed above will pass the year and be eligible to progress onto their chosen SBS degree programme.

# 3. Assessment and academic standing

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

### Assessment

Your work will be assessed in several different ways during your programme. The primary written forms of assessment are coursework, progress tests and the formal time constrained examinations. The course unit syllabuses give information on the assessments of each unit. You will also find assessment criteria for the different types of work that will be assessed in mathematics and in the laboratory based subjects. These criteria should help you to understand what is expected of you and what the marker of your work will be looking for.

### Continuous Assessment

Every course unit includes elements of continuous assessment. In Biology, Chemistry and Maths this will include in-semester progress tests held at regular intervals. These tests will allow you to monitor your progress in acquiring the knowledge and in its understanding and application. You will be in a good position to assess your own learning needs and to allocate your time to each subject.

Continuous assessment in Biology and Chemistry will include coursework based on laboratory work and/or researching scientific literature.

The overall assessment of a course unit is achieved by integrating the examination and continuous assessment marks.

Students must ensure they pass the tutorial, seminar and practical unit BIOL10900 taught on the University campus in order to progress on to their degree programme course.

Failure of the BIOL10900 unit will involve a resit over the summer period (resit essay).

## **Arrangements for Examinations**

### **Examination procedure**

Xaverian College will organise your examinations but they will be run in accordance with the examination rules of the University. All examinations are marked anonymously.

Please note that, as University of Manchester students, you may receive automatically generated email communication about University examinations from the University's Student Services Centre. This information will contain information about how to access your examination timetable via the Student Portal. ***These emails do not apply to you as your examinations are organised by Xaverian College, and not by the University.***

### **Timing of Examinations**

The examination periods for these Foundation Year programmes may differ slightly from the periods for other University examinations. Do not let this confuse you if you are talking to other university students.

You will have formal time-constrained examinations at the end of each semester in the course units of biology, chemistry and mathematics.

***Examination timetables will be provided by Xaverian College.***

### **Location of Examinations**

Further information about first semester examinations will be provided to you during the semester by Xaverian College.

## **3.02 Dissertation**

Not applicable to this programme.

## **3.03 Examinations and coursework**

Not applicable to this programme.

## **3.04 Laboratory work and practical reports**

Not applicable to 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

#### Resit Arrangements

There will be one opportunity for re-examination during August/September of the year of study. You may be re-examined in any course units that you choose. You will be advised of the most sensible units in which to be re-examined so as to meet the requirements for progression. Progression following a re-examination will be according to the same rules as given above.

When the examination board in September considers your marks and grades to determine whether you meet the criteria for progression the marks that will be used will be those obtained in your most recent assessment for any particular course unit. The mark used will **NOT be the higher mark** of your two attempts. If you are resitting as a first attempt, your coursework and progress test marks will be included, however if the resit is a second attempt the mark will be derived solely from the resit examination and **will not include any coursework component** carried over from the first sitting.

If you should fail to pass the Foundation Year after the one re-examination opportunity you will not normally be permitted any further opportunities to pass or an opportunity to retake the year in attendance except on the grounds of ill health.

Because you are a registered Undergraduate student at the University of Manchester, you may receive automatically generated email communication about University resit examinations from the University's Student Services Centre. This communication will contain information about how to access your resit examination timetable via the Student Portal and how to pay your resit examination fees. ***These emails do not apply to you as your resit examinations are organised by Xaverian College, and not by the University.*** Examination timetables will be provided by Xaverian College and you are not required to pay a resit examination fee.

Please note that it is not possible to reschedule examinations.

### 3.07 Prizes and awards

The highest achieving student in each class (Z1, Z2, Z3) will receive a prize.

### 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 – [Good Study Skills](#) and [Avoiding academic malpractice](#)

### 3.10 Referencing and proofreading statement

To be confirmed.

### 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 name, role, and reports

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 Examiners for the Biosciences Foundation Year Programme is Ms Sue Carrick, A level Lead Examiner.

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.

External Examiners'™ reports relating to the degree programme are shared with student Reps at the Staff Student Liaison Committee (SSLC), where details of any actions carried out by the programme team/School in response to the External Examiners'™ comments will be discussed. Students should contact their student Reps if they require any further information about External Examiners'™ reports or the process for considering them.

### 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 University'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 are 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](mailto: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.

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 you 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

School-level Student Voice Committees are a forum for students, student representatives and staff to meet. The Committees are an opportunity to provide feedback on specific issues, make suggestions for improvement and any other aspects about the course, Department/School, or university.

## 4.03 Role of the Programme Committee

To be confirmed.

## 4.04 Mechanisms for collecting and reporting back on feedback from students

As a University, weâ€™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, weâ€™d always recommend that you try to resolve the issue informally in the first instance. However, if this is not possible or you arenâ€™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.

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 at University taught sessions

#### Tutorials

Tutorial sessions are **compulsory**. You must attend all your timetabled tutorials, and your academic tutor will record your attendance or absence using SEAtS. If you miss 2 or more tutorials without an authorised reason you will fail the tutorial unit. Therefore, if you do need to miss a tutorial, due to illness or personal reasons, you must submit an absence form via the SEAtS app on the day that the tutorial is scheduled.

If you miss one tutorial and do not submit an absence form you will receive an email from the Student Support team notifying you that if you miss one more tutorial, without a valid reason, you will fail the unit.

If you miss 2 or more tutorial sessions, for any reason, you will need to submit mitigating circumstances. You can find further information about mitigating circumstances on the [Sharepoint site](#) "School of Biological Sciences Student Information" Home ([sharepoint.com](https://sharepoint.com))

#### Seminars and Plenary sessions

Your attendance in seminars and plenary sessions is not compulsory. However, we strongly encourage you to attend all your timetabled sessions as these provide essential information on your practical classes and on key aspects of the Foundation Year programme. Whilst these are optional, your attendance will still be logged for well-being purposes. Therefore, you will still be asked to scan a QR code and log your attendance via SEAtS in your on campus taught sessions. Practical session

Practical sessions are **compulsory**. You must attend all your timetabled practical sessions. If you miss 2 or more practical sessions without an authorised reason, you will fail the BIOL10900 unit and the Foundation year. Therefore, if you do need to miss a practical, due to illness or personal reasons, you must submit an absence form via the SEAtS app on the day the practical is scheduled.

If you miss 2 or more practical sessions you will need to submit mitigating circumstances.

You can find further information about mitigating circumstances on the Sharepoint site ["School of Biological Sciences Student Information Home \(sharepoint.com\)"](#)

[School of Biological Sciences Student Information Home \(sharepoint.com\)](#)

### **Attendance at Xaverian College taught sessions**

Your attendance in Xaverian classes is **not** compulsory, however we expect a minimum of 70% attendance in each semester and we strongly encourage you to attend all your timetabled classes since it is well known that there is a good correlation between lecture attendance and academic performance. Your attendance is logged for well-being purposes. If your attendance drops below 50% you will receive an email from the Student Support and Wellbeing team to make sure you are doing okay.

### **5.03 Consequences of paid employment**

Whilst working part-time can be beneficial, it'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 – student self-certification of absence**

**You should register with a local General Practitioner who is willing to provide evidence in the form of letters, or comments and a signature on a self-certification document.** A list of GP practices can be obtained from the Student Occupational Health Services, any University Hall of Residence and some pharmacies. According to guidance issued by the General Medical Council it would not be regarded as good practice for a family member to be the registered GP or to offer treatment, except in the case of an emergency.

You should always consult your GP (or for emergencies the Accident and Emergency Department of a hospital) if your illness is severe, if it persists, or if you have any concerns about your health. Your Xaverian Advisor will give you guidance on the effect of any absence from your studies and your options if you consider your illness has affected your studies. If you have repeated episodes of ill health that are affecting your attendance and/or studies, you may be referred to the Student Occupational Health Services.

### **5.05 How to change, interrupt or withdraw from a programme**

#### **Interruption of Studies**

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](#).

If students have been, or are being, affected by mitigating circumstances that have lasted or are expected to last for a significant period, or that may impact upon a significant number of units, it may be better for students to apply for an interruption to their studies.

If an application to interrupt a programme of study is approved, it would normally be to help students recover from medical problems, or problems of a personal or financial nature which are having, or may have, a negative impact on performance. However, the School has the flexibility to consider and make decisions on whether to approve requests for interruption in relation to other circumstances too, e.g. work placements.

In the first instance students should speak to members of staff within the School – Academic advisor, Programme Director, Student Support Office, Senior Advisors – about whether a period of interruption would be the most appropriate course of action. If students decide to make an application, they need to make an appointment (via the hub: [sbs.hub@manchester.ac.uk](mailto:sbs.hub@manchester.ac.uk)) to meet with either the Senior or Deputy Senior Advisor who will provide the application form and go through it with students. Students will need to include evidence to support their application, e.g. medical evidence.

### **Withdrawal from the Programme**

We very much hope that once you have embarked on the programme you will wish to see it through to the end of the year and you will not wish to withdraw from it. However, if you do think you wish to withdraw talk things over first with a Xaverian or University Advisor and with the Programme Director.

## **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.

[Assessed Coursework Extension Request Form.](#)

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.

[Mitigating Circumstances for Coursework and Attendance Request Form](#)

[Mitigating Circumstances for Exams Request Form](#)

**2025/6 DEADLINES for submitting your mitigating circumstances application and supporting evidence are to be confirmed.**

### **Coursework and Other Assessments completed during the Semester:**

Applications must be submitted within 5 working days of the assessment deadline. For example, an application for an assessment with a deadline of 2pm on Thursday must be submitted by no later than 2pm on Thursday of the following week.

**Exams affected during the Semester 1 exam period: To be confirmed**

**Exams affected during the Semester 2 exam period: To be confirmed**

**Exams affected during the re-sit exam period: To be confirmed**

## **5.07 Policy on Supporting Health, Fitness and Return to Study**

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

# **6. Support for students**

## **6.01 Student support microsite**

The University'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 An explanation of the roles of staff**

### **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 Xaverian College Lead**

The Xaverian College Lead works closely with the Programme Director and oversees the Xaverian taught components of the course. They act as one of your key contacts relating to Xaverian units and

examinations. They attend the programme committee meetings and examination boards and contribute to the overall management of the programme.

### **Your Academic Advisor and Academic Tutor**

Academic advisors at Xaverian College and University Academic Tutors are members of academic staff associated with your degree programme and/or school who are here to support you through out your Foundation Year. You will meet regularly with your academic advisor to check on your progress throughout the course and for you to be able to share with them how you are getting on. Your academic tutor will also be a primary point of contact for you with the university. Manchester is a big place, and they 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 [The Mental Health Support Team](#)**

[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**

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 Scheme)**

Not applicable to this 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 this programme.

## **6.10 Stellify**

Not applicable to this programme.

## **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.



