

# MSc Physician Associate Studies

## Description

# 1. Introduction

School of Medical Sciences  
Faculty of Biology, Medicine & Health  
The University of Manchester  
Oxford Road  
Manchester  
M13 9PL

Updated for the 2025/2026 Academic Year

## Welcome to the School of Medical Sciences

The University has a worldwide reputation based on high quality teaching and research, and I am sure that your programme will provide a solid foundation for your future career success.

Within the School and the wider Faculty, our goal is to create an environment that allows you to excel and reach your full potential. Offering access to first-class facilities and strong links with regional health-service providers, our programmes are designed to meet the diverse needs of all our students. The curriculum of our programmes provides the knowledge and skills you will need in your subject area and all our programmes include an opportunity to carry out an independent research project on topics spanning all areas of biomedical research from molecular to experimental biology and clinical medicine. While subject areas cover a broad range, all our programmes have two common aims:

- To develop your skills in your chosen field of study
- To enhance your knowledge within the field you have chosen. Whether you are a graduate, professional or have a clinical background, the programmes have been tailored to meet your specific needs

As a student of the School of Medical Sciences, you will be expected to take responsibility for your degree, within a supportive environment that fosters your development and helps prepare you for your future career. This handbook will be a useful resource as you progress through your programme. It provides programme-specific information that I am sure that you will find helpful throughout your study. If however, you have questions or would like some further advice, please do not hesitate to contact the people listed in this handbook for further information and assistance.

I wish you every success as you embark upon your programme, and in your future career.

Dr Helen Jopling  
Director of Education

## Welcome to the Physician Associate Studies programme

This handbook contains information on the aims, objectives, structure, content, admissions, assessment and programme management for the programme. We hope that you will find it a useful source of information, but please feel free to approach the programme organisers if you have any other queries.

The curriculum is built around a core content of common clinical situations that are organised according to their relative complexity. The content of each taught block is delivered using a case-based learning (CBL) approach through the study of clinical cases/scenarios. Each case integrates elements of the taught content, so you will learn about and reflect upon the related biomedical, behavioural and population sciences appropriate to the case.

You should read the handbook in conjunction with related University documentation, for which links are provided in this Handbook. As clinical students you will also need to comply with additional requirements surrounding fitness to practice, standards of behaviour and dress during clinical placements, the minimum standards guide for placements. Because this is rather a lot of information, we will introduce you to each component at the appropriate time.

On behalf of the University of Manchester and the programme team I wish you an enjoyable and successful time on the programme.

Holly Scotchburn  
Programme Director

## School Contacts

You can find a list of academic and professional support staff contact details [here](#).

## Programme Contacts

Programme Director	Holly Scotchburn	<a href="#">holly.</a>
Deputy Programme Director	Rebecca Horne	<a href="#">rebec</a>
Assessment Lead	Sunil Aggarwal	<a href="#">sunil.</a>
	NHS England	
	The General Medical Council	
Course Collaborators	Faculty of Physician Associates	
	Physician Associate Schools Council	

## Key dates in the academic year

Please refer to your [online timetable](#) for all teaching and timetabled sessions throughout the academic year. You should check your timetable regularly in case of any changes.

For more information regarding coursework and assessment, including submission deadlines, please refer to the [Canvas](#) unit spaces.

General university key dates including closure dates can be found [here](#).

## 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. As a student, you may expect to receive the highest quality education alongside high standards of teaching, assessments, clinical placements, resources and support services.

We will expect you to:

- pursue your academic and clinical work with a positive commitment;
- take full advantage of resources and facilities offered by the academic environment, Trust and outreach placements, including contact with staff and other students;
- take the initiative in raising problems or difficulties (academic, clinical or personal) with an appropriate member of staff, however elementary or trivial these problems may seem, bearing in mind that prompt discussion and resolution of problems can prevent difficulties at a later stage;
- submit work when required to do so, attend assessments on time, meet deadlines, and endeavour to take an active, and not passive, role in your studies and placements;
- report promptly to appropriate members of staff, and provide explanations for any interruptions in attendance on your programme (e.g. for medical or personal reasons).

In addition, the University of Manchester expects students and staff to behave in a responsible manner and to treat everyone with courtesy and respect at all times. Unprofessional behaviour and misconduct will not be tolerated and may result in disciplinary action ([Regulation XVII Conduct and Discipline of Students](#)).

## Canvas

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

## MyManchester

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

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

## Changing and Updating your personal details on the Student System

To update your personal details in the Student System, you can use the My Manchester Portal. Simply navigate to the “My Profile” tab in the left-hand navigation bar on your MyManchester account's home page to change or update your information. Ensure that all your details are correct and up to date so that the university can keep in contact with you. If you're unsure how the MyManchester Portal works, here's a quick guide to help you get started and understand the main functions of your [student platform](#).

## The Student Charter

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

The Charter provides an overview of the Manchester experience and refers to [regulations, policies and procedures](#); it is not a detailed personal agreement or contract.

## Digital Equity

Our [Digital Equity Charter](#), co-created with the Students' Union, sets out the University's commitment to ensuring that all our students can effectively engage with their learning and development opportunities.

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

## Dignity at Work and Study

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

## Health and Safety

In most laboratories, you will come across potential hazards. Prior to starting work in any laboratory you should undergo a Health and Safety induction by the safety officer of your laboratory project – it is your responsibility to ensure that this happens. You must ensure that you read any relevant literature relating to Health and Safety given to you at this induction or at any other time in the programme. Refer to the online Health and Safety course unit that you completed at Induction. Laboratory coats must be worn in laboratory areas and will be provided by your supervisor. Project work must be carried out

according to the particular guidelines and COSHH regulations for that piece of work or project in the laboratory in which the project is undertaken. Any accidents occurring in laboratories should be immediately reported to your project supervisor.

## Learning Resources

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

**Feedback & Enquiries:** For general enquiries, e-resources support and/or to feedback suggestions please contact the library in person, via phone or online: <http://www.library.manchester.ac.uk/contact>.

## Library

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

## Computers

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

## Developing Digital Skills

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

- Self-assess your digital skills with the Jisc Discovery tool, by completing questionnaires on digital capability, AI and Employability and getting your personalised report
- Enhance your digital and professional development through LinkedIn Learning
- Gain recognition through an industry recognised certification
- Become a [Digital Capability Student Rep](#) through the Studentsâ€™™ Union

Our University is committed to digital equity, and you can learn more about this in the [Student Digital Equity Charter](#) which is co-owned with the University of Manchester Studentsâ€™™ Union.

## Social space

The University offers numerous social spaces across campus. In our main buildings, Stopford and Coupland 3, you will find common rooms and comfortable areas for all students to enjoy.

Here is a list of spaces specific to the School of Medical Sciences:

The Stopford Building features a cosy campus space located on the 3rd floor, adjacent to the Student Hub. This facility includes hot water for making tea, coffee, and meals, as well as washing up and handwashing facilities. There are three microwave stations available for heating your food, along with warm and comfortable seating for group study or relaxation. Additionally, power sockets are provided for charging your devices. On the 1st floor, you will find a common room that boasts large group spaces, making it an ideal area to socialise or work with friends.

On the Lower Ground floor of the Coupland 3 building there is a common room area with study spaces ideal for group work.

There are also cosy campus spaces in the following locations which you are welcome to use:

- **University Place Drum**, open 9am-9pm
- **Dover Street Ex Caf **, open 9am-6pm
- **Alan Gilbert Learning Commons**, foyer, open 24 hours
- **Nancy Rothwell Building**, Ground Floor, open 9am-8pm
- **Main Library**, open 8am-midnight Monday to Friday, and 9am-midnight Saturday and Sunday
- **Alliance Manchester Business School**, 2.094, open 8am-8pm Monday to Friday and 9am-5pm Saturday
- **Samuel Alexander Building departmental hubs**, West Wing, first and second floors, open 9am-5pm Monday to Friday

## Other facilities and resources available for Students

As a PGT student in the School of Medical Sciences, you  benefit from a wide range of academic and non-academic facilities designed to support your success and wellbeing. Academically, you  have access to specialist libraries, dedicated study spaces in the Stopford and Coupland 3 Building, and advanced learning environments including clinical skills labs and research facilities. The University also offers tailored academic support through workshops, writing assistance, and digital learning tools to help you thrive in your studies. Beyond the academic sphere, the campus provides vibrant cultural venues such as the Manchester Museum and the Whitworth Art Gallery, as well as green spaces and fitness facilities through UoM Sport. You  find wellbeing services, prayer and reflection rooms, and a dynamic Student Union offering social events, societies, and volunteering opportunities.

Below you will find a list of facilities and resources available

- <https://www.manchester.ac.uk/about/facilities/>
- <https://www.library.manchester.ac.uk/training/>
- <https://www.manchester.ac.uk/study/masters/teaching-and-learning/facilities/libraries/>
- <https://www.sport.manchester.ac.uk/>
- <https://www.residents.manchester.ac.uk/support-and-wellbeing/faith-and-worship/>

## University General Regulations

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

## 2. About your programme

### Programme information

Information about your programme, such as programme overview, aims and learning outcomes, etc. can be found here via the [SMS Student Support Hub Site](#).

### Postgraduate Taught Degree Regulations

Students should familiarise themselves with the degree regulations for Postgraduate Taught Degrees by clicking on this link: [Postgraduate Degree Regulations](#)

In order to progress to the dissertation/research project, you must have satisfactorily achieved the relevant pass mark in all taught course units (total 90 or 120 credits, depending on the programme structure), including by use of resit and/or compensation as outlined in the degree regulations.

Programme end date would normally be 1 year, if 1-year programme, once the programme has commenced.

If your programme is a 3-year programme, the programme end date would normally be 3 years, once the programme has commenced.

The submission due date for the dissertation (if applicable) would normally be early September.

### Consequences of unsatisfactory progress

Exit awards are available for students who do not satisfy the criteria for the programme they are registered on or who need to exit the programme early due to unforeseen circumstances.

### Programme Specific Regulations and Exemptions

The Physician Associate programme is structured differently to many other postgraduate programmes and you will enrol on a single 60-credit unit in each year of the course (the element of the course required to gain professional registration), and a 60-credit dissertation unit in year 2. There are also a number of exemptions from University regulations to meet professional body requirements. This is especially so in the area of assessment where the programme differs significantly. The programme does not permit compensation rules to be applied to any assessment.

#### Criteria for Awards

The award of postgraduate degrees is normally based upon credit accumulation using a pass mark of 50%. However, the programme employs a system of standard setting that leads to a variable pass mark

for some components, this will mean that the pass mark may be lower or higher than the standard 50% threshold. Guidance on standard setting will be provided separately and the regulations below are provided for information at this stage.

#### Award Postgraduate Diploma (exit award)

To obtain a Postgraduate Diploma award, students must have accrued 120 credits (as specified by the programme) including any provision made for compensated or referred units. Please note that award of a Postgraduate Diploma in Physician Associate Studies is subject to exemptions from standard degree regulations due to professional body requirements.

#### Award Postgraduate Certificate (exit award)

To obtain a Postgraduate Certificate (exit award) students must have accrued 60 credits (as specified by the programme) including any provision made for compensated or referred units.

The award of Postgraduate Certificate degree is based upon credit accumulation using a pass mark of 40% for which there is no classification other than pass/fail.

## Professional and statutory body requirements

### Regulation by the GMC

The MSc Physician Associates Studies programme is regulated by the General Medical Council (GMC). This regulation helps provide assurance to patients, employers and colleagues that PAs have the right level of education and training, meet the standards that the GMC expects of the profession and that they can be held to account if serious concerns are raised. The GMC:

- Sets the standards of patient care and professional behaviours PAs need to meet.
- Sets the outcomes and standards that students qualifying from PA courses must meet to join the GMC's register.
- Approves the curriculum that we teach.

### Physician Associate National Exam (PANE) and Registration with the GMC

At the start of your studies, we will create a record for you on the GMC's secure platform and you will receive an email from the GMC to confirm this along with a text message if a mobile phone number was provided. Throughout your studies, we will keep your record up to date and inform the GMC of any changes such as name changes, expected qualification year, withdrawals and (or) interruptions and change of qualification type.

At the appropriate time, the Programme Team will guide you through the process for booking and sitting the Royal College of Physicians (RCP) [Physician Associate National Exam \(PANE\)](#). This is a knowledge-based assessment (KBA) and an objective structured clinical examination (OSCE). Candidates must pass both the KBA and OSCE to be eligible to apply for registration with the GMC.

On successful completion of your programme, the University will confirm your award with the GMC by updating your student record. Once the GMC receive confirmation of your qualification details from us along with confirmation from the Royal College of Physicians (RCP) that you've passed both parts of the [Physician Associate National Exam \(PANE\)](#), you will be sent an email inviting you to apply for

registration with the GMC.

## Placement Information

As a physician associate student you will develop clinical application of the skills you have acquired whilst at university on clinical placements through observation and deliberate practice. Experiential learning (learning in the work place) is central to the educational experience on the programme. You will experience a variety of clinical environments to develop breadth of knowledge and practice. These clinical environments include; ward rounds, operating sessions, outpatient clinics, MDT meetings, Tier 2 clinics, nursing homes and community clinics delivered by allied healthcare professionals. As you progress through the programme you will be required to demonstrate increasing independence in clinical environments by actively seeking out opportunistic learning experiences. You will provide evidence of these activities through the clinical placement logbooks.

Learning by experiences in this way (experiential learning) is powerful because the patients and their problems make a real and lasting impact in your memory. It is important to understand experiential learning also brings its own challenges:

- Even across the huge diversity of learning environments and opportunities that are made available to all students by the Medical School and its NHS partners, it is impossible to guarantee that you will experience the same balance of patients as each other.
- This variability is fundamental to the nature of healthcare delivery and is reflected in your placements. You will not receive exactly the same placements in medicine or surgery as each other.
- Experiential learning is immersive and opportunistic, it requires you to be proactive and flexible in seeking out opportunities for learning from these environments, interacting with as many patients as you can on a daily basis.

There are 2 Early Clinical Experience blocks and 10 Clinical Placement blocks across the two years of the Programme.

### Early Clinical Experience – 2x blocks of 2 weeks

The initial 2 week *Early Clinical Experience* Blocks provide you with the opportunity to learn examination and procedural skills, whilst spending time in the clinical environment to understand the roles of other healthcare professionals and integrate into the clinical team. With this grounding, you will start your clinical placements with a role within the clinical team. You will usually spend 2 weeks in primary care and 2 weeks in secondary care during ECE.

The aim of the ECE blocks is to “frontload” you with the skills you will need on a day to day basis during placements so that you can feel confident to involve yourself in the clinical environment and “hit the ground running” when the clinical placement blocks begin in earnest.

### Clinical Placements – 4 weeks

Throughout your studies you will be attached to one of the Home Trusts (HTs). Each HT has an allocated teaching hospital which will serve as “basecamp” and clinical placements will either be

there or at associated hospitals.

The Home Trusts for physician associate students are:

- Manchester University NHS Foundation Trust (MFT) – Oxford Road Campus
- Manchester University NHS Foundation Trust (MFT) – Wythenshawe Campus
- Lancashire Teaching Hospitals NHS Foundation Trust (Preston)
- Northern Care Alliance NHS Foundation Trust (NCA) – Oldham
- Northern Care Alliance NHS Foundation Trust (NCA) – Salford
- Tameside & Glossop Integrated Care NHS Foundation Trust

The programme also utilises placements at the following locations so you may be placed there for some of your placements:

- East Cheshire NHS Trust (Macclesfield)
- Mid-Cheshire NHS Foundation Trust (Leighton)

You will rotate through various specialty placements during the Programme. This will usually include 2x primary care blocks, general medicine, surgery, front door medicine, obstetrics & gynaecology, paediatrics and mental health. The aim of these placements is to give you experience of clinical practice in a variety of settings. It will also give you opportunity to apply the knowledge you have been amassing over the academic blocks of your studies, apply clinical examination and procedural skills, refine your patient assessment abilities and improve your clinical reasoning.

Please also refer to [PA – Allocation to Home Trust | 1 Med Info](#)

### **What you can expect from a clinical placement:**

Whilst on your clinical placement blocks the expectation is that you spend **the vast majority** of your time in the clinical environment. It is crucial to note that this time may not specifically be written in your timetable. **Where you have nothing allocated in the timetable you are expected to seek opportunities** to go to your allocated wards and ask the ward staff to see suitable patients, read their notes, and offer to support ward activities that are within your competency. On the rare occasions when there are limited clinical learning opportunities, you may engage in private study, and this should ideally be within the ward environment in case a learning opportunity arises. There is no allocated protected time for private study.

You will be allocated a Clinical Placement Supervisor for each clinical block.

- You will be notified in advance of your placements in order for you to make arrangements for travel.
- You will be allocated a clinical placement supervisor (CPS) whose responsibility it is to meet with you and to supervise your placement. Your supervisor is trained in their role and will be required to sign you off at the end of each placement. If they are unavailable for any reason the programme requires the clinical placement supervisor to provide an associate placement supervisor. In the most exceptional circumstances, remote sign-off may be able to be arranged. This needs to be approved by the CPS and Clinical Delivery team.
- Your CPS manages your placement together with the local PA administrator.
- Your CPS or associate will usually provide you with a timetable in advance of your clinical placement starting or provide one during your initial meeting. Please remember that the timetabling is extremely complex and subject to change at short notice due to the nature of clinical work. Your Home Trust oversees this and will do their utmost to minimise disruption or cancellations, and will try to organise alternatives to the best of their abilities but this is not always possible, and so you should be prepared to seek out learning opportunities yourself as well.
- Your CPS and clinical team in placement will support you in making the most of learning opportunities available in the placement.
- Your CPS and clinical team will ensure minimum placement requirements are delivered for all students.
- Your CPS, clinical team and yourself will organise a minimum of two supervisor meetings (one at the beginning and one at the end of placement). They may also arrange clinical teaching activities.
- Your CPS will allocate an associate to take their place if they are absent / on leave. If this does not happen, please alert the Home Trust administration team as soon as possible, and always before the end of your rotation.
- Your placement timetable provides a guide to what clinical learning activities are accessible on placement.
- It is recommended that placement activity takes place during core working hours (Monday – Friday, 8am – 6pm), however there may be some flexibility in response to supervision availability and provision of adequate learning opportunities. If adequate provisions are available, you may attend placement outside of these hours and it may be beneficial to experience out-of-hours care.
- You are expected to attend placement on a full-time basis for a minimum of 35 hours per week. This will usually be over 5 days, but some flexibility may be possible after discussion with your clinical supervisor and administration team. Any changes in working patterns may be made in only in exceptional circumstances, will not be at the expense of learning opportunities and must be approved by the placement supervisor and academic lead for clinical placements.
- These are minimum requirements for each placement. These have been defined and agreed by the PA programme and our NHS partners. You will be asked to complete an evaluation of each placement and the feedback you provide will be used to improve those placements. Please give honest, constructive feedback and suggestions for improvement as well as letting us know when things have gone very well.

### **What we expect from you in a placement:**

During your clinical placement blocks we have the following expectations of you as students:

- Prior to your induction and orientation meeting with your clinical placement supervisor (CPS), you should **identify your intended learning objectives (ILOs)** for the placement based on: a) Identified gaps in your personal learning (consider the feedback from previous assessments and supervisors). b) The ILOs for the programme, including procedural skills (UPSAs) and tasks and bring this information to your initial meeting with your supervisor in order to agree appropriate ILOs for your placement.
- **Attend** all your clinical placement sessions and formal teaching and learning activities as per your timetable (with attendance in line with programme requirements – 100% attendance is expected).
- **Assume responsibility for patients** consistent with your level of training.
- Complete the minimum number of log book assessments (please see below for details)
- Achieve a **satisfactory placement sign off** at the end of your placement
- Ensure that your placement sign-off eform is submitted **by 6pm on the last day of your placement** after the final meeting with your supervisor. The latest acceptable date for submission post-placement for this form is 5 days later, after which point you will be graded as unsatisfactory for that placement. Students who are graded as unsatisfactory, either by their supervisor assessment or through failure to submit, will be required to meet with the Placements Lead, to discuss how they will remediate within their next placement.
- We expect you to notify us if you are absent and provide a reason for this in a timely manner. Please see the Absence Reporting section of the Handbook for further details.
- We expect you to dress appropriately, attend on time and behave in a professional manner at ALL times including during virtual teaching.

### **What constitutes a “Satisfactory”™ grade in a SINGLE Clinical Placement Block?**

Decisions are made on the basis of evidence that you provide. An electronic logbook has been created to support you to achieve this. It is your responsibility to show your supervisor how you have performed in the placement.

At the end of each clinical placement block you will have an End of Placement meeting with your Clinical Placement Supervisor (CPS). This meeting will give you a chance to reflect on what you have learned during your clinical placement and identify future learning needs. During this meeting your CPS will review your logbook to ensure that you have met the required targets.

During your End of Placement meeting your CPS will be required to mark your placement as either “Satisfactory”™ or “Unsatisfactory”™.

Your Supervisor will meet with you at the end of your placement to make an assessment based upon:

1. The entries in your logbook and your attainment of the **MINIMUM** requirements:
2. Their experience of teaching you, which includes attendance and your professionalism.
3. Their colleagues’™ experience of working with and teaching you.

### **What constitutes an overall “Satisfactory grade”™ in the Clinical Placement Blocks ACROSS the Year?**

A satisfactory grade for each Block

## PLUS

The minimum requirements of your logbook

### What happens if you do not meet these requirements?

An “Unsatisfactory” grade helps us to identify and provide assistance for students who may require extra support in their studies. If you receive an “Unsatisfactory” grade for one of your placements you will be asked to meet with the Academic Lead for Clinical Placements to discuss what academic support and action plan you need to ensure your learning continues in a way to enable you to progress successfully in your studies.

A student may carry an unsatisfactory grade in a maximum of **one** clinical placement but must satisfactorily meet the objectives subsequently set by the Clinical Supervisor and the Academic Lead for Clinical Placement. Any student failing to meet this would be required to repeat the failed placements. This will normally mean the student’s progression through the programme will be delayed. For example, if it is not possible to accommodate the repeated placement within the academic year the student will be required to interrupt and re-join the programme at the beginning of the following academic year.

Please also refer to: [PA Placement FAQs | 1 Med Info](#)

## HEALTH & SAFETY ON CLINICAL PLACEMENTS

The health and safety of patients, students and staff requires certain regulations to be observed. In particular, it is important that students are known to have been immunised against (or be immune to) a number of infectious diseases. For this reason students are required to attend appointments at the University’s Occupational Health Service where you will be assessed to make sure you are able to attend clinical placement and will be provided with the necessary vaccinations.

During clinical placements you will be briefed on local health and safety procedures and arrangements. It is your duty to comply with these arrangements.

All accidents whether involving injury or not must be reported to the placement provider and the University. In some cases the placement provider may have a system in place for forwarding this information to the University. Alternatively the form for accident/incident reporting can be found here: <https://www.healthandsafety.manchester.ac.uk/toolkits/accidents/reporting/>

## PERSONAL SAFETY WHEN TRAVELLING TO PLACEMENTS

When travelling to and from placements, just as when travelling about in your social and personal life, there are some common sense guidelines to follow for your health and safety:

- Plan your journey so that you know in advance where you are going “ know your route and, if you will be travelling by public transport, the times of trains, trams and buses and the use of appropriate masks ([Google Maps](#) or [www.tfgm.com](http://www.tfgm.com)).
- Tell friends and housemates where you are going and importantly when you are due back. Equally let them know if your plans change. It is always safest to know that someone will notice if you do not arrive or return at the time you planned.

- Let your placement supervisor and your group know if you are going to be absent or late.
- Avoid short cuts and keep to well lit areas – exercise judgement in using ill lit stairs and quiet lifts and don’t wait at deserted train or bus stops. If you have to wait, do so in well lit areas with plenty of people in view.
- Download the [SafeZone app](#) which is designed to keep you safe across campuses in the city.
- Visit the [University’s Safety Tips](#) guidance which contains information about obtaining a personal alarm, the safe taxi scheme and other useful tips
- Don’t assume everyone knows who you are – always carry some identification.
- Only carry just enough money for expenses.
- Avoid displaying expensive gadgets (phones, tablets, etc.) and wearing high-value jewellery when travelling to and from placements.
- Don’t travel in your clinical placement uniform, (this will be provided by the University). Remember that this uniform is for the workplace only.
- Remember the [Faculty of Biology, Medicine and Health Sciences Professionalism Policy](#) including Dress code.
- **Always leave the environment if your instinct tells you to.**

Please also read the University Occupational Health Service’s guidance on action to be taken in the event of needle sticks/sharps injuries and incidents involving human blood or other body fluids: <https://www.occhealth.manchester.ac.uk/wellbeing/inoculation-sharps-indicents/>

### Minimum Logbook Requirements

Listed below are the **minimum** requirements that you will need to achieve on clinical placement, it is expected that you will be able to achieve and submit more than the minimum.

	Eform	Complete per week	Complete per rotation	End of Year
Year One	Medication History Taking			1 signed off
	Prescription Review			1 signed off
	Providing information about medicines			1 signed off
	Physical Examination	1 x Signed off 1 x more non assessed	4 x signed off 4 x non assessed	16 x signed off 16 x non assessed
	Patient Assessment	1 Signed off 1 x non assessed	4 x signed off 4 x non assessed	16 x signed off 16 x non assessed
	UPSA			7 x signed off

	Eform	Complete per week	Complete per rotation	End of Year
Year Two	Medication Calculations			1 x signed off
	Medication History Taking			1 x signed off
	Providing information about medicines			1 x signed off
	Therapeutic Drug Monitoring			1 x signed off
	Adverse Drug Reactions			1 x signed off
	Data Interpretation (Prescribing related task)			1 x signed off
	Drug Reactions			1 x signed off
	Patient Assessment	1 x Signed off 2 x more non assessed	4 x signed off 8 x non assessed	24 x signed off
	Presentation of Patient Assessment	1 x Signed off	4 x signed off	24 x signed off
	Physical Examination	1 Signed off 2 x more non assessed	4 x signed off 8 x non assessed	24 x signed off
	UPSAs			To complete

## Occupational Health

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

## Disclosure and Barring Service (DBS) Clearance

The Programme requires you to undergo an enhanced Disclosure and Barring Service (DBS) check (and/or police check equivalent for those who have been residing overseas) on entry to the Programme, and reserves the right to request subsequent checks.

You will be contacted before you join the Programme with information on what you need to provide. It is important that you act on any requests as soon as possible and follow the instructions carefully.

**Not doing so will impact on your ability to participate in the Programme and you may be excluded.**

If a positive disclosure is made, the School would need to investigate whether the disclosure affects your suitability to commence the Programme and you would be invited for an initial meeting to discuss this. See the University's guidance for applicants with a criminal conviction:

<https://documents.manchester.ac.uk/display.aspx?DocID=17995>,

**Please note that it is your responsibility to keep a copy of your disclosure certificate for your own records when it is received from the DBS.**

The University does not receive a copy of the certificate and will therefore not be able to provide you with a copy. If you do not receive your certificate you will need to contact the Disclosure and Barring Service directly: [DBS certificate reprint guide - GOV.UK](#)

Once you have commenced the Programme (including during any interruption or intercalated degree), you are responsible for informing the Programme **immediately** if you are being investigated in relation

to any crime or if you receive any charges, convictions, cautions, warnings or reprimands “ or other criminal penalty.

Questions relating to the DBS process can be sent to: [sms.dbs@manchester.ac.uk](mailto:sms.dbs@manchester.ac.uk).

## **Additional costs**

All students should normally be able to complete their programme of study without incurring additional study costs over and above the tuition fee for that programme. Any unavoidable additional compulsory costs totalling more than 1% of the annual home undergraduate fee per annum, regardless of whether the programme in question is undergraduate or postgraduate taught, will be made clear to you at the point of application. Further information can be found in the University's [Policy on additional costs incurred by students on undergraduate and postgraduate taught programmes](#).

## **Degree Classification & Boundary Zone**

Please refer to Appendix A of the [PGT Degree Taught Regulations](#) for further details.

## **Accreditation of Prior Learning - AP(E)L**

Please refer to page 3 of the [PGT Degree Taught Regulations](#) for further details. If the application is successful, units that have APEL applied will not be counted towards the student's final degree classification.

# **3. Assessment and academic standards**

## **Assessment Methods and Criteria**

Information about assessment methods (including lab-based reports where applicable) can be found within your programme and unit specification documents which are accessible via the [SMS Student Information Hub](#). Please contact your programme director if you need further information.

For information about the examinations policy see the [Exams Regulations](#).

## **Feedback for Assessments**

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

Marks awarded for your assessments (i.e. everything which contributes to your final degree classification) are subject to ratification by the examination board and the external examiner at the awarding examination meeting. **Consequently all marks given before the final examiners’ meeting has taken place must be regarded as provisional.** Shortly after the examinations meetings we will publish results and a breakdown of your marks. These will remain provisional until after the final examination board has met.

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

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

[Guide to Taught Degree Regulations](#)

## Assignment Word Count (Including Dissertation)

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

Each written assignment has a word limit which you must state at the top of your first page. It is acceptable, without penalty, for you to submit an assignment within a range that is plus 10% of this limit. If you present an assignment with a word count exceeding the specified limit+10%, the assignment will be marked but 1% will be deducted from this mark for every 100 words over the limit given.

For an original word limit that is 1000 words and an assignment that is marked out of 100. If a submission is made that is 1101 words, then it exceeded the 10% leeway, and is more than 100 words over the original limit and should receive a 1-mark deduction.

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

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

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

## Word Count Guide

**What is and what is not included in the word count. Please note: Depending on the type of assessment, not all sections will be applicable.**

Title page	No
------------	----

Contents	No
List of tables, figures	No
Glossary of Terms	No
Page numbers	No
Abstract	No
Declaration	No
Intellectual Property	No
Acknowledgements	No
Introduction	Yes
Background, Critical Review of Existing Literature	Yes
Aims	Yes
Methods	Yes
Results	Yes
Discussions	Yes
Conclusions	Yes
Recommendations	Yes
Citations in the main text	Yes
Directly quoted material in the main text	Yes
List of references	No
Appendices	No
Tables and Figures	The titles, footnotes and citations for Tables and Figures <b>are</b> included but the actual text within them is not.

## Late Submission Penalty (Including Dissertation)

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

You may not be able to resubmit before your deadline so make sure you submit the final version if possible. Resubmission is only allowed before deadline. If you need to resubmit, please get in touch with the [Assessment and Progression Team](#).

In the event of technical difficulties, please email a PDF of your work to the [Assessment and Progression Team](#) as soon as possible. This will be considered an on-time submission if received

before the deadline. Submissions received after the deadline will still be subject to penalties.

All submission deadlines for summative coursework assessments are at 2pm normally. You may see in Canvas that your submission deadline is showing as 14:01 (2:01 pm) rather than 14:00 (2 pm). 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.

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

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

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

10% of the available marks deducted if up to 24 hours (1 day) late  
20% of the available marks deducted if up to 48 hours (2 days) late  
30% of the available marks deducted if up to 72 hours (3 days) late  
40% of the available marks deducted if up to 96 hours (4 days) late  
50% of the available marks deducted if up to 120 hours (5 days) late  
60% of the available marks deducted if up to 144 hours (6 days) late  
70% of the available marks deducted if up to 168 hours (7 days) late  
80% of the available marks deducted if up to 192 hours (8 days) late  
90% of the available marks deducted if up to 216 hours (9 days) late  
100% of the available marks deducted if up to 240 hours (10 days) late

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

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

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

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

**For further information:**

[Guidance on Late Submission](#)

## **Guidance for Presentation of Taught Master's Dissertations**

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

[Guidance for the presentation of Taught Master's dissertations](#)

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

## **Examination Boards and Release of Marks**

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

You normally receive marks and grades before they have been returned from the External Examiner and before a meeting of the Board of Examiners; therefore all marks should be considered provisional until ratified by the Final Exam Board. Please be aware that marks could change after consideration by the Exam Board. Any change of marks is rare but if it does occur, all the students involved will be informed immediately. If the mark has been changed from a pass grade to a fail grade, and if you are eligible for a further attempt, an appropriate date for resubmission of the assessment will be given.

It is the job of the Exam Board to review all the students'™ results anonymously and make decisions on the award of credit and who can resit exams / assessment or gain compensation (where applicable). It is also the role of the Exam Board to decide who cannot progress and will leave the University with an exit award.

## **Statement about the use of Turnitin**

The University uses electronic systems for the purposes of detecting plagiarism and other forms of academic malpractice and for marking. Such systems include TurnitinUK, the plagiarism detection service used by the University.

As part of the formative and/or summative assessment process, you may be asked to submit electronic versions of your work to TurnitinUK and/or other electronic systems used by the University (this requirement may be in addition to a requirement to submit a paper copy of your work). If you are asked to do this, you must do so within the required timescales.

The School also reserves the right to submit work handed in by you for formative or summative assessment to TurnitinUK and/or other electronic systems used by the University.

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

## Plagiarism and Academic Malpractice

Information and resources about academic integrity and academic malpractice

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

## Referencing and Proofreading statement

### University Proofreading Statement

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

- it is the responsibility of students to ensure that all work submitted is their own, and that it represents their own abilities and understanding. Any proofreading of work that is undertaken by a third party must not compromise the student's own authorship of the work;
- proofreading undertaken by a third party must not take the form of editing of text, such as the adding or rewriting of phrases or passages within a piece of student's work;
- proofreading undertaken by a third party must not change the content or meaning of the work in any way

## Artificial Intelligence (AI) statement

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

what is permissible, speak to the unit lead or for general information, please read our [AI guidelines](#).

## External Examiner

### The role of the External Examiner

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

### External Examiner Reports

External Examiner reports relating to this programme will be shared with student representatives and details of any actions carried out by the programme team/School in response to the External Examiner's comments will be discussed. Students should contact their student representatives if they require any further information about External Examiner reports or the process for considering them.

Please note that it is inappropriate for students to make direct contact with External Examiners under any circumstances, in particular with regards to a student's individual performance in assessments. Other appropriate mechanisms are available for students, including the University's appeals or complaints procedures and the UMSU Advice Centre. In cases where a student does contact an External Examiner directly, External Examiners have been requested not to respond to direct queries. Instead, External Examiners should report the matter to their School contact who will then contact the student to remind them of the other methods available for students. If students have any queries concerning this, they should contact the [Assessment & Progression Team](#).

The External Examiner for this programme is Dr Gillian Condry who is the Programme Director of Physician Associate Studies & Head of Education at Birmingham Medical School, University of Birmingham.

The new External Examiner will be appointed in October 2025 and is to be confirmed.

## 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 decide to submit a new appeal, you should use the [Stage One appeal form](#).

Remember, you can't challenge a mark or a decision because:

1. You are unhappy with it, or
2. If you thought you would have achieved a better mark.

## 4. Student voice

### Role of the Student-Staff Liaison / Student Voice Committee

School-level Student-Staff Liaison Committees (SSLCs) / Student Voice Committees are a forum for students, student representatives and staff to meet. The Committees are an opportunity to provide feedback on specific issues, make suggestions for improvement and any other aspects about the course, Department/School, or university. You can find detailed minutes of these committees on the School of Medical Sciences [Student Information Hub](#).

### Representation at programme, School and Faculty level

Academic reps are the link between you and the University on all things course-related. They listen to your thoughts and ideas about your course and feed this back to the University. Academic reps are volunteers who will gather feedback from you and attend meetings with staff on your course to deliver feedback and propose change. By telling your team of academic reps how you are feeling about your course, they can drive positive change within the University to make sure you are getting the best experience you can while at the University of Manchester.

In addition to your academic reps, you will also have a [School Rep](#) and a [Faculty Officer](#) who will represent you at a higher level. These are paid students who work with your School and Faculty staff to enhance your academic experience and build a community among reps and students by hosting events.

You can find out who your [Academic Rep](#) is via the Students Union website and even become a Rep yourself: [How do I become an Academic Rep?](#)

### Programme Management

The programme is managed and operated in accordance with the policies, principles, regulations and procedures of the University of Manchester. Programme Directors relate to the School and Faculty Postgraduate Teaching Committees on matters relating to admissions, exams, reviews and approval of new programmes and units, quality assurance etc. and policy issues of broad relevance to the School. The Programme Committee will meet at least four times in each academic year and membership should consist of the Programme Director, Deputy Programme Director (if applicable), Course Unit Leads, Professional Support Staff and Student Representatives.

The remit of the committee will be to:

- Oversee the teaching, assessment and examining arrangements;
- Monitor cohort progression including failure rate, withdrawal rate;
- Evaluate the extent to which the learning outcomes are achieved by students;
- Monitor, maintain and enhance standards of all aspects of the programme;
- Evaluate the effectiveness of the curriculum and of assessment in relation to programme learning outcomes;
- Evaluate the effectiveness and relevance of the teaching and learning methods employed;
- Review and revise the programme in the light of any relevant Quality Assurance Agency (QAA) benchmarks, any other relevant external and/or professional requirements and developing

- knowledge in the subject area;
- Receive, consider and respond to feedback from students, employers and external examiners;
- Where the need for change is identified, effect the changes quickly and efficiently;
- Produce an annual action plan via annual monitoring;
- Produce reports for periodic review
- Produce relevant information for an Institutional Audit;
- Review programme documentation, e.g., programme handbooks, programme specifications, promotional literature and programme website;
- Ensure suitable and efficient arrangements are in place for recruitment, admission and induction.

The Programme Committee acts as a curriculum development team for the Programme. The Programme Committee will report to a School, or Department, or Faculty level committee. The Programme Director is responsible for the management of the programme, and the Programme Committee is established to support the Programme Director in the carrying out of their responsibilities.

## **Student representation and Student feedback**

### **Student Representation**

A Student Representative is a student leader and works in partnership with the University staff and Students'™ Union to represent the views and experiences of student peers.

The programme's™ Student Rep is expected to:

- Complete general SU training & specific school or programme training
- Contact your cohort (other students on your course) to introduce yourself & gather feedback
- Work with staff, the SU and other reps to act on feedback and enact change
- Use existing data to suggest improvements to student experience
- Attend regular staff-student meetings to deliver feedback & propose change
- Attend Faculty level feedback meetings (i.e. Faculty Forum)

There is a dedicated team in the Students'™ Union available to support reps with each aspect of the role, along with staff contacts in each programme who help to facilitate the staff-student meetings. Further details of training will be provided for reps once elected and information about additional support/activities for student representatives can be found on the Students'™ Union website <http://manchesterstudentsunion.com/reps>.

### **Course Unit Evaluations**

The quality of teaching on the programme is monitored in part by student feedback. Thus it is very important that you make your views, good and bad, known. At the end of each course unit, and at the end of the programme, you will be asked to complete an anonymous course unit evaluation form. In addition, please let the course unit leader or the programme director know at any time if you feel there is a problem with a particular area of the programme.

## **Use of University unit surveys and other questionnaires**

[University surveys](#) provide one of the easiest ways to share your opinions and feedback on your experiences as a student. Throughout the academic year, all students have the opportunity to take part

in at least one University-recognised survey.

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

## Student Complaints

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

# 5. Attendance requirements, interruptions and mitigating circumstances

## Attendance Requirements

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

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

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

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

A student's progress through the programme will be delayed if they are unable to meet requirements for attendance (minimum 90% for all course components) or performance during placement activities. Where attendance falls below the required threshold candidates may be required to repeat the year (at the discretion of the Examination Board or the Programme Director).

## Student Engagement

Students are expected to attend and engage with all scheduled teaching and learning sessions, unless alternative arrangements or flexibility in attendance has been agreed for individual students. This includes both on-campus teaching as well as online/blended, distance, or remote learning modes of delivery.

If you are unable to attend any timetabled session, you are required to complete an absence form. This should be done as soon as possible in SEAtS. Click [here](#) for how to create an absence in SEAtS.

If you are struggling to attend it may be a sign that you need further support. You can reach out to Student Support and Wellbeing team ([sms.wellbeing@manchester.ac.uk](mailto:sms.wellbeing@manchester.ac.uk)) to find out about the support services available at the university that might help you with your wellbeing. You may also want to consider applying for [mitigating circumstances](#) if your absence impacts on any assessments, which the Student Support and Wellbeing team can support you with.

## Consequences of paid employment

Whilst working part-time can be beneficial, it's important to find the right balance between work and university life. It is usually recommended that you work no more than 15 hours a week during a semester, as it may start to affect your studies. The consequences of paid employment will not normally be regarded as grounds for mitigation (see Section 5.06).

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

## Procedure for reporting ill health - student self certification of absence

Please refer to the sections above called:

- Attendance Requirements
- Student Engagement

## How to change, interrupt or withdraw from your Programme

### Interrupting your studies

If you come across some difficulties during your studies which mean that completing the semester or year is not possible, you might want to consider a temporary interruption from your course. This means taking a break out of study.

The grounds for an interruption are generally the same as those for requesting mitigating circumstances and can be found in the [policy on the student support website](#). If your circumstances have lasted or are expected to last for a significant period or may impact on a significant amount of units on your programme it may be better for you to apply instead for an interruption to your studies.

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

More information, including a step-by-step guide, can be found on the [Interruptions](#) page on the Student Information Hub.

To start the process of an interruption to your programme, you will need to meet with The Student Support and Wellbeing team to discuss your situation to decide if an interruption is right for you. You can book a meeting with a member of our student support and wellbeing team to discuss your circumstances, studies and support. This meeting can be online or in-person (In the Stopford Building at the SMS Support Hub) and will be a chance for you to speak to one of our team members about all the challenges you are facing and what is available to you - it is also just an opportunity to be listened to in a safe, non-judgemental environment.

You can book a meeting via this link: [PGT Student Support Meeting](#).

If none of the available times work for you, please get in touch with us at [sms.wellbeing@manchester.ac.uk](mailto:sms.wellbeing@manchester.ac.uk).

## **Withdrawing**

If you're considering withdrawing from your course - or 'œdropping out' of university - it's important to take time to reflect and gather the right information. Leaving your programme can have implications for your student finance, accommodation, and overall financial situation.

If you come across some difficulties during your studies which mean that completing the remainder of your degree is not possible, you might want to consider a withdrawal from your course. You can withdraw from your programme at any point.

If you express a wish to withdraw, you will be invited to a meeting to discuss your options. You may decide that a [temporary interruption](#) to your programme would be a better option for you or there is other support that we can put into place for the remainder of your programme to allow you to continue.

To start the process of withdrawing from your programme, you should complete the [Withdrawal Application Form](#).

You may wish to speak to someone from the Student Support and Wellbeing team first to discuss your situation to decide if a withdrawal is right for you. You can book a meeting with a member of our student support and wellbeing team to discuss your circumstances, studies and support. This meeting can be online or in-person (in the Stopford Building at the SMS Support Hub) and will be a chance for you to speak to one of our team members about all the challenges you are facing and what is available to you - it is also just an opportunity to be listened to in a safe, non-judgemental environment.

You can book a meeting via this link: [PGT Student Support Meeting](#).

If none of the available times work for you, please get in touch with us at [sms.wellbeing@manchester.ac.uk](mailto:sms.wellbeing@manchester.ac.uk).

More information can be found on the [Withdrawals](#) page on the Student Information Hub.

## **Request to Change your Programme or Mode of Study**

If your programme is not what you expected or your situation changes and you need to move to a part-time arrangement, you can apply to make a change. This might be by moving to an entirely different programme.

We recommend that you speak with the [Student Support and Wellbeing Team](#) or the [Study Advisor Hub](#) (if you are on an online or blended learning programme) to discuss your plans. You might find that a complete change of programme is not a suitable arrangement.

You may also wish to consider applying for a Change to Mode of Attendance. This allows you to change between part-time and full-time study. This may not be an option for all programmes, therefore, we recommend that you discuss all options with the Student Support and Wellbeing Team or Study Advisor Hub,

If you decide that a complete change of programme is necessary, you should complete the [Programme Change Request Form](#).

Before completing the form, you should have:

- Discussed your plans with the Student Support and Wellbeing Team.
- Discussed any implications on your visa status and any ATAS requirements with the Student Immigration Team (if you are an international student).
- Confirmed that your visa permits you to change your mode of attendance (if you are in the United Kingdom on a visa). You may also need to acquire an ATAS certificate for the new course (if applicable).
- Identified the programme you wish to change to and speak to the School that delivers it.
- Discussed the change with your funder/sponsor (if your studies are funded or sponsored). You should also check the terms and conditions of your agreement with the funder/sponsor as you may need to provide evidence that the funder/sponsor is willing to pay additional fees in necessary.
- Obtained confirmation from your sponsor (if applicable) that they will continue to support you if you change your mode of attendance.

## **Mitigating Circumstances and Short Extensions to Coursework**

### **Short Extensions to coursework**

If personal circumstances affect your ability to submit an assessment (not including exams or presentations), you may be eligible to request a short extension (5 working days) to your submission date (on top of any DASS automatic extension you may be entitled to).

Requests for short extensions can be made up until your assessment submission date and time. If your request is being made after the original due date of your work you will need to submit a mitigating circumstances form to be eligible for consideration for an extension.

For further information, including the link to apply please refer to [Assessment Extensions](#).

## **Mitigating Circumstances**

Mitigating circumstances are personal or medical circumstances which are unforeseeable and unpreventable that could have a significant adverse effect on your academic performance. You should only submit a mitigating circumstances application if you consider it serious enough, and the timing critical, to have affected your performance in your assessed work and examinations.

You should submit your [mitigating circumstances application form](#) before your exam or assessment deadline. You have up to five working days after your deadline to submit mitigating circumstances. Requests for mitigation submitted after 5 working days will not be considered without strong evidence for why the circumstances were not, or could not, have been notified before the deadline date. Further support on how to write your applications for Mitigating Circumstances can be found on the [Student Information Hub](#).

All mitigating circumstances applications must be supported by independent third party evidence. For further guidance regarding acceptable evidence please refer to the [Evidence guidance](#) section of the SMS Student Information Hub.

Please note that not informing the University of circumstances due to personal feelings of embarrassment and pride or having concerns over the confidential treatment of requests for mitigation, are not considered to be credible and compelling explanations.

For further information please refer to the [Mitigation Circumstances](#) section of the SMS Student Information Hub.

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

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

# **6. Support for students**

## **Student Support microsite**

The University's [Student Support](#) site is a central place for you to access support services, resources to support your day-to-day wellbeing and find answers to common queries. The site provides essential advice, information and guidance for students.

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

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

### **Your Programme Director**

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

## Your Academic Advisor

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

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

## Student Support Hubs

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

## Students' Union and SU Advice Service

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

## Counselling and Mental Health Service

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

## Disability Advisory and Support Service

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

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

## Occupational Health

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

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The Clinical Delivery team will arrange the first Occupational Health appointment in relation to your programme. It is crucial that you attend this appointment. It is your responsibility to complete the screening and immunisation programme and attend any required follow up appointments. On completion of this process, Occupational Health Services will issue you with a clinical placement certificate to certify that you are safe, from a health perspective, to start clinical work with patients. Until you have been issued with this certificate, you are not confirmed as cleared for clinical placements so please ensure you do not attend these until you receive it. The certificate will be issued to you via email.

**Failure to complete the screening/immunisation process may cause delay to you being able to see patients.**

You should ensure that you present to your first screening appointment with your full childhood immunisation history in order to obtain clearance. Please gather this in advance of coming to University so that you have it ready, to avoid any delays to your screening.

For any queries relating to your first appointment scheduling or clearance status, please contact [sms.clinicaldelivery@manchester.ac.uk](mailto:sms.clinicaldelivery@manchester.ac.uk)

## Careers Service

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

## 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.

## **International Society**

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

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

## **University Centre for Academic English**

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

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