Second Year (L2)

Description

1. Introduction

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

1.02 The information in this handbook is accurate for the 2025-26 academic year.

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1.04 Key contacts

Student Support Hub (Stopford Building; Email: sbs.hub@manchester.ac.uk, phone: +44 (0)161 275 1487) opening times:

- 09:00 -17:00 Monday to Friday during term-time
- 10:00 â?? 16:00 outside of term-time

The Student Support Hub is your first stop for queries relating to your programme or courses and general student support including **career advice, specific needs** and **wellbeing support.** The list below outlines support available at the Support Hub:

- Mitigating circumstances for exams and assessments
- General course information
- Specific course enquiries
- Wellbeing support
- Requesting a letter
- Requesting a document
- Help with study skills
- Information on campus facilities
- Registering as a student
- Graduation information
- General enquiries

You can also find lots of information on the student SharePoint: School of Biological Sciences Student Information â?? Home

Director of Education

Professor Nicky High

Email: nicky.high@manchester.ac.uk

Deputy Directors of Studies

Professor Lisa Swanton â?? Programmes and Curriculum

Professor Donald Ward â?? Assessment and Progression

Dr Helen Graham â?? Digital and Flexible Learning

Dr Ingo Schiessl â?? Admissions and Recruitment

Dr Maria Canal â?? Inclusive Education

Dr Katherine Hinchliffe â?? Student Experience

Senior Advisors

Email: senioradvisors.sbs@manchester.ac.uk

Head of School â?? Biological Sciences

Professor Simon Hubbard

Programme Directors

The role of the Programme Director is to oversee the content of your Degree Programme, approve your choice of optional course units during Welcome Week and assist your Academic Advisor in giving you advice on academic matters.

Degree Programme	Programme Director	Programme Director Email
Biochemistry	Prof Andrew Doig	andrew.doig@manchester.ac.uk
	Dr Gino Poulin	gino.poulin@manchester.ac.uk
Biology	Dr Thomas Nuhse	Thomas.Nuhse@manchester.ac.uk
Biology with Science & Society	Dr Robert Naylor	Robert.naylor@manchester.ac.uk
	Dr Ruth Grady	ruth.grady@manchester.ac.uk

Biomedical Sciences	Dr Rebecca Dearman (L1)	rebecca.dearman@manchester.ac.uk
	Dr Tristan Pocock (L2)	Tristan.pocock@manchester.ac.uk
	Dr Michelle Keown (L3)	michelle.e.keown@manchester.ac.uk
Biotechnology	Dr Dennis Linton	James.D.Linton@manchester.ac.uk
	Dr Samina Naseeb	Samina.naseeb@manchester.ac.uk
Genetics	Dr Kimberly Mace	kimberly.mace@manchester.ac.uk
Immunology	Dr Kathleen Nolan	kathleen.nolan@manchester.ac.uk
Medical Biochemistry	Dr Tom Millard	tom.millard@manchester.ac.uk
Medical Physiology	Prof Liz Sheader	elizabeth.a.sheader@manchester.ac.uk
Microbiology	Dr Jen Cavet	jennifer.s.cavet@manchester.ac.uk
Molecular Biology	Dr Susan Taylor	susan.h.taylor@manchester.ac.uk
MSci Programmes	Prof Lisa Swanton	lisa.swanton@manchester.ac.uk
	Dr Martin Pool	martin.r.pool@manchester.ac.uk
Neuroscience	Dr Nicholas Glossop	Nicholas.glossop@manchester.ac.uk
	Dr Harry Potter	Harry.potter@manchester.ac.uk
Pharmacology	Dr Stacey Lee	stacey.lee@manchester.ac.uk
Zoology	Dr Ben Chapman	ben.chapman-2@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/

Examination Dates:

Semester 1: Thursday 15th January 2026- Friday 30th January 2026

Semester 2: Monday 18th May 2026 â?? Wednesday 10th June 2026

Resits: Monday 24th August 2026 â?? Friday 4th September 2026

Examination Result publication dates:

Semester 1: w/c Monday 2nd March 2026

Semester 2: w/c Monday 20th July 2026

August/September Resit examination period: w/c Monday 14th September 2026

Release of the examination timetable

Semester 1 exams: Friday 12th December 2025

Semester 2 exams: Friday 10th April 2026

Resit exams: Friday 7th August 2026

Please note that these are the dates on which you will be informed of the exact dates and times of your exams; your personalised exam timetables (which will inform you of your exact room and seat number) will be updated in the following two weeks.

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.

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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.

[intense_snippet snippet_id=â?•18619â?³ snippet_title=â?•SBS â?? The Student Charter 25-26â?³]

[intense_snippet snippet_id=â?•18621â?³ snippet_title=â?•SBS â?? The Digital Equity Charter 25-26â?³]

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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.

White lab coats and safety spectacles are required for all practical classes and will be provided at the start of the academic year â?? **it is your responsibility to ensure that you bring your lab coat and safety spectacles to each practical.** A pocket calculator will also be necessary.

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2. About your programme

2.01 Programme overview of standard 3-year degree programmes

We offer a number of different degree programmes overseen by a dedicated Programme Director. Standard degree programmes are 3 years, and there are several 4-year pathways available. Programmes are built on a modular unit structure, and you will take a number of core (mandatory) and optional units each year. The course units available for each degree programme can be viewed online Course unit information| MyManchester.

Before choosing your teaching units, it is important to understand that the University has a system of credit rating of all course units, which is intended to give you an indication of the proportion of your time that the work of a unit is expected to take. A full yearâ??s workload expected of you is 120 credits; this equates to 30 weeks work at 40 hours per week, hence a total of 1200 hours per academic year. Therefore, you can expect to spend ~100 hours on a typical 10-credit unit. This time includes all the work for that unit, such as reading, e-learning activities, assessments and revision, as well as direct contact hours.

It is extremely important and **your responsibility to ensure that you take the correct number of units** to meet the 120 credit requirement in each year of your studies, see Manual of Academic Procedures, and you should aim to take no more than 60 credits per semester; a maximum of 70 credits and minimum of 50 credits in one semester may be allowed, but only with the written consent of your Programme Director.

2.02 Aims and learning outcomes of the programme

The Schoolâ??s general aims are to offer undergraduate students a broad and thorough education in biological sciences within an institutional culture of high-quality research and scholarship. The School aims to:

- deliver a range of broad and specialist degrees, informed by current research, which will equip students for careers within and outside science;
- meet student requirements for diversity of provision and opportunity of transfer between disciplines within biological sciences by providing a structure of flexibility and choice within the undergraduate programmes;
- provide students with subject-specific knowledge and practical skills linked to generic transferable skills which are integrated within the curriculum;
- ensure students develop skills in independent learning;
- provide a variety of teaching methods and assessment strategies, student choice and constructive feedback that will enable all students to succeed;
- provide students with effective induction information, and ongoing academic and pastoral support and advice in order to enhance studentsâ?? learning experience and empower them to take ownership of their education and successfully progress to further study or employment;
- focus skilled academic and professional services staff on student achievement, wellbeing and career readiness;

- operate a management structure which monitors the delivery and quality of teaching provision in order to ensure high standards across our wide range of programmes;
- endeavour to ensure wider access to all who may benefit from higher education;
- endeavour to ensure that studentsâ?? progress through programmes and acquire qualifications, knowledge and skills appropriate to their academic abilities, leading to positive exit paths;
- endeavour to ensure that students enhance their employability by developing professional skills and competencies within the curriculum; provide inclusive learning spaces and welcome activities to contribute to an environment where students can thrive and achieve their aspirations;
- provide inclusive curricula and course materials that reflect diverse experiences, validate student identities and provide a space for positive challenge, debate and engagement;
- create learning spaces that encourage collaboration and informal interactions;
- provide inclusive teaching and learning practices to ensure that all students feel valued, included and a sense of belonging within the educational community.

2.03 Summary of the programme structure

The programmes are built on a unit (modular) structure. You will take:

- 9 Lecture-based units over the year
- An Experimental Design Module (EDM, practical unit) in the first semester (except Biology with Science and Society)
- A Research Skills Module (RSM) in the second semester
- An extended essay
- A tutorial unit over the year

In Semester 1, you will undertake an Experimental Design Module (EDM). This module has been designed to place an emphasis on the design and interpretation of experiments and will allow you to advance from Year 1 practicalâ??s by making experimental choices appropriate to the practical. There are three EDM strands:

(Molecular & Cell Biology, Organismal Biology, Human Sciences) and the strand you take will be dictated by your Degree Programme.

In Semester 2, you will do a Research Skills Module (RSM), the nature of which will depend on your Degree Programme. For most Degree Programmes there is a specific RSM. If you are a Biochemistry, Biology, Biomedical Sciences, Biotechnology, Medical Biochemistry student you may choose a RSM according to your interest. Note that some RSMs may have EDM or lecture unit pre-/co-requisites and may be limited in the number of students that can be accommodated. Entry for RSMs for which numbers are restricted will be based on your overall first year mark.

- Students must ensure their student ID is entered correctly as unrecognised IDs will count as nil submissions
- Where students fail to submit a choice by the deadline, they will be allocated an appropriate RSM based on availability
- Where multiple surveys are returned, we can only take the last submission recorded. Where an RSM is oversubscribed allocation will be based on Year 1 average, and if students are unsuccessful in obtaining a place on their first choice we will endeavour to allocate 2nd (or 3rd

choice where applicable)

- You must take into account any pre-co requisites for your RSM preferences as failure to register for any mandatory requirements may result in re-allocation.

Most RSMs will consist of a block of practicalâ??s over 4 weeks at the rate of three 6-hour sessions per week and will usually occur in weeks 1-4 or 5-8. Where appropriate, field courses, including Urban Biodiversity constitute the RSM and will occur in part of or all the Easter or Summer vacation.

You must ensure that you take 120 credits for each year of study â?? this is most important and your responsibility. You should take no more than 60 credits per semester (maximum exception of 70 credits allowed, and only with written Programme Director consent) and no less than 50 credits as specified in the Universityâ??s Manual of Academic Procedures.

For each programme there are core units that define your Degree Programme plus a range of optional units (Section Course unit profiles). You may choose your optional lecture-only units from those provided by the School of Biological Sciences (coded BIOL) and some units from outside the School. **No more than 20 credits of your lecture-based units should be taken from units without a BIOL code** (this will differ for programmes such as Biology with Science and Society, and Cognitive Neuroscience & Psychology â?? in all cases please refer to your Programme Structure).

You should carefully read the unit descriptions before deciding upon your optional units and also take account of potential timetable clashes between your chosen options (see Section Units that clash (Level 1) (Level 2) (Level 3)). Guidance on your choice of units should be sought from your Academic advisor or Programme Director. It is recommended that you do 4/5 lecture units in each semester in Year 2. Failure to balance your lecture units in this way could significantly increase your workload in one semester relative to the other. In Year 3, it is recommended that you take 4 lecture units in semester 1 and 2 lecture units in semester 2 to balance your workload. Note that units taken from outside the School may have coursework components that are unlike those offered by units from within the School.

All teaching including lectures, tutorials and practicalâ??s will be delivered on campus. Most lecture units will comprise two face-to-face teaching sessions per week. These sessions will be captured by podcast and will be available for catch-up purposes and revision after the lecture has finished. There are a few units offered outside the School that are yearlong and are examined in May/June.

The University has a system of credit rating of all course units. It is intended to give you an indication of the proportion of your time that all the work of a unit is expected to occupy and is based on a full yearâ??s work being 120 credits. This figure assumes 30 weeksâ?? work at 40 hours per week. Therefore, you can expect to spend ~100 hours on a typical 10-credit unit. This time includes, for example, reading, eLearning materials, writing and revision, as well as direct contact hours.

Tutorials are held in small groups of 10-12 students. These occur at times convenient to your Academic Tutor and the students in the group, which may be 8.00-9.00 or 17:00-18:00.

Please be aware that the School reserves the right to withdraw or alter units should there be changes in academic staff or insufficient registrations. See our **student support website** for further information and guidance on using the course unit selection system. If you have any queries, please do not hesitate to contact: sbs.programmes@manchester.ac.uk

Degrees â??with industrial/professional experienceâ?• placement

Onsbs.programmes@manchester.ac.uk this pathway you attend the standard BSc degree programme but â??intercalateâ?? your studies after the second year with a placement of at least 9 months in an industrial or academic research environment. The placement is assessed via a project report and an oral viva examination at the start of your final year. Placement experience will help with later career decisions and significantly strengthen your success on future job or PhD applications.

Additional intended learning outcomes of the â??with industrial/professional experienceâ?? placement pathway are:

- gained experience in professional work environments including the required interpersonal and professional skills;
- high quality practical skills and specific knowledge relating to science in applied settings developed interpersonal skills within a workplace environment.

Students on this degree pathway will take the same units in Years 1 and 2 as the students on standard BSc degree programmes (although your programme director may suggest certain optional units that better prepare you for a placement). You will apply for your placement during Year 2, and the placement office will support you with information events and lists of available placements. However, be aware that placements are obtained competitively and cannot be guaranteed, often requiring a formal application including your *curriculum vitae,* reference letters (e.g. from your advisor) and potentially involving an interview. Following the placement year, you will continue with your university studies by completing the third year of your BSc degree programme. At the start of this Final Year, you will submit (and be vivaâ??ed on) a written Placement year report worth approximately 9% of the overall degree mark.

Eligibility & progression: to remain eligible for a placement when progressing into Year 2, you must, in addition to the standard Year 1 progression criteria, fulfil the following criteria:

- obtain an overall year average of at least 60%
- pass all compulsory (ie non-compensatable) units with mark of at least 40%

Please note that the requirement to pass core units at first attempt cannot be avoided by changing to a programme where they are not core. If you do not meet these criteria, your course will be automatically changed to a standard degree.

Students who terminate their placement early and do not complete a minimum of 9 months, will not be eligible to graduate â??with Industrial/Professional Experienceâ??. They will be transferred to the respective three-year BSc degree programme, and must apply for an interruption to cover for the disallowed placement year.

Degrees â??with modern languageâ?• placement

Description: This degree pathway is organised as the â??with industrial/professional experienceâ?• pathway, with two key differences: (1) in all three academic years, you replace 20 credits per year of your optional degree units with language courses (listed on the School of Arts, Languages and Cultures website; 40 credits in the case of with-Japanese or Mandarin); (2) language placements are restricted

to universities in countries that match your chosen language and with whom the School of Biological Sciences has a student exchange agreement. Language placements are for 9 months (in Europe) or 10 months (in Japan and China). On completing the four-year joint degrees with a language, students will have:

- acquired a sound working knowledge of the target language including its use in the context of the biological sciences;
- acquired an appreciation of the culture and institutions of an appropriate country;
- gained experience of research work in an overseas institution.

Timetabling may be challenging so you must check carefully that your core units do not clash (tell the staff in the Student Support Hub immediately if they do). You may only choose optional units that do not clash with your language schedule.

To begin discussions about potential placements, you will be contacted by the Language Placement Coordinator (Patrick Gallois) at the beginning of Year 2, who remains an important point of contact in addition to the Placement Office. It will be your responsibility to visit the websites of candidate universities and identify and contact the local student exchange coordinator (the Placement Office can provide details) as well as potential project supervisors during Semester 1 of Year 2. You are guaranteed a placement under the exchange agreement, but you may have to approach various supervisors before you are accepted into a research group. Following the placement year, you will continue with your university studies by completing the third year of your BSc degree programme. At the start of this Final Year, you will submit (and be vivaâ??ed on) a written Placement year report worth approximately 9% of the overall degree mark.

Eligibility & progression: To remain eligible for a â??with modern languageâ?• placement, when progressing into Year 2 you must, in addition to the standard Year 1 progression criteria, fulfil the following criteria:

- obtain an overall year average of at least 60%
- pass all compulsory (i.e. non-compensatable) units with mark of at least 40%

Any language unit you take cannot be compensated, and a minimum mark of 40% must be achieved for you to remain on the Modern Language pathway. If you are removed from the Modern Language programme due to failure of a language unit at first attempt, but the mark is in the compensation range (30-39%), compensation can then be applied following the standard compensation rules.

Degrees â??with Entrepreneurshipâ?• placement

Description: You will choose a standard BSc degree programme where you will take units worth **100** credits in each of the three years. The remaining **20** credits per year are entrepreneurship units that replace optional units on your standard degree and are chosen from a list on the Alliance Manchester Business Schoolâ??s Masood (Manchester) Entrepreneurship Centre (MEC):

Masood Entrepreneurship Centre | The University of Manchester

Timetabling may be challenging so you must check carefully that your core units do not clash (otherwise inform the staff in the Student Support Hub without delay). You may only choose optional

units that do not clash with your business units. Following year 2, you will intercalate by performing an industry placement (120 credits). On completing the four-year â??with Entrepreneurshipâ?• programme, you will have:

- acquired knowledge of business skills including research & development, financial planning, exploring the market potential of products and processes and creating business plans;
- acquired skills in applying entrepreneurial knowledge to turn scientific discoveries and research into applications.

During Year 2, you will be helped by the Placement Office to apply for placements in industry settings. However, placements are obtained competitively, and a place cannot be guaranteed; it will require a formal application including your *curriculum vitae,* reference letters (e.g. from your advisor) and potentially involving an interview. Following the placement year, you will continue with your university studies by completing the third year of your BSc degree programme. At the start of this Final Year, you will submit (and be vivaâ??ed on) a written Placement year report worth approximately 9% of the overall degree mark.

Eligibility & progression: To remain eligible for a â??with Entrepreneurshipâ?• placement, when progressing into Year 2 you must, in addition to the standard Year 1 progression criteria, fulfil the following criteria:

- obtain an overall year average of at least 60%
- pass all compulsory (i.e. non-compensatable) units with mark of at least 40%

If you fail to meet these requirements, you will be changed to the corresponding 3-year BSc degree.

Degree programmes with â??integrated masterâ?• (MSci)

Description: You will choose a standard BSc degree programme and attend the first two years normally. In year 3, you will take the degree-specific five lecture units including their exams and attend the standard tutorial sessions which will prepare you for problem and essay papers in the final exams. You will not engage in any â??final year projectâ?? units that would normally form part of your degree programme. Instead, you will be assigned to one of your chosen MSci projects in a Manchester research group at start of semester 5, and participate in the following units:

- BIOL33000 MSci Research Project Proposal (10 credits) â?? writing a literature review and outline of your future MSci project (overseen by your future project supervisor)
- BIOL33012 MSci Experimental Skills Module (20 credits) â?? a two-week group practical in the subject area of your degree programme

Up to two of the following (as determined by your Programme Director):

- BIOL33011 MSci Bioinformatics Tools and Resources (10 credits)
- BIOL33021 Computational Approaches to Biology (10 credits)
- BIOL33031 Reproducible Data Science (10 credits)

During Year 4, you will complete a seven-month research project which includes the marked completion of an oral presentation, poster presentation and project report. On completing the four-year MSci

programmes, students will have:

- gained experience in the planning and design of cutting-edge research;
- developed high quality experimental, data analysis and data management skills;
- acquired skills in the different forms of science communication.

Eligibility & progression: to remain eligible for the MSci programme, when progressing into Year 2 you must, in addition to the standard Year 1 progression criteria, fulfil the following criteria:

- obtain an overall year average of at least 60%
- pass all compulsory (i.e. non-compensatable) units with mark of at least 40%

In addition, the number of places on the MSci degree pathway in Year 3 is limited to 70 students from all BSc degree programmes, and student admission will be determined by rank of performance at the end of Year 2. If you fail to meet the progression criteria or fall below the admission threshold, your course will automatically be changed to the standard 3-year BSc programme.

It is possible to apply to transfer onto the MSci pathway at any point until a deadline in the late spring of Year 2 provided that all MSci progression criteria (including oneâ??s performance exceeding the admission threshold) have been met. The only exception is where students registered for a Placement programme and receive an offer of a Placement that had been applied for, at which point transfer to MSci is no longer possible. (For deadlines and procedures see the Year 2 handbook).

On completing the four-year joint degrees with a language, students will have: acquired a sound working knowledge of the target language including aspects specific to biological sciences;

- acquired an appreciation of the culture and institutions of an appropriate country;
- gained experience of research work in an overseas institution.

On completing the four-year MSci programmes, students will have:

- gained experience in the planning and design of research addressing a timely research question;
- developed high quality practical skills and the ability to analyse multiple lines of experimental evidence;
- acquired skills in the presentation of research findings.

On completing the four-year with Entrepreneurship programmes, students will have:

- acquired knowledge of business skills through research & development of business opportunities, financial planning, exploring the market potential of products and processes and creating business plans
- gained experience of transferring their theoretical and practical skills developed within the University to the workplace;
- acquired skills in applying entrepreneurial knowledge to a range of applications including the sciences.

2.04 Modes of study

The programmes covered in this handbook are full-time in-person programmes.

2.05 Programme specification

All our programme specifications are kept internally within the School.

2.06 Outlines of units

Outlines of all our units can be found here: Course unit information | MyManchester

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

The pass mark for each unit examination is 40%, and ideally you should pass all the units for which you are registered. However, the examination board recognises that not all students will achieve this, and some students may pass most of their units, getting good marks in some but just failing others. The compensation rules below are therefore used, whereby strong marks can compensate for some fail marks. The maximum amount of credits which can be compensated across the entire academic year is 40 credits. However, this is at the discretion of the examination board and there is never a guarantee that the board will permit compensation to be granted.

To obtain a compensated pass in the Year 2 Course Units as a whole you must:

- have satisfactory attendance at tutorials and practical classes
- gain a mark of at least 40% in the Tutorial unit BIOL20000, BIOL21392 Science Communication unit, the EDM unit appropriate to your Degree Programme, and in all designated compulsory units for your Degree Programme (see below)
- achieve marks of at least 40% in each of the units totalling 80 credits (including the tutorial, the BIOL21392 Science Communication unit, the EDM unit and compulsory units) and at least 30% in each of the remaining 40 credits

NB â?? **Failure of the Tutorial unit BIOL20000 will lead to the loss of the ability to have compensation applied to any unit and all unit assessments with marks less than 40% will have to be re-sat.**

NB â?? For **ALL** programmes, the relevant EDM unit (BIOL21041, BIOL21051 or BIOL21061), and the Science Communication unit (BIOL21392) are non-compensatable, which means that a mark of 40% must be achieved to pass the unit and any mark below 40 will need to be re-sat. Failing any of these units, will not, however result in the loss of any possible compensation for other units as with the failure of the Tutorial unit.

In addition, for some Degree Programmes, at least one core non-compensatable unit has been designated in which you must attain a mark of at least 40%. Failure of these units will not result in overall loss of compensation. Please also note that referrals of these units cannot be avoided by changing to a programme where they are not compensatable. Students are expected to complete the year on their current degree programme.

It is not possible for **ANY** failed non-compensatable unit credits to be carried forward to the next year of your study, and failure of the resit of any of these units will result in your exclusion from the programme.

For most Degree Programmes, at least one core non-compensatable unit has been designated in which you must attain a mark of at least 40%. However, failure of these units will not result in overall loss of compensation. Please also note that referrals of these units cannot be avoided by changing to a programme where they are compensatable. Students are expected to complete the year on their current degree programme. Also failed non-compensatable unit credits cannot be carried forward to the next year. A list of these units follows:

Level 2 Non-compensatable units

BSc Biochemistry

BIOL21111 Proteins

BSc Immunology

BIOL21242 Immunology
BIOL20952 Immunology RSM

BSc Medical Biochemistry

BIOL21351 Molecules and Cells in Human Disease

BSc Medical Physiology

BIOL20942 Physiology RSM

BSc Microbiology

BIOL21181 Fundamentals of Bacteriology
BIOL21192 Principles of Infectious Diseases

BSc Molecular Biology

BIOL21101 Genome Maintenance & Regulation

BSc Pharmacology

BIOL21302 Clinical Drug Development

BSc Zoology

BIOL20552 Tropical Ecology & Conservation (RSM Field Course) *
BIOL20872 Urban Biodiversity & Conservation RSM*
BIOL21082 Biodiversity (RSM Field Course)*
***** *Students will take only one of these units*

Some field courses do not take place until after the date that we are required to hold the Examinersâ?? meeting. Therefore, marks for these field course units will be excluded and the compensation rules will be applied only to the units that have been taken. However, you should note that:

- If you obtain a fail mark in a field course and no compensation is available after applying the compensation rules across ALL your units, you will be required to complete a substantial assignment in lieu of a referral of a field course.
- the field course marks WILL be included in the calculation of your mean year mark that will contribute towards your final degree mark.

The University gives the Board of Examiners the right to refuse a referral to a student whose Work and Attendance has been unsatisfactory and who has received an official warning letter.

If after the application of the above compensation rules you are found to have failed overall, then you will be required to take referral (resit) examinations in the August/September resit examination period. If you have passed 40 or more credits at the first attempt the Board of Examiners will specify which unit assessments you are required to refer in order to gain at least a compensated pass in the August/September examinations.

Second Year

Second year assessments and examinations contribute 30% towards your final degree mark or 19% for MSci students. For students directly entering Year 2, assessments and examinations contribute 33% towards the final degree mark.

Allocation to projects in the final year and eligibility for post-graduate study in the School will also be based on second year performance.

Note: the Board of Examiners may choose to exclude you from further study if you are absent without explanation from all exams in a given examination period or if you fail on first attempt more than 80 credits worth of assessments.

2.08 Consequences of unsatisfactory progress

Please see section 2.13

[intense_snippet snippet_id=â?•18877â?³ snippet_title=â?•SBS â?? Programme Specific Regulations 25-26â?³]

2.10 Professional and statutory body requirements

All four-year â??with industrial/professional experienceâ?? and â??with languageâ?? degrees have been accredited by the Society of Biology. Degree accreditation by the Society recognises academic excellence in the biosciences, and highlights degrees that educate the research and development leaders and innovators of the future (more information is available here). The accreditation criteria require evidence that graduates from the programme meet defined sets of learning outcomes, including gaining a substantial period of research experience. Our School has been successful in demonstrating that these programmes meet these criteria. In recognition of your time spent on industrial/professional,

or with language placement, as a graduate of an accredited programme, you can apply for membership of the Society of Biology at Member (MSB) level after just one year of practice, rather than the usual three years. This will allow you to attain the qualifications of Chartered Biologist or Chartered Scientist two years sooner than graduates from other Degree Programmes. Further information is available from the Society of Biology .

2.11 Fieldwork and placements or study abroad

Field courses

Field courses will be available to students of the Biology, Biology with Science and Society, and Zoology Degree Programmes. All field courses, whether residential or non- residential, are ~2 weeks in duration. They take place **during the Easter or summer vacation** at locations suitable for marine or terrestrial field work within the UK and overseas.

If you are studying Zoology, you will enrol on a 10-credit field course as part of your compulsory units in both your first and second year. Other degree programmes offer a field course as part of the practical unit requirement in Year 1 or the Research Skills Module (RSM) in Year 2 Course unit information | MyManchester. The following field courses are available:

Year 2

BIOL20552 Tropical Ecology & Conservation

BIOL20872 Urban Biodiversity & Conservation BIOL20182 Island Biodiversity

There are a number of **requirements** to attend field courses:

- For those taking field courses, it is compulsory to attend the **Field Course Talk** in Semester 1, where you will be given essential information beyond what is provided here. For further advice and information, please contact Dr Ben Chapman.
- It is very important that you are fully committed to attending and **paying the fee** for your field course so that we can effectively plan the trips; we start booking flights and accommodation at the end of Semester 1. We therefore require a Â£300-500 non-refundable deposit to secure your place on residential field courses, to be paid at the time of If you have any concerns about paying for a field course, please contact the Student Support Hub for advice.
- You will be asked to sign a **declaration form** to confirm that you will meet all the requirements for attending your field course. In addition to payment, all students need to fill in all **compulsory documentation** pre and post their field courses by the given deadlines: **My Placement.** All students undertaking residential and non-residential field courses must complete a **Travel Health Self-Assessment**. Depending on the location of your field course and the information included in your Travel Health Self-Assessment, you may need to attend an appointment with Occupational Health or your own GP. The field course administrative team will provide links and guidance.
- **Residential Field Courses outside of Europe:** Your medical fitness to travel must be confirmed by our Occupational Health team, who will issue your â??Fitness to Travelâ?? certificate which you will need to submit to the Field Course Administration Team and which is required to be fully covered by the **Universityâ??s Travel Insurance** policy (including any claim relating to your pre-

existing condition). For this, you require not only the self-assessment, but you also have to fill out the **Health Screening Questionnaire** and may need to attend an appointment with Occupational Health who will also determine whether you require vaccinations. You will therefore be required to submit a copy of your vaccination history; please be fully up-to-date with your NHS vaccination schedule.

- UK students travelling in Europe will need a valid **UK Global Health Insurance Card** which can be arranged online.
- For your own safety and comfort, it is strongly advised to bring suitable footwear and clothing.

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2.13 Degree classification algorithm

The Taught Degree Regulations for students can be found on the University website here

During your degree programme, you will complete 360 credits across 3 years (480 across 4 years for MSci). Each course unit you complete carries a weighting in credits and an average is calculated at the end of each year of the marks you have achieved, and these year averages are then in turn used to calculate your final degree mark out of 100. Course units are counted in to your degree mark based on their weighting in credits, so a 20-credit course unit would be counted in to the year average twice, whilst a 10-credit course unit would be counted in to the average once.

Your year average is calculated as an average of all your marks across the full academic year. 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 10-credit unit where the student has under-performed may be excluded from the final calculation.

Note that units graded as Pass/Fail only (i.e. the Tutorial Units) are **not** included in the year average mark calculation, but the credits are still awarded for these units for progression purposes.

At the final examination board, your final degree mark is calculated by weighting the years of your degree programme to calculate a final overall degree mark, which would then be used to determine your classification. The weightings of each year depend on whether you are registered on a 3-year or 4-year degree programme; the weightings are shown in the table below:

UG Programme type	Year 1 %	Year 2 %	Placement Year %	Year 3 %	Year 4 %
BSc (Hons) (standard 3 year degree)	10%	30%	N/A	60%	N/A
Integrated Masters (MSci)	6%	19%	N/A	37.5%	37.5%
With Industrial Experience	10%	30%	10% *	60%	N/A
With Entrepreneurship	10%	30%	10%*	60%	N/A
With Modern Language	10%	30%	10% *	60%	N/A

*For programmes where a placement year is completed (Industrial Experience, Modern Language, Entrepreneurship), your placement year (assessed by your placement report), is counted in to your final

degree mark as an additional 10%, giving you a total degree mark out of 110. This is then re-weighted to a mark our of 100 and this stands as your final degree mark.

All degree marks are rounded to 1 decimal place. Year averages are rounded to 3 decimal places.

Please see below some example degree mark calculations:

3 Year BSc:

Year 1 Mark: 67.332

Year 2 Mark: 71.226

Year 3 Mark: 80.331

The calculation would be:

(67.332 x 0.1) + (71.226 x 0.3) + (80.331 x 0.6) = **76.3**

3 Year BSc with Placement Year (Industrial Experience, Modern Language, Entrepreneurship):

Year 1 Mark: 67.332

Year 2 Mark: 71.226

Placement Year Mark: 68

Year 3 Mark: 80.331

The calculation would be:

(67.332 x 0.1) + (71.226 x 0.3) + (68 x 0.1) + (80.331 x 0.6) = 83.0996 / 110 x 100 = **75.5**

4 Year Integrated Masters (MSci):

Year 1 Mark: 67.332

Year 2 Mark: 71.226

Year 3 Mark: 80.331

Year 4 Mark: 75

The calculation would be:

(67.332 x 0.06) + (71.226 x 0.19) + (80.331 x 0.375) + (75 x 0.375) = **75.8**

Degree Classification

For Undergraduate Programmes, students must achieve an overall degree average of at least 40% to be eligible for a BSc award. If you achieve an average below 40%, you will not be awarded a BSc

award, but may be eligible for a lower exit award of an Ordinary Degree, Diploma in Higher Education or a Certificate in Higher Education.

In the third year of your degree programme, you must achieve at least 80 credits with marks of 40% or higher to be eligible for a BSc degree award of a 2.2 or higher (60 credits for an award of a Third). Where this requirement has been met; for credits below 40%, â??Special Compensationâ?? can be applied which still permits you to gain credit for these units, however they will still be counted in to your overall degree average.

Degree Classifications are awarded as follows:

Bachelors Degree classification weighted to 120 credits	Classification thresholds: weighted average (0 to 100 mark range)	Boundary z average
First class	70.0	68.0 to 69.9
Upper Second class	60.0	58.0 to 59.9
Lower Second class	50.0	48.0 to 49.9
Third class	40.0	37.0 to 39.9

Please note that unlike the BSc degrees, it is not possible to attain a 3rd class for an MSci degree. Consequently, MSci students who obtain a final mark of less than 50% will fail the MSci degree. However, you will be able to graduate with BSc (Hons) degree based on your performance during your first three years.

Classification Review:

For final degree marks which fall within the boundary zone; 2 marks of the higher classification (68 â?? 69.9% for a First or 58 â?? 59.9% for a 2.1 etc.), 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 First).

If your mark falls in the boundary zone; you will only be awarded the higher degree classification if two thirds or more of the credits you have completed during the final your degree programme (80 credits or more) are marks at the higher degree classification, you will be automatically promoted to the higher degree classification (so 80 credits with marks of 70 and above would be needed to be promoted to a First)

There is no classification review available for the classification of a Third; any degree mark below 40 cannot be awarded a BSc degree under any circumstances.

Integrated Masters (MSci) only: Further to the classification review outlined above, if your final degree mark falls in the boundary zone and you are still not eligible to be promoted to the higher classification,

you will be given the opportunity to complete a Viva Voce examination with the external examiner who will then make a recommendation to the exam board as to whether they feel the student should be awarded the higher classification or not, and the board will then make a final decision. **This is available only in the fourth year of the MSci programme, and is not available on any of the 3-year BSc programmes.**

3. Assessment and academic standards

3.01 Assessment

Criteria for marking answers on theory examination papers can be found here: **Marking Schemes**

Examination feedback

Students have a right to receive feedback on their examination performance from Unit Coordinators. This may be done in a number of ways:

Unit Coordinator may publish a general feedback document outlining how questions were answered, addressing general strengths and weaknesses of students and giving a general indication of how well the questions were answered.

For handwritten (paper) exams, script viewing sessions will be organised following the release of examination results where students will be able to view **handwritten feedback** provided by markers in their exam scripts. Students will be notified in advance when the session is due to take place and will be able to request specifically which scripts they want to view in advance. Students will be able to view all exam scripts in the same session.

HOWEVER, PLEASE NOTE that for **MCQ Examinations**, there is **no opportunity to view the answer sheets**, exam paper or solutions. However, following the release of semester 2 results, students will have the opportunity to receive a feedback email for each unit they are resitting which will inform them of which topics they lost marks on to help them better prepare for the resit examinations. Students who are eligible to receive this feedback will be contacted following the release of semester 2 results.

that a student **DOES NOT** have the right to **challenge any academic judgements** on the quality of the answer. This means there is **NO** opportunity for papers to be re-marked.

Guidelines on feedback to students during the teaching period

Feedback is a broad term, which can be interpreted in different ways. The purpose of this section is to define the activities associated with feedback mechanisms, as they relate to lecture-based BIOL units so that you are aware of the feedback available for any unit which you decide to take.

Lecturers are expected to provide general guidance to students on appropriate reading material and other learning resources for the unit in advance of the start of the unit.

We encourage you to ask questions through any appropriate medium. If you ask questions, for example by email, please make sure you include your own interpretation of the answer, including the

literature sources that you used, and ask whether your interpretation or understanding are correct. For example:

Wrong format: â??*Can you tell me the primary role of voltage-gated sodium channels?*â?•

Correct format: â??*It is my understanding that voltage-gated sodium channels are primarily responsible for the depolarising phase of the action potential. I used Kandelâ??s Principles of Neuroscience to obtain this information. Is this correct?*â?•

NB: The School does not publish marking schemes or answers to examination questions â?? you are expected to deduce these yourself using textbooks, peers, and PASS sessions.

In addition to providing the mandatory level of feedback, Unit Coordinators may provide more detailed feedback on your work. You should consult the feedback entry within the unit description in this handbook for further details on the additional feedback provided.

Please note that the comments on examination papers are intended primarily to allow the first marker to communicate the rationale for their marking to the moderator and external examiner. These comments are not written with the [primary] aim of providing feedback to the student, although the student may find that the comments do provide them with beneficial insights into their performance.

Deadlines, penalties and document limits

Deadlines: Items of coursework, such as essays and write-ups, have strict deadlines. Submission dates and times are in UK local time, and it is the responsibility of students to ensure that they check the **relevant time zone**. Any work that has been submitted at least **1 minute past the deadline** or later is classed as late, except in cases where **an extension has already been agreed** via DASS, the extensions process or mitigating circumstances.

Assessed Coursework Extension Request Form.

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 studentâ??s own responsibility to ensure that they know what the original deadline is and what their new, extended deadline is.

Late submission will be subject to a **penalty** consisting in a reduction of 10 marks per each 24 hours or part thereof past the deadline until a mark of zero is reached. At 10 days late submission, the work is

considered as not submitted and the school reserves the right to not mark the work or provide feedback. **Students who submit referral assignments after the deadline will be automatically subject to a mark of zero.** The full university guidance on late submission can be found here.

Page/word limit: Coursework will normally have a specified content limit. This will normally be a maximum page number or word count (usually with a 10% margin). It is your responsibility to ensure that you understand exactly what the limits are and how they are to be achieved. Exceeding the specified page limit will result in a deduction of 20 marks per page or part thereof.

Format: A typical School of Biological Sciences instruction for coursework including essays, reports and write-ups is worded along the lines of: â??*The [submission] must not exceed [x] pages of text* ***excluding the list of references.*** *Text must be in Arial, 10 point, one and a half line spacing, with margins of at least 2.5 cm all around the text. ALL supporting material, such as figures, tables, text boxes etc. must be included in the page limit, and you are advised to ensure that any such items are sufficiently large to be read and understood with ease.*â?• You should conform to the format that has been specified. If the work needs to be converted to a PDF for submission you must check very carefully

that the conversion is accurate and conforms to the guidelines well in advance of the submission deadline. A **penalty of 20 marks (out of 100) will be applied to all SBS coursework or exams that are incorrectly formatted** (i.e. does not follow the specified guidelines on line spacing, margins, figure position, sections etc). Existing penalties for lateness (10 marks per day or part thereof) and length (20 marks per page or part thereof) will continue to be applied as noted above. Where an assignment is incorrectly formatted and up to one page over length, then a single 20-mark penalty will be applied.

3.02 Dissertation

Information about this can be found in the final year handbook.

3.03 Examinations and coursework

Examinations

The Year 2 lecture unit exams consist of written examinations. These examinations will all be on-campus, invigilated exams under closed book conditions.

Written exams will be sat during the examination period at the end of the semester in which the unit is taught (i.e. January or May/June). Units that run across both semesters will normally be examined in the May/June exam period. Units taken from other Schools may be examined at a different time.

Attendance at all appropriate examinations is compulsory.

To prepare for examinations, you are encouraged to use any quizzes and practice exercises posted on Canvas and to look at copies of past examination papers and any mock examples available. These can be obtained from the My Learning tab in your MyManchester portal, where you can search for papers by Faculty, School, exam name or code, year or semester. If the unit has no past papers the Unit Coordinator should make questions available that are representative of the kind that will be set in the examination available at least 6 weeks before the exam which will be representative of the kind that will

be set in the examination.

The pass mark for unit examinations is 40%. You will normally be expected to pass all the units you have taken before you can proceed to the next academic year. However, compensation may be possible if you fail a unit by a small amount, when the examiners may allow you an overall â??compensated passâ?•. Otherwise, all units failed must be re-taken during the August/September examination period. Compensation is at the discretion of the examination board and not a guarantee under any circumstances, so you should aim for a minimum mark of 40% in every unit to ensure your progression on the programme. There are also several circumstances where compensation is not possible (see â??Pass marks and compensation rulesâ?? for more information).

You may not normally start the next academic year of your degree programme until you have passed the examinations in your current academic year, so failure again in August/September may lead to you being excluded from further courses and examinations in the School of Biological Sciences.

NB: Calculators capable of storing and retrieving text (or having a full alphabet keyboard) are not permitted in University examinations. Please refer to the â??Guidance on the use of calculators in examinationsâ?• for further information.

Multiple choice examinations

The majority of the examinations for first year units and a few examinations for second year units will be wholly or partly comprised of Multiple-Choice Questions (MCQs). You are advised:

- to follow carefully all written instructions for completing the examination and ensure you provide all your answers on the MCQ answer sheet provided by the invigilator.
- to make yourself familiar with the various rubrics that we use by looking at past examination papers, mock examination papers and exemplar questions provided by the unit delivery team.
- to read the rubric to questions carefully. For example, one rubric may ask you to choose the ONE MOST SUITABLE option, and another may ask you to identify the ONE INCORRECT option.
- to read the questions carefully; a good MCQ is intended to make you recall and apply the material you have been taught in lectures
- that all MCQs in the School, unless otherwise stated, are marked by a technique that includes a **negative correction for wrong answers**. The correction that is subtracted for each wrong answer is 1/(n-1), where n is the number of answer options. This is intended to ensure that you will gain **no benefit from guessing at random**. All questions will include an option which will allow you to **decline to answer** the question, thereby scoring zero, rather than randomly guessing an answer and risking a negative score. Despite this negative marking, unless the number of options is few (three or fewer), it is to your advantage to make **informed guesses**, i.e. if you know some of the options can be excluded, you should make a guess at the other options. On average you will gain more marks when you get these informed guesses right than you will lose when you get them wrong.

Most of the work submitted in tutorials is assessed. You must obtain a pass mark on this work to be able to progress to Year 3. If you obtain a mean mark of <40% for your tutorial work, **OR** if your attendance is unsatisfactory, you will fail BIOL20000 and will be required to write an extended essay during the summer vacation.

The compensation rules for examinations will only be applied if you pass the tutorial assessments AND fulfil the attendance requirement for tutorials units.

3.04 Laboratory work and practical reports

Most of the practicals will require you to do some background reading **before** the session, so please come prepared.

Practical work is assessed either as written work that you submit during or at the end of a unit, your ability to perform a task during a practical session, and/or as an online assessment or examination at the end of the unit. Details of assessment will be given to you at the start of each unit. Short answer questions and essay-type questions are NOT negatively marked. You will not lose marks for incorrect material (but will not gain any either) so it is worth writing something, even if you are not sure it is correct.

If you fail to submit an assessment by the due date and time, it will not normally be possible for it to be marked. If ill-health prevents you attending a practical session or meeting a submission deadline, see Guidelines on ill health.

NB: In many practical classes you will work as one of a pair or larger group of students. Be careful that you feel confident with all the procedures yourself and do not leave it to others to do tasks for you: remember, in the exam you will be on your own. Furthermore, although you will most likely obtain results as part of a group, it is **essential** that any practical work that you submit for assessment is **written in your own words,** unless you have been specifically instructed to submit a group report (see Plagiarism, collusion and other forms of academic malpractice).

In Semester 2, you will do a Research Skills Module (RSM), the nature of which will depend on your Degree Programme. For most Degree Programmes there is a specific RSM. If you are a Biochemistry, Biology, Biomedical Sciences, Biotechnology, Medical Biochemistry student you may choose a RSM according to your interest. Note that some RSMs may have EDM or lecture unit pre-/co-requisites and may be limited in the number of students that can be accommodated. Entry for RSMs for which numbers are restricted will be based on your overall Year 1 mark.

- Students must ensure their student ID is entered correctly as unrecognised IDs will count as nil submissions
- Where students fail to submit a choice by the deadline, they will be allocated an appropriate RSM based on availability
- Where multiple surveys are returned we can only take the last submission recorded Where an RSM is oversubscribed allocation will be based on level 1 year average, and if students are unsuccessful in obtaining a place on their first choice we will endeavour to allocate 2nd (or 3rd choice where applicable)
- You must take into account any pre-/corequisites for your RSM preferences as failure to register for any mandatory requirements may result in re-allocation

Most RSMs will consist of a block of practicalâ??s over 4 weeks at the rate of three 6-hour sessions per week and will usually occur in weeks 1-4 or 5-8. Where appropriate, field courses, including Urban Biodiversity constitute the RSM and will occur in part of or all of the Easter or Summer vacation.

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3.06 Programme specific assessment requirements

August/September referrals

If you pass a minimum of 40 credits at 40% or above but have failed to meet the expected standard in up to 80 of the remaining credits, you will be able to have one more attempt at the assessment. This is known as a â??**referred assessment**â?? and these assessments will normally take place during the August/September examination period. (for coursework-based referrals, these are usually completed in the 3 weeks before the resit examinations start). This will all happen in good time for the examination board to make decisions on your progression for next yearâ??s enrolment. Please note that:

- No more than 80 credits can be referred, e. if a student fails more than 80 credits, they will not be able to attend the re-sit exams. and will be excluded from the programme.
- It will be the mark that you obtain in the referral examination that will determine whether you obtain a pass in a unit (we do NOT take the better of marks obtained on the first or second attempt). The mark will be derived **solely from the referral examination** and will not include any coursework components carried over from the first sitting, unless the exam is being taken as a first attempt.
- Referral examinations are completed for credit only; any passed referral mark will be capped at 30% for the purposes of progression and will be recorded on academic transcripts as If your original mark for the unit was between 30 and 39, it will instead be capped at this mark, e.g. 35R. This is the mark that will then factor into your year mark and overall degree mark.
- Should you still not pass the examination on this referral (when the compensation rules will again be applied) the following decisions by the Board of Examiners may be taken: You may be:
    1. permitted to carry forward up to 20 failed credits to the next year of your degree programme , and complete them in the following academic year in addition to the 120 credits that you are taking at that level. The decisionon whether carrying credits will be permitted is at the discretion of the Board of Examiners and will be based on your academic standing and any mitigating circumstances. Whole units must be repeated in attendance; all lectures will need to be attended again, and all coursework assessments (inclduong those passed in the previous year) will need to be completed again. Marks are capped to the lowest compensatable mark. **Failed non-compensatable units, cannot be carried over to subsequent levels See section 2.07.**
    2. permitted to repeat the year on your **current** degree programme. **This option is at the discretion of the Board of Examiners and can only be granted after the Board of Examiners meets in September to discuss the results of the referral examinations.** It will normally only be available where you can demonstrate that your current academic performance was significantly impacted during the previous academic year, is likely to improve in the following year and will be dependent on availability of places for the following year. Due to limits on student numbers, this can only be offered in certain circumstances and it is not possible to simply request to repeat the y You may only do this if it is offered to you by the Board of Examiners.
    3. permitted to take a year where you would have to â??Resit Without Attendanceâ?? (RWA), which means that you would not attend any classes and would just take the referrals during

the exam All outstanding assessments would need to be passed for you to progress to the next level of your programme. There are no tuition fees payable for an RWA year, however as a result access to university facilities and support services during this period may be limited.

4. excluded from your degree programme

Dates for the August/September examination period are printed at the front of this handbook. **Please consider this when making summer plans.** Should you be ill and unable to take an examination in January or May/June, you will need to be available to complete the deferral opportunity. **It is NOT possible to take referral examinations at another location, online (where it is an on-campus examination), or to take them at a different time to the other students.**

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3.09 Plagiarism and academic malpractice

These topics form an important part of the first stage of the Writing and Referencing skills modules in Year 1but general guidelines and advice are given hereunder.

Academic Malpractice is a serious offence â?? **it is treated as seriously as cheating in exams.** As a student, you are expected to cooperate in the learning process throughout your programme of study by completing assignments of various kinds that are the product of **your own** study or research. Coursework, reports and essays submitted for assessment must be **your own** work, unless an assignment is a joint **group projects** as clearly instructed by the Unit Coordinator. Please, be aware that there are regular cases where students, knowingly or unknowingly, commit **plagiarism or some other form of academic malpractice** during their assignments, which is **regarded a serious offence and will be penalised affecting the mark of your submission, and you may even fail the unit** (with or without loss of credits).

It is your own responsibility to ensure that you understand what constitutes academic malpractice; COMMITTING ACADEMIC MALPRACTICE UNINTENTIONALLY IS NO DEFENCE!

Training on how to avoid malpractice will also form an important part of the first stage of the Writing and Referencing skills modules in Year 1, you will be given exercises and guidance on plagiarism/academic malpractice in tutorials; if you are still unsure about any aspect of this, you should ask your Academic Advisor for advice. Some brief guidance is provided in the following:

Academic malpractice includes **plagiarism**, **collusion**, **fabrication** or **falsification** of results and anything else intended by those committing it to achieve credit that they do not properly deserve. This also includes submitting work which you have previously submitted for credit â?? this is **self-plagiarism** .

You should be aware that all **teaching materials** and **examination papers** are subject to **copyright** by the University of Manchester. If these are shared externally, then you will be subject to academic malpractice procedures, and possible legal action.

All students are required to confirm that they have read and agree to the Universityâ??s **declaration on Academic Malpractice** as part of the online registration process.

A number of measures are taken to detect academic malpractice:

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 for the purposes of detecting plagiarism and other forms of academic malpractice**,If you are asked to do this, you must do so within the required timescales.

The **School reserves the right to submit your work** to TurnitinUK and/or other electronic systems, even if you have originally not been asked to do so.

Please note that when work is submitted to the relevant electronic systems, it is copied and then stored in a database to allow appropriate checks to be made and to **detect self-plagiarism**.

You will be given an opportunity within the tutorials to submit a draft essay through this system, and it is very much in your best interests to do this so that you **understand how it works*.***

If you are suspected of having committed academic malpractice, a disciplinary hearing may be involved and penalties will be applied.

Please see below links to information and resources about academic integrity and academic malpractice

- Regulation XVII (Conduct & Discipline of Students)
- Academic malpractice procedure
- Plagiarism and Academic Malpractice â?? Guidance for Students
- University of Manchester Library My Learning Essentials, including workshops and online resources such as â??Getting started with referencingâ?? and â??Avoiding plagiarismâ??
- 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

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3.12 External Examiners

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

The External Examiners for each programme are as follows:

Programme	External Examiner	Institution
Biochemistry	TBC	TBC
Biology	Dr David Booth	University of Dundee
Biology with Science & Society	Dr David Booth	University of Dundee
Biomedical Sciences	Prof. Rachel Ashworth	University of Worcester
Biotechnology	Dr Christopher Randall	University of Leeds
Genetics	Prof. Guy Tear	Kingâ??s College London
Immunology	Dr Rachael Rigby	Lancaster University
Medical Biochemistry	TBC	TBC
Medical Physiology	Dr Taufiq Rahman	University of Cambridge
Microbiology	Dr Christopher Randall	University of Leeds
Molecular Biology	Dr Paul Lavender	Kings College London
Neuroscience	Assoc. Prof. Tracy Farr	University of Edinburgh
Pharmacology	Dr Taufiq Rahman	University of Cambridge
Zoology	Dr James Gilbert	University of Hull

Please note that it is inappropriate for students to make direct contact with External Examiners under any circumstances, in particular with regards to a studentâ??s individual performance in assessments. Other appropriate mechanisms are available for students, including the Universityâ??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 appeal is your way of asking the University to review a recent decision taken by an Examination Board or equivalent body.

You should contact your School in the first instance as it may be able to help you better understand the result or decision you want to appeal against.

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.
- An appeal can only be submitted once your marks have been ratified by an examination board, which would include a semester 1 progression board.
- 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 appeal 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 Studentsâ?? Union Advice Service also provides useful information on the appeals process and can provide advice and guidance.

4. Student Voice

[intense_snippet snippet_id=â?•18675â?³ snippet_title=â?•SBS â?? Representation at programme 25-26â?³]

[intense_snippet snippet_id=â?•18677â?³ snippet_title=â?•SBS â?? Role of the Student Voice Committee (PGT) 25-26â?³]

4.03 Role of the Programme committee

The purpose of the committee is to provide a forum to facilitate communications and discussions and will

- Review proposals made by the SBS Teaching Board
- Be responsible for overseeing the operation and management of UG programmes of study
- Consider all aspects of the student experience of the UG programmes that they undertake and to ensure issues are acted upon appropriately and reflected in the SEAP
- Consider External Examiner reports and actions to be taken as a consequence
- Be responsible for the content, structure, delivery of the UG programmes and ensure quality standards are maintained e.g. web audits, CMA requirements, accreditation requirements
- Oversee student representation and analysis of student feedback, implementing actions to address areas of concern and to incorporate these into the SEAP
- Approve curriculum changes and programme amendments as recommended by the SBS TLSE Executive Committee

The committee will have decision making authority on matters within its remit and will report to the SBS TLSE Executive Committee.

[intense_snippet snippet_id=â?•18679â?³ snippet_title=â?•SBS â?? Mechanisms for collecting and 25-26â?³]

[intense_snippet snippet_id=â?•18681â?³ snippet_title=â?•SBS â?? Use of University unit surveys and 25-26â?³]

[intense_snippet snippet_id=â?•18683â?³ snippet_title=â?•SBS â?? Student Complaints 25-26â?³]

5. Attendance requirements, interruptions and mitigating circumstances

5.01 Attendance

Your attendance on your programme is monitored for welfare purposes. Typically, one of the first signs a student might be struggling, either personally or academically, is that they start missing their teaching sessions. Therefore, we monitor your attendance so we can see when a studentâ??s engagement drops and proactively reach out to the student to make sure they are okay. However, there are some academic consequences if you do not attend certain sessions, without a credible reason.

Your attendance will be monitored in all timetabled sessions, except drop-ins. Some sessions are compulsory and some are optional. If you miss compulsory sessions without a credible reason you will receive emails from the Student Support team and your tutor, and you may fail a unit on attendance. If you miss optional sessions, whilst you wonâ??t be penalised for this, you will still receive emails after missing a certain amount of these sessions to check on your well-being.

We monitor attendance through a system called SEAtS (Student Engagement and Attendance system). This is a new system for September 2024. You will need to download the SEAtS app on your phone or use the web version on your laptop. You can find further details about how to download SEAtS and how to use the system here â?? School of Biological Sciences Student Information â?? Home

(sharepoint.com)

Your timetable will mainly consist of lectures, tutorials and practical sessions.

Lectures

Your attendance in lectures is **not** compulsory. However, we strongly encourage you to attend all your timetabled lectures since it is well known that there is a good correlation between lecture attendance and academic performance. 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 lectures. If your attendance in lectures drops below 50% you will receive an email from the Student Support and Wellbeing team to make sure you are doing okay.

Tutorials

Attendance **at all tutorials** â?? whether tutor-led or student-led â?? is **mandatory**.

We understand that students may occasionally face difficulties (e.g. illness) that prevent attendance. In such cases, you **must submit an absence request via the SEAtS app**. Instructions are available here: How to submit an absence request

An absence request will **usually be accepted** if the following conditions are met:

- It is for an **acceptable reason**, such as illness.
- It is submitted **before or on the day** of the scheduled tutorial via the **SEAtS app**.
    - Note: The app will automatically accept late requests, but these will be reviewed. If there is no compelling reason for lateness (e.g. hospitalisation), approval will be removed.
    - If you submit a **late request**, contact sbs.attendance@manchester.ac.uk as soon as possible with a clear explanation.
    - It is your **first or second** absence request for tutorials.

If **any** of these conditions are not met, or if you **do not submit a request**, your absence will be recorded as **unauthorised**.

What Happens if You Miss Tutorials

Â· If you have **two or more unauthorised absences**, you will **fail the tutorial unit.**

- This means:
    - Removal from any **4-year programme** (if applicable)
    - Loss of **exam compensation**
    - You will need to complete the **tutorial re-sit assessment** in order to progress.

Multiple Absences

- **Third absence request**:
    - Although SEAtS will show the third absence request as accepted, **this will later be reviewed.**

    - You will be contacted by the **Student Support and Wellbeing team**, and your **Academic Advisor** will be informed.
- **Four or more absence requests (authorised or not)**:
    - You will **fail** the tutorial unit.
    - The Student Support and Wellbeing team will contact you. You may:
        - Submit a **mitigating circumstances application**.
        - If accepted, you will not fail based on attendance, but you must meet with a **Senior Advisor** to discuss further support.
    - If you **do not** submit a mitigating circumstances form and meet with a Senior Advisor, you will **fail** the tutorial unit.

This policy is summarised in the table below:

Tutorial Attendance requirements	
Unauthorised absences	
1 unauthorised absence	Another unauthorised absence will result in failir tutorial unit.
2 unauthorised absences	If you do not make a successful mitigating circumstances application, you will fail the tutoria
Multiple absences	
3 absences (any kind, but only 1 unauthorised)	You will need to meet with your Academic Advis explain your absences. Another absence may re failure of the unit.
4 absences (any kind, but only 1 unauthorised)	You will need to submit a successful mitigating circumstances application AND meet with a Sen Advisor. If you do not do both of these things, yo fail the tutorial unit.

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, this will impact on the final unit mark. 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.

If you miss 2 or more practical sessions without an authorised reason, this will impact on the final unit mark. 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 that 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 â?? School of Biological Sciences Student Information â?? Home (sharepoint.com)

Logging an absence

We understand there may be reasons why you need to miss a compulsory timetabled session. This could be due to illness, mental health, bereavement, medical appointments, as well as other unforeseen circumstances. If you have a reason to miss a tutorial or practical session you must notify the Student Support team by submitting an absence form via the SEAtS app. You can find instructions of how to log an absence form on SEAtS here â?? School of Biological Sciences Student Information â?? Home (sharepoint.com)

Please note that you can self-certify for absence up to 7 days for the following reasons: medical/health appointments, DASS plan related absence, family and personal emergency, illness/unwell, train strikes, and unexpected caring responsibilities. The SEAtS system will automatically log these absences. However, this does not automatically authorise absence. The Student Support team will check these reasons and can revoke any automatic approvals generated by the SEAtS system.

If you select â??otherâ?? on the absence form or need to be absent for over 7 days these absences will **not** be automatically approved and approval will be needed from a member of staff before it can be logged as an authorised absence.

If you need longer than 7 days off you cannot self-certify for this and we will need evidence to support your absence.

You need to log the absence form on the day you will be absent for. You cannot log absences in retrospect, unless you have a credible reason to do so.

If you do not log an absence form your absence in any compulsory sessions will be unauthorised. This could lead to failing a unit on attendance

[intense_snippet snippet_id=â?•18689â?³ snippet_title=â?•SBS â?? Student Engagement 25-26â?³]

[intense_snippet snippet_id=â?•18691â?³ snippet_title=â?•SBS â?? Consequences of paid employment 25-26â?³]

5.04 Procedure for reporting ill health

If you are going to be absent from a timetabled session you need to submit an absence form via SEAtS. You can find instructions on how to do this here . You must submit this absence form in order to get your absence authorised. Please note: absences will only be authorised for reasons outside of your control, such as illness. Some units, such as the tutorial unit or the practical units, have specific attendance requirements. It is important you familiarise yourself with them at the start of the academic year. You can find details of these requirements on the relevant Canvas pages.

[intense_snippet snippet_id=â?•18693â?³ snippet_title=â?•SBS â?? How to change, interrupt or 25-26â?³]

[intense_snippet snippet_id=â?•18695â?³ snippet_title=â?•SBS â?? Mitigating circumstances 25-26â?³]

[intense_snippet snippet_id=â?•18697â?³ snippet_title=â?•SBS â?? Policy on Supporting Health 25-26â?³]

6. Support for students

[intense_snippet snippet_id=â?•18699â?³ snippet_title=â?•SBS â?? Student Support microsite 25-26â?³]

[intense_snippet snippet_id=â?•18701â?³ snippet_title=â?•SBS â?? The role of the Programme Director, AA, SS Hubs 25-26â?³]

[intense_snippet snippet_id=â?•18703â?³ snippet_title=â?•SBS â?? Studentsâ?? Union and SU Advice Service 25-26â?³]

[intense_snippet snippet_id=â?•18705â?³ snippet_title=â?•SBS â?? Counselling and Mental Health Service 25-26â?³]

[intense_snippet snippet_id=â?•18707â?³ snippet_title=â?•SBS -Disability Advisory and Support Service 25-26â?³]

[intense_snippet snippet_id=â?•18709â?³ snippet_title=â?•SBS â?? Student Occupational Health Service 25-26â?³]

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6.09 University College

The University College for Interdisciplinary Learning (UCIL) offers course units that provide you a chance to explore a topic beyond the scope of your main degree, providing new perspectives and skills that complement your academic journey.

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