MSc Transformative Oncology

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

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School Contacts

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

Programme Contacts

Dr Suzanne Johnson – Programme Director	suzanne.johnson@manchester.ac.u
Professor David Wedge – Unit Lead	david.wedge@manchester.ac.uk
Dr Jamie Honeychurch – Unit Lead	jamie.honeychurch@manchester.ac
Mr Bilal Alkhaffaf – Unit Lead	bilal.alkhaffaf@manchester.ac.uk
Dr Marianne Aznar – Unit Lead	marianne.aznar@manchester.ac.uk
Pam Giblin – Teaching & Learning Manager	pam.giblin@manchester.ac.uk
Lauren Hodgson – Study Advisor	studyadvisorhub@manchester.ac.u

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

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

This programme is delivered online and there is no requirement for you to attend in person. However, if you do intend to visit the University campus, please take time to read the University's Health and Safety Policy.

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 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 Students' Union

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

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 Café**, 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'll benefit from a wide range of academic and non-academic facilities designed to support your success and wellbeing. Academically, you'll 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€™ll 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.

Placements

You may have to undertake a placement as part of your programme of study. These often take place off-campus. If your programme involves placement learning, please refer to the [Policy for Placement Learning.](#)

The University's Health and Safety Services have produced [Health and Safety Arrangements: Chapter 24 - Health and Safety in Off Campus Work including field work, field trips and business travel,](#) which contains guidance on health and safety issues for off campus work.

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 **are** 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.

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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 â€" 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 studentâ€™s own authorship of the work;
- proofreading undertaken by a third party must not take the form of editing of text, such as the adding or rewriting of phrases or passages within a piece of studentâ€™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 authorsâ€™ 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 James Flanagan who is a Reader of Department of Surgery & Cancer at Imperial College London.

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

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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.

Your 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/.

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 â€˜here â€™ 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) 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, itâ€™s important to find the right balance between work and university life. It is usually recommended that you work no more than 15 hours a week during a semester, as it may start to affect your studies. The consequences of paid employment will not normally be regarded as grounds for mitigation (see Section 5.06).

If youâ€™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 itâ€™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.

Withdrawing

If you're considering withdrawing from your course - or â€œdropping outâ€ 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.

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 r 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

Footer Tagline

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.

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.