

Description



MSc Occupational Medicine and MSc Occupational Hygiene Critical Literature Review Handbook

Critical Literature Review Handbook

MSc Occupational Medicine and

MSc Occupational Hygiene

Academic Year 2025/26

This handbook is for those of you embarking on the 30 credit Critical Literature Review of the MSc. Refer to Canvas Occupational Hygiene and Occupational Medicine Community / Preparing for Your MSc Year for additional guidance and support. Use this handbook in conjunction with the MSc Occupational Medicine and Hygiene Programme Handbook and Faculty/University [regulations](#).

Important Contacts

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Programme Admin team

EMAIL ADDRESS	PURPOSE
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- Examination queries
- Assessment queries
- Assessment submission
- Resit/reassessment que

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- Disability Support

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- Mitigating Circumstance

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- Registration advice and
- Course unit selection an
- Timetable queries
- Programme content

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- Student support hub â? teams

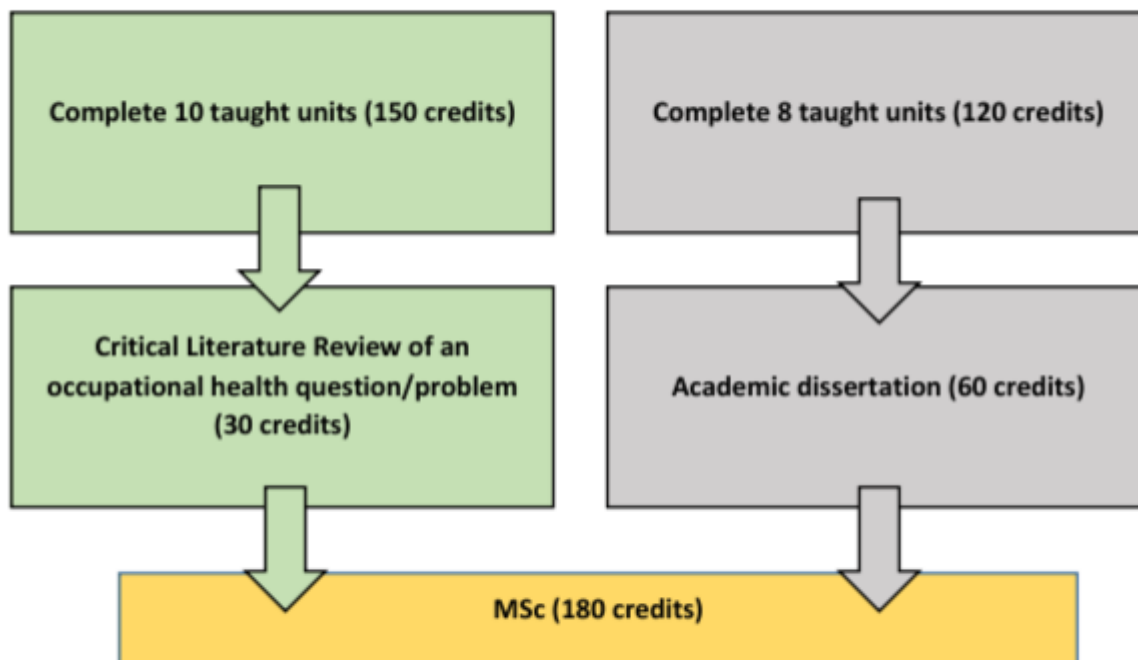
Other contact

Canvas & Technical Support

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Introduction

Students registered on the MSc programme have the option of completing a 30-credit Critical Literature Review as an alternative to the 60-credit dissertation. This requires students to take two additional taught units plus the 30-credit Critical Literature Review (producing the equivalent of 60-credits).



What is the Critical Literature Review (CLR)

In its simplest form, the CLR is an extended critical essay focusing on an occupational health research question or problem. The CLR will need to incorporate:-

1. A clear research question/problem within which some of the sub-questions might include, for example: What is the current knowledge gap; what needs to be found out to fully address the question/problem focused on in the CLR
2. A clear structure/method for identifying the evidence. This is not to be confused with a more formal and detailed Systematic Review, similar to what the Cochrane Collaboration, or others, would require.
3. Detailed critique and summary of the evidence as a whole, in relation to the original question/problem and what this means in relation to the context/setting
4. Discussion/reflection on the strengths and weaknesses of the evidence that has been identified to answer the initial question. This then needs to be considered in terms of the strength of the evidence – how much confidence can be placed on these findings? What do they mean? How might it differ in different

settings/contexts?

5. What are the implications of what was found / what ought to happen next

Students can (but do not have to) extend work that they have used as part of a previous assessment/marked piece of work for the MSc. However, the CLR must extend this work, and cannot simply be the same material presented in a different format. Students are encouraged to reference the assignment and provide a brief description (just several sentences) to explain how the CLR extends the original assignment.

Intended learning outcomes

Category of outcome	Students should be able to
A. Knowledge and understanding	A1 Describe a specific occupational health issue and establish a coherent research-related understanding question that forms the foundation of the critical literature review
B. Intellectual skills	B1 Use appropriate methodology to obtain the information necessary to address the research question B2 Use appropriate methodology to synthesise the information collected
C. Practical skills	C1 Construct a meaningful synthesis and critical interpretation of the results of information/evidence collected C2 Explore the implications of the findings of the review
D. Transferable skills and personal qualities	D1 Demonstrate the ability to be a reflective and self-directed learner, to accomplish a substantial piece of academic work

Registering for the 30-credit critical literature review

OccMH students will register their preferred option (that is for (1) the dissertation or (2) additional units and the critical literature review) at the start of their final academic year. This process will be similar to that for selecting individual course units. Note that the fees for the critical literature review plus the two additional units, are the same as that for the option of the dissertation.

Exemptions to the UoM Degree regulations for students taking 30 Credit CLR

This programme will treat 30 credit CLR as 'Research' units and all other 150 credits as 'Taught'.

Up to 75 credits are eligible for referral.

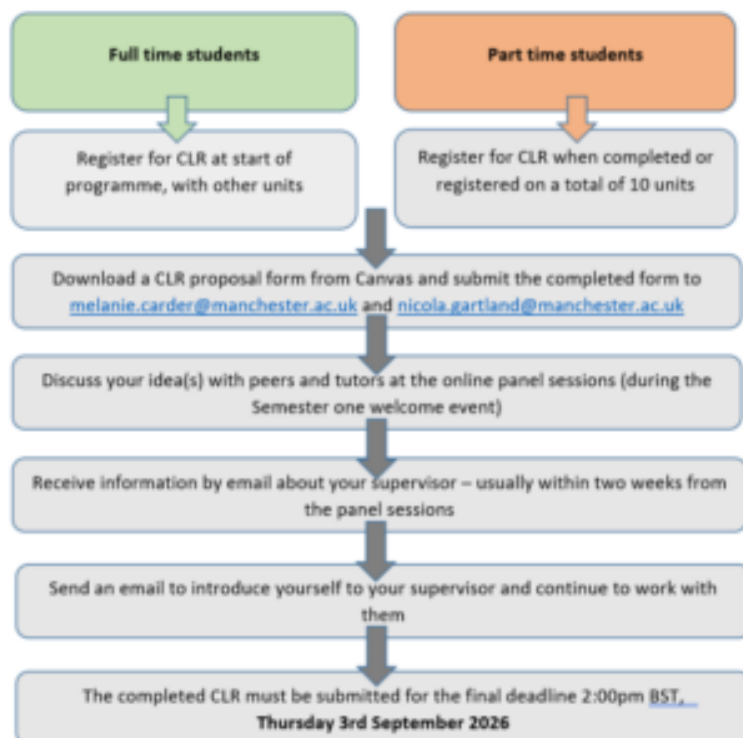
Compensation limited to 40 credits as per normal regulations.

AP(E)L up to 60 credits for Masters- The CLR is not eligible for AP(E)L

Standard Dissertation regulations are applied to 30 credit CLR : Students will only be permitted to resit if first mark is above 30%. The Exam Board can grant up to 3 months to re-submit.

Process flow chart

We recommend that all students consider the workload implications of the coursework for a taught course unit, and their critical literature review. In the majority of cases, part time students are recommended to complete their 10 course units followed by the critical literature review. However, each student will have different circumstances and their own time management plans to consider. Occupational Hygiene MSc students can choose from the occupational medicine unit (Management of Occupationally Related Disease, Stress Work and Organisational Factors, Work and Musculoskeletal Conditions) or from units offered on the Masters of Public Health course. Occupational Medicine students can choose from the occupational hygiene units (Occupational Exposure Control, Occupational Exposure Assessment) or from units offered on the Masters of Public Health course. It is possible to choose two semester 1 units OR two semester 2 units, and conduct the CLR in the unoccupied semester. Alternatively, students can choose to do one semester 1 unit and one semester 2 unit, and work on the CLR alongside both units. Students should consider their time management and commitments when making these selections.



Do not leave it too late

Once a student has formally registered for the Critical Literature Review, they have to submit this by the September at the end of the academic year. In other words, students need to plan carefully for this work, alongside the additional units they must complete.

Submitting your idea

Students need to complete a short form to indicate the title and a very brief outline of what they will be focusing on. This is formative only; it helps students to formulate their ideas and helps in the assignment of an appropriate supervisor. The CLR proposal form can be found in the 'Preparing for Your MSc Year' area on Canvas. Students should email the completed form by **10th September 2025** to melanie.carder@manchester.ac.uk and nicola.gartland@manchester.ac.uk. However, make sure you plan as much time as possible for working on your actual critical literature review. The earlier you start in the academic year, the better.

Academic supervision

Students will be allocated an academic supervisor soon after registering for the CLR. **Students are responsible** for making contact with, and introducing themselves to, their allocated supervisor.

Role of the supervisor

The role of the supervisor is to support a student's academic development. Remember the project is the work of the student and not that of the supervisor. Students will have different needs for support and guidance. Some of the areas a supervisor might help with include:

- Helping students to develop a meaningful time plan for the months ahead
- Supporting the development of the structure of the critical literature review in terms of sections and themes that it includes
- Giving constructive feedback on sections of written work/preliminary drafts. This includes feedback on the general style of writing, appropriate use of references, and the depth of critique/appraisal that the work contains and relevance to the original aims and objectives of the work

The Supervisor will not provide any comments/feedback on the additional course units that the student is undertaking

In addition:

- Supervisors aim to give feedback to students within 2 weeks of submitting drafts. As a result, it is important that students plan their time and allow for the return time for feedback on their work
- Please do not expect supervisors to be able to give feedback very close to the submission date. Also, this would not provide enough time for students to respond to their comments. Please

submit a final draft at least 1 month before final submission.

- Supervisors are expected to provide 8 – 10 hours of support for the CLR. This includes reviewing student drafts and individual meetings.

N.B Supervisors are asked to let students know if they will be taking annual leave in August/early September. This will help students plan their work and when supervisory support can be provided. It is a good idea for students to clarify this with their supervisor.

Maximising supervision

Students are encouraged to maximise the opportunities for support from their academic supervisor. A few suggestions to facilitate this include:-

1. Send supervisors an email as a way of introduction, a time plan, and any immediate concerns/support needs
2. Identify specific queries or questions as a way of preparing for a discussion/meeting with the supervisor
3. Have a good awareness of the marking template used to assess the final written work (see end of document). Knowing the assessment criteria helps guide a student's work and supervisory discussion
4. Make the supervisor aware of any difficulties affecting the ability to study. Students do not need to specify the detail, but enough to help the supervisor signpost the student to other sources of support. At the same time, it is helpful for any students with issues impacting on their studies, to let SHS.hub@manchester.ac.uk know.
5. Raise any issues associated with supervision by contacting john.owen@manchester.ac.uk or nicola.gartland@manchester.ac.uk

Additional support

All students are encouraged to utilise the [My Learning Essentials](#) packages provided through the online UoM library.

There are also helpful resources provided in Canvas relevant to both the dissertation and the Critical Literature Review.

Using Appendices

Information in the appendices is not marked by the examiner and is not included in the word count. Therefore, whatever you include in the appendices must not form a considerable component of the work to be marked.

Referencing

The use of referencing will be assessed by the examiners. On this programme, the preferred referencing style is Harvard. However, Vancouver is acceptable. Students must correctly reference their work. Poor approaches to referencing can suggest academic malpractice. Guidance can be found on academic writing and referencing in the Study Skills course within the Study Support area on Canvas and from the University My Learning Essentials.

It is essential that students develop correct referencing within their work. There are a number of free online and cloud-based programmes to facilitate this process (including Endnote and Mendeley). Please ensure that the final reference list is produced correctly, especially if you are using an automated process, through Endnote/Mendeley for example.

Guidance on formatting and presentation

- All assignments should be submitted as word documents, PDF, or rich text format.
- Submit word-processed work as 1.5 spacing and number the pages.
- Minimum font size 10 (must be legible)
- All students work must have an accurate word count stated at the top left hand corner of their written assignment. Please note that you may lose marks if you do not do this, as per word count below.
- Include your student number in the header of your document as a means of administrative identification. **DO NOT WRITE YOUR NAME ANYWHERE IN THE DOCUMENT.**
- References should be consistently laid out in either [Vancouver or Harvard](#) format

Submitting your completed work

Students need to submit one electronic copy of their assignment using Canvas. The **final submission date is 2pm BST on 3rd September 2026**. Students can submit earlier than this, but they will not get their mark any earlier.

- Students need to submit work as .PDF or .DOC file.
- Ensure that the saved document has the correct formatting and layout, including the generated reference list. If working on a Mac computer, please save the document to a Word or .PDF format
- Use the same format for saving and submitting the file, as for the assignments (i.e. unit code followed by your student number)
- The submission box in Canvas will become open nearer the final submission date.
- The word count for the critical literature review is 5000 words (penalties apply at 10% over the maximum). The same marking penalties as for a standard course unit assessment will apply.

You are strongly advised to ensure your work has been submitted at least 3 hours before the deadline. This will allow for any technical difficulties you might encounter. Such difficulties cannot be relied upon as mitigating circumstances in the event that your work is submitted after the deadline.

Work submitted after the deadline without prior approval will be subject to a late penalty, as outlined in the [School of Health Sciences Postgraduate Dissertations Student Handbook](#).

Release of marks

Marks are usually released around mid-November and written feedback will be available in Canvas. Note that the work must be submitted within the same academic year that the student registered for this specific unit.