

BSc Optometry Programme Handbook 25-56

Description



BSc OPTOMETRY PROGRAMME HANDBOOK

2025-2026

Division of Pharmacy and Optometry

School of Health Sciences

Faculty of Biology, Medicine and Health

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1. GENERAL INFORMATION

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Welcome to the University of Manchester and the Division of Pharmacy and Optometry in the School of Health Sciences

We hope that you will have an interesting and exciting year.

This Programme Handbook should be read in conjunction with the School of Health Sciences Student Handbook (<https://livmanchester.ac.sharepoint.com/sites/UOM-FBMH-SHS-Student-Information/SitePages/2025%20Handbook1.aspx>) and other relevant University documentation.

The aims of this handbook are to:

- tell you who does what, and where you can find people and places
- give you details of the coming years of your programme

The information provided herein is of great importance to you, so please do **READ IT**.

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1. Intended Learning Outcomes

(Quality Assurance Agency for Higher Education, Benchmark Statement for Optometry

On successful completion of their programmes undergraduate students should have:

1. **i)** an ability to communicate effectively with patients and professional colleagues

through the application of a range of skills using English as the primary language of communication

1. **ii)** a systematic understanding of key aspects of optometry and vision science leading to the achievement of core competencies as defined by the GOC at Stage 1 or

Stages 1 and 2 as appropriate

iii) an ability to apply the principles of evidence-based practice

1. **iv)** a detailed understanding of specific components of optometry or vision science which are at the forefront of knowledge and reflect the expertise of academic staff

1. **v)** an ability to learn autonomously using scholarly reviews and primary sources to support the requirement for continuing professional development and lifelong

learning.

1. **vi)** an ability to apply established analysis and enquiry techniques to optometry

vii) a conceptual understanding to enable an evaluation of current research in optometry and vision science

viii) an appreciation of the uncertainty, ambiguity and limits of knowledge.

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Bachelor's programmes ensure that the graduate optometrist is able to:

1. **i)** achieve all the GOC Stage 1 core competencies for optometry

1. **ii)** satisfy the minimum clinical experience requirements as stipulated by the GOC in

order to be awarded a Certificate of Clinical Competence (required for entry into

pre-registration clinical practice at Stage 2)

iii) demonstrate appropriate knowledge, skills and attitudes required for entry into a pre-registered clinical practice

1. **iv)** conduct appropriate tests and investigations of visual status in a safe and effective manner
1. **v)** make appropriate decisions about the ocular health of patients
1. **vi)** show an appropriate professional attitude towards patients and colleagues

vii) demonstrate an understanding of the expectations and responsibilities of entering a regulated clinical profession.

viii) demonstrate awareness of the primary and secondary healthcare function offered by optometry

1. **ix)** demonstrate an investigative approach to academic subjects and clinical practice which integrates theory and practice to identify and solve problems
1. **x)** demonstrate an ability to apply research findings to practice
1. **xi)** understand his/her role within a multidisciplinary team

xii) analyse, and evaluate critically, diagnostic and therapeutic interventions

xiii) demonstrate critical skills for the evaluation of new concepts, procedures, techniques and products relevant to optometric practice

xiv) acquire a wide range of transferable, lifelong and independent learning skills.

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In addition to the above, integrated master's degree programmes ensure that the graduate is able to:

1. **i)** achieve all the GOC Stage 2 core competencies for optometry
1. **ii)** satisfy clinical experience requirements through periods of supervised practice in community optometry and hospital settings

iii) demonstrate higher level skills and competencies in relation to ophthalmic investigation and ocular therapeutics

1. **iv)** demonstrate sufficient experience, knowledge and understanding of optometry to register with the GOC as a qualified optometrist without further assessment.

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1. **Staff in the Division of Pharmacy & Optometry (School of Health Sciences)**

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Head of School of Health Sciences

Professor Andrew Brass

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Head of Division of Pharmacy and Optometry

Professor Kaye Williams

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Head of Optometry

Professor Philip Morgan

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Director of Undergraduate Teaching & Learning (Programme Director)

Dr Fiona Cruickshank

Deputy Director of Undergraduate Teaching & Learning (Deputy Programme Director)

â?ˆMs Claire Mallon

Professors

Professor Tariq Aslam

Professor Christine Dickinson

Professor Curtis Dobson

Professor Emma Gowen

Professor Ian Murray

â?ˆProfessor Hema Radhakrishnan

Readers

Dr Richard Baker

Mr William Holmes

Dr Carole Maldonado-Codina
â?™

Senior Lecturers

Dr Bipasha Choudhury

Dr Fiona Cruickshank

Mr Andrew Gridley

Dr Karen Hampson

Dr Ana Hernandez-Trillo

Ms Claire Mallon

Dr Catherine Porter

Mr Paul Rogers

Dr Elizabeth Sheader

Dr Caroline Thompson

Dr Catherine Collin

â?™

Lecturers

â?™ Miss Fiona Cook

Dr Susan Cochran

Dr Samuel Couth

Dr Stefan Gabriel

Dr Ayse Latif

Dr Caroline Lea Carnall

Dr Ketan Parmar

Ms Rachel Freeman

Ms Gemma Gould

Ms Fatima Malik

Ms Georgina Wignall

Senior Clinical Teachers

Dr Naheed Sadr-Kazemibennett

Additional contact details and office location can be found for all staff at:

<https://www.alc.manchester.ac.uk/about/people/staff-directory/> There are maps showing room numbers posted in various corridors around the buildings you are likely to use. Most staff may have offices in the Michael Smith Building, the Core Technology Facility, the Manchester Institute of Biotechnology, the Stopford Building, AV Hill Building, Carys Bannister Building or Simon Building.

To gain access to these buildings, you must first report to the Reception desk in that building. You will need your student card to gain access to most of these buildings.

1. Health and Safety

As part of your induction, you will attend health and safety training and be required to complete an online Canvas course (Year 1, 2, or 3 Welcome Week Checklist) and self declaration. **Failure to complete these activities will mean that you are unable to take part in the practical/clinical components of the course.**

Optometry students have access to Carys Bannister between 08.00-18.00 Monday-Friday during term time/teaching weeks and between 10.00-16.00 Monday – Friday on **pre-approved** non-term time weeks. Students do **NOT** have permission to be in Carys Bannister at any other time or on weekends unless accompanied by a member of staff (E.g. as a student ambassador on UCAS Open Days). Any breach of these permissions will result in a Fitness to Practice referral.

1. Dress Code

The way students dress sends messages to their patients, their fellow students and staff about their professionalism and their standards of care. This dress code policy is designed to assist in a high-quality educational approach to professionalism in order to ultimately optimise the patient experience.

In the clinical educational environment, a dress code carries a symbolic meaning and serves to generate pride in the profession, protects personal clothing, and allows patients and staff to readily recognise student optometrists. As such, it is School policy for student optometrists to adhere to the dress code outlined in this document. Students not adhering to this policy will not be allowed to take part in practicals or clinics.

The Dress Code is enforced in all Year 3 clinics in which students will (or might reasonably expect to) meet patients from the general public, from the university community or fellow optometry students.

information on the dress code can be found [here](#). The most up-to-date version of the dress code can be found on the optometry community space in Canvas. Please review this regularly as it may change.

Adjustments to the uniform for cultural / ethnic or religious reasons will be considered where possible but must be in line with national and local policies. In relation to the University supplied items of uniform, adjustments to sleeve length are not offered. Any student wishing to wear long sleeves for religious reasons will be required to purchase their own under garments / disposable sleeves.

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1. Data Protection/ Patient Information Confidentialityâ?

Optometry Students have access to patient information that is private and confidential. In order to maintain the confidentiality of our patients you will be asked to sign a data protection form when you begin the course and when you enter final year.

UNDER NO CIRCUMSTANCES may a patient record be:

1. Removed from reception without the permission of reception staff. If you require a patient record then you must download, fill in and sign the patient record request form on Canvas.
1. Hand the completed form to receptionâ? staff who will notify you by email when the record is available for you to review.
1. You must sign to say the record has been returned. You will be held personally responsible for the record when it has been signed out under your name.
1. This record **MUST NOT**
 1. be passed on to other students (either as the original or as a photocopy).
 1. Removed from the building AT ALL.
 1. Photographed or copied onto a mobile device, for example mobile phones, tablets or USB sticks.
 1. Left anywhere where there is the possibility of staff, students or patients viewing it. Do not leave records unattended in the rooms.

Any records that are not formal eye examinations must be treated in the same way, for example if you examine the eyes of another student or any of the volunteer patients. This cannot leave the building

with a name on it. You may wish to just write Mrs M.C. or Mr X. If you decide you do not want to keep a copy then **DO NOT** just throw it in the bin, it **MUST** be shredded to allow confidentiality to be maintained. Please ask at Carys Bannister reception if you would like anything to be shredded – staff will direct you to the bins for shredding.

Any student who breaches the above protocol will be held personally liable and will be subject to disciplinary action from the University. In the first instance this would normally be via a referral to the School Fitness to Practise Committee.

As part of your induction, you will attend data protection training and be required to complete an online Canvas course and self declaration. Failure to complete these activities will mean that you are unable to take part in the practical/clinical components of the course.

Any student who requires further information or clarification of this policy can contact the Programme Director (Dr Fiona Cruickshank).

Data Protection Principles

Personal data must be processed following these principles so that data is:

1. processed fairly and lawfully;
1. obtained for specified and lawful purposes;
1. adequate, relevant and not excessive;
1. accurate and, where necessary, kept up-to-date;
1. not kept for longer than necessary;
1. processed in accordance with the subject's rights;
1. kept secure;
1. not transferred abroad without adequate protection.

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The full university data protection policy is available on the University website. It is advised that all students read this policy. (<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=14914>)

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Your responsibilities as a Health Sciences student

The Optometry degree programme opens the way for you to undertake training in, and hopefully to enter, a profession with high standards of conduct and behaviour. You are expected, as an undergraduate optometrist, to behave in an appropriate and responsible manner in preparation for this.

It is important that all students should have the best possible learning experience throughout their course and that this should not be disrupted by fellow students. To ensure this happens,

We expect you to:

- Show consideration in your behaviour towards other students, and towards the University staff, including administrative, technical and academic staff and occasional lecturers.
- Participate fully in all timetabled practical teaching/examining sessions; taking part as patient, practitioner or active observer as appropriate.
- Ensure that you do not commit yourself to other activities (e.g. part-time work) which interfere with your ability to devote sufficient time to your studies. The maximum amount of part-time work recommended by the University is 15 hours per week, but you should consider carefully whether this will interfere with your studies. If possible, try to obtain work which is flexible such that you can reduce your hours near to examination periods.
- Maintain good communications with the administration of your degree programme. This will be via the Programmes Support Office and your Academic Advisor. In addition, you should check your email account on a daily basis. You should make sure that any change of address is notified promptly.
- Attend all practicals, clinics and associated sessions; **all are compulsory**. Sessions where you are asked to sit as a patient for students on other years of the programme are also **compulsory**. If you are unable to attend, for instance because of illness, then you follow the appropriate notification procedures (See Section Guidelines on Ill Health). You should arrive on time and remain within each session until told that you can leave. If you are unable to attend a clinical session you must leave a telephone voicemail message with the Optometry Clinic Reception and email them (optometry.clinics@manchester.ac.uk) as soon as possible.
- Engage with lectures and attend live online sessions: this is the best way for you to understand the unit content and the context of the material you are expected to cover. Lecture notes only show a small part of the material, and the background explanations, being presented by the lecturer. Make use of the supplementary material available via Canvas.
- Behave in lectures, practicals, clinics, and in the learning support areas of the University in an appropriate manner. e.g. arriving on time, not talking in lectures, not using mobile phones or tablets to make calls, send texts/email, and use social media sites..
- Respect the general health and safety requirements that apply to all work in laboratories and clinics, and any additional advice given to you in relation to particular procedures. You should ensure that you wear clothing (including scrubs) appropriate to the laboratory and/or clinic environment and maintain a high standard of personal hygiene and behaviour compatible with your future profession. When considering whether clothing is suitable for the clinic, it should be similar to that you would wear for a job interview.
- As an optometry student you must be registered, by law, with the General Optical Council and at all times you are bound by their standards: <https://optical.org/en/standards/>

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Students are advised to make regular back-up copies of clinic logbooks as they are required for audit throughout the year and become university property at the end of the programme.

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1. Student Societies

A number of societies run by students and covering a range of interests are affiliated with the Studentsâ?? Union and several of these concern the Health Sciences, in particular the Optometry Society.

A comprehensive list of societies can be found on the Studentsâ?? union website:

<https://manchesterstudentsunion.com/activities>

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1. The Optometry Society (OpSoc)

This is a society set up for optometry students. There is a main committee within the society comprised of a President, Vice President, Secretary, Treasurer, Year reps, Social reps and Sports reps. It is the job of the committee to organise events; sporting, social and educational, for the benefit of the rest of the students. To join the Society there is a fee which covers the whole three years of study as well as the pre-registration year. The society also facilitates the appointment of optometry students to represent the student body on various Divisional committees.

Twitter: <https://twitter.com/manchesteropsoc?lang=en>

Instagram: https://www.instagram.com/uom_opsoc

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1. YOUR DEGREE PROGRAMME

Overview of the programme

The General Optical Council (GOC) regulates our BSc, and MSci (integrated Masters) Optometry courses. Both programmes hold full approval from the GOC.

The optometry programme is built on a unit-based (modular) system. You will take a total of 120 credits during the year. As the optometry degree is regulated by the General Optical Council, the content of the course is precisely defined. This means that **all modules are compulsory** and all students on the BSc programme study the same subjects.

In general, your timetable each week will consist of online or on campus lectures, online live sessions and face-to face practical/clinic sessions. You may be occupied from 08:00-18:00 on some days, please think carefully when planning part-time work or other responsibilities.

The University has a system of credit rating for all course units. It is intended to give an indication of the proportion of your time which all the work of a unit is expected to occupy and is based on a full year's work being 120 credits. This figure assumes 30 weeks' work at 40 hours per week. Therefore, you are expected to spend about 100 hours on a typical 10-credit unit. This time includes reading, practising techniques on your own or with other students, eLearning, writing reports and revision as well as all direct contact hours.

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1. Manchester Royal Eye Hospital Clinical Experience

Second year optometry students attend clinics at Manchester Royal Eye Hospital (MREH) for one week in the summer vacation between the Second and Third Year to gain experience of the hospital eye service. Attendance is **compulsory** and forms part of your mandatory General Optical Council (GOC) experience.

Reasonable travel expenses will be awarded to return to Manchester and for local transport to and from MREH each day. If you are allocated the placement during the first week of the vacation no expenses will be paid for the trip from your home address to Manchester as we expect you to already be in Manchester. A small daily subsistence allowance may also be paid.

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12. Outside Clinical Experience

In year 3 of your degree programme, you may need to spend time in optometric practice where you will gain experience relevant to the course.

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1. MSci Optometry programme

The present system of training for Optometrists is a three-year BSc (Hons) course and a pre-registration training year followed by the College of Optometrists's final assessment examinations. Successful completion of the training year (the 'Scheme for Registration') allows registration with the General Optical Council to practice in the UK.

The University of Manchester received approval from the General Optical Council (GOC) for a four-year course that includes clinical placements and leads to the award of a Master of Science (MSci) in Optometry degree. MSci Optometry students do not take the College of Optometrists's final assessment examinations.

On the basis of excellence in Year 2 examinations, the top students who wish to be considered for the MSci Optometry degree programme will be invited to apply for one of the available places. A condition of involvement is that students are willing to go to any of the placements. Students should also be aware that working on Saturdays will be expected in the general practice placements.

For the first three years, the MSci and BSc courses are identical (with the addition of some extra modules in third year). MSci students will then follow a 4th year including undertaking two clinical placement periods. During the placement periods, students will be employed by their relevant practice or hospital, and will be paid at a pre-registration rate. In addition to their clinical work, students will also undertake a research project and an online Personal and Professional Development D unit. Clinical exams will then be conducted at the end of year 4 at the university.

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Optometry Practical Procedures â?? Informed Consent

As part of your induction you will be briefed on the risks of the various clinical activities you will be taking part in. You will be required to complete an online Canvas course (Year 3 or 4 Welcome Week checklist) and self declaration. Failure to complete these activities will mean that you are unable to take part in the practical/clinical components of the course.

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1. Course unit outlines

The programme specification and outlines of the course units for the Optometry degree programme for the current academic year can be found on the Optometry Community Space in Canvas.

Course unit outlines include aims, intended learning outcomes, lecture and/or practical content, along with details of the assessments, recommended texts and prerequisites. The Unit Coordinator and principal lecturers teaching on the unit are also listed. A list of the employability skills that the course unit will allow you to develop is also given; employers often ask for examples of these skills when applying for a job, either within your CV, on their job application form or during interviews.

If you have any questions about a unit once it has started you should approach the lecturer directly, or consult the Unit Coordinator.â?—**Students wishing to contact a Unit Coordinator directly should do so by email.**

All Optometry units are mandatory and students will be automatically enrolled on the units. There are no optional units.

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1. Practicals and Clinics

Most of the practicals/clinics will require you to do some background reading **before** the session, so please come prepared. If you do not come adequately prepared you risk being recorded as 'absent' or receive an Unprofessional Behaviour mark by your supervisor. Being recorded as absent may have consequences for your progression (see Section E 'Work and Attendance').

Lateness

Lateness to practical sessions is considered unprofessional behaviour and disrupts your learning, other students' learning and patient care. You are expected to arrive 5-10 minutes in advance of the scheduled session start. Lateness will be monitored in all practical and clinical sessions and will be dealt with by the same procedure as unauthorised absence. More information can be found in Section E of this handbook (Work and Attendance). In Year 3, Unprofessional Behaviour marks equate to a mark reduction in OPTO30200 Clinical Practice.

For Yr 1 and 2 students If you are more than 10 minutes late to a practical session you will usually be denied entry. In 3rd year, if a student is more than 5 minutes late (after the start of a clinic) they may be denied entry. This will result in missed learning time and could impact your patient numbers and exam performance. It will be your responsibility to catch up on this: staff are not responsible for putting on additional sessions or practice time if you miss content or patient episodes due to lateness.

If you are late due to unforeseen circumstances you must:

• Contact the relevant unit/clinic lead by email as soon as possible

• For final year clinics or any patient-facing clinics you should also call the Optometry Clinic Reception team on 0161 306 3860. You should leave a message if this falls outside clinic opening hours (08.00 – 18:00)

For Third-Year Clinical Practical Sessions (OPTO30200) a mark penalty will be applied for unprofessional behaviour. The professionalism mark is normally (0). A reduction of up to 5% will be applied to the overall unit mark in relation to professionalism according to the criteria described in the document Professional Assessment Criteria which can be found in the OPTO30200 area in Canvas.

Practical Assessment

Practical work is assessed either as written work that you hand in during or at the end of a unit, your ability to perform a task during a practical session, and/or as an online assessment or examination at the end of the unit. Details of assessment will be given to you at the start of each unit.

If you fail to attend a practical class you may not submit a report for that practical without the prior written agreement of the Unit Coordinator (which should be recorded in the report). Also, if you fail to submit an assessment by the due date and time, it will not normally be possible for it to be marked. If ill-

health prevents you attending a practical session or meeting a submission deadline, see the Section Guidelines on ill health.

NB: In many practical classes you will work as one of a pair or larger group of students. Be careful that you feel confident with all the procedures yourself and do not leave it to others to do tasks for you: remember, in the exam you will be on your own.

Furthermore, although you will most likely obtain results as part of a group, it is **essential** that any practical work that you submit for assessment is **written in your own words**, unless you have been specifically instructed to submit a group report (see Section Plagiarism, collusion and other forms of academic malpractice).

See specific Unit Canvas areas and published timetables on Canvas for practical/clinical assessments scheduled within learning weeks.

Please be aware that Third Year students are required to submit their clinical logbooks periodically for audit.

The compensation rules for examinations (see Section Pass marks and compensation rules) will only be applied if you fulfil the attendance requirement for practical units.

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1. Personal and Professional Development

â??Personal and Professional Development (PPD)â?• is a sequence of units (PPD A, B and C) which run through the 3 years of the Optometry degree course plus PPD-D for the MSci programme. The â??personalâ?• development is based on transferable skills which support the academic curriculum (such as time-management, team working, effective communication, giving and receiving feedback, and problem solving), enhance your CV and increase employability. â??Professionalâ?• development is based on an understanding of the history and practice of the profession of optometry in the UK and worldwide. These will combine to give you the opportunity to become a well-developed practitioner with excellent communication skills who delivers exemplary patient care and is sought after by the best employers. Bridging and linking these themes is a â??medical ethicsâ?• thread which discusses issues which are particularly relevant to optometry students and optometric practice.

You are required to attend all scheduled PPD meetings, participate fully in all the timetabled and online activities, and submit the regular tasks and assignments on schedule.

Work submitted for the PPD units are assessed. Please note that PPD results are recorded as a pass or fail, the overall mark gained does not count towards the year average/degree classification. If you obtain a mark of <40% for your PPD work, you will fail the PPD unit and will be required to undertake remedial resit activity.

1. Examinations

Details of the methods of assessment for each unit can be found on Canvas. Any questions about exams, coursework or other assessment should be directed to the unit coordinator.

Final exams/assessments will be sat during either the Semester 1 or Semester 2 Examination Period depending on the Unit undertaken. See Section A1 for further details. OSCE/practical exams may be held in term-time teaching weeks.

Students should note the requirement of taking and having available their student card in all in person/live examinations as proof of their identity. Attendance at all appropriate examinations is compulsory.

To prepare for examinations, you are encouraged to use any quizzes and practise exercises posted on Canvas and to look at copies of past examination papers (though these are not always available: past papers are provided at the discretion of the Unit Coordinator). If the unit has no past papers the Unit Coordinator should make questions that are representative of the kind that will be set in the examination available before the exam.

You will normally be expected to pass all the units you have taken before you can proceed to the next academic year. All units failed must be re-taken during the August/September examination period (see Section August/September referrals).

Referred examinations (resits) for failed Semester 1 AND 2 Units will be held exclusively in the August/September referral assessment period for all year groups. For Final Year students this will result in ineligibility to graduate at the summer graduation ceremonies and a potential for delay in commencement of your pre-registration placement. It is your responsibility to inform and make any resulting re-arrangements with your pre-registration provider.

Should a student fail a unit and a **resit** (rather than a first attempt due to accepted mitigation) be required the **resit** mark will be based entirely on the resit paper and not from any practical assessments or coursework. The style and format of a resit attempt can therefore differ from the original written exam to ensure that intended learning outcomes are still covered adequately. As a rule, practical assessments do not have a resit attempt.

Similarly, students who have accepted mitigating circumstances for a practical assessment may have the practical mark discounted from their overall unit grade if it is felt by the exam board to be i) representative of under-performance in the context of their usual performance and ii) beneficial to their overall grade.

In the case of students who are unable to attend their first attempt of a practical assessment for legitimate reasons (e.g. illness) staff will endeavour to provide a rescheduled first attempt in or close to the exam period in which the original attempt was scheduled. However, this cannot be guaranteed.

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1. Multiple choice examinations

Some units will be examined wholly or partly by Multiple Choice Questions (MCQs). These may be held online in-person (via Canvas or other software in a University computer cluster or exam room), or

on-paper in-person (in an exam hall or room) depending on the exam and unit in question. You are advised:

• that you must have your Student Card available during all in-person examinations and write or enter your Registration ID number and name on the answer sheet as required.

• **to follow carefully all written instructions for filling out the answer sheet.**

• to read the questions carefully.

• that answers must be indicated legibly on the answer sheet provided. If an answer is illegible, you will be given a score of zero for that question.

- Negative marking is applied for true/false type questions

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1. Guidelines on feedback to students

The purpose of this section is to define the activities associated with feedback mechanisms, as they relate to lecture-based OPTO units.

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

We encourage you to ask questions both during online live sessions/in practicals or later during the year when, for example, you are revising for exams. However, if the lecture course has finished, then we suggest that you seek confirmation of the answer to your own question. What do we mean by this? Lecturers are unlikely to respond favourably to questions phrased along the lines of “Can you tell me the answer to this?” Thus, if you want to ask a question, particularly by email, please make sure you include your own interpretation of the answer, including the literature sources that you used, and ask only for confirmation that you are correct. For example:

Wrong format: Can you tell me the best way to manage papillary conjunctivitis associated with contact lens wear?

Correct format: According to Efron’s Contact Lenses textbook, a good option for the management of papillary conjunctivitis is to fit the patient with daily disposable contact lenses. Is this correct?

NB: Model answers to exam questions are not available

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

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1. Examination feedback

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

- publish a general feedback document outlining how questions were answered, addressing general strengths and weaknesses of students and giving a general indication of how well the questions were answered.
- hold a feedback session, to which students are invited.
- review an answer paper for a student and summarise his/her feedback via email.
- provide online feedback.

A student may seek individual feedback, in which the Unit Coordinator will obtain their exam scripts and report feedback on their answers including, where appropriate, any written comments recorded on the manuscript. A student does not, however, have the right to challenge any academic judgements on the quality of the answer. This means there is no opportunity for papers to be re-marked.

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1. STUDENT PROGRESSION

23 Degree Regulations

The degree regulations for students registered on an undergraduate programme since 1 September 2012 can be found on the University website at:

[Regulations | Academic-related regulations | Undergraduate Degree Regulations | The University of Manchester](#)

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

First Year BSc Optometry

Marks from first-year examinations will contribute 10% of the total on which the overall degree performance is assessed.

Second Year BSc Optometry

Marks from second-year examinations will contribute 30% towards the total on which the final degree classification is assessed.

Third Year BSc Optometry

Marks from third-year examinations will contribute 60% towards the total on which final degree performance is assessed, the second-year total will contribute 30% and the first year total 10%.

Protected title of Optometry

The General Optical Council specify that a degree in Optometry can only be granted provided:

1. i) Sufficient academic credits are accrued
1. ii) Registration with the GOC is maintained

Any student who does not satisfy these criteria will exit with a degree in Vision Science

Students can only progress to their pre-reg. year and the College of Optometrists Scheme for Registration if they achieve:

1. a minimum 2:2 degree classification in Optometry

and

1. ii) Minimum patient experience and core competencies are demonstrated.

Please note that this is a GOC and not a University of Manchester requirement.

Progression Regulations for Third Year MSci Students

Students obtaining an overall average of at least 50% and no marks less than 40% in any subject and having completed the stage one core competencies and minimum episode requirements of the General Optical Council (see GOC website www.optical.org or Canvas unit OPTO30200) satisfactorily will continue onto the MSci placement. Any student failing to meet these criteria will revert to the BSc (Hons) programme and their results will be considered as a BSc student.

During the placement year MSci students must complete the designated duration of experience, submit an appropriate number of case reports and perform adequately in the OSCE assessments as well as receive satisfactory reports from the placement supervisors. In the event of student performance in the placement year being unsatisfactory, the student failing to gain adequate skills and experience, the student will be awarded a BSc (Hons) degree as an exit award with a classification based on their marks obtained prior to commencing the placement year.

Fourth Year MSci

The final mark for the MSci will be calculated as follows: 37.5% from the fourth year assessments (37.5% from the third year examinations; 19% from the second year examinations; 6% from the first year examinations). The degree of MSci is awarded on achieving 40% or more in all subjects and an overall average of at least 50%. A pass is required in all fourth year MSci units in order for final sign off on GOC stage 2 competencies.

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1. Pass marks

*Level 2*â?ˆ

To obtain a pass in the Second Year Examination as a whole you must:â?ˆ

- (i) Obtain a mark of at least 70% in OPTO22051 & OPTO22062 Clinical Methodology units.â?ˆ
- (ii) Gain a mark of at least 40% in all components of the Personal and Professional Development B Unit (OPTO20200) and have satisfactory attendance at practical classes.â?ˆ
- (iii) Gain a mark of at least 40% in any designated non-compensatable units for your degree programme (see below).â?ˆ
- (iv) Achieve marks of at least 40% in 80 credits and at least 30% in the remaining 40 credits. This means you will have to achieve a mark of 40% or greater in units worth 70 credits (plus PPD B) and a mark of at least 30% in all of the remaining 40 credits worth of units.â?ˆ

NB â?ˆ failure of any of the following â?ˆ OPTO20200 Personal and Professional Development B
OPTO22051 or OPTO22062 Clinical Methodology units will lead to loss of compensation and all unit assessments with marks less than 40% will have to be resat.â?ˆ

- For the Second Year Optometry Degree Programme the following have been designated as non-compensatable units in which you must attain a mark of at least 40%. However, failure of these units may not necessarily result in overall loss of compensation.â?ˆ

OPTO20080 â?ˆ Dispensing Bâ?ˆ

OPTO20091 â?ˆ Instrumentationâ?ˆ

OPTO20102 â?ˆ Optometric Examination Bâ?ˆ

OPTO20362 â?ˆ Binocular Vision Aâ?ˆ

OPTO20372 â?ˆ Contact Lenses Aâ?ˆ

OPTO20391 â?ˆ Pharmacology Aâ?ˆ

OPTO20612 â?ˆ Pharmacology Bâ?ˆ

OPTO21391 â?ˆ Ocular Health and Disease Mechanismsâ?ˆ

The University gives the Board of Examiners the right to refuse a referral (permission to resit an examination) to a student whose Work and Attendance has been unsatisfactory and who has received an official warning letter.â?ˆ

If after the application of the above compensation rules you are found to have failed overall, then you will be required to take referral examinations in August/September. If you have passed 40 or more

credits at the first attempt the Board of Examiners will specify which unit assessments you are required to refer in order to gain at least a compensated pass in the August/September examinations.

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

Level 3

The pass mark for each unit examination is 40%, and you should pass all the units for which you are registered. There is no compensation for 3rd or 4th year exams.

If you are found to have failed overall, then you will be required to take referral examinations in August/September. If you have passed 40 or more credits at the first attempt the Board of Examiners will specify which unit assessments you are required to refer in order to graduate.

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

Absence from examinations/ assessments

You must inform the Programmes Support Office if you are absent for any examinations or assessments **BEFORE THE START OF THE EXAM** (see Section Absence from examinations due to ill health). If you are absent for all exams within a given examination period, without prior notice and documentation to mitigate this absence, the Board of Examiners will assume that you have withdrawn from your programme of study and will not permit you to progress to the subsequent year.

Personal and Professional Development Assessments: your PPD work is usually assessed by marking several pieces of work. If you miss part of this assessment through properly documented illness (see Section Absence affecting submission of written work), the examiners may base your overall mark for the unit on the marks for the remaining pieces of work that you did complete.

Unit Examinations: absence from any of your Examinations, for whatever reason, will score 0% for that examination. If, however, the absence is mitigated (see section Mitigating Circumstances Committee), your referral in August/September may be counted as your first attempt at the examination (and the fee may be waived). (See also Section Absence from examinations due to ill health.)

1. Pass marks and degree classification

Degree classification is based on the marks from the components weighted as outlined in section on Assessments and examinations. Classification is determined at a meeting of the Board of Examiners for a particular Degree Programme, with the External Examiner present to act as advisor and arbiter. The following numerical boundaries will be used as guidelines by the Board of Examiners in deciding your degree category:

- First class 70% and above
- Upper Second class 60% and above
- Lower Second class 50% and above
- Third class 40% and above

Please note, that there are additional criteria to be met in order to obtain a degree class commensurate with the final weighted average mark. In addition to obtaining a final mark within boundaries set out above:

(a) In order to obtain a lower second degree or above, 80 final year credits must have marks of at least 40%.

(b) In order obtain a third class degree, 60 final year credits must have marks of at least 40%.

See <http://documents.manchester.ac.uk/display.aspx?DocID=13147> for more details.

Please note that "Special Compensation" is not available in the final years of the optometry programmes (BSc and MSci).

Absence from any final-level examination will normally result in a zero mark being returned for that examination. A candidate who is ill must follow the procedures indicated under "Guidelines on Ill Heath" Section. However, students should make every effort to take the paper.

Borderline students

Classification marks are calculated by: 10% Year 1, 30% Year 2, 60% Year 3. To decide degree classifications for candidates whose average overall classification mark falls within 2% below the borders between degree classifications and who have accrued the necessary credits, the exam board will use the following system:

- Students in the 2% boundary are automatically promoted if they have 80 Year 3 credits at the higher level (the classification above their average classification mark).
- If not, they will still be promoted if their Year 3 average mark is in the higher category, plus they have 60 Year 3 credits in the higher category, plus a further 20 credits in the top half of the current classification and no credits from the lower category

August/September resits (referrals)

If you do not achieve the minimum standards indicated in the Section on Pass marks and Compensation rules, you must pay a referral fee and take referrals (in August/September) in each individual failed unit examination, as directed by the Board of Examiners, in order to obtain a minimum compensated pass.

1. No more than 80 credits can be referred.
1. Please note that it will be the mark that you obtain in the referral examination that will determine whether you obtain a pass in a unit (we do NOT take the better of marks obtained on the first or second attempt). The mark will be derived **solely from the referral examination** and will not include any² coursework/eLearning component carried over from the first sitting, unless the exam is being taken as a first attempt.
1. To give credit for passing referral examinations, any passed referral mark will be capped at 30% for the purposes of progression and will be recorded on academic transcripts.
1. Should you still not pass the Examination on this referral (when the compensation rules will again be applied) the following decisions by the Board of Examiners may be taken:-

You may be:

1. excluded from your Degree Programme
1. permitted to repeat the year on your **current** degree programme. ***This option is at the discretion of the Board of Examiners and can only be granted after the Board of Examiners meets in September to discuss the results of the referral examinations.*** It will normally only be available where you can demonstrate that your current academic performance is likely to improve in the following year and will be dependent on availability of places for the following year.
1. permitted to carry forward up to 20 failed credits to the next year. This decision is at the discretion of the Board of Examiners and will be based on your academic standing and any mitigating circumstances. Whole units must be repeated in attendance, with assessment taken in full. Marks are capped to the lowest compensatable mark. ***Failed non-compensatable units cannot be carried over to subsequent levels. It is not possible to carry forward failed credits between Year 2 and Final Year of BSc Optometry or Year 3 and Final Year of MSci Optometry.***
1. given an alternative exit award.

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1. External Examiners

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

External Examiners² reports relating to programmes within the Division will be shared with student representatives at the Student/Staff Liaison Committee (SSLC), where details of any actions carried out by the School in response to the External Examiners² comments will be discussed. Students should contact their student representatives if they require any further information about External Examiners² reports or the process for considering them.

The External Examiners for each programme are as follows:

Programme	External Examiner	Institution
		City University
BSc Optometry	Professor Irene Ctori	â?—
BSc Optometry	Dr Andrew Logan	Glasgow Caledonian University
MSci Optometry	Dr Ahalya Subramanian	City University

Please note that it is inappropriate for students to make direct contact with External Examiners **under any circumstances**, and in particular with regards to a studentâ??s individual performance in assessments. Other appropriate mechanisms are available for students, including the Universityâ??s appeals or complaints procedures and the UMSU Advice Centre. In cases where a student *does* contact an External Examiner directly, External Examiners have been requested not to respond to direct queries. Instead, External Examiners will 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 Programmes Support Office in the first instance.

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1. WORK AND ATTENDANCE

1. Work and attendance regulations

Your work and attendance is monitored throughout the course.â?—

<http://www.regulations.manchester.ac.uk/regulation-xx/>

This monitoring is for your own benefit (to make sure that you are coping with your programme and keeping up with any continuous assessment elements) as well as to confirm that you are actually attending the University. In practice, only a small number of students contravene these regulations and are called to account for their actions.â?— If you are struggling to attend scheduled learning activities for any reason please bring this to the attention of your academic adviser at the earliest opportunity so they can advise you on the best course of action.

You are expected to attend all the live online activities for the units for which you are registered, and to be familiar with their content. Your attendance at all practicals/clinics is **compulsory and monitored**.

Sessions where you are asked to sit as a patient for students on other years of the programme in clinics or OSCEs are also **compulsory**.

You must submit all associated work (e.g. data handling assessments, essays, coursework) by the dates stipulated. Attendance at all appropriate examinations is compulsory.

If your work or attendance gives cause for concern you will, in the first instance, be asked to explain your position to your Academic Advisor. Causes for concern include unauthorised absences, lateness to clinical/practical sessions, not doing the appropriate preparation for the clinical/practical sessions.

After referral to your Academic Advisor you will be required to attend a formal work and attendance meeting if you continue failing to meet the work and attendance requirements.

Failing to meet the requirements is defined as >3 of any of the below:

1. i) unauthorised absence
1. ii) lateness to clinical/practical sessions
- iii) not doing the appropriate preparation for the clinical/practical sessions.

Following the work and attendance meeting you may be issued with a formal written warning. Following a formal written warning any further instances of i) ii) or iii) (specified directly above) may result in a referral to the School Fitness to Practise Committee (see section 58). The Division reserves the right to refer directly to the Work and Attendance/School Fitness to Practise Committee where attendance is particularly poor.

The Exam Board will take into account poor attendance and it may lead to:

1. a) Loss of compensation
1. b) Not being allowed to sit University examinations/assessments

If you are refused permission to sit an examination or lose compensation, you have the right to appeal. Information on Academic Appeals can be found here:

<http://www.regulations.manchester.ac.uk/academic/regulation-xix-academic-appeals-procedure/>

The receipt of any warnings about attendance may also impact on your ability to be considered for the MSci Optometry degree programme.

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1. Permitted absences

If you need to be absent from a practical class or tutorial, for reasons other than ill health you **must** supply documentary evidence to your Unit Coordinator strongly supporting your reasons for absence well in advance of the occasion in question. If you are granted leave of absence your attendance will be recorded as a permitted absence. For practicals, the Unit Coordinator may be able to make arrangements for you to attend a replacement session. **PLEASE DO NOT JUST TURN UP AT A SESSION FOR WHICH YOU ARE NOT TIMETABLED.**

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1. Absence due to illness affecting attendance at compulsory practicals and clinics

If you are unwell and feel unable to attend the University to take a compulsory practical or clinic then you must inform the relevant Clinic Lead and the Optometry Clinics via email as soon as possible. This also applies to sessions where you are asked to sit as a patient for students on other years of the programme which are also compulsory.

There are inherent risks in communicating sensitive personal data electronically such as the possibility of misdirection or interception by third parties.â? Therefore, if you do correspond with us in this way, we will take this to mean that you understand and accept this risk.

Keep a record of your correspondence with regard to absence, as there may be serious implications of being absent and consequences for your academic progress. You must email as soon as possible, so that all options can be considered, and certainly **no later than the day and start time of your compulsory class.**

If you do not do this then you will normally be considered to have been absent from the class without good reason in which case you will be recorded as having an unauthorised absence, this is also considered Unprofessional Behaviour. Until your return to University you must also inform us of any further missed compulsory classes.

If you are so unwell that a friend or family member has to contact the Programme on your behalf it will only normally be possible for them to provide information for you â?? they will not be able to learn of the implications of your absence on your academic progress, which you must discover for yourself on your return to health. The staff will not engage in any dialogue with third parties regarding **your** studies without **your** explicit, written consent.

If illness keeps you away from the University for more than 7 days including weekends, you **must** consult your GP.

If you do consult a GP and he/she considers that you are not fit for attendance at the University, then you should obtain a note from the doctor to that effect or ask him/her to complete Part III of the University form â??Certification of Student Ill healthâ?? copies of which are available at local GP surgeries. **You should hand this certificate in/email a copy to the SHS Wellbeing team as soon as you return to University and no later than 7 days after your return. The team is located in the SHS Hub on ground floor Jean MacFarlane building and can be emailed via shs.wellbeing@manchester.ac.uk.** The use of the â??Certification of Student Ill Healthâ?• form by GPs, as described above, has been agreed by the Manchester Local Medical Committee. A GP may make a charge for completing the form.

If missing a practical is unavoidable (and you know in advance), you must contact the Unit Coordinator to see whether alternative arrangements can be made for you to attend a replacement session. **PLEASE DO NOT JUST TURN UP AT A SESSION FOR WHICH YOU ARE NOT TIMETABLED.**

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1. Additional important information for Final Year Students

You are required by the General Optical Council to see a certain number of patients during your final year, and you will keep a logbook to record these sessions. This means that if you miss any sessions (even if you had a good reason for doing so) it can affect your ability to graduate. You must make every effort not to schedule other appointments/interviews to coincide with clinics. If missing a clinic is unavoidable (and you know in advance), you must contact the Lead for Clinical Teaching as far in advance as possible, to discuss an appropriate course of action.

If you are ill and unable to attend, you **MUST**

1. a) Leave a telephone voicemail message with the Clinic Reception (0161 306 3860) **AS SOON AS POSSIBLE**

AND

1. b) Email the appropriate Clinic Lead and the Teaching Clinics Coordinator (Helen Osisami: H.Osisami@manchester.ac.uk) The above procedure is especially important if the session is a clinical practical where you would have patients booked. If you are not able to phone yourself, ask friends or relatives to do it for you, **BUT DO NOT ASK FRIENDS TO PASS ON THE MESSAGE WHEN THEY ATTEND FOR THEIR OWN PRACTICALS** – this will be too late to make other arrangements for your patients.

Attendance will be monitored in each clinic session. It is **YOUR RESPONSIBILITY** to make sure that your attendance is logged. If you have unauthorised absence from any clinic/practical session you may be asked to see the Lead for Undergraduate Teaching (Ms Claire Mallon) and/or the Head of Optometry (Professor Philip Morgan) to explain why. Staff writing references for you will have full information about your attendance to pass on to employers, who are understandably keen to know about reliability and punctuality of their future employees.

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1. The General Optical Council (GOC)

ALL OPTOMETRY STUDENTS MUST, BY LAW, BE REGISTERED WITH THE GOC

The registration fee will be reimbursed to students in line with the University's policy on additional costs (<http://documents.manchester.ac.uk/display.aspx?DocID=19217>). *Failure to register or renew registration by the GOC mandated deadline will lead to suspension from all teaching and assessment activities and in serious cases may ultimately lead to removal from the course.*

Make sure you read, understand and comply with the GOC standards for optical students.

[Standards for optical students | GeneralOpticalCouncil](#)

The GOC will apply these standards to you if someone raises a concern about your fitness to train. This may occur if the GOC wish to take further action against you having been informed about the outcome of a School or Faculty FTP case.

The following text is taken from the GOC website (www.optical.org) and the GOC standards for optical students:

“We have a legal duty to register, and set the standards expected of optical students. Our Standards define the standards of behaviour and performance we expect of all registered student optometrists and student dispensing opticians.”

â??If someone raises concerns about your fitness to train, we will refer to these standards when deciding if we need to take any action. You will need to demonstrate that your behaviour was in line with these standards and that you have acted professionally and in the best interests of your patients. We will apply these standards in the context of the stage of training you have reached, taking into account the level of support and guidance you have received from those supervising your training. Failure to register or follow these standards as a student, may affect your ability to register and practise as an optical professional when you qualify. In serious cases you may also be removed from your training course.â??

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1. Career in Optometry

Entering a pre-registration year after obtaining your BSc degree

Students wishing to enter the pre-registration year must have maintained registration with the GOC, achieved all of the stage one core competencies/patient experience requirements of the General Optical Council and have at least a 2:2 classification. The core competencies are assessed mainly in the third year (details are available via the GOC website www.optical.org or Canvas unit OPTO30200). For students who do not meet these requirements the GOC have approved a one year additional course which is run by a small number of UK Optometry Schools (details of universities offering the scheme are available from the GOC). A fee is charged for this course and the course is not eligible for funding from Student Finance. Potential candidates should seek advice from participating universities about their suitability for this scheme.

Finding a pre-registration training placement

You will need to enrol on the scheme for registration **within 2 years of graduating**.â?? The pre registration scheme is administered by the College of Optometrists. Further info can be found at: [Scheme for Registration â?? College of Optometrists \(college-optometrists.org\)](http://college-optometrists.org)

Whilst the College of Optometrists administer the scheme it will be your responsibility to find a placement. Possible sources of placement include:

- Searching the Association of Optometrists (AOP) [Pre-registration vacancy list](http://www.aop.org.uk/pre-registration) (Log-in required)
- The AOP also produce a variety of other resources for pre reg which can be accessed by becoming a member (currently free to students) at: <http://www.aop.org.uk/your-career>
- The College of Optometrists runs a pre-registration jobs board <http://www.college-optometrists.org/bycategory/pre-registrationplacement>
- The Association of Independent Optometrists (AIO) also maintain a list of available pre reg places <http://www.aiovision.org>
- Multiple/Corporate chains such as Boots, Vision Express, Specsavers, Asda and others also offer pre reg placements. Many of these companies will come into the university to give presentations

and you will be notified by email. Their respective websites also contain information on how to apply for positions.

- Many hospitals also offer pre reg placements: <https://www.jobs.nhs.uk/>

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1. Obtaining a reference for employment

Most applications require you to cite one or more referees, and you should normally seek permission from your Academic Advisor to cite him/her as your main/first referee. If you need another referee, this should be a staff member familiar with your relevant work

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1. Textbooks and other requirements

Included in most of the unit descriptions and on the Canvas sites for each unit are the textbook(s) recommended for the unit, and any other special requirements. You are advised **not** to purchase textbooks until the Unit Coordinator has had a chance to discuss these with you, and perhaps show you samples – sometimes there is a choice of recommended texts, depending on the other units that you are taking. Copies of all recommended texts are in The University of Manchester Library and multiple copies are available for overnight loan.

Where no –recommended reading– list has been provided in the unit description or on Canvas, it can be assumed that there are no set texts that cover the unit or that would be useful to read before the unit begins, and that reading material will be recommended once the course has started.

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1. UNIT SPECIFICATIONS

Full Course Unit Specifications can be found in a separate document on each Unit’s area on Canvas

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Optometry Level 2 (Second Year)–

All units 10 credits unless otherwise stated. All units are mandatory.–

CODE–	TITLE–	CREDIT–
OPTO20080–	Dispensing B–	10–
OPTO20091–	Instrumentation–	10–
OPTO20100–	Optometric Examination B–	20–
OPTO20200–	Personal & Professional Development B–	10–
OPTO20292–	Visual Optics–	10–
OPTO20361–	Binocular Vision A–	10–

OPTO20372	Contact Lenses A	10
OPTO20391	Pharmacology A	10
OPTO20612	Pharmacology B	10
OPTO20621	Visual Psychophysics and Neurophysiology	10
OPTO21391	Ocular Health & Disease Mechanisms	10
OPTO22051	Clinical Methodology 1	0
OPTO22062	Clinical Methodology 2	0

Optometry Level 3 (Third Year)

All units 10 credits unless otherwise stated. All units are mandatory.

CODE	TITLE	CREDIT
OPTO30200	Clinical Practical Sessions	40
OPTO30221	Binocular Vision B	10
OPTO30282	Vision in the Real World	10
OPTO30362	IOVS Glaucoma **	10
OPTO30410	Low Vision	10
OPTO30651	Contact Lenses B	10
OPTO30891	Ocular Disease	10
OPTO31200	Personal & Professional Development C	10
OPTO31222	Emerging Optometry	10
OPTO31250	Evidence Based Optom. Practice *	10

* BSc students only

**MSci students only

Optometry Level 4 (MSci)

See unit specifications for credit rating

CODE	TITLE	CREDIT
OPTO40811	Clinical Placement 1	40
OPTO40812	Clinical Placement 2	40
OPTO40870	MSci Research Project	20
OPTO41100	MSci Evidence Based Clinical Case Management	10
OPTO41200	Personal & Professional Development D	10

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