

Description



The University of Manchester

MSc Forensic Psychology & Mental Health

Student Handbook

Faculty of Biology, Medicine and Health

School of Health Sciences, Division of Psychology and Mental Health

2025-2026

Version 1, September 2025

Programme Director: Dr Polly Turner (CPsychol.)

Administration Email : shs.hub@manchester.ac.uk

Website: <http://www.manchester.ac.uk/study/masters/courses/list/09847/mscforensic-psychology-and-mental-health/#course-profile>

School of Health Sciences Student Handbook

[Click here to access.](#)

You will need your University of Manchester login.

The student handbook has been developed as a resource for Undergraduate and Postgraduate Taught students completing degree programmes within the School of Health Sciences (SHS).

This resource should be used as the first point of reference for questions concerning your programme, support and advice, or academic policies and procedures.

The University of Manchester is a large and complex organisation, and we want to ensure that you know how to access the information, support, and guidance you need to succeed in your studies. It is therefore designed to guide you through many aspects of your time as a student and provides useful links to information available through the University's website, as well as summarising the facilities and support services that are available across the University and how you can access them. It also outlines what you should expect of the School and what they can expect from you, and clarifies the policies and procedures relevant to your area of study.

Introduction to MSc Forensic Psychology and Mental Health (FPMH)

Welcome to the Division of Psychology and Mental Health at the University of Manchester and to your MSc in Forensic Psychology and Mental Health.

This handbook provides details of the University of Manchester Programme leading to the MSc in Forensic Psychology and Mental Health. It includes information about the aims and learning outcomes, structure, content, admissions, assessment and programme management. It should be read alongside related University documentation.

In **Part A**, there is a summary of how the course is structured while, in **Part B**, each of the course units is described.

We hope that your time here in Manchester will be productive and enjoyable and we look forward to getting to know you.

Dr Polly Turner (CPsychol)

Programme Director

Registered Forensic Psychologist and Clinical Senior Lecturer

Room 2.310, Jean McFarlane Building

Tel: 0161 306 3127

Email: polly.turner@manchester.ac.uk

General information about the Division of Psychology and Mental Health, staff listings and research interests are contained in this handbook.

Introduction to the British Psychological Society (BPS)

The British Psychological Society is the UK's representative body for psychology. It promotes excellence and ethical practice in the science, education and practical applications of psychology.

The MSc Forensic Psychology and Mental Health is accredited by the British Psychological Society (BPS). As such it forms stage one of the training route to achieving Chartered Psychologist status for students who also hold BPS Graduate Basis for Chartered membership (GBC). The final step towards Chartership, Stage 2, consists of the BPS's Qualification in Forensic Psychology or completing a

Professional Doctorate in Forensic Psychology. On successful completion of Stage 2 you can use the title Chartered Psychologist (CPsychol) and apply for registration with the Health and Care Professions Council (HCPC). You need to be registered with the HCPC in order to use the title 'Forensic Psychologist'.

As a postgraduate student, you are entitled to apply for **Graduate membership** of the BPS. Membership provides psychologists with a stronger voice in demonstrating the contributions that psychology can make to society. The BPS supports members by providing guidance, career development and networking opportunities.

Benefits of Graduate Membership include:

MBPsS 'your designation as a Graduate Member in recognition of your academic achievement and professional status.

Receipt of the monthly publication The Psychologist 'to keep you up-to-date with the latest research, news and views.

Access to Member Networks: a web contacts that enable you to stay informed about, and contribute to, your areas of interest and expertise. For example, the local North West of England Branch and the national Division of Forensic Psychology.

Preferential rates on professional development opportunities, conferences and events.

PsychSource, a single access point to the 11 BPS journals and 32 other titles published by Wiley. This facility also includes full-text journal articles, journal abstracts, BPS Blackwell books and multimedia content. PsychSource is fully searchable and personalisable according to Member interests.

A wide range of guidelines, guidance documents and support in professional practice and ethical decision-making.

For more information on membership, see www.bps.org.uk/membership or contact the membership team on membership@bps.org.uk.

There is also a video about student membership at: www.bps.org.uk/find-yourcareer-psychology. This site also provides information about careers in psychology and the benefits of membership.

SECTION A: Programme Structure

Rationale and General Description

Forensic Psychologists are concerned with the application of psychology to the law and legal system. Forensic Psychologists may assist in all aspects of the legal system, from assisting agencies with initial investigations through to offender rehabilitation. Forensic Psychologists aim to better understanding the causes of offending and assist individuals lead offence free lives through evidence based interventions. The MSc Forensic Psychology and Mental Health provides you with the foundation knowledge relating to the core aspects of the role of a Forensic Psychologist. The course is designed to fulfil BPS requirements for a Stage 1 programme to progress to Stage 2 and ultimately Chartered status. The course also provides the knowledge and skills for you to pursue research careers in Forensic Psychology (e.g. completion of a PhD). Our course is distinctive in the focus on Forensic Mental Health. Our teaching is provided by academics and practitioners experienced in the field of forensic mental health who can utilise current forensic mental health case examples. This ensures you have a working knowledge of key issues relevant to practice in forensic and forensic mental health settings.

The MSc Forensic Psychology and Mental Health is delivered full time (three semesters over one year) or part time (six semesters over two years). Semester one and two each comprise of units worth 60 credits for full time students and units worth 30 credits per semester for part time students.

During the taught component of the course, you will attend a number of course units covering a wide range of research issues and methodologies, as well as topics on aspects such as Psychology Applied to Legal and Investigative Processes, Offending Behaviour Interventions, Clinical Risk Assessment and Personality Disorder. This taught element of the course comprises seminars, workshops and several forms of independent learning. Throughout the programme, you will also work on a dissertation, which involves

a substantial piece of empirical work. After completion of the course unit assessments, you will work on your dissertation exclusively, and submit a thesis in September 2025 (September 2026 for Part Time students). Dissertation topics are chosen and developed by you in consultation with your supervisor.

The dissertation project commences in semester one for full time students and following year one taught units for part time students. The research project runs alongside teaching in semesters one and two, and is the sole focus of semester three.

Course Philosophy

The MSc Forensic Psychology and Mental Health at the University of Manchester equips graduates with a theoretical grounding in aspects of Forensic Psychology providing a solid platform for them to develop successful applied and research careers in Forensic Psychology. Our course specialises in developing a profound understanding of mental health and offending behaviour with particular emphasis on personality disorder providing our graduates with additional insights, knowledge and basic skills to the core BPS Forensic Psychology curriculum. Our world-class teaching is delivered by Forensic and Clinical Psychologists and Applied Researchers with longstanding experience of delivering forensic mental health services, enabling our students to understand how core psychological and criminological theory applies to current forensic psychology and legal practice. Our course is based in an internationally leading forensic research centre. This ensures that our teaching is embedded in evidence-based practice whilst also providing opportunities for our students to develop outstanding applied forensic research skills, working closely with world-leading forensic mental health researchers.

Programme Learning Aims

To provide a systematic and critical awareness of current knowledge, theory and evidence base relevant to the discipline of Forensic Psychology (and other related disciplines such as criminology and psychiatry)

To support development of skills and capabilities relevant to progression to forensic psychology practice (e.g. basic skills in psychological formulation, selfreflection)

To support development of skills and capabilities relevant to progression to further academic study (e.g. academic writing, critical thinking, applied research skills)

To support the use of a range of techniques and research methods applicable to psychological enquiry, with application through completion of an empirical study.

Thereby contributing to the evidence base for forensic psychology and forensic mental health

To apply relevant ethical, legal and professional practice frameworks (e.g. BPS, HCPC), and maintain appropriate professional boundaries (with specific focus on legal and statutory obligations and restrictions on forensic psychology practice in the UK context)

To enhance skills to communicate effectively (verbally and non-verbally) with colleagues, research supervisors, and a wider audience as relevant to future practice and/or further academic study;

To support critical reflection on knowledge and learning to inform their developing professional identity as a Forensic Psychologist in Training and /or supporting students in examining future other career options in forensic mental health settings, academia/research;

To provide opportunities to disseminate their work appropriately in a range of written (professional reports, journal papers, conference posters, case studies) and oral (presentations, one to one feedback) presentation styles;

To encourage graduates to become socially responsible, with knowledge and skills to consider how to contribute towards improving the lives of individuals involved with forensic agencies.

Programme Learning Outcomes

At the end of the MSc Forensic Psychology and Mental Health programme successful graduates are expected to be able to:

Critically analyse and apply psychological theory relevant to forensic psychology.

Critically evaluate current psychological approaches to the understanding of the development and treatment of offending behaviour and mental health conditions covering a range of client groups.

Interpret ethical and professional practice guidance in relation to forensic/ forensic mental health case examples, both clinical practice and research focused.

Develop skills and a critical understanding of the role of assessment and formulation of offending behaviour, risk and mental illness using forensic and forensic mental health case studies.

Demonstrate a comprehensive understanding and application of appropriate methodologies and research skills in the construction and completion of applied forensic research.

Demonstrate application of advanced research methods/analysis in relation to forensic/forensic mental health case examples and the empirical project.

Employ reflective thinking skills from experiences during the programme.

Demonstrate independence and originality in solving problems, planning and implementing tasks as appropriate.

Employ effective written and oral communication skills with colleagues, supervisors and a wider audience, applying such skills to clinical practice case examples as well as academic writing.

Details of the aims and learning outcomes of specific course units are outlined in each course unit in Canvas.

Dissertation

The dissertation involves you working closely with your supervisor to develop and implement an empirical research project. Details of what is involved, and of how and when to submit the dissertation are provided in the dissertation unit information in Canvas.

Please note: For those students progressing to a 3-year PhD following completion of this MSc, the data collected for this dissertation cannot be used in the PhD. However, it is perfectly proper to use the MSc dissertation research as a pilot study for the PhD.

Supervisory Arrangements

All Students are allocated a Supervisor. Supervision is governed by the University Manual of Academic Procedures, which outlines in more detail the responsibilities of the Supervisor and the Student. Briefly, the responsibilities of the Supervisor include: giving guidance about the nature of research and the standard expected; the planning of the research programme; and pointing the Student towards relevant literature and other sources of information.

The relationship between you and your Supervisor is of central importance. Both the Student and the Supervisor have a responsibility to ensure that the dissertation is completed within the prescribed period of the programme. Supervisors and students should establish at their initial meeting clear and explicit expectations of each other in order to minimise the risks and problems of misunderstanding, personality clashes, inadequate supervision and unsatisfactory work. Timetables for Progress Monitoring meetings must be closely observed. It should be noted that in some instances students may be jointly supervised by staff, and be assigned a principal and second supervisor.

Each student's progress will ultimately be under the direction of the Programme

Director. You will be asked to identify areas of interest or research ideas. The Unit Lead will then allocate a supervisor with expertise in your chosen topic and/or research methodology. Whilst it is not always possible to allocate students to the supervisor of choice, every attempt will be made to match students to a research area of their choice.

The supervisor will assist in the monitoring a student's progress and will act as a point of contact to discuss academic and other matters.

Supervisory Meetings

It is your responsibility to liaise with your research project supervisor to arrange supervision meetings, and to agree on deadlines around reading drafts. We recommend discussing availability and other practical aspects of meeting (when, where, how supervision will take place) in the first supervisory meeting, and booking in supervision meeting dates in advance.

Supervisors sometimes become unavailable unexpectedly, for example due to illness. Where a supervisor is unavailable and you have an urgent issue that needs resolution, you can contact your academic advisor for further advice or support. If they are also unavailable you can also contact the programme director, or the dissertation lead for further advice or support.

Academic Advisor

Your Academic Advisor will either be a Registered and Chartered Forensic Psychologist or a Research Fellow to enable you to receive guidance and support in relation to career progression. Other individuals who are available to students include the Programme Director, Dr Polly Turner and all individual Unit Leads; your dissertation supervisor.

Distressing Material

This programme will inevitably contain information that could be potentially distressing for several reasons.

First, the topics of forensic psychology can be distressing, in that we are discussing offending behaviour and harm caused to other people. Our client group are often themselves in distress, sometimes at a severe and urgent level. Whilst it is of course not necessary to reproduce this level of distress in the teaching materials, it is necessary to refer to it and describe the topics, to consider offending behaviour in detail, and discuss the concerns that clients experience.

Second, it is often critical to explore the experiences of people who have mental or physical health problems to understand why they have the symptoms that they experience; as we shall see, very few psychiatric symptoms are 'inexplicable' from a psychological perspective, and the explanation can provide support for the theory, research and forms of practice involved.

Third, learning about the distress experienced by other people can bring about empathy and a willingness to try to provide the most appropriate help.

Fourth, our course involves some involvement by people with lived experience of the criminal justice system and of mental health problems. We have made sure to select people with substantial experience speaking to groups and have who have experienced a substantial recovery since the most distressing periods of their lives. Nonetheless, they may describe personal experiences or have personal opinions that could be distressing. We regard this as a necessary minimal risk to weigh against the huge potential benefits of their involvement, but we do value your feedback on this.

Despite the above reasons for providing potentially distressing material in the teaching, it is also essential that, as a student, you feel in control and fully informed about what you are going to be informed about. For this reason, we have made great efforts not to include material that might be distressing unless it is directly relevant to the learning aims of the session. Also, the introduction to each lecture will include information about potentially distressing material. We would also like to advise the following:

1. Please contact your academic advisor if you have been significantly distressed by any material in the teaching. They can help to address any issues for yourself or any other students who might be affected. They can also signpost UoM support services you may benefit from.
2. If you wish to miss a specific session because of the potentially distressing material in that session, you may do so without having to give any more details. However, you will need to contact the lecturer or unit lead at least 48 hours in advance to inform them that you will not be attending for this reason (i.e., that you feel it may be distressing for you).
3. If you are attending a session and you feel that you need to leave owing to your level of distress, you can leave immediately without giving any reason or explanation. It is not uncommon for students to leave a session early for a wide range of reasons and lecturers are informed not to draw attention to or comment on this.

To summarise, all teaching staff have attempted to balance the requirement for clinically relevant material and accounts of lived experience against the potential for producing distress, by providing the necessary information in advance and the option for you, as students, to make your own decisions about how and whether to engage with the material.

Chatham House Rule

We recognise that students may have lived experience and/or work experience of issues that are covered in the MSc. Students may choose to share their experiences in classes although they should not feel compelled to if they do not want to. We ask students to follow the Chatham House Rule

“When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.”• This is to encourage inclusive and open dialogue but protect the identity of those who are speaking.

Programme Exemptions to PGT Degree Regulations

The Forensic Psychology and Mental Health programme applies the University PGT Degree Regulations with the following exemptions:

No compensation to be allowed on any course unit. This means that all course units must be passed at 50% to be awarded the MSc

Word limits for Assessed Work (including dissertations)

All assessed work is subject to a word limit. There are reasons for this. It is one of our objectives to encourage you to acquire the skill of expressing ideas clearly and concisely. Writing within a word limit imposes a discipline on your work. Additionally, for any given type of work we can only apply fair and consistent marking standards when everyone is writing within the same constraints. Finally, imposing word limits communicates clear expectations.

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.

Please note that all assignments on the MSc Forensic Psychology & Forensic Mental Health adhere to a strict word count policy and are therefore exempt from the 10% leeway stated in the standard UoM policy. If you present an assignment with a word limit exceeding the upper banding, the assignment will be marked but the marker will stop reading when the word limit is reached.

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.

We trust you to be honest that your assignments are within the word limit. However, we do check the word count within TurnitinUK and staff are good at recognising overlength work.

The word limits for assessed work are provided in the assignment guidance for each unit in Canvas.

Guidance on Submitting Work

All assignments must be submitted electronically. The published deadlines for assessments all relate to the electronic submission which is done via Canvas, on the TurnItIn system. You must submit by the deadline advertised in your timetable/assessment handbook.

When uploading your work and completing the 'Assignment Title' field in Canvas you must ONLY PUT YOUR ID NUMBER IN THIS FIELD.

DO NOT save the work as 'Essay' or as the assignment title. To ensure anonymous marking it is essential your markers can tell who the work belongs to from the ID number in the 'Assignment Title' field.

If you do not insert your ID in the 'Assignment Title' field in Turnitin your work may be deleted and if it is not uploaded again with the correct title before the deadline it may be classed as late.

When creating your document please ensure your ID number and word count is included in the header of each page and your name does NOT appear on the document.

The electronic copy is your official record of submission.

How to submit an electronic copy of your work

Log onto Canvas via My Manchester

Click on the relevant course unit

Go to assessment folder

Upload your assignment via the Canvas process

Please remember **you can only upload one document** so you cannot save your references/appendices as a separate document.

Format of all submitted work

All Assignments **MUST** be submitted in the following format:

Font: Arial

Font Size: 12

Line Spacing: 1.5

Recording Lectures

Please do not record lectures with a voice recorder or other device. If you wish to record a lecture or other teaching session, **ensure you obtain the prior written permission of the lecturer**. You may not share any recordings with any other person (including by electronic media) without first being given specific permission by the lecturer.

Monitoring Progress and Dissertation Supervision

In order to monitor their progress, students will have regular, scheduled meetings with their dissertation supervisor. Progress forms should be completed at these meetings (see appendix 1). These meetings are in addition to the normal dissertation supervisory meetings between the student and supervisor, of which there should be a minimum of 12 per academic year (6 for part-time students). Progress meetings will take place as follows:

Meeting 1: 8th December 2025

The purpose of this meeting is to discuss initial ideas for your dissertation work once you have been allocated a supervisor and advisor. This is also the time for you to raise any questions they may have about the course.

Meeting 2: 2nd March 2026

This meeting occurs after you have received the results for semester 1 taught courses. The purpose is for you to discuss your progress on your project (e.g., lit review, ethics progress). You can also review your progress on the taught units with your supervisor.

Meeting 3: 29th June 2026

This meeting should take place after you have received marks for all the taught courses. The purpose of this meeting is for you to monitor progress in analysis components of your dissertation, and to plan a timetable for the final write up of the dissertation.

In addition, you may request meetings with the Programme Director at any point throughout your studies if there are additional matters they wish to discuss.

In order to provide opportunity for reflection, students will be required to complete a Progress Form at each meeting with their supervisor which must be signed by both parties following the meeting. This form should be used as the basis for discussion in the meetings.

After each meeting, the forms should be submitted via Canvas (Unit PSYC68790) by the dates specified above, to ensure that School records are complete and up-to-date. It is your responsibility to ensure forms are completed and submitted on time.

External Examiner

The External Examiner for this programme is: **Rachael Dagnall**

Name of Institution: **University of Lincoln**

Position at current Institution: **Associate Professor in Forensic Psychology in Psychology / Registered Forensic Psychologist**

Research Seminars (Division of Psychology and Mental Health)

All MSc students are encouraged to attend the regular seminars held within the University.

External speakers or speakers from within the Division present their research to an audience of postgraduate students and academic members of staff. These talks are followed by scholarly debates, and usually an informal drink or meal after the session to which all are invited. The programme of speakers is published in advance, and posters and emails advertising the week's seminar are circulated during the week. Topics for these seminars are drawn from the full range of psychology and psychiatry topics, including cognitive, social, clinical, health psychology as well as forensic and forensic mental health topics. You should attend these sessions regardless of whether you feel the topics are directly related to your coursework or research as they are a good opportunity to learn about a range of methodologies and theories and to network with other postgraduate and academic researchers.

SECTION B: Timetables

The following summarises the core teaching in each semester for the full and part time routes.

You are referred to **Canvas** and each unit space which contains full details of all dates and locations for teaching sessions, as well as deadlines for all assignments for all units.

All units are compulsory. All units equate to 15 credits unless otherwise specified.

Timetable for Full time students

(12 months September 2025 – September 2026)

Full time students are required to attend all teaching in both semesters. Full time students attend 60 taught credits per semester.

Full time students commence the dissertation in semester one, discussing ideas with the supervisor and applying for ethical approval. In semester two the aim is to receive ethical approval, commence data collection, complete analysis and write up of the project. The Dissertation is submitted in September 2026

Please note: all teaching is Tuesdays and Thursdays, except for the Therapy Skills Workshop, date to be confirmed.*

Semester 1

Semester 2

Sept 2025 â?? Jan 2026

Feb 2026 â?? May 2026

PSYC 62301 Introduction to Forensic Psychology and Professional Practice (30 credits)	PSYC 62401 Psychology Applied to Investigative and Legal Processes	PSYC 68772 Clinical risk assessment	PSYC68762 Offending behaviour
	PSYC 68801 Research Methods I	PSYC 68782 Personality disorder	PSYC68812 Research methods II
PSYC68790 Dissertation (60 credits)			

Timetable for Part-time students

(24 months September 2025 â?? September 2027)

Part time students attend 30 credits per semester, attending Tuesdays in year one (September 2025-Sept 2026) and Thursdays in year two (Sept 2026 â?? Sept 2027). The additional teaching for therapy skills occurs in the OBI unit (thus is in year two for part time students).

Part time students begin discussions with supervisors about the research project as soon as they commence their studies. Part time students are expected to capitalise on the time in the summer between years one and two to work on ethics and the literature review. Part time students submit the dissertation in Sept 2027.

Please note: all teaching is Tuesdays and Thursdays, except for the Therapy Skills Workshop, date to be confirmed.*

Year 1		Year 2	
Semester 1	Semester 2	Semester 1	Semester 2

Sept 2025- Jan 2026	Feb 2026- May 2026	Sept 2026-Dec 2026	Jan 2027 -May 2027
Tuesdays	Tuesdays	Thursdays	Thursdays
Introduction to Forensic Psychology and Professional Practice (30 credits) PSYC 62301	Personality Disorder assessment and Intervention PSYC 68772	Research Methods 1 PSYC 68811	Research Methods II PSYC 68812
	Clinical Risk Assessment, Formulation & Management PSYC 68782	Psychology Applied to Investigative and Legal Processes PSYC 62401	Offender Behaviour Interventions PSYC 68762
Dissertation (60 credits) PSYC 68790 <i>hand in September 2027</i>			

Please refer to Canvas for full details on the syllabus and all taught units

Administrative and Academic staff contacts

Core Academic Staff

Dr Polly Turner â?? Programme Director, Forensic Psychologist

Tel: 0161 306 3127

Polly.Turner@manchester.ac.uk

Dr Charlotte Lennox â?? Lecturer, Research Fellow

Charlotte.lennox@manchester.ac.uk

Dr Sandra Flynn â?? Lecturer, Research Fellow

Sandra.M.Flynn@manchester.ac.uk

Dr Verity Wainwright â?? Lecturer, Research Fellow

Verity.wainwright@manchester.ac.uk

Dr Neil Gredecki â?? Lecturer, Forensic Psychologist

Neil.Gredecki@manchester.ac.uk

Dr Fiona Wilks-Riley â??Lecturer, Forensic Psychologist fiona.wilks-riley@manchester.ac.uk

In addition we also have Dissertation supervisors who are Researchers based in the Division of Psychology and Mental Health

Course unit selection

One option in the student centre is the ability to select course units, please note that this facility is not open to you as all course units on the MSc Forensic Psychology and Mental Health are mandatory.

Key Contacts

As an MSc Student, the key members of staff who will guide you through your degree are your Supervisor, your Advisor and the Programme Director. The roles of the Supervisor and Advisor are outlined below.

If you have any queries or concerns at any time during your period of study, there is a range of people you can approach:

Your Student Representatives

Student Support Hub

Your Supervisor

Your Advisor

The Programme Director (Dr Polly Turner)

The Head of Division (Professor Richard Brown).

Any time you need to make contact with the Student Support Hub or Programme

Team always contact the **shs.hub@manchester.ac.uk**

If you wish to raise a confidential matter at Faculty level, you should approach the Head of Academic Administration â?? Andrew Mawdsley â?? andrew.mawdsley@manchester.ac.uk.

Programme Committee

The MSc Programme Committee, and ultimately the School Postgraduate Committee, considers issues of poor student progress, student dissatisfaction with academic supervision and other mitigating circumstances that may be influencing progress.

Failure to submit progress forms or assessments on time will result in investigation.

Attendance

If you know you are going to miss a session in advance, please contact the Unit Lead at least 24 hours BEFORE the session.

Students on the MSc Forensic Psychology and Mental Health are expected to sit **ALL** examinations and coursework tests for their degree programme and to submit **ALL** coursework assignments by the deadline specified. In order to be allowed to submit coursework and/or sit exams, you must have attended 80% of the formal sessions for that unit (i.e. 8 of 10 sessions on most units).

- **If you miss two sessions in a unit** without authorisation you will need to cover the course material independently and demonstrate that you have done so by providing evidence to the Unit Lead/Programme Director, through completion of a reflective log.
- **If you miss more than two sessions in a unit** without authorisation you will be asked to meet with your Programme Director to discuss your progress, and you will be assigned catch-up work to ensure you have covered the learning outcomes of the unit (s).
- **If poor attendance persists** following this meeting you will not be permitted to submit coursework or assignments. You will be asked to meet with a Panel to discuss continuation on the course. If following this meeting coursework and assessments cannot be accepted those units will be given an automatic 0 and you will fail the course and be withdrawn.

If you have problems with attending 80% of the course because of serious issues such as illness, we want to fully support you to complete the MSc, but we do also need to make sure that you actively cover the content of taught units. You will need to submit a Mitigating Circumstances form and meet with your Academic Advisor as soon as possible. In discussion with your Advisor a decision will be made as to which one of two options is most appropriate for your circumstances:

1. You cover the course material independently and demonstrate that you have done so by providing evidence to the Unit Lead/Programme Director, possibly through completion of a reflective log. You will also need to complete any coursework and/or

exam requirements for the Unit.

2. Interruption: you take some time out of studies and return to the course at a later date, at an appropriate time for both your circumstances and the stage of the course.

Students who are absent for a continuous period of 30 days or miss an entire end-of-semester set of examinations without good reason will be assumed to have withdrawn. Students will be notified of a withdrawal date and will be withdrawn from the University**

Students who achieve a weighted average of 45% or less in their first semester will be required to attend a compulsory interview with a senior member of Academic staff.

- Students with approved previous experience, or APEL may have agreed absence have prior approval from Programme Director to be absent from specific lectures. These absences will not be counted towards the assessment of unsatisfactory attendance.

**Students studying under a Tier 4 visa permission should note that once a withdrawal has been completed on the University's Student System, students will be reported to UK Visas and Immigration and will be required to leave the UK within 60 days of their withdrawal date.