The University of Manchester

School of Chemistry

Programme Handbook

2015/16

This edition of this *Handbook* is, as far as possible, accurate and up-to-date when published, but the matters which it covers are naturally subject to change from time to time, and the School reserves the right to make such changes without notice.

This handbook is available on the School's Intranet website:

http://intranet.chemistry.manchester.ac.uk/handbook/index.php

Contents

PART 1: INTRODUCTION

1.1 Welcome

Welcome to the School of Chemistry of the University of Manchester. This handbook is designed to serve as a starting point when you have questions or problems, and contains information relevant to your degree programme. As well as outlining programme regulations the handbook contains information on assessment, progression through the programme, student support services, learning resources available and student feedback systems.

This handbook is designed to be used in conjunction with the Chemistry Course Unit Directory, which lists all the available course units in the School. Unit details for each year of your studies can be found here by clicking on the link for your degree programme. This includes information such as course content; the names of staff who teach on the course; how units are assessed; what the aims and learning outcomes of each unit are; and a reading list.

In addition, the University Crucial Guide provides you with a lot of important information from a University level, some of which is summarised in this handbook.

If you need help, advice or clarification on any academic or personal matter, seek help straight away. All members of staff are willing to help, but where possible you should initially contact one of a number of designated people. In general if your query is related to academic or pastoral matters, you should contact either:

Your Personal Advisor;

You're Programme Director;

The Director of Undergraduate Studies

For all other types of query you should first of all consult the Education Office.

1.2 School Contact Details

Education Office

School of Chemistry

Chemistry Building
University of Manchester

Oxford Road

Manchester M13 9PL

Email: chemistry@manchester.ac.uk

Tel: (0161) 306 4410

Fax: (0161) 275 4598

Opening Hours: Monday – Friday 9:00 am – 5:00 pm (except Wednesdays 9-4)

School website: www.chemistry.manchester.ac.uk

Chemistry student intranet: http://intranet.chemistry.manchester.ac.uk/intranet/

PART 2: YOUR DEGREE

2.1 Aims and Learning Outcomes

The Chemistry degree programmes aims to:

- provide education and training in chemistry using a modular structure that allows a high degree of flexibility and choice;
- provide guidance and support to encourage students to achieve their full academic potential and gain access to a wide range of careers.

Successful chemistry graduates should be able to:

- demonstrate an understanding and a critical awareness of a substantial area of Inorganic, Organic and Physical chemistry;
- demonstrate an understanding of fundamental physicochemical principles and an ability to apply that knowledge to the solution of theoretical and practical problems;
- demonstrate an in-depth knowledge of advanced topics related to current research in chemistry.

In addition, students who complete the integrated masters programmes should be able to:

- understand and critically evaluate further advanced material at Masters level on current aspects of chemical research and solve problems of an advanced nature;
- conduct a substantial research project and demonstrate that they can apply their knowledge within a variety of problem solving contexts with originality.

In addition particular degree programmes have their distinctive aims and learning outcomes, which are briefly outlined as follows:

Chemistry with International Study also aims to provide experience of academic and day-to-day life in a country other than the UK. Successful graduates of this programme should be able to develop self-confidence and communication skills with people of a different culture and background. Those students who are studying in a European University will also develop self-confidence and communication skills, both written and verbal, in a European foreign language.

Chemistry with Medicinal Chemistry also aims to provide a broad based, scientifically strong education in organic/biological chemistry, and in the selected area of Pharmacy which will enable students to enter those professions requiring a knowledge of medicinal chemistry.

Successful graduates of this programme should be able to demonstrate knowledge and understanding of human biology and biochemistry relevant to medicinal chemistry, and in-depth knowledge of chemotherapy, rational drug design and other advanced topics related to current research in medicinal chemistry.

Chemistry with Industrial Experience also aims to provide opportunity for students to apply their chemical knowledge and skills in the solution of practical and theoretical problems in chemistry, in both academic and industrial contexts. During the year out successful graduates of this programme should be able to develop a range of professional skills through direct experience within the industry.

2.2 Royal Society of Chemistry Accreditation

Degree programmes in Chemistry are accredited by the Royal Society of Chemistry. Graduates are eligible for membership of The Royal Society of Chemistry – the professional society for chemists in Britain. At BSc level, bachelor accreditation gives you access to qualified membership of the RSC, and forms the basis for satisfying the academic requirements for achieving Chartered Chemist (CChem) through further study or continued professional development. Graduation at the MChem level with First or Second class Honours provides you with access to qualified membership of the RSC, and fully satisfies the academic requirements for award of Chartered Chemist (CChem) status. More information about the accreditation process can be found at http://www.rsc.org/Education/courses-and-careers/Accredited-courses/

2.3 Dates for the Academic Year 2015/16

First Semester	Start Date	End Date
Attendance	21 September 2015	17 December 2015
Christmas Vacation	18 December 2016	18 January 2016
Semester 1 Examination Period	18 January 2016	29 January 2016
Second Semester	**Start Date**	**End Date**
Attendance	31 January 2016	18 March 2016
Easter Vacation	20 March 2016	12 April 2016
Attendance	13 April 2016	13 May 2016
Semester 2 Examination Period	19 May 2016	8 June 2016
Semester two ends		10 June 2016
Re-examination Period*	22 August 2016	2 September 2016

Note: semester dates for current and future academic years are published online at:

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/keydates/

2.4 Degree Programme Structure – an overview

All university degree programmes are built on units (usually 10 or 20 credits). As an indication, a typical 10 credit unit is expected to involve 100 hours of study. This time includes direct contact hours, such as lectures, tutorials and laboratories, as well as independent studying and revision.

In your first year you will study 120 credits worth of units and then 120 credits in your subsequent years. For each programme there are compulsory, or core, course units, which define the degree programme you are following, plus a range of optional units, which will vary according to degree programme. The details of compulsory units and the recommended optional units for e ach degree programme are detailed in the next few pages of this handbook. It may be possible on occasion to be able to take other units than those listed, but you should seek the permission of the Director of Undergraduate Studies before being allowed to enrol.

It is your responsibility to ensure that you are enrolled on the correct number of credits, following the correct pathway for your degree, each year. Failure to do so may compromise your progression.

2.5 Year-by-year Programme Structure

Year 1

Unit Code	Unit Title	Credits	Semester	**Chemistry** (BSc/MChem)	**Chem with Ind Exp** (MChem)	**Chem with International Study** (MChem)	**Chem with Medicinal Chem** (BSc/Mchem)
CHEM	**CHEMISTRY**						
10101	Introductory Chemistry	30	1	core	core	core	core
10520	Transferable Skills for Chemists	20	1+2	core	core	core	core
10212	Basic Physical Chemistry	10	2	core	core	core	core
10312	Basic Inorganic Chemistry	10	2	core	core	core	core
10412	Organic Chemistry	10	2	core	core	core	core
10600	Practical Chemistry	20	1+2	core	core	core	core
10812	Intro to Forensic and Analytical Chemistry	10	2	A	A	A	
PHAR	**PHARMACY**						
10102	Properties of Medicines	10	2	A	A	A	core
BMAN	**BUSINESS & MANAGEMENT**						
10612	Business Economics	10	1	A	A	A	
10011	Fundamentals of Management	10	1	A	A	A	
10552	Fundamentals of Finance	10	2	A	A	A	
MATH	**MATHS**						
19641	Mathematics Semester 1	10	1	A	A	A	
19682	Mathematics Semester 2	10	2	A	A	A	
GEOG	**GEOGRAPHY**						
10101	Geographies of Globalisation	10	1	A	A	A	
10401	Environmental Processes & Change	10	1	A	A	A	
10512	Physical Geography & Contemp Envir Issues	10	2	A	A	A	
BIOL	**LIFE SCIENCES**						
10551	Fundamentals of Biochemistry	10	1	A	A	A	core
PHYS	**PHYSICS**						
10191	Intro. to Astronomy and Cosmology	10	1	A	A	A	
MCEL	**ENTERPRISE**						
10012	Chemistry and Industry	10	2	A	A	A	
UCOL	**UNIVERSITY COLLEGE**						
20882	An Introduction to Current Topics in Biology	10	2	A	A	A	
20181	Science, the Media and the Public	10	2	A	A	A	
29002	Physics and the Grand Challenges of Today	10	2	A	A	A	
29512	Introduction to Computer Systems	10	2	A	A	A	
UL****	**LANGUAGE**						
10##1/2	Units in a Foreign Language	20	1+2	B	B	B	
total no of credits studied				120	120	120	120
total core units				100	100	100	120
total optional units				20[@]	20[@]	20[*]	0

@ : select any 2 units from A (one course unit in each semester), or a language unit (B).

*: students on the Chemistry with International Study programme who are planning to study in a European country should take a 20 credit language course unit at the appropriate level of study.

Second Year

Unit Code	Unit Title	Credits	Semester	**Chemistry** (BSc/MChem)	**Chem with Industrial Experience** (MChem)	**Chem with International Study** (MChem)	**Chem with Medicinal Chem** (BSc/Mchem)	**Chem with Forensic & Analytical Chem** (Mchem)
CHEM	**UNITS in CHEMISTRY**							
20212	Physical Chemistry	10	2	core	core	core	core	core
20311	Symmetry, Molecular Structure & Properties	10	1	core	core	core	core	core
20411	Organic Synthesis	10	1	core	core	core	core	core
20312	Inorganic Chemistry	10	2	core	core	core	core	core
20412	Structure and Reactivity of Organic Molecules	10	2	core	core	core	core	core
20500	Transferable Skills for Chemists	10	1+2	core	core	core	core	core
20611	Integrated Spectroscopy and Separations	10	1	core	core	core	core	core
22600	Practical Chemistry	30	1+2	core	core	core	core	core
20711	Contemporary Themes in Chemistry	10	1	A	A	A		
20712	Environmental and Green Chemistry	10	2	A	A	A		core
21811	Forensic Science	10	1					core
20421	Fundamentals of Drug Discovery	10	1				core	
PHAR	**UNITS IN PHARMACY**							
20302	The Big Killers	10	2				core	
UCOL	**UNIVERSITY COLLEGE**							
20021	Leadership in Action	10	1	B	B	B		
20031/2	LiA online unit	10	1/2	B	B	B		
20282	The Information Age	10	2	B	B	B		
20331	From Cholera to AIDS	10	1	B	B	B		
21202	Bioethics	10	2	B	B	B		
22102	Intercultural Communication	10	2	B	B	B		
20882	An Introduction to Current Topics in Biology	10	2	B	B	B		
21301	Communicating with Confidence	10	1	B	B	B		
29002	Physics & The Grand Challenges [@]	10	2	B	B	B		
total no of credits studied				120	120	120	120	120
total core units				100	100	100	120	120
total optional units				20*	20*	20*	0	0

*Students on BSc/MChem Chemistry, Chemistry with Industrial Experience, Chemistry with International Study: must choose TWO optional course units, one in each semester. Students must include no more than 1 from B. Both courses from A may be selected.

Students on Chemistry with International Study who plan to attend a European university during their placement year should discuss with Dr Quayle taking a language course unit at a suitable level. Application for this must be made via the LEAP office. **NOTE THAT ENROLMENT ON LANGUAGE COURSES IS NOT PERMITTED ON ANY OTHER DEGREE PROGRAMME**

"please note that UCOL29002 is NOT available to students with A-level Physics

Third Year – BSc Programmes

Unit Code	Unit Title	Credits	Semester	**Chemistry** (BSc)	**Chem with Ind Exp** (BSc)	**Chem with Medicinal Chem** (BSc)
CHEM	**UNITS in CHEMISTRY**					
30600	BSc Project & Labs	40	1+2	core		core
30211	Principles of Modern Physical Chemistry	10	1	core		core
30311	Coordination Chemistry	10	1	core		core
30411	Core Organic Chemistry	10	1	core		core
30212	Soft Matter Chemistry	10	2	A		
30312	Solid State Chemistry	10	2	A		core
30412	Organic Synthesis	10	2	A		core
30242	Electronic Structure Calculations, Simulation and Photonics	10	2	B		
30432	Bioorganic & Medicinal Chemistry	10	2	B		core
30531	Topics in Environmental Chemistry	10	1	B		
31331	Bioinorganic Chemistry	10	1	B		
30441	Advanced Drug Discovery	10	1			core
30442	Synthesis for Drug Discovery and Development	10	2			core
30650	BSc Placement	120	1+2		core	
MCEL	**MANCHESTER ENTERPRISE CENTRE**					
30012	Advanced Technology Enterprise	10	2	C		
30002	Tools and Techniques for Enterprise	10	2	C		
HSTM	**UNITS IN THE HISTORY OF SCIENCE**					
30832	Madness and Society	10	2	C		
32011	From Baker St to CSI: a history of forensic medicine	10	1	C		
31212	The Nuclear Age	10	2	C		
Total number of credits studied				120	120	120
Total core credits				70	120	120
Total optional credits				50*	0	0

* BSc Chemistry: select 5 optional units; must include at least TWO from A and ONE from B. A maximum of ONE course unit can be chosen from list C

Third Year – MChem Programmes

Unit Code	Unit Title	Credits	Semester	**Chemistry** (MChem)	**Chem with Ind Exp** (MChem)	**Chem with Study in NA/ Europe /International Study** (MChem)	**Chem with Medicinal Chem** (Mchem)	**Chem with Forensic & Analytical Chem** (Mchem)
CHEM	**Units in Chemistry**							
30620	Advanced Practical Training	40	1+2	core			core	core
30211	Principles of Modern Physical Chemistry	10	1	core			core	core
30212	Soft Matter Chemistry	10	2	core				core
30311	Coordination Chemistry	10	1	core			core	core
30312	Solid State Chemistry	10	2	core			core	core
30411	Core Organic Chemistry	10	1	core			core	core
30412	Organic Synthesis	10	2	core			core	core
30441	Advanced Drug Discovery	10	1				core	
30442	Synthesis for Drug Discovery & Development	10	2				core	
30242	Electronic Structure Calculations, Simulation and Photonics	10	2	A				A
30432	Bioorganic & Medicinal Chemistry	10	2	A			core	A
30531	Topics in Environmental Chemistry	10	1	A				A
31331	Bioinorganic Chemistry	10	1	A				A
30630	Study in a Foreign University	120	1+2			core		
30640	MChem Placement	100	1+2		core			
31411	Core Organic Chemistry (DL)	10	1		core			
31312	Solid State Chemistry (DL)	10	2		core			
MCEL	**Manchester Enterprise Centre**							
3001 2	Advanced Technology Enterprise	10	2	B				B
30002	Tools Techniques and Enterprise	10	2	B				B
HSTM	**Units in History of Science**							
30832	Madness and Society	10	2	B				B
31212	The Nuclear Age	10	2	B				B
32011	From Baker St to CSI: a history of forensic medicine	10	1	B				B
total no of credits studied				120	120	120	120	120
total core units				100	120	120	120	120
total optional units				20*	0	0	0	20*

* Chemistry, Chemistry with Forensic and Analytical Chemistry: select 2 optional units; you must include at least 1 from A

Fourth Year

Unit Code	Unit Title	Credits	Semester	**Chemistry** (MChem)	**Chem with Ind Exp** (MChem)	**Chem w International Study/NAmerica/Europe** (MChem)	**Chem with Medicinal Chem** (Mchem)	**Chem with Forensic and Analytical Chem** (MChem)
CHEM	**UNITS in CHEMISTRY**							
41600	MChem Yr4 Project Report	30	1+2	core	core	core	core	core
42600	MChem Yr4 Project Execution	20	1+2	core	core	core	core	core
43600	MChem Yr4 Project Presentation/Viva	10	1+2	core	core	core	core	core
40211	Advanced Instrumental Methods	10	1	A	A	A	A	A
40242	Computational Modelling Techniques	10	2	A	A	A	A	A
40232	Case Studies in Exp Phys Chem	10	2	A	A	A	A	A
40261	Biophysical Chemistry	10	1	A	A	A	A	A
40252	Advanced Magnetic Resonance	10	2	A	A	A	A	A
40271	Surface and Interface Chemistry	10	1	A	A	A	A	A
40311	Radiochemistry & Nuclear Chemistry	10	1	A	A	A	A	A
40322	Topics in Inorganic Chemistry	10	2	A	A	A	A	A
40411	Advanced Organic Synthesis	10	1	A	A	A	A	A
40422	Molecular Interactions in Organic Chemistry	10	2	A	A	A	A	A
41412	Advanced Bioorganic Chemistry	10	2	A	A	A	core	A
41521	Organometallic Chemistry	10	1	A	A	A	A	A
40341	Coordination Chemistry	10	1		core			
40221	Modern Physical Chemistry	10	1		core			
40442	Core Organic C	10	2		core			
40222	Soft Matter Chemistry	10	2		core			
PHAR	**UNITS IN PHARMACY**							
41111	Medicines Design and Application	20	1				core	
total no of credits studied				120	120	120	120	120
total core units				60	100	70	90	60
total optional units				60*	20$	60*	30Δ	60*

*MChem Chemistry, Chemistry with Forensic & Analytical Chemistry, Chemistry with Study in North America, Chemistry with Study in Europe: choose 6 from A

ΔMChem Chemistry with Medicinal Chemistry: choose 3 from A

$ MChem Chemistry with Industrial Experience: choose 2 from A

2.6 Key Staff in the School

	Room	Email
Head of School		
Prof REP Winpenny	5.22	hos.chem@manchester.ac.uk
Director of Teaching and Head of Physical Teaching		
Dr A Horn	2.062	Andrew.B.Horn@manchester.ac.uk
Director of Undergraduate Studies and Head of Organic Teaching		
Dr AC Regan	3.31	Andrew.Regan@manchester.ac.uk
Head of Inorganic Teaching		
Prof D Collison	4.02F	David.Collison@manchester.ac.uk
Examination Officer		
Dr J McDouall	7.33	Joe.McDouall@manchester.ac.uk
Disability Support Officer		
Ms Abigail Webb	G.020	Abigail.Webb@manchester.ac.uk
Skills Coordinator Year 1		
Dr D Mills	5.57	David.Mills@manchester.ac.uk
Skills Coordinator Year 2		
Dr P O'Malley	7.29	Patrick.O'Malley@manchester.ac.uk
PASS Coordinator		
Dr M Nilsson	7.34	Mathias.Nilsson@manchester.ac.uk
Programme Directors		
Chemistry		
Dr A Regan	3.31	Andrew.regan@manchester.ac.uk
Chemistry with Industrial Experience		
Dr M Attfield	2.65	Martin.Attfield@manchester.ac.uk
Chemistry with Study in Europe, Study in North America, International Study		
Dr P Quayle	4.02C	Peter.Quayle@manchester.ac.uk
Chemistry with Medicinal Chemistry		
Dr R Whitehead	3.32	Roger.Whitehead@manchester.ac.uk
Chemistry with Forensic and Analytical Chemistry		
Dr R Pritchard	4.02J	Robin.Pritchard@manchester.ac.uk
Year 4 MChem Project Coordinator		
Dr R Layfield	5.59	Richard.Layfield@manchester.ac.uk
Laboratory Supervisors:		
Year 1 Measurements Lab		
Dr J Agger	1.60	j.agger@manchester.ac.uk
Year 1 Synthesis Lab		
Dr J Slaughter	1.061	tbc@manchester.ac.uk
Year 2 Measurements Lab		
Dr N A Burton	7.32	Neil.Burton@manchester.ac.uk
Year 2 Synthesis Lab		
Dr P Quayle	4.02C	Peter.Quayle@manchester.ac.uk
Year 3 Measurements Lab		
Prof P Gorry	7.30	Peter.Gorry@manchester.ac.uk
Year 3 Synthesis Lab		
Dr LS Wong	MIB 2.014	L.S.Wong@manchester.ac.uk

Administration:

Head of School Administration

Mrs Rachael Barker	G.026	Rachael.Barker@manchester.ac.uk

Senior Education Officer

Karen Charters	G.024	Karen.Charters@manchester.ac.uk

Education Team – G.020

Abigail Webb	G.020	Abigail.Webb@manchester.ac.uk
Katie O'Donnell	G.020	Katie.Odonnell@manchester.ac.uk
Emma Ward	G.020	Emma.Ward-3@manchester.ac.uk
Angela Dermody	G.020	Angela.Dermody@manchester.ac.uk
Helen Kreissl	G.020	Helen.Kreissl@manchester.ac.uk

2.7 Planning your future

We very much hope that you value your studies with us, and enjoy the time spent at University. We also encourage you to think about what you will do when you leave your course, and it is never too early to start planning this. Whether you know that you wish to enter a career within Chemistry, continue your studies to PhD level, apply for graduate training schemes, start your own business or at this stage have no idea what you might like to do, it is important to recognise the skills you are picking up as you complete your course.

2.7.1 Transferable, or professional, skills provided by a Chemistry degree

A chemistry degree should enhance:

• **Problem-solving skills**
We will provide you with the tools to solve problems which have well defined solutions. You should be able to apply the scientific method to define a problem clearly, develop testable hypotheses, design and execute experiments, analyse data, and draw appropriate conclusions. Problem solving skills should relate to qualitative and quantitative information.

• **Communications skills**
We will give you the opportunity to develop the ability to communicate complex information effectively and concisely covering both written and oral communication by means of written documents, presentations or discussion. Students should be able to use technical language appropriately and communicate with a variety of audiences.

• **Numeracy and mathematical skills**
You should develop skills in handling data, algebra, functions, trigonometry, calculus, vectors and complex numbers, alongside error analysis, order-of-magnitude estimations and systematic use of scientific units.

• **Investigative Skills**
You will be given the opportunity to develop the ability to find information, from primary and secondary information sources such as textbooks and other literature, by searching databases and the internet, and through discussions with colleagues. You should also be able to assess the quality of information accessed.

• **Analytical skills**
Students should develop their ability to grasp complex concepts, to understand and interpret data precisely and to construct logical arguments. They should be able to break down a problem to its basic elements.

• Entrepreneurial Skills
Students should develop an awareness of the entrepreneurial skills that are crucial to innovation in industry and academia. This includes taking initiative to generate, develop and communicate ideas, gaining support, and delivering successful outcomes.

• ICT skills
Students should develop their computing and IT skills in a variety of areas including the location, management, processing, analysis and presentation of scientific information.

• Time management and organisational skills
Students should develop their ability to work independently, to use their initiative and to organise themselves to work efficiently and effectively and meet deadlines.

• Interpersonal Skills
You will have plenty of opportunity to develop the ability to interact with other people and to engage in team work.

• Ethical behaviour
Your training should give you an understanding of what constitutes unethical scientific behaviour and we expect you to demonstrate high ethical standards throughout their degree programme.

2.7.2 Employability

As the graduate job market becomes increasingly competitive, it is more important than ever to stand out from the crowd with more than just a good degree.

Ideally, you will have gained some work experience either before or during your time at university but, if not, there are so many other opportunities available to you whilst at university which will help you to develop these key skills and competencies outside of your degree course.

The University My future profiler can help give you some ideas about how to get started, make a plan and even to recognise some of the steps you have already taken to make yourself employable.

2.7.3 The University Careers Service

The Careers Service can help you in many ways in planning your life after University, including:

- Exploring your career options and ideas
- Looking for part-time or vacation work
- Finding out about specific jobs and sectors
- Improving the skills sought by employers
- Finding graduate jobs, internships or postgraduate study;
- Writing strong applications and CVs
- Succeeding at interviews and assessment centres
- Starting your own business, and much more.

The Careers Service is located in the Atrium, University Place – Campus Map reference 13 - http://www.manchester.ac.uk/medialibrary/maps/campusmap.pdf

Tel: +44(0)161 275 2829
Email: careers@manchester.ac.uk
www.manchester.ac.uk/careers/students/

PART 3: YOUR PROGRESSION

3.1 Welcome Week

Your first few weeks at The University of Manchester may at times be daunting. Members of staff are very willing to help with any difficulties you may have: do make sure you ask for help with any difficulties as early as possible.

The School runs an induction event for first year students, and information about it will be made available to new students at registration. Queries may be directed to the Education Office.

3.2 Registration

Registration, the process of enrolling on your degree programme, takes place at the beginning of each academic year. Its purpose is to ensure that:

- you have been passed to progress to the next year of your degree programme;
- that the University possesses up to date information about your personal details, address and other contact details
- to confirm the source of funding for the academic year and set up payment of tuition fees and d) enroll you for the course units you will take.

Please note that once you have completed electronic registration and ticked the declaration statement, we will take it that:

- you have read and understood the University's guidance on plagiarism as set out in this Handbook, and
- that you agree that any assessed course work submitted throughout the year will include no plagiarism as defined by the University, and
- that breaking this agreement will make you answerable to University sanctions.

3.3 Course Unit Enrolment

You must ensure that you are enrolled for 120 credits for each year of study during your degree. You may take no more than 70 credits in any one semester and are strongly advised to take an even split of 60 credits (with year-long course units counting half credits in each semester). The School will have added compulsory course units to your record before the start of each academic year, and you should add optional choices via My Manchester. A guide to course unit selection is available here http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/registration/cus/ and also via the Chemistry intranet. Note that some subjects and Schools do not allow self-enrolment, and you should follow the information contained in course unit descriptions should you wish to follow one of these.

3.4 Course Unit Information

Course unit outlines are available for all course units offered in the duration of your degree. These can be accessed via the hyperlinks on the programme tables on the previous page(s) in this handbook, or via the degree programme descriptions on the chemistry website (http://www.chemistry.manchester.ac.uk/study/undergraduate/courses/)

In some years of some degree programmes, you may enroll on course units from outside of the School of Chemistry. In all cases you are advised to read the course unit outlines carefully, and ensure that you fully understand the application and enrolment procedures, as well as the requirements for coursework submission, penalties for late submission of work and procedures for requesting extensions. These rules may not be the same as those in the School of Chemistry, and it is your responsibility to ensure that you follow them.

3.5 Changing a Course Unit

You may wish, for a short time after the start of teaching in each semester, to re-consider your choice of optional units. There is always a risk in changing units after the start of the semester because you will have missed lectures and often crucial information given at the start of the course.

You have until the end of the second week of teaching in each semester to confirm your unit enrolments (ie by 11 October 2015 in semester one, and by 14 February 2016 in semester two. **Changes after these dates are not permitted** except with the explicit permission of the Director of Undergraduate Studies.

If you choose to leave a course, it is essential that you attend an alternative unit; otherwise you may not obtain sufficient credits for progression.

3.6 The Student Charter

The Student Charter, developed jointly by the University and the Students' Union, is an important part of how we establish and maintain clear mutual expectations for the experience of all students. The Charter provides and overview of the Manchester experience and refers to regulations, policies and procedures. It is not a detailed personal agreement or contract. More information can be found at http://www.studentnet.manchester.ac.uk/enhancing-my-experience/charter/

3.7 Tier 4 Visa Attendance Monitoring Census

The University operates attendance monitoring census points within the academic year in order to confirm the attendance of students holding a Tier 4 Student Visa. This is to ensure the University meets the UKBA statutory requirements as a sponsor of Tier 4 students and its responsibilities in accordance with its Highly Trusted Sponsor status.

If you are a Tier 4 visa holder, you must attend these attendance monitoring census points, in addition to complying with the School's own programme attendance requirements.

When are the census points?

In the 2015/16 academic year, the attendance monitoring census points will be during the following periods:

Census Point	Dates	Population
October 2014	28 September – 9 October 2015	All active Tier 4 students
January 2015	18 January –29 January 2016	All active Tier 4 students
May 2015	19 May – 8 June 2016	All active Tier 4 students
July 2015	15 – 29 July 2016	Active PGT, PGR and visiting students only

Please note:

- If you are a new student, registration is your first point to confirm your attendance at the University and you will not be required to attend a further census point in October 2014.
- You will receive an e-mail from the School to confirm when and where you should attend to have your attendance confirmed. You must check your University e-mail account regularly. Failure to check your e-mail account is not a valid reason to be absent from a census point.

What if a Tier 4 student cannot attend a census point?

If you cannot attend in person due to a valid reason which includes: illness; placement; field studies; on year abroad; research work; or any other reason connected to your programme of study, you must email the School (chemistry@manchester.ac.uk) to inform us of your absence and your inability to attend in person. In the case of illness, you must provide a copy of a medical certificate. If you are in this position you should report in person to the School as soon as possible after you return to campus.

Students who are recorded as interrupting their studies are not expected to attend during their period of interruption.

What happens if a student does not attend a census point?

The School must be able to confirm your presence to the UKBA by the end of each census point in the academic year. If you do not attend a census point when required by your School and you do not provide a valid explanation for your absence you will be deemed to be "not in attendance".

Those students identified as "not in attendance" will be reported to the UKBA and the University will cease to sponsor the student's Tier 4 visa. The Tier 4 visa will then be curtailed and the student must leave the UK within 60 days

Further information

For more information on Tier 4 visas:

www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/

If you have any concerns about the attendance monitoring census points, or your Tier 4 visa status, please contact pbs@manchester.ac.uk

3.8 Interruption, Withdrawal or Change of Programme

The design of our curriculum allows for some **transfer** between the different chemistry degree programmes in first and second year. If you are considering a change of programme within Chemistry, you must:

- Meet the minimum admission criteria for that programme (if you are in your first year), or
- Meet the minimum progression requirement for that programme (if you are in your second year)
- Be registered for, or have completed, any compulsory course units for that programme

Please note that the MChem(Hons) Chemistry with International Study degree has managed numbers and for planning purposes changes to that degree programme are not automatic, and are not possible after the end of week 5 of semester two in the first year.

In third year the MChem and BSc programmes follow different pathways, and so we ask that students indicate which route they wish to follow before the start of teaching in that year.

Should you feel that your choice of degree programme or University has been incorrect and you wish to **withdraw** entirely from the School of Chemistry, either to transfer to another degree programme at the University of Manchester or to another University or career choice, you should seek advice from your personal advisor, programme director or the Director of Undergraduate Studies. All transfers between Schools within the University are subject to agreement from the School or Faculty that the student wishes to transfer into, and the admissions office would usually be the first point of contact.

If you do decide to withdraw from your degree programme, please obtain and fill in a withdrawal form (available on the chemistry intranet or in person from the Education Office. You will be expected to undertake an exit interview with the Director of Undergraduate Studies before the withdrawal is processed.

There may be circumstances whereby a student wishes to take a leave of absence, or **interruption**, from their course. Any such applications must be made via an official application form, and are subject to the approval of the Directors of Undergraduate Studies and Teaching.

University guidance for students can be found at:
http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=4780

You should be aware that the University charges tuition fees for any period of study where you are in attendance, and so interruptions with partial repeats of study will incur extra fees. Students are not registered students of the University during the interruption period, and the right to be on University premises, including for insurance purposes, during this time will be as a member of the public.

3.9 Work and Attendance Requirements

You are enrolled for a FULL TIME degree programme, with the expectation that your academic studies will take up to 40 hours of work per week (or 100 hours for each 10 credits you complete during the academic year).

It is our experience of the School that lack of attendance leads to study problems and under performance in assessments. Attendance problems can also be an early indicator of personal or medical problems, and flagging these as early as possible can lead to the appropriate source/s of help being provided.

3.9.1 Laboratory Sessions

To ensure good attendance, and to comply with the University of Manchester policy on work and attendance, the School of Chemistry has instituted the following procedure:

Attendance at laboratory sessions is a compulsory requirement for Chemistry degree programmes. We expect students to achieve 100% attendance. If you need to be absent for any reason you must inform the laboratory course organiser or the Education Office – preferably in advance. All students must complete an absence from within 5 days of their return to University. Medical certificates (lodged with the Education Office) will be accepted as a legitimate reason for lack of attendance.

- If the attendance of any student falls below 90% during any laboratory course, the student will receive an informal warning from the School concerning their poor attendance. At that stage the student may raise any mitigating circumstances. The informal warning will include an attendance target that must be met by the student to prevent any further action being taken.
- If the attendance of a student that has been informally warned continues to be unsatisfactory, then an official warning letter will be issued, in accord with University regulations on satisfactory work and attendance. This letter will specify that attendance must improve to a specified (and achievable) level by a specified date. The letter will be sent to the student's registered home and study-time addresses, and via e-mail.
- If the student's attendance does not improve by the specified date in the "early warning" letter, they will be refused a Certificate of Satisfactory Work and Attendance, in accord with University regulations on satisfactory work and attendance. This will remove their permission to sit examinations, which could be end-of-first semester examinations but is more likely to be end-of-second semester examinations. Poor attendance in first semester will be considered grounds for refusing permission for students to attend end-of-second semester examinations. *The likely result of this refusal of a Certificate of Satisfactory Work and Attendance will be exclusion from the University.* It is also possible that such a refusal may be grounds for student finance requesting the student to repay any fees or grant paid to the University of Manchester on the student's behalf.
- Notification of the refusal of the Certificate will be sent immediately to the student's registered home and study-time addresses. The student has a right to appeal against this decision.

To ensure students are treated fairly, it is vital that attendance registers are accurate. Therefore if you attend a laboratory class, **make sure you have been marked as present**. It is understood that in some sections of the discipline, e.g. physical chemistry, it is possible that students will complete laboratory measurements in less than the time allotted, and that they will spend time outside the laboratory analysing results and completing experimental write-ups. In such circumstances students will be deemed to have attended during the later sessions of a week, if an experiment has been finished early and *has been signed off by the staff demonstrator*. However, students should be aware that attending for a short period, signing the attendance register and then leaving will be noted, and such behaviour will be considered unsatisfactory.

If you are experiencing health problems, please ensure that you seek medical advice (see Health and medical services section)

Fourth year students working in research laboratories are expected to meet the minimum attendance requirements as set out in the Level 4 project handbook. Any period of absence should be approved by the project supervisor. In addition students are expected to attend all scheduled supervisory and group meetings.

3.9.2 Tutorials

Attendance at tutorials is compulsory, and records will be kept for year one and two students. Failure to attend tutorials will lead to procedures being followed in accordance with the University's work and attendance policy.

Students unable to attend tutorials must contact the relevant tutor and the Education Office, if possible in advance of the tutorial taking place.

3.9.3 Workshops

Some course units have compulsory workshop attendance as part of the course requirements. You are advised to follow the instructions given at the beginning of any course unit carefully and pay particular attention to attendance requirements, the system for reporting absence and the penalties for non-attendance.

3.9.4 Lectures

You are advised to attend all scheduled lectures in order to aid your understanding of course material. Whilst lecture slides, notes and recordings may be available on Blackboard, these should be used as a revision tool and are not appropriate for learning material for the first time. Occasional attendance registers will be taken at lectures.

3.9.5 Submission of assessed work

The assessment elements for courses assessed by coursework are published in advance and are considered part of the work and attendance requirements for your degree programme. Failure to submit work, or attend in-class examinations, may result in a formal warning.

3.9.6 Absence during the Semester

You are not permitted to absent yourself during the semester, except in special circumstances, when you should apply for permission to the Director of Undergraduate Studies. In particular, absence is not permitted for holidays during the teaching semesters. Absence for an extended period of time may require an interruption of studies.

3.10 Communication

Efficient communication between staff and students is essential and staff will contact you via your university email address, please ensure you check this regularly as staff will not use any other email address other than your University allocated address. There are also notice boards displaying timetable, tutorial and exam information in the concourse. **It is your responsibility to check your email regularly and to consult the notice boards frequently.**

Important Note: If you send a message from a private email address, you should also be aware that, due to the increasing problems of spam and viruses, a member of staff may sometimes have legitimate cause for suspicion about your message, and may therefore be obliged to delete it without opening it. This is especially likely to apply if your name and the subject matter of your message are not clearly identified in the email address and header.

At times, you may also be contacted by letter, and therefore any change in your term time or home address should be updated by you via the Student System without delay.

Failure to ensure your email or home address is correct may result in missing important communications such as changes to examination dates.

3.11 Health and Safety

The Safety and Policy Handbook for Undergraduate Students is enclosed in registration packs for each year group, along with a general risk assessment for basic laboratory activities.

The School online Health and Safety course, CHEM19030, MUST be completed via Blackboard by all new students. **Students who fail to complete the assessments will not be allowed to commence laboratory work.** All new students are also expected to attend a health and safety induction talk during Welcome week.

Detailed safety information is provided in the laboratory scripts and special hazards and techniques are also described at the beginning of each laboratory session in the first and second year. Students will learn to complete their own chemical risk assessments, and in the third and fourth year will complete more detailed risk assessments for their experiments.

The main School health and safety policy is reviewed by the Health and Safety Committee. This policy and handbook, along with supporting documentation can be found at http://intranet.chemistry.manchester.ac.uk/intranet/health/

If you have any concerns about health and safety these should be reported directly to the relevant Lab Organiser, the School Safety Advisor, Simon Holden, via room G.020 or your academic advisor.

FIRE ALARMS are tested weekly, and there are displays around each University building to inform you when this test takes place. If you hear an alarm at any other time on a constant ring, you must leave the building immediately by the nearest exit, and in no account attempt to use the lifts.

If you have mobility difficulties which may mean that you have difficulty exiting a building quickly in an emergency, you should contact the School Disability Advisor immediately.

PART 4: STUDENT REPRESENTATION AND FEEDBACK

4.1 Student Representation

Two student representatives from each academic year are elected at the beginning of each year to represent students at the Staff-Student Liaison Committee. One of the student representatives goes forward to act as our representative on the Staff-Student Committee of the Faculty of Engineering and Physical Science, and further opportunities then arise to be a student representative on University committees. We encourage student representatives to take an active role in gathering the opinions of their peers, presenting those opinions at meetings, and reporting back to students on the outcomes.

We also encourage all students to make any matters they wish to be raised at meetings known to the student representatives. There is a separate notice board for student representatives and for general notices to all students in the foyer. Information such as minutes of Staff-Student Liaison Committee meetings, requests for student feedback and so on are posted on the Chemistry Intranet.

4.2 School Committees

4.2.1 Staff-Student Liaison Committee

This deals with both academic and non-academic matters within the School and reports back to the School Board. It consists of an equal number of staff and students, with two students from each year elected to serve on this committee. The members of academic staff who serve on this committee are the Head of School, the Chair of the Teaching Committee and the Director of Undergraduate Studies. Student members represent their year and are expected to be proactive in bringing ideas and problems to the notice of the committee. At least two formal meetings are held each year, along with more frequent informal sessions, to facilitate communications between staff and students.

4.2.2 Teaching Committee

The Teaching Committee is responsible to the Head of School for all aspects of undergraduate teaching. It monitors the functioning and effectiveness of undergraduate teaching and is composed of academic staff from the three teaching groups. The Committee meets at least three times per semester. Teaching Committee will often refer issues for input from students via the SSLC. Any student is entitled to refer any matter regarding undergraduate teaching to the Committee for its consideration. Students who have problems of any sort relating to any aspect of teaching within the School can raise the issue via their student representatives, or in confidence with the Director of Undergraduate Studies or the Chair of the Teaching Committee.

4.3 Student feedback

Your course is continuously reviewed and developed, and many changes have arisen in response to feedback from our students. Throughout the programme your comments will be welcomed, addressed and where possible acted upon.

Most student surveys are now online, and we **encourage you to take part**, as if we don't hear from you, we can't act on any issues you may have.

The following are some ways to ensure that your voice is heard:

4.3.1 Course Unit Surveys

At the end of each semester you will be asked to fill in a questionnaire and comment on the content and delivery of each course unit. This process is completed via Blackboard. A summary of results and comments, along with the response of course convenors, will be posted onto the Chemistry Intranet and students notified of this.

4.3.2 National Student Survey

The National Student Survey (NSS) is a UK-wide survey of students in the final year of their degree programme, which measures satisfaction in a number of aspects of students' degrees and University experiences. The results and feedback are taken very seriously within the School and across the wider University.

4.3.3 Other ways of making your views known

You can make known your views on any aspect of your degree programme at any time: simply write it down and send it to the Director of Teaching or the Education Office and your comment will be dealt with by staff.

If you have a specific concern and feel that none of the mechanisms described above is an appropriate way of raising the issue, you are welcome to discuss it with your Personal Tutor, Programme Director or the Head of School.

4.4 Complaints Procedures

If you have a complaint against the School or any of its staff which you either do not want to air via any of the above mechanisms, or if you have brought up an issue but are not satisfied with the outcome, you may complain to a higher authority. You should make a written complaint to the Head of School (except if the complaint concerns the Head of School, in which case the written complaint should be sent to the Dean of the Faculty of Engineering and Physical Science).

The written complaint should set out briefly:

- the nature of the complaint.
- the informal steps already taken together with full details of the response received.
- the reasons why you remain dissatisfied.

You should receive a written response to your complaint, normally within 10 working days. If you are still dissatisfied, you may make a formal complaint to the Faculty of Engineering and Physical Sciences. For more details on the complaints procedure please refer to the University website.

The University also offers a Mediation service, which is open to staff and students. More details are available at www.campus.manchester.ac.uk/equalityanddiversity/mediation/

4.5 Feedback on Assessment

Receiving feedback is an integral part of your learning process. However, you should be aware that feedback will come in a number of different forms, most of which **require your active participation**.

Most importantly, you will receive feedback on your learning process whenever you go prepared to a lecture, workshop or tutorial, as you will realise whether your understanding of the material is correct or not. By asking the teaching staff questions during and after these classes, and making use of advertised office hours, you will become an active partner in your learning, and ensure that you get the most out of your degree.

Where a course unit entails a piece of coursework (assessed or non-assessed, individual or group work) you may obtain written or oral feedback. During lab and project courses you are likely to obtain continuous oral and/or written feedback. Feedback on formal examinations will often come in the form of generic feedback via the end of course unit questionnaire.

Information about the feedback available on each course unit is available on Blackboard.

The University policy on student feedback can be found at http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/assessment/sectionb-thepracticeofassessment/policyonfeedbacktostudents/

4.6 Retention of Work

In order to safeguard the security and objectivity of assessments, students' work must be available to examiners not only when it is first marked but also when marks are being reviewed. For this reason the University frequently retains students' work after it is has been submitted. The School follows the University policy on retention of work. Work in this category, which will be retained for a period of 12 months after the final examination board meeting of the academic year in which the work is considered, includes examination scripts, project reports and lab books.

PART 5: EXAMS AND ASSESSMENT

5.1 Assessment

5.1.1 Objectives of Assessment

The purpose of assessment is to monitor student progress, to determine eligibility to proceed to subsequent years of programmes, and to determine the class of degree awarded.

5.1.2 Structure of Assessment

Each course unit you take during your degree will be assessed, with an overall unit grade being assigned at the end of the semester or academic year. Most CHEM course units are assessed during the examination period at the end of the semester in which the unit is taught. Some units may also include coursework, including practical work, online tests, written assignments, presentations and projects.

You will be instructed about the assessment requirements at the start of each course unit, and also in the unit description on Blackboard. In addition, in years 1 and 2, laboratory manuals contain detailed information about lab management, timetables, assessment of practical skills and assignment requirements.

Marking criteria for coursework will be published in advance of submission, so that you can see in advance how your work will be assessed.

5.2 Teaching and Assessment during Placement/Year Abroad

If you are on programmes such as “with Industrial Experience”, “with International Study”, you will spend the third year of your studies in industry or abroad. At the end of your second year, you will be given a Placement Handbook, which gives you detailed information about your placement year. This will include information on assessment of any distance learning units you are required to take.

5.3 Submission of coursework

Deadlines for the submission of coursework will be published at the beginning of the course unit. You may be asked to submit coursework in printed copy, electronic copy or sometimes both. For submission of printed copy, you will be asked to attach a coursework submission form, hand your work in at the Education Office and will be given a receipt. You should keep this receipt as proof of submission.

5.4 Penalties for Late Submission

Unless specified to the contrary, this policy will apply to coursework in the following course units:

CHEM10520 and CHEM20500 Transferable Skills for Chemists

CHEM21811 Forensic Science

CHEM30600 BSc Projects and Labs

CHEM30620 Advanced Practical Training

CHEM41600 MChem Year 4 Project Report

Students should take note of the deadline set for the submission of a report, essay or other course work and are responsible for contacting the appropriate member of staff if they are uncertain about the deadline.

The penalty for late submission is as follows.

Work handed in late will be marked normally and the mark then **reduced by 10% of the awarded mark for each working day or part of day late.** Thus, for example, if the deadline for a piece of work is a Monday and it is submitted on the following Wednesday it will be marked normally on receipt. If the mark initially awarded was 60%, this mark will be reduced by 10% of the mark for each day late i.e. 2 working days late @ 6% per day means the recorded mark would be 48%. Marks will not be reduced below 40% if submitted within one week of the deadline. **Any work handed in later than one week after the published deadline will automatically receive zero.**

If you believe you have a legitimate reason for handing in work late (e.g. illness) you must apply for an extension. Any applications must normally be made **before the published deadline** and you will be expected to supply

supporting documentation (e.g. doctor's note) in line with the University policy on mitigating circumstances. Note that computing problems will not normally be accepted as an excuse for late submission. It is your responsibility to back up your work.

The only person who can give permission for late submission will be the course unit convenor. A special circumstances form B – late submission of work – must be completed and submitted to the Education Office.

Students taking course units in other Schools must familiarise themselves with the submission, extension and penalty procedures which apply to that School.

5.5 University Examinations

The University will hold an official exam period at the end of each semester. Dates of each exam period are published well in advance, and are included in this handbook.

The University publishes regulations regarding the conduct of students in examinations, including the use of calculators, and it is your responsibility to ensure that you follow these:

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/

5.5.1 Examination Timetables

It is important that you inform the Education Office of any inaccuracies in units you are registered to take so that we can keep your registration for University examinations up-to-date. **Failure to do so may result in you being unable to attend at an examination for a particular unit and you may fail your year as a result**. It is your responsibility to ensure your records are accurate and kept updated.

The University Exams Office is responsible for examination scheduling, and each year the University schedules nearly 4,000 exams and uses a total of 69 different venues and 12 PC clusters for these activities to occur. The Exams Office does all it can to avoid the occurrence of back-to-back examinations (defined as either morning and afternoon on the same day, afternoon on one day and morning on the next, or afternoon on a Friday and morning on a Monday). As timetables are published well in advance of each examination period, it is the responsibility of all students to manage their revision and exam preparation time effectively.

A personalised copy of your examination timetable can be obtained via My Manchester. It is **YOUR** responsibility to obtain a personalised examination timetable and to check that there are no timetable clashes between any of your examinations and to make sure that you know where and when a particular examination will take place.

Mis-reading the timetable will not be accepted as an excuse for missing an examination and a zero mark will be entered.

5.5.2 Publication of Exam Marks

- Marks will be published via My Manchester following an exam board at the end of each semester.
- All students will be advised in advance of publication dates;
- Marks following semester one examinations are provisional, and may be subject to change following the final exam board in June;
- Confirmation of progression status, including any resit requirements, will be sent to your University email address following publication in June and September;
- Note that students with debt to the University (for non-payment of tuition or accommodation fees, for example) will NOT be able to view results due to restrictions placed on My Manchester. You should contact the Student Services Centre if this affects you;
- **No results will be given out over the telephone, and cannot be discussed with third parties (including parents).**

5.5.3 Anonymity

The marking of all examination scripts is carried out anonymously, and candidates are advised to use their student ID number only on graph paper or any other loose sheets attached to their answer booklets during exams. Similarly, any discussion regarding the progression of students and degree awards at Examination Boards is carried out anonymously.

The nature of practical and project work means that it is not possible for reports in the majority of cases to be handled anonymously. Rigorous moderation and marking procedures are put in place (including double marking of fourth year projects) to ensure that the marking process is fair and transparent. Should you have any concerns about the marking of practical work you should discuss this first with the lab organiser or unit convenor.

5.5.4 Feedback from examinations

There will be scheduled periods during the academic year when students will be able to view marked exam scripts to gain feedback.

January exams	you will be able to view your scripts in March
May/June exams	you will be able to view your scripts during October. Students requiring resit exams will be offered access to the scripts for these exams only, during July and August.

You will be notified of the viewing periods in advance and invited to complete an access request form.

Access to exam scripts is for feedback purposes only. Students viewing exam scripts may read their paper and take notes or photographs. The paper may not be taken away and photocopies will not be provided.

Please note that we are unable to offer access to exam scripts from other Schools, and if you have taken a course from outside Chemistry you should contact that School to check arrangements.

5.5.5 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.

Three External Examiners are appointed, each for a period of three years. They are selected from experienced academic chemists in other universities, to cover the main branches (Inorganic, Organic, Physical) of the subject.

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

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

For 2015/16 the External Examiners for this programme are as follows:

Professor Robert Mulvey (Inorganic) - University of Strathclyde
Professor David Smith (Organic) - University of York
Dr James Keeler (Physical and Senior Examiner) - Cambridge University

5.5.6 Interviews with External Examiners

A cross section of graduating students will be invited in advance to meet the external examiners for an informal discussion. The purpose of this discussion is to enable students to inform the external examiners about any aspect of their experiences of the degree programmes. This feedback may be very valuable when future changes to the programmes are being considered.

5.6 Resit Arrangements

If you do not achieve the minimum standards required in year 1 or year 2 of your programme of studies, you are required to take resit examinations in those units that were failed at the next available opportunity, which is normally in August. You will be charged a Re-examination Fee for resitting examinations, unless failure was due to illness, backed up by appropriate certification, at the time of the examination.

Resits are not an automatic right. Examination Boards have the right to refuse an individual a resit opportunity if there is documented evidence that work and/or attendance has been unsatisfactory, and if the student has received a formal warning and subsequently not shown significant improvement.

5.7 Mitigating Circumstances Affecting Academic Performance

5.7.1 What are Mitigating Circumstances?

If you have experienced illness or serious personal circumstances that you feel have affected your studies, you are strongly advised to notify the School of these. The University has a Mitigation Policy, which is available via My Manchester (http://www.studentnet.manchester.ac.uk/crucial-guide/personal-life/academic-problems/mitigation/)

- Mitigating or Special Circumstances are **unforeseen** and **unexpected** personal or medical circumstances which might adversely affect your performance and/or prevent you from completing an assessment.
- You should present a case to the Special Circumstances Committee if you consider it **serious enough**, and the **timing critical**, to have affected your performance in your assessed work and examinations.
- The examinations timetable may result in the bunching of your examinations, or your coursework submission deadlines may fall around the same time. This is part of the assessment process and not a special circumstance.
- Having to undertake paid employment should not be presented as a special circumstance.
- Stress and anxiety for which you are not receiving medical treatment and long term medical conditions do not usually constitute mitigation.
- Other circumstances that would not normally merit consideration include: holidays or other events that were planned or could reasonably have been expected; misreading the timetable for examinations or otherwise misunderstanding the requirements for assessment; inadequate planning or time management; failure, loss or theft of a computer or other equipment, including inability to print off work for whatever reason.

If you suffer from anxiety during examination periods, we would advise you to attend the University Counselling Service's sessions on coping better with academic pressures. Telephone them on 275 2864 or internally on 52864, or visit their website at: https://my.manchester.ac.uk/d/counselling/

If you have a long term medical condition that is likely to impact your academic performance, you should register with the University Disability Support Office to discuss what support can be given to you.

If for any reason you are unable to attend or complete an examination, or feel that your performance has been adversely affected by circumstances beyond your control, **you should immediately contact the School Education Office and, if appropriate, the Student Health Service.**

Failure to attend a formal assessment due to illness must be corroborated with a medical certificate. If you have any other circumstances which you think have had an adverse effect on your examination performance, you must inform your Personal Tutor and ensure that full documentation (medical notes and relevant correspondence) reaches the Education Office in time to be taken into consideration by the Board of Examiners.

5.7.2 Mitigating Circumstances Committee

The School's Mitigating or Special Circumstances Committee considers all mitigating circumstances applications submitted to the School. The Committee membership will normally comprise the Directors of Teaching and Undergraduate Studies, representation from each teaching section and members of the Education Office team. The Committee meets at the end of each Semester and after the resit exam period, and will make recommendations on appropriate compensation. All cases are discussed anonymously. Students will be informed of the results of their applications following each exam board, but should note that decisions on applications made in January will only include interim recommendations.

Note: The Special Circumstances Committee and Examination Board reserve the right to not accept post-dated medical certificates.

5.8 Prizes and Awards

The following prizes and scholarships are available to students studying Chemistry or Chemistry "with" programmes. **Please note that it is not always possible to award all prizes in each academic year**. Prize winners will be notified of their award following publication of results after semester two.

PRIZE	AWARD
Third and fourth year students	
Roger Grice Memorial Prize	Best chemist in fourth year (MChem)
Glaxo Prize	Best organic chemist in fourth year (MChem)
John Salthouse Prize	Best inorganic chemist in fourth year (MChem)
Eric Braithwaite Prize	Best inorganic chemist in third year (BSc/MChem)
ICI Prize	Best physical chemist in third year (BSc/MChem)
Swan Brewery Prize	Best organic chemist in third year (BSc/MChem)
Royal Society of Chemistry Prize	Most meritorious student graduating in BSc Chemistry
Colin Campbell Memorial Prize	Most improved chemist between first and third years
Iain Jones Memorial Prize	Most improved chemist between second and third years
Second year students	
Departmental Prize	Best chemist in second year
R F Warren Memorial Prize	Best physical chemist in second year
Sutherland Prize	Best organic chemist in second year
Zeneca Inorganic Prize	Best inorganic chemist in second year
First year students	
Woodwis Scholarship	Best chemist in first year
Alan Thompson Prize	Best inorganic chemist in first year
AstraZeneca Organic Chemistry Prize	Best organic chemist in first year
A F Edwards Memorial Prize	Best practical chemist in first year

PART 6: DEGREE REGULATIONS

The regulations contained in this handbook relate to students admitted to their degree programme in the 2015/15 academic year, and those who may join this cohort of students in subsequent years as a result of interruption, repeat of study or direct entry to a programme.

For older versions of these regulations, please refer to older versions of handbooks, available on the Chemistry intranet.

The University sets standards relating to your performance on every unit but also on your progression from one year to the next. Your programme will set out the requirements for passing the credit on individual units; however, the University requires that you pass all 120 credits in order to progress to the next year of an undergraduate degree programme.

A full copy of the University's regulations for undergraduate programmes can be found here: http://www.tlso.manchester.ac.uk/degree-regulations/undergraduatedegreeregulations/

6.1 Progression requirements

6.1.1 Degree Programme progression marks

The minimum overall mark for progression in years 1 and 2 is as follows:

BSc(Hons) Chemistry	40%
BSc(Hons) Chemistry with Medicinal Chemistry	40%
MChem(Hons) Chemistry	50%
MChem(Hons) Chemistry with Industrial Experience	55%
MChem(Hons) Chemistry with International Study	65%*
MChem(Hons) Chemistry with Medicinal Chemistry	50%

The minimum overall mark for progression in year 3, for students on MChem degree programmes, is 55%

6.1.2 Progression requirements in 1st Year

In order to pass to the second year of your degree programme you must:

- Gain the overall year average to allow progression on your degree programme (see table above);
- Gain a minimum mark of 40% in **all** of the following core course units*:
  - CHEM10600 Practical Chemistry
  - CHEM10101 Introductory Chemistry
  - CHEM10212 Basic Physical Chemistry
  - CHEM10312 Basic Inorganic Chemistry
  - CHEM10412 Organic Chemistry
  - PHAR10102 Properties of Medicines *(for students on the Chemistry with Medicinal Chemistry degree programmes)*
- Gain a minimum mark of 40% in at least 80 credits;
- Gain a minimum mark of 30% in all remaining course units.

* Students wishing to progress on the MChem(Hons) Chemistry with International Study degree programme must pass ALL course units with a minimum mark of 40% in years 1 and 2.

6.1.3 Progression requirements in 2nd Year

In order to pass to the second year of your degree programme you must:

- Gain the overall year average to allow progression on your degree programme (see table above);
- Gain a minimum mark of 40% in **all** of the following course units*:
  - CHEM22600 Practical Chemistry
- Gain a minimum mark of 40% in at least 80 credits, including AT LEAST FOUR of the following core course units:
  - CHEM20212 Core Physical Chemistry
  - CHEM20311 Symmetry, Molecular Structure and Properties
  - CHEM20312 Inorganic Chemistry
  - CHEM20411 Organic Synthesis
  - CHEM20412 Structure and Reactivity of Organic Molecules
  - CHEM20611 Integrated Spectroscopy and Separations
- Gain a minimum mark of 30% in all remaining course units.

* Students wishing to progress on the MChem(Hons) Chemistry with International Study degree programme must pass ALL course units with a minimum mark of 40% in years 1 and 2.

6.1.4 What happens if I fail a unit?

The regulations require you to pass a minimum of 40 credits at the first attempt. If you don't manage this the exam board will make a decision on whether or not you will be offered a repeat of the year. Repeat of study is only normally allowed in cases of mitigating circumstances.

Regulations allow for compensation of up to 40 credits in years 1 and 2, providing the remaining units obtain a mark of 30-39% and that the core requirements for the degree programme have been met. In these cases the original mark remains on the transcript, but the credits are considered to be passed and are recorded with a C suffix (eg 36C).

Compensation is applied automatically by the exam board and will (in general) be applied in descending order of marks under 40% until all 40 credits are used up.

If you pass the minimum 40 credits but fail to meet the requirements for progression, you will normally be offered one further attempt to pass those exams. This is referred to in the regulations as 'referred' assessment. Referred assessment is capped at 30% and will be recorded on your transcript as 30R if passed.

6.1.5 What happens if I fail my resits?

If upon taking referred assessments you have still failed to pass 120 credits, compensation may be applied to any non-core course units. Any remaining compensation credits (after the June examinations) may be applied to any course units that have been re-examined until the maximum 40 credits of compensation have been used up.

If all your compensation credits were used up by the June examinations board then you will be required to achieve a minimum pass mark of 40% in all your resit examinations.

The exam board may allow a student to progress to the next year of study and carry credits, allowing one final attempt to gain the credits to remain on the degree programme. This decision is not automatic and will be made by the exam board, based on a student's academic standing and in cases of mitigating circumstances. Note that the School will not permit more than one core unit to be carried. Should the carried credit not be passed at the next attempt the student will fail and an exit award (if appropriate) be made.

Students who fail to satisfy the examiners in the September resit examination will not be permitted to proceed to the next year of study and will have to leave the course. Repeat years are not generally permitted unless there are exceptional circumstances such as extended illness. In such circumstances, your Personal Advisor or the Director of Undergraduate Studies must first be consulted and then special permission sought.

6.1.6 Progression requirements in 3rd year

In order to pass to the second year of your degree programme you must:

- Gain an overall year average of 55.0% or above;
- Gain a minimum mark of 40% in at least 80 credits.

Students failing to meet these requirements will be classified for a BSc award and will leave the course at the end of year 3.

There are no resit exams in 3rd year. Compensation is applied to any marks under 40%, with the original mark remaining on the transcript, and credit being awarded.

6.1.7 Year by Year Programme Weightings

Weightings for MChem Programmes	**Year 1**	**Year 2**	**Year 3**	**Year 4**
Chemistry	0%	20%	40%	40%
Chemistry with Medicinal Chemistry	0%	20%	40%	40%
Chemistry with Industrial Experience	0%	20%	30%	50%
Chemistry with Study in Europe	0%	20%	30%	50%
Chemistry with Study in North America	0%	20%	30%	50%
Chemistry with Forensic and Analytical Chemistry	0%	20%	40%	40%

Weightings for BSc Programmes	**Year 1**	**Year 2**	**Year 3**	**Year 4**
Chemistry	0%	33%	67%	n/a
Chemistry with Medicinal Chemistry	0%	33%	67%	n/a
Chemistry with Industrial Experience	0%	33%	0%	67%

6.1.8 How is my degree classified?

The relationship between the degree classes and the final assessment mark (calculated from the marks for each year of study weighted as above) is normally as follows:

Degree classification weighted to 120 credits	Classification thresholds: weighted average (0 to 100 mark range)	Boundary zone weighted average
First class	70.0	68.0 to 69.9
Upper Second class (2.1)	60.0	58.0 to 59.9
Lower Second class (2.2)	50.0	48.0 to 49.9
Third class*	40.0	37.0 to 39.9

*Note that MChem degrees are not awarded below Lower Second (2.2) classification. Students obtaining an overall degree mark below this level will be classified for a Bachelors degree.

There are no resits in the 3rd or 4th year, instead special compensation is applied to any marks under 40%, with the original mark remaining on the transcript with a C suffix (eg 32C), and credit being awarded.

Classification is confirmed if the overall degree mark meets the minimum mark for that degree class and a minimum of 80 credits have been passed at 40% or above.

If less than 80 credits have been passed, the next lower classification of degree will be awarded, with the exception of third class, where a minimum of 60 credits is required.

An Ordinary Degree can only be awarded at the end of a programme of study where a student has obtained 300 credits, 60 of which must be at level 3. Special compensation does not apply to ordinary degrees.

6.1.9 Consideration of Borderline candidates

A student who has an overall degree mark in one of the boundary zones listed, will automatically be awarded the higher class of degree if 80 credits in the final year are equal to or higher than the final award (for example if the student is in the boundary between a 2.1 and a first, 75 out of 120 credits must be at 70% or higher to fulfil this criteria and award the student a first class degree).

Note that classification of the following exit awards will not be considered for automatic promotion by mark distribution:

BSc(Hons) Chemistry with International Study
BSc(Hons) Industrial Chemistry

The School of Chemistry will not use viva voca exams to decide on promotion for students in the boundary zones.

6.2 Appealing against the decision of an Exam Board

When your examination results are published at the end of the year you will receive details of the marks you were awarded in each course unit. Considerable care is taken in assembling, checking and double-checking marks and determining results.

You should also be aware that our external examiners are fully involved in resolving divergences and determining marks which have a critical effect on the classification of your final degree, or establishing whether you pass or fail overall. You can again be assured that the greatest care is taken in checking and discussing 'marginal' or borderline results.

It must be emphasised that there is no right of 'appeal' simply on the grounds that you are dissatisfied with a particular mark. Ultimately you must accept that the decisions of examiners are final and not negotiable: **the Charter of the University precludes questioning the academic judgement of examiners**.

If you are thinking of making an appeal against an academic decision you should begin by speaking to a member of staff in the School, ideally the Director of Undergraduate Studies, your programme director, the examinations officer or a member of the Education Team.

If an appeal cannot be resolved at School level you may decide to make a formal appeal. You must do so within 20 working days of the release of your results. All formal appeals are considered at Faculty level.

Full information about University appeal procedures, including the application process, can be found at http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/academic-appeals/

6.3 Academic Malpractice

6.3.1 Conduct during examinations

Malpractice (or cheating) in examinations or other assessments is very serious. The University publishes regulations for the conduct of students during exams, as well as guidance on plagiarism and other forms of academic malpractice. You are advised to read both of these carefully, as being caught breaching these regulations, whether intentionally or not, could result in the failure of your degree.

Several students each year are caught by invigilators in possession of unauthorised material in examinations, and students from Chemistry have been amongst them. **Do not attempt to cheat in your exams**. It is unfair to others and may affect the rest of your life if a penalty is applied which alters your degree progress or result.

If you are having problems or do not understand something, discuss this with your Personal Tutor or other member of staff, and follow guidelines for informing the School of mitigating circumstances.

6.3.2 Plagiarism

Plagiarism is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It also includes 'self-plagiarism' (which occurs where, for example, you submit work that you have presented for assessment on a previous occasion), and the submission of material from 'essay banks' (even if the authors of such material appear to be giving you permission to use it in this way). Obviously, the most blatant example of plagiarism would be to copy another student's work. Hence it is essential to make clear in your assignments the distinction between:

- the ideas and work of other people that you may have quite legitimately exploited and developed, and
- the ideas or material that you have personally contributed.

Plagiarism includes:

- Using quotations without acknowledging their origin;
- paraphrasing another author's work without providing a reference;
- including a reference in a bibliography without noting where you have used it in the text;
    - Submitting the work of someone else as your own
    - Copying diagrams or figures from another piece of work without referencing the source and without rewriting the figure caption in your own words

The best way to avoid plagiarism is to ensure that you fully understand what it is. You will take an online course as part of CHEM10520 in your first year, and this is made available to you again when you write a scientific review in year 2. In addition the University Library has some very good resources, which can be found at http://www.library.manchester.ac.uk/services-and-support/students/support-for-your-studies/my-learning-essentials/workshops-and-online-resources/

The School uses plagiarism detection software (see section on Turnitin below) to check all written assignments. If plagiarism is detected then a School disciplinary panel will be convened. Mark penalties are made where cases are found to be proven.

The most common reason students give for submitting work which contains plagiarism is running out of time. The deadlines for submission of assessed work are published in advance so that you can organise your time appropriately. If you are struggling to understand a concept, or are having difficulties which may prevent you from handing work on time, discuss these with the course convenor. If appropriate, an extension will be organised. **Remember:** No matter what pressure you may be under to complete an assignment, you should never succumb to the temptation to take a 'short cut' and use someone else's material inappropriately. **This is cheating** and the penalties could be far more serious than receiving a reduction for late submission.

6.3.3 Collusion

Collusion is when a student or students collaborate with another student or students, as an individual or group to gain a mark or grade to which they are not entitled. Students who allow another student to copy their work

are also committing collusion and both the copier and the provider of the work are liable to be penalised. Where it is proved, collusion will be subject to penalties similar to those for plagiarism.

You will leave yourself open to an accusation of academic malpractice (collusion) if:

- you are found to be in possession of a copy of, or extracts taken from, another person's work (in the absence of the original author), or
- you are observed viewing a copy of work or extracts taken from another person's work on a mobile device, or
- you are found to have copied or fabricated work from another student's work, or
- you are found in possession of a previously marked laboratory book that was written by another person.

These rules apply to photographs, typed, printed or written versions, photocopies, or scans, of the original work. Observation by staff or a demonstrator will be considered sufficient for an accusation of collusion and the accusation will be upheld unless you are able to demonstrate that the copy being viewed or in your possession is not the work of another person.

Do not allow your friends to 'give you the answer' or 'borrow their work' to get an assignment or report completed on time. Similarly **do not** be tempted to 'help' a friend by 'lending' them your work.

Any work resulting from collusion can expect to be severely penalised and will be subject to further penalties applied by the School, Faculty or University malpractice committees. Furthermore, the provider of the work or extract will also be subject to the same accusation and penalties. You are reminded that the penalty of plagiarism or academic malpractice can extend to a zero mark not only for the piece of work in question, but to the entire course unit.

6.3.4 Fabrication or falsification of data or results

During laboratory work, you will work sometimes without close academic supervision. One of the key professional competencies of completing a chemistry degree is to show proper integrity in the reporting of results or other data.

You should ensure that you always document clearly and fully any research programme or survey that you undertake, whether working by yourself or as part of a group. Results or data that you or your group submit must be capable of verification, so that those assessing the work can follow the processes by which you obtained them. Under no circumstances should you seek to present results or data that were not properly obtained and documented as part of your practical learning experience. Otherwise, you lay yourself open to the charge of fabrication or falsification of results.

6.3.5 Statement on the use of Turnitin

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

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

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

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

PART 7: STUDENT SUPPORT AND GUIDANCE

7.1 Academic Advisor System

All members of staff in the School are available to help you; however you are assigned an Academic Advisor. In years 1-3 the Academic Advisor is the Personal Tutor and in year 4 the project supervisor undertakes this role. Your personal tutor will however remain in place and you may meet with him/her at any point to discuss academic or other issues. The Academic Advisor should, in most instances, be your first point of contact if you have anything you wish to discuss. This should include any personal and academic concerns you may have.

Your Academic Advisor has the responsibility of monitoring your progress through your programme of studies, for marking year one skills course assignments and for unofficial disclosure of exam marks. Normally your Personal Tutor will also act as your academic subject tutor in one area of Chemistry.

It is important that you see your Academic Advisor regularly. Advisors are usually called upon to provide references to prospective employers on your behalf. The better your Advisor knows you, the easier it will be to write an effective reference.

If you wish to consult someone other than your Academic Advisor, you may see the Director of Undergraduate Studies.

7.2 Academic Subject Tutors and Tutorials

Tutors are assigned at the beginning of the first year of your studies. Each student has three academic tutors. One of these is also your Personal Tutor for each branch of Chemistry (Inorganic, Organic and Physical).

Your Tutors will work with you, usually in a small group, to discuss and develop the material you meet in lectures and laboratory courses. Attendance at tutorials is compulsory.

7.3 Peer-Assisted Study Sessions (PASS)

PASS is a student mentoring programme. Third and fourth year students volunteer and are trained to act as academic mentors (PASS leaders) to help and support first and second year students in their academic studies each week.

Tutorial worksheets are given out weekly to support the lectures being given. PASS sessions take place every Tuesday in year one and focus on the week's worksheet.

7.4 Personal Development Planning (PDP)

A PDP is a means by which you can monitor, build and reflect on your personal development. It is intended to help you become a more effective, independent and confident self-directed learner. It should also improve your general skills for study and career management and enable you to articulate your personal goals. The use of the PDP is a structured process that you carry out with support and guidance from your Academic Advisor. This involves self-reflection and the use of personal records to plan and monitor progress towards the achievement of personal activities.

There are specific weeks in the tutorial schedule which are designed to facilitate meetings between you and your Academic Advisor.

The Royal Society of Chemistry has designed a detailed record keeping scheme and guidelines on points for development deemed suitable for Chemistry students. This scheme is now available online only at:

http://www.rsc.org/Education/HEstudents/usr/index.asp

Materials are being developed in the virtual common room area of Blackboard in order to provide students with resources for career and employability planning.

7.5 Official documents

If you need confirmation that you are a registered student (for banks or other agencies), confirmation of attendance letters can be obtained from the Student Services Centre:

https://my.manchester.ac.uk/d/crucial-guide/academic-life/registration/post-registration/

Details of how to apply for **Council Tax exemption** can be found here:

https://my.manchester.ac.uk/d/crucial-guide/academic-life/registration/post-registration/council-tax-exemption/

Details of how to request an **official transcript** can be found here:

https://my.manchester.ac.uk/d/crucial-guide/academic-life/award-confirmation/transcripts/

7.6 Health and medical services

It is a requirement of your registration with the University of Manchester that you register with a local doctor (GP).

A list of GP practices can be obtained from the Student Health Centre, any University Hall of Residence or a local Pharmacy. According to guidance issued by the General Medical Council it would not be regarded as good practice for a family member to be the registered GP or to offer treatment except in the case of an emergency.

You should always consult your GP (or for emergencies the Accident and Emergency Department of a hospital) if your illness is severe, if it persists of if you are in any doubt about your health. You should also consult your GP if illness keeps you absent from the University for more than 7 days including weekends. If you do consult a GP and they consider that you are not fit to attend the University, then you should obtain a note from the doctor to that effect or ask them to complete Part III of the University form 'Certificate of Student Ill Health', copies of which are available at local GP surgeries. You should hand this certificate to the Education Office at the earliest opportunity. If the period of illness is likely to continue for some time, or falls at a time critical to an assessment (coursework deadline or exam) then please ensure that you consult the School in relation to Mitigating Circumstances.

If your condition is not sufficiently serious to cause you to seek medical help, then the University will not require you to supply a doctor's medical certificate. However you must ensure that you follow self-certification procedures to document any periods of absence from compulsory classes (labs, workshops or tutorials).

7.7 Students with Disabilities

The School welcomes disabled students and works with the University Disability Support Office to ensure that we support your needs appropriately. Disability includes any long term condition which affects your day-to-day activities, including mental health problems and other long term illness. The School has a disability co-ordinator, Abigail Webb (abigail.webb@manchester.ac.uk; telephone 0161 306 0636) who can advise you about the service and make a referral for you to see an advisor. You can also visit the DSO in person:

Disability Support Office
Second Floor, University Place
The University of Manchester
Oxford Road
Manchester
M13 9PL
Tel: +44 (0) 161 306 7976
Text: 07899 663 512
Minicom: +44 (0) 161 275 2794
Email: disability@manchester.ac.uk
The reception is open from 9.30am to 4pm from Monday to Thursday, and from 9.30am to 12.30pm on Friday.

7.8 Bullying and Harassment

We want you to feel safe whilst studying here, and the University has a Dignity at Work and Study Policy to help ensure that all staff and students can work free from bullying, harassment or discrimination.

The University has a team of trained Harassment Advisors. These Advisers will provide confidential guidance and support to individuals regarding matters of harassment. They will have no formal role in relation to grievance or disciplinary matters. If you feel that you wish to report or discuss an incident of bullying or harassment, please contact Abigail Webb or your personal tutor in the first instance. Where an alleged case of harassment appears to constitute a criminal act, the aggrieved individual will be advised to contact, with University support, the appropriate agency, e.g. Police, Rape Crisis, etc.

7.9 Other University Support Services

More details of the University's Support Services may be accessed through the Student Experience Office at: http://www.studentnet.manchester.ac.uk/crucial-guide/personal-life/

7.9.1 Accommodation

If you are in University accommodation or wish to enquire about renting a place in halls:

Accommodation Office

http://www.accommodation.manchester.ac.uk/

Tel: 0161 275 2888 Email: accommodation@manchester.ac.uk

For information about private Halls of Residence or room, flat or house rentals:

Manchester Student Homes

http://www.manchesterstudenthomes.com/
Tel: 0161 275 7680 Email: info@msh.manchester.ac.uk

7.9.2 Atrium Advice Centre

https://uomtheatrium.wordpress.com/ The Atrium Advice Centre is a student-centred service open to all Undergraduates and Postgraduates, from all Schools across the whole University. The Atrium hosts the University careers service and international programmes office drop in centres, and can also an Information, Advice and Guidance Team. This includes student support and money advisors, so if you are experiencing financial or other difficulties, and would prefer to speak initially to someone from outside your School, this is an excellent source of support.

For general enquiries and to make an appointment to see an adviser, you can either phone or call into Reception - 1st Floor, University Place Tel: 0161 275 3033. For general enquiries you can also email the Service at atriumadvice@manchester.ac.uk. Reception is open throughout the year (reduced hours during vacations): Monday - Thursday 9:00am - 5:00pm.

7.9.3 Childcare

The University has two nurseries on campus. There are long waiting lists. More information about childcare facilities within Manchester can be found at:

http://www.studentnet.manchester.ac.uk/crucial-guide/personal-life/student-parents/student-parents/

7.9.4 Counselling Service

http://www.staffnet.manchester.ac.uk/supporting-students/counselling/

The Counselling Service is available for all University of Manchester students (undergraduate, postgraduate or research students) and all members of staff. It is free of charge and consists of a team of professional counsellors with extensive experience of helping people cope better with all kinds of personal problems affecting their work or well-being.

Mostly people find it helpful to see a counsellor for only a few sessions and sometimes just one or two meetings are enough. We mainly offer brief, focused time-limited counselling that encourages you to make the most of each session and actively use the time in between sessions to help you achieve your aims.

As well as individual counselling we offer a range of groups and workshops in which you can learn new personal skills or better ways of coping with particular issues.

The service is open 9.00 am to 5.00 p.m. Monday to Friday all year round except public holidays.
counsel.service@manchester.ac.uk

Other people who can help in a crisis include:

The Samaritans 08457 909090

CALM (Campaign Against Living Miserably) 0800 585858

Nightline 0161 275 2983/4.

NHS 111

MRI A&E department 0161 276 4147 - when there is serious risk of harm to self or others

7.9.5 Careers

The University Careers Service can help you to find part time employment; vacation placements and when you enter your final year prepare your CV and applications for full time work and to research job opportunities. In addition the Service runs several job fairs across Manchester throughout the year. The service runs specially designed on-line noticeboards for different subject areas within the School, and The Careers Service website can be found at: http://www.careers.manchester.ac.uk/.

7.9.6 Eating Disorders

Student Run Self Help was founded in 2007 at Nottingham University by a recovered anorexic. It focuses on providing a framework in order to set up low level support groups for students with eating disorders using peer-to-peer networks across the country.

The group launched in Manchester last February during Eating Disorders Awareness Week and there are currently 7 trained group facilitators at Manchester University. Full training for each student facilitator has been accredited by B-eat, The Royal College of Psychiatrists, Mind and the Institute of Psychiatry. The fortnightly meetings aim to reach out to students from all areas of Manchester in order to widen the access to mental health services. The meetings can be a first step in accessing help and advice in an unintimidating setting and are open to all severities and types of eating disorders. The role of peer support at University is paramount. This is not just due to the increasing prevalence of eating disorders in the late teens and early 20's but due to the recognised role of higher education in enhancing wellbeing and mental health. It is a key method in tackling the isolation and stress associated with leaving home, which increases disordered eating patterns and the likelihood of relapses in former sufferers.

To find out more details about the group meetings please email manchester@srsh.co.uk and join the Facebook page at B-eat/SRSH Manchester to show your support for B-eating Eating Disorders in Manchester.

Any student who has been formally diagnosed with an eating disorder is also encouraged to register with the Disability Support Office.

7.9.7 International Students

The **International Students Advice Team** is part of the Student Services Centre and is available to assist with all areas of your study at Manchester. They can be contacted through the SSC. An outline of the services offered can be found at http://www.campus.manchester.ac.uk/ssc/internationalteam/

The **International Society** is a busy centre for international students based in the Greater Manchester area. It is located on Oxford Road (see map of campus). Manchester has more students from abroad than anywhere else in Britain, other than London, and International Society members come from all over the world. In fact, there were students from more than 130 different countries last year - so it's a good place to make friends and contacts during your stay here. The International Society has a website which can be found at: http://www.internationalsociety.org.uk.

Students who require assistance with **English Language** should consult the University's Language Centre http://www.ulc.manchester.ac.uk/english/ he Centre provides language courses which cover areas such as academic writing, public speaking, pronunciation and grammar as well as an academic writing tutorial service.

7.9.8 LGBT Students

The University of Manchester LGBT Society exists to enable lesbian, gay, bisexual, trans and queer students to socialise, meet new people, make friends, and have a good time. They organise regular social events, as well as campaigning for the rights of LGBTQ people. You don't need to be a member to turn up to one of the events,

everyone is welcome.

You can contact the society with any questions at: email: enquiries@lgbt.manchester.ac.uk

7.9.9 Mature Students

The Burlington Society is the University society for mature and postgraduate students. They organise regular social gatherings and welcome anyone to drop in to take advantage of this friendly and supportive group.

7.9.10Police Liaison and On Campus Security

The University of Manchester employs its own 24/7 security service, which consists of 90 security officers operating in uniform on 4 shifts. The security officers patrol the academic and residential campus areas on foot and in marked security vehicles to ensure the safety of students, staff and visitors. The security service monitors fire and intruder alarms and respond to all emergencies. Security officer are in trained in first aid and are always available to offer security advice and support.

The security service can always be contacted on 0161 306 9966

7.9.11Religious Support

Details of services, facilities and all places of worship (Christian and non-Christian) adjacent to the University are available at http://www.staffnet.manchester.ac.uk/personalsupport/religion/

7.9.12Student Services Centre

The SSC is the University's point of contact for most of the tasks you need to carry out during your time here as a student, including registration/fees, documentation, loans and grants, exams and graduation. Burlington Street and Sackville Street sites will be open 10am to 4.00pm from Monday to Friday. Contact details are:

Tel: 0161 275 5000 (from 10am to 4pm everyday)

email: ssc@manchester.ac.uk (emails will be dealt with from 9 to 5, Monday to Friday).

7.9.13Students Union Advice Centre

The Students Union has advisers who can help with any matter ranging from finances to housing and beyond. On the South Campus, the Advice Centre is on the first floor in the Student Union Building, and is open Monday to Friday, 9.30 am to 4.30 pm, term time and vacation. There is no need to make an appointment.

PART 8: LEARNING RESOURCES

8.1 Equipment provided by the School of Chemistry

When you start your degree you will be provided with the following by the School:

- A copy of the Chemistry[3] textbook
- A molecular model
- A lab coat
- A pair of safety spectacles

If you choose to leave the course before 1 December of your first year, you will be expected to return these items, so that they can be allocated to another student who may enroll. A withdrawal will not be processed until the return has taken place.

Should you lose or break any of the above items, they must be replaced at your own cost.

8.2 Library Facilities

John Rylands University Library of Manchester

General Enquiries: (0161) 275 3738

Loan Enquiries: (0161) 275 3717

Short-loan Enquiries: (0161) 275 3714

Deansgate Building: (0161) 834 5343

http://www.library.manchester.ac.uk

The John Rylands University Library of Manchester (JRULM) is one of the largest academic libraries in the country. It has extensive reference and borrowing facilities, including an excellent Short Loan Collection which contains core texts and other in-demand material from taught courses and associated essay work.

8.3 Computing Facilities

All students have an IT account and must activate this in order to use the University computing facilities such as:

- access to email
- access to a personal drive on which to store data (P: drive)
- printing facilities
- remote access

Each year a number of students submit coursework late due to computing problems (hard drive crashes, theft of laptops or losing memory sticks). Extensions or mitigating circumstances **cannot** be granted in these cases, meaning that penalties for late submission will apply. Your University P drive is a secure server space, backed up on a nightly basis, which is ideal for saving versions of assessed work. You can access it automatically when logged into a computer cluster, or remotely via https://pdrives.manchester.ac.uk

8.3.1 Chemistry Computing Cluster

Open Monday to Friday 8:15am – 7pm

The Chemistry Computing Cluster, reserved for students in the Faculty of Engineering and Physical Science, is situated in the concourse of the School of Chemistry. It contains 88 PCs, two scanners, three printers (2 monochrome laser printers, one colour laser printer). Some machines are also equipped with CD re-writer and Zip drive. Two PCs are designed for disabled students and staff, giving wheelchair access and more workspace.

Students are reminded that University computing facilities are provided for work use only and must not be misused. In particular the use of University facilities to access social networking sites is not allowed. Students are encouraged to be considerate of their peers and ensure that there are sufficient facilities available for all.

8.3.2 Other public and semi-public clusters

There are 9 large public PC clusters available for use by staff and students, the locations of which can be found on the IT services website http://www.itservices.manchester.ac.uk/students/pc-on-campus/

Students are expected to use cluster and other IT facilities in line with University regulations.

8.3.3 Printing

In each relevant year of study the School will credit your printing account to cover the cost of any compulsory printing (assignments which must be submitted in hard copy). The cost of any other optional printing will have to be covered by you. You can pay for printing online by adding credit to your account. More detail can be found here: http://www.itservices.manchester.ac.uk/students/printing/payment/