



MANCHESTER
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The University
of Manchester

School of Chemistry

Programme Handbook

2013/14

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.

All students who are on joint programmes with external schools should ensure they have access to the programme handbook of the external school, and are acquainted with the regulations therein.

Students must register or re-register with the University at the beginning of each year of attendance. Students on a placement year are required to pre-register at the end of the previous academic year, before they start their placement year.

This *Handbook* is available on the School's Intranet website:

<http://www.chemistry.manchester.ac.uk/intranet/>

SESSION 2013/14
School of Chemistry
The University of Manchester
Manchester M13 9PL

Telephone no: (0161) 306 4410
(0161 is the Manchester Area Code number)

Contents

Part I General Information

Introduction	6
1.1 Welcome	6
1.2 Welcome Week	6
1.3 Dates for Academic Year 2013/14	7
1.4 Contact Details	7
1.5 Communication	7
1.6 Key Staff	8
1.7 Health and Safety	9
1.8 Accreditation	9
Degree Programme Requirements	9
1.9 Overview	9
1.10 Year-by-year Programme Structure	11
Teaching, Learning and Assessment	16
1.11 Aims and Learning Outcomes	16
1.12 Assessment	16
1.12.1 Objectives of Assessment	16
1.12.2 Structure of Assessment	17
1.12.3 Determination of Degree Classification	17
1.13 Examinations	17
1.13.1 Examination Timetables	17
1.13.2 Disclosure of Marks	18
1.13.3 Anonymity	18
1.13.4 External Examiners	18
1.13.5 Interviews with External Examiners	18
1.13.6 Special Circumstances Committee	19
1.14 Resit Arrangements	19
1.15 Special Circumstances Affecting Academic Performance	19
1.16 Procedures for Appeals	20
1.17 Guidance to students on plagiarism and other forms of academic malpractice	20
1.17.1 Introduction	20
1.17.2 Plagiarism	20
1.17.3 Collusion	21
1.17.4 Fabrication or falsification of results	21
1.17.5 Statement on the use of Turnitin	22
1.18 Penalties for Late Submission	22
1.19 Teaching and Assessment During Placement/Year Abroad	23
1.20 Prizes and Awards	23
1.21 Undergraduate Degree Regulations	25
1.22 Work and Attendance Requirements	32
1.22.1 Laboratory Sessions	32
1.22.2 Tutorials	33
1.22.3 Workshops	33
1.22.4 Lectures	33
1.23 Tier 4 Visa Attendance Monitoring Census	33
1.24 Absence during the Semester	34
1.25 Change of Course Unit	34
1.26 Withdrawal	35
Student Support and Guidance	35
1.27 Academic Advisor System	35
1.28 Academic Subject Tutors and Tutorials	35
1.29 Peer-Assisted Study Sessions (PASS)	35
1.30 Personal Development Planning (PDP)	35
1.31 Ill Health	36
1.32 University Support Services	36
Accommodation	37
Student Guidance Service	37
Childcare	37
Counselling Service	37
Careers	37
Disability Support	37
Eating Disorders	38
International Students	38
LGBT Students	38
Mature Students	38
Religious Support	39
Student Health	39
Student Services Centre	39

Students Union Advice Centre.....	39
1.33 Harassment.....	39
Student Representation and Feedback	39
1.34 Student Representation	39
1.35 School's committees	40
1.36 Student feedback.....	40
1.37 Complaints Procedures.....	40
1.38 Feedback on Assessment.....	41
1.39 Retention of Work	41
Learning Resources	41
1.40 Library Facilities	41
1.41 Computing Facilities.....	42

Part I

General Information

Introduction

1.1 Welcome

Welcome to the School of Chemistry of The University of Manchester. This booklet 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.

Part II of the handbook is the Chemistry Course Unit Directory, which lists all the available course units in the School. 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.

The Programme Handbook contains almost all of the important information that you will need to know during your time in the University.

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 Academic Advisor;
- your Programme Director;
- the Director of Undergraduate Studies

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

1.2 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.

1.3 Dates for Academic Year 2013/14

First Semester	Start Date	End Date
Attendance	16 September 2013	13 December 2013
Christmas Vacation	14 December 2013	12 January 2014
Semester 1 Examination Period	13 January 2014	24 January 2014
Second Semester	Start Date	End Date
Attendance	27 January 2014	20 March 2014
Easter Vacation	21 March 2014	12 April 2014
Attendance	13 April 2014	9 May 2014
Semester 2 Examination Period	13 May 2014	2 June 2014
Semester two ends		4 June 2014
Re-examination Period*	22 August 2014	2 September 2014

Note: semester dates for current and future academic years are published online at:
<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/keydates/>

1.4 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's website: www.chemistry.manchester.ac.uk

1.5 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 Portal without delay.

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

1.6 Key Staff

	<u>Room</u>	<u>Email</u>
Head of School		
Prof C Whitehead	7.21	hos.chem@manchester.ac.uk
Director of Teaching		
Prof G Procter	1.061	Garry.Procter@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		
Dr A Brisdon	4.02H	Alan.Brisdon@manchester.ac.uk
Quality Assurance & Learning Enhancement Officer and Head of Physical Teaching		
Dr A Horn	2.062	Andrew.B.Horn@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		
Dr R Henchman	MIB 3.011	Richard.Henchman@manchester.ac.uk
PASS Coordinator		
Dr M Attfield	2.65	Martin.Attfield@manchester.ac.uk
<u>Programme Directors</u>		
Chemistry		
Dr A Regan	3.31	Andrew.regan@manchester.ac.uk
Chemistry with Industrial Experience		
Dr A Horn	2.062	Andrew.B.Horn@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 Business and Management		
Dr P O'Malley	7.29	Patrick.O'Malley@manchester.ac.uk
Chemistry with Forensic and Analytical Chemistry		
Dr R Pritchard	4.02J	Robin.Pritchard@manchester.ac.uk
<u>Year 4 MChem Project Coordinator</u>		
Dr B Coe	5.59	Ben.Coe@manchester.ac.uk
<u>Year 3 MChem Project Coordinator</u>		
Dr N Burton	7.32	Neil.Burton@manchester.ac.uk
<u>Laboratory Supervisors:</u>		
Year 1 Measurements Lab		
Dr J Agger	1.60	j.agger@manchester.ac.uk
Year 1 Synthesis Lab		
Prof G Procter	1.061	Garry.Procter@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		
Dr P O'Malley (semester 1)	7.29	Patrick.O'Malley@manchester.ac.uk
Prof P Gorry(semester 2)	6.07	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

Angela Dermody G.020 Angela.Dermody@manchester.ac.uk

Helen Kreissl G.020 Helen.Kreissl@manchester.ac.uk

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Emma Ward G.020 Emma.Ward-3@manchester.ac.uk

1.7 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.

1.8 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/>

Degree Programme Requirements**1.9 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 units that define your Honours School plus a range of optional units. The details of compulsory units and the recommended optional units for each degree programme are laid out in tabular form on the following pages. You may be able to take other units but you should seek advice from the Director of Undergraduate Studies before opting to do so.

Flexibility

Our Chemistry degree programmes are designed to give students choice and flexibility. You can select your option units from a wide range of units within and outside the School, subject to timetabling constraints. If necessary, you can change your optional units at the beginning of each semester (usually within the first TWO weeks). You can also change your programme of studies, subject to requirements. Before changing programme you **MUST** consult the Director of Undergraduate Studies.

LEAP (Language Experience for All Programmes)

Even if you are not doing the sandwich programme in Chemistry with Study in Europe, you may wish to continue studying a language which you have previously studied at school, or to take up a new one. To register you must call into the **LEAP Advisory Office** (Room SG4, in the South Wing, Arts Building) to complete an application form (also available at www.langcent.manchester.ac.uk/undergraduate/leap/)

1.10 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 with Forensic & Analytical Chem (Mchem)
CHEM	CHEMISTRY							
10101	Introductory Chemistry	30	1	core	core	core	core	core
10520	Transferable Skills for Chemists	10	1+2	core	core	core	core	core
10212	Basic Physical Chemistry	10	2	core	core	core	core	core
10312	Basic Inorganic Chemistry	10	2	core	core	core	core	core
10412	Organic Chemistry	10	2	core	core	core	core	core
10511	Quantitative Chemistry	10	1	core	core	core	core	core
10600	Practical Chemistry	20	1+2	core	core	core	core	core
10812	Intro to Forensic and Analytical Chemistry	10	2	A	A	A		core
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		
LAWS	LAW							
10261	Intro to the English Legal System	10	1					core
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		
10512	Physical Geography & Contemp Envir Issues	10	2	A	A	A		
EART	EARTH SCIENCES							
10111	Planet Earth	10	1	A	A	A		
10032	Global Climate Change	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							
20082	An Introduction to Current Topics in Biology	10	2	A	A	A		
21302	Communicating with Confidence	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	120
total core units				100	100	100	120	
total optional units				20 ^α	20 ^α	20*	0	0

α : 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	Group Theory	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	Molecular Spectroscopy & Mass Spectrometry	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							
20021/2	Leadership in Action	10	1/2	B	B	B		
20031/2	LiA online unit	10	1/2	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		
23001	Science & Humanities: Bridging Two Cultures	10	1	B	B	B		
28002	You Can't Say That! Learning to Think and Argue Critically	10	2	B	B	B		
29002	Physics & The Grand Challenges"	10	2	B	B	B		
ULBS								
20011	Introduction to British Sign Language	10	1	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](#).

"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 with Bus & Management (BSc)
CHEM	UNITS in CHEMISTRY						
30211	Principles of Modern Physical Chemistry	10	1	core		core	core
30212	Soft Matter Chemistry	10	2	A			
30242	Electronic Structure Calculations, Simulation and Photonics	10	2	B			
30311	Coordination Chemistry	10	1	core		core	core
30312	Solid State Chemistry	10	2	A		core	
30411	Core Organic Chemistry	10	1	core		core	core
30412	Organic Synthesis	10	2	A		core	
30432	Bioorganic & Medicinal Chemistry	10	2	B		core	
30441	Advanced Drug Discovery	10	1			core	
30442	Synthesis for Drug Discovery and Development	10	2			core	
30531	Topics in Environmental Chemistry	10	1	B			
31331	Bioinorganic Chemistry (NEW)	10	1	B			
30600	BSc Project & Labs	40	1+2	core		core	core
30650	BSc Placement	120	1+2		core		
BMAN	UNITS IN BUSINESS & MANAGEMENT						
30010	Management, Technology & Innovation	20	1+2				core
30021	Marketing	10	1				core
30022	Strategy	10	2				core
30042	Human Resource Management	10	2				core
MCEL	MANCHESTER ENTERPRISE CENTRE						
30022	Interdisciplinary Sustainable Development	10	2	C			
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			
31212	The Nuclear Age	10	2	C			
33201	History of Climate Change	10	1	C			
36202	Key Issues in Contemporary Medicine	10	2	C			
Total number of credits studied				120	120	120	120
Total core credits				70	120	120	120
Total optional credits				50*	0	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 (MChem)	Chem with Study in Europe (MChem)	Chem with Medicinal Chem (Mchem)	Chem with Bus & Management (MChem)	Chem with Forensic & Analytical Chem (Mchem)
CHEM	UNITS in CHEMISTRY									
30211	Principles of Modern Physical Chemistry	10	1	core				core	core	core
30212	Soft Matter Chemistry	10	2	core					A	core
30242	Electronic Structure Calculations, Simulation and Photonics	10	2	A						A
30311	Coordination Chemistry	10	1	core				core	core	core
30312	Solid State Chemistry	10	2	core	core			core	A	core
30411	Core Organic Chemistry	10	1	core	core			core	core	core
30412	Organic Synthesis	10	2	core				core	A	core
30432	Bioorganic & Medicinal Chemistry	10	2	A				core		A
30441	Advanced Drug Discovery	10	1					core		
30442	Synthesis for Drug Discovery & Development	10	2					core		
30531	Topics in Environmental Chemistry	10	1	A						A
31331	Bioinorganic Chemistry (NEW)	10	1	A						A
30620	MChem Group Project	40	1+2	core				core	core	core
30630	Study in a Foreign University	120	1+2			core	core			
30640	MChem Placement	100	1+2		core					
BMAN	Units in Business & Management									
30010	Management, Technology & Innovation	20	1+2						core	
30042	Human Resource Management	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
30022	Interdisciplinary Sustainable Development	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
33201	History of Climate Change	10	1	B						B
total no of credits studied				120	120	120	120	120	120	120
total core units				100	120	120	120	120	100	120
total optional units				20*	0	0	0	0	20*	20*

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

Fourth Year

Unit Code	Unit Title	Credits	Semester	Chemistry (MChem)	Chem with Ind Exp	Chem with Study in NA/Chem w International Study/Chem w Study in Europe (MChem)	Chem with Medicinal Chem (Mchem)	Chem with Patent Law (MChem)	Chem with Bus & Management (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	core	core
42600	MChem Yr4 Project Execution	20	1+2	core	core	core	core	core	core	core
43600	MChem Yr4 Project Presentation/Viva	10	1+2	core	core	core	core	core	core	core
40211	Advanced Instrumental Methods	10	1	A	A	A	A	A	A	A
40232	Case Studies in Exp Phys Chem	10	2	A	A	A	A	A	A	A
40261	Biophysical Chemistry	10	1	A	A	A	A	A	A	A
40311	Radiochemistry & Nuclear Chemistry	10	1	A	A	A	A	A	A	A
40322	Topics in Inorganic Chemistry	10	2	A	A	A	A	A	A	A
40411	Advanced Organic Synthesis	10	1	A	A	A	A	A	A	A
40422	Molecular Interactions & Analysis	10	2	A	A	A	A	A	A	A
40610	Patent Law Project	10	1+2					core		
41412	Advanced Bioorganic Chemistry	10	2	A	A	A	core	A	A	A
41521	Organometallic Chemistry	10	1	A	A	A	A	A	A	A
30211	Principles of Modern Physical Chemistry	10	1		core	core				
30212	Soft Matter Chemistry	10	2		B	B	B			
30242	Electronic Structure Calculations, Simulation and Photonics	10	2	B	B	B	B			B
30311	Coordination Chemistry	10	1		B	B				
30312	Solid State Chemistry	10	2			B				
30411	Core Organic Chemistry	10	1			B				
30412	Organic Synthesis	10	2		B	B				
30432	Bioorganic & Medicinal Chemistry	10	2	B	B	B				B
30531	Topics in Environmental Chemistry	10	1	B	B	B	B			B
31331	Bioinorganic Chemistry	10	1	B	B	B	B			B
BMAN	UNITS IN BUSINESS & MANAGEMENT									
40001	Broad Spectrum Project	10	1						core	
30021	Marketing	10	1						B	
30022	Strategy	10	2						B	
31031	Organisational Analysis	10	1						B	
PHAR	UNITS IN PHARMACY									
40162	Cancer Biology & Therapy	10	2				core			
40250	Prod & Charac of Clinically Important Drugs	10	both				core			
HSTM	UNITS IN CHSTM									
3xxx1/2	10 credit units as offered	10	1/2	C			C			C
LAWS	UNITS IN LAW									
30452	Competition Law in an International Context	20	2					core		
MCEL										
30022	Interdisciplinary Sustainable Development	10	2	C			C			C
30011/ 2	Advanced Technology Enterprise	10	1/2	C			C			C
30001/ 2	Tools & Techniques for Enterprise	10	1/2	C			C			C
	total no of credits studied			120	120	120	120	120	120	120
	total core units			60	70	70	90	90	70	120
	total optional units			60*	50 ^A	50 ^A	30 ^S	30 ⁺	50 [@]	0

* Chemistry, Chem w Forensic & An Chem – choose 6 options, at least 3 from A and no more than 1 from C

+ Chem w Patent Law – choose 3 from A

Δ Chemistry with IE, Chemistry w Study in N America/Europe/International Study – 3 options from A and 2 from B

§ Medicinal Chemistry – 3 options, at least 2 must be from A

@ Chem w Bus & Man – 3 from A and 2 from

Teaching, Learning and Assessment

1.11 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.

Degree programmes in Chemistry are accredited by the Royal Society of Chemistry. More information is available at <http://www.rsc.org/Education/courses-and-careers/accredited-courses/>

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.

Chemistry with Forensic and Analytical Chemistry. The course is based around a core Chemistry degree with a strong analytical component. The Forensic Science Service offers only a few new jobs each year, but this degree coupled with Manchester University's enviable graduate employment statistics, will certainly allow you to be a strong applicant. However, because this degree still covers all the core chemistry material, it will open up many other possibilities too, such as developing medicines, or working with new materials. The special analytical flavour of the degree would also equip you for the huge number of jobs in analytical chemistry, and we would also hope that strong communication skills would help you in almost any career that you might choose.

1.12 Assessment

1.12.1 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.

1.12.2 Structure of Assessment

Assessment is by a combination of formal examinations and continuously assessed work. The latter includes practical work, skills assignments, tutorials and projects. Details of the components of assessment for each unit can be found under individual course unit descriptions in the online Handbook. Most units are assessed during the examination period at the end of the semester in which the units are taught.

1.12.3 Determination of Degree Classification

The relationship between the degree classes and the final assessment mark is normally as follows:

<u>Final mark</u>	<u>Degree class</u>
70 – 100	First
60 – 69	Second (Upper)
50 – 59	Second (Lower)
40 – 49	Third – <i>award to BSc only</i>
30 – 39	Pass – <i>award to BSc only</i>
0 – 29	Fail

In assigning degree classes, we expect the following qualities to be evident and demonstrable in students:

First Class Honours Degree –

An extensive knowledge and deep understanding of chemistry, the ability to interrelate different areas of the degree programme and to supplement the material presented in lectures with independent study. The ability to solve theoretical and practical problems which require insight and initiative.

Upper Second Honours Degree –

Good knowledge and sound understanding of chemistry and the ability to apply this knowledge to new problems; the ability to carry out laboratory work with minimal supervision and to obtain reliable and accurate results.

Lower Second Honours Degree –

A satisfactory breadth of knowledge of chemistry, and some ability to apply this knowledge to solve familiar problems with several steps of analysis; the ability to tackle laboratory problems with confidence given some supervision.

Third Class Honours Degree –

Knowledge of basic chemistry and the ability to solve straightforward problems; the ability to work competently in the laboratory given fairly extensive supervision.

Pass Degree –

A satisfactory work and attendance record, knowledge of basic chemistry, and competence in the safe handling of chemicals and in the use of equipment.

1.13 Examinations

1.13.1 Examination Timetables

Information such as instructions for entering University Examinations, regulations regarding the use of calculators etc., is displayed as and when appropriate on the Examination notice board in the concourse of the School.

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 the University internet – Student Services Centre Portal. 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.

1.13.2 Disclosure of Marks

Results are published via the Student System, and students will be notified of the publication dates in advance. Please note that staff are not allowed to reveal results to anyone over the phone.

Official transcripts bearing the University seal are available through the Student Services Centre, a small fee will be charged for this service. A transcript is normally only necessary if requested by a future employer or university.

1.13.3 Anonymity

The marking of all examination scripts is carried out anonymously. Double marking of examination scripts is implemented for all examinations.

Any discussion regarding students at Examination Boards conferring final degrees is carried out anonymously.

1.13.4 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 2013/14 the External Examiners for this programme are as follows:

Professor Robert Mulvey (Inorganic)
University of Strathclyde

Professor Christopher Hayes (Organic)
University of Nottingham

Dr James Keeler (Physical)
Cambridge University

1.13.5 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.

1.13.6 Special Circumstances Committee

The School's Special Circumstances Committee considers all mitigating circumstances based on written evidence. The Committee meets before the Board of Examiners and will make recommendations on appropriate compensation. Students should ensure that they submit a written statement of any circumstances affecting their academic performance accompanied by a certification of ill health or medical note or other documentary evidence in support of the submission to the Education Office, you should book an appointment with an Education Administrator to discuss this. Circumstances must be reported in this way before the start of each examination period. Applications for circumstances which have occurred only during the examination period must be reported no later than the published deadline following the end of each examination period.

1.14 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.

1.15 Special Circumstances Affecting Academic Performance

Special Circumstances are **unforeseen** or **unexpected** personal or medical circumstances which might adversely affect your performance and/or prevent you from completing an assessment.

You should only 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 you believe has an adverse effect on your performance you should speak to the Disability Support Office as soon as possible. Telephone them on 275 7512 or internally on 57512, or visit their website at: <https://my.manchester.ac.uk/d/crucial-guide/academic-life/support/disabled-students/>

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

1.16 Procedures for Appeals

The following are extracts from the University's relevant documentation

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1872>

Grounds for Appeal:

- a) There is no provision for appeal against the academic judgement of the examiners.
- b) An application for an appeal may be made only on grounds alleging:
 - (i) that there exists or existed circumstances affecting the student's performance of which the examiners had not been made aware when their decision was taken;
 - (ii) that there were procedural irregularities in the examination process
 - (iii) that there is evidence of prejudice or bias or of inadequate assessment on the part of one or more of the examiners

Review Procedure:

1. Prior to taking a final decision as to whether to request an appeal or not, a student is advised to contact his or her Personal Tutor or their Programme Director or the Director of Undergraduate Studies informally to attempt to resolve the issue at School level.
2. If the student decides to make a formal request for an appeal, an application shall be submitted in writing with supporting evidence to the Academic Registrar as soon as possible and not more than one month after the publication of the student's examination results.
3. The student shall specify the ground(s) upon which it is made and contain full particulars of the student's case. If a request for review is advanced under (b), the student shall state the reason for not making the evidence known in time for the Examiner's meeting.
4. On receipt of the application the Academic Registrar (or nominee) shall decide whether sufficient grounds for a review are established. In doing so he/she shall undertake such enquires as may seem appropriate to reach a decision.
5. If, in the opinion of the Academic Registrar, no *prima facie* case for review is made or the matter complained of did not materially affect the Examiners' decision, the Academic Registrar shall inform the student accordingly in writing normally within one month of receipt of the written application and shall give reasons for the decision. Where the decision is to reject the request for a review there shall be no further appeal within the University.

1.17 Guidance to students on plagiarism and other forms of academic malpractice

1.17.1 Introduction

1. As a student, you are expected to cooperate in the learning process throughout your programme of study by completing assignments of various kinds that are the product of your own study or research. For most students this does not present a problem, but occasionally, whether unwittingly or otherwise, a student may commit what is known as plagiarism or some other form of academic malpractice when carrying out an assignment. This may come about because students have been used to different conventions in their prior educational experience or through general ignorance of what is expected of them.
2. This guidance is designed to help you understand what we regard as academic malpractice and hence to help you to avoid committing it. You should read it carefully, because academic malpractice is regarded as a serious offence and students found to have committed it will be penalized. At the very least a mark of only 30% would be awarded for the piece of work in question, but it could be worse; you could be awarded zero (with or without loss of credits), fail the whole unit, be demoted to a lower class of degree, or be excluded from the programme.
3. Academic malpractice includes plagiarism, collusion, fabrication or falsification of results and anything else intended by those committing it to achieve credit that they do not properly deserve. In addition to the advice that follows, your School will give you advice on how to avoid academic malpractice in the context of your discipline. It will also design assessments so as to help you avoid the temptation to commit academic malpractice. Finally, you should take note that work you submit may be screened electronically to check against other material on the web and in other submitted work.

1.17.2 Plagiarism

4. 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.

5. To assist you, here are a few important do's and don'ts:

- *Do* get lots of background information on subjects you are writing about to help you form your own view of the subject. The information could be from electronic journals, technical reports, unpublished dissertations, etc. Make a note of the source of every piece of information at the time you record it, even if it is just one sentence.

- *Don't* construct a piece of work by cutting and pasting or copying material written by other people, or by you for any other purpose, into something you are submitting as your own work. Sometimes you may need to quote someone else's exact form of words in order to analyse or criticize them, in which case the quotation must be enclosed in quotation marks to show that it is a direct quote, and it must have the source properly acknowledged at that point. Any omissions from a quotation must be indicated by an ellipsis (...) and any additions for clarity must be enclosed in square brackets, e.g. "[These] results suggest... that the hypothesis is correct." It may also be appropriate to reproduce a diagram from someone else's work, but again the source must be explicitly and fully acknowledged there. However, constructing large chunks of documents from a string of quotes, even if they are acknowledged, is another form of plagiarism.

- *Do* attribute all ideas to their original authors. Written 'ideas' are the product that authors produce. You would not appreciate it if other people passed off your ideas as their own, and that is what plagiarism rules are intended to prevent. A good rule of thumb is that each idea or statement that you write should be attributed to a source unless it is your personal idea or it is common knowledge. (If you are unsure if something is common knowledge, ask other students: if they don't know what you are talking about, then it is not common knowledge!)

6. As you can see, it is most important that you understand what is expected of you when you prepare and produce assignments and that you always observe proper academic conventions for referencing and acknowledgement, whether working by yourself or as part of a team. In practice, there are a number of acceptable styles of referencing depending, for example, on the particular discipline you are studying, so if you are not certain what is appropriate, ask your tutor or the course unit coordinator for advice! This should ensure that you do not lay yourself open to a charge of plagiarism inadvertently, or through ignorance of what is expected. It is also important to remember that you do not absolve yourself from a charge of plagiarism simply by including a reference to a source in a bibliography that you have included with your assignment; you should always be scrupulous about indicating precisely where and to what extent you have made use of such a source.

7. So far, plagiarism has been described as using the words or work of someone else (without proper attribution), but it could also include a close paraphrase of their words, or a minimally adapted version of a computer program, a diagram, a graph, an illustration, etc taken from a variety of sources without proper acknowledgement. These could be lectures, printed material, the Internet or other electronic/AV sources.

8. 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. No amount of mitigating circumstances will get you off the hook, and if you persuade other students to let you copy their work, they risk being disciplined as well (see below).

1.17.3 Collusion

9. Collusion is any agreement to hide someone else's individual input to collaborative work with the intention of securing a mark higher than either you or another student might deserve. Where proved, it will be subject to penalties similar to those for plagiarism. Similarly, it is also collusion to allow someone to copy your work when you know that they intend to submit it as though it were their own and that will lay both you and the other student open to a charge of academic malpractice.

10. On the other hand, collaboration is a perfectly legitimate academic activity in which students are required to work in groups as part of their programme of research or in the preparation of projects and similar assignments. If you are asked to carry out such group work and to collaborate in specified activities, it will always be made clear how your individual input to the joint work is to be assessed and graded. Sometimes, for example, all members of a team may receive the same mark for a joint piece of work, whereas on other occasions team members will receive individual marks that reflect their individual input. If it is not clear on what basis your work is to be assessed, to avoid any risk of unwitting collusion you should always ask for clarification before submitting any assignment.

1.17.4 Fabrication or falsification of results

11. For many students, a major part of their studies involves laboratory or other forms of practical work, and they often find themselves undertaking such activity without close academic supervision. If you are in this situation, you are expected to behave in a responsible manner, as in other aspects of your academic life, and to show proper integrity in the reporting of results or other data. Hence 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.

Finally...

12. If you commit any form of academic malpractice, teaching staff will not be able to assess your individual abilities objectively or accurately. Any short-term gain you might have hoped to achieve will be cancelled out by the loss of proper feedback you might have received, and in the long run such behaviour is likely to damage your overall intellectual development, to say nothing of your self-esteem. You are the one who loses.

The School provides an online resource for all undergraduates, called Library and Information Skills, which can be found on Blackboard. This includes further information on Plagiarism and how to avoid it. All students are advised to consult this before preparing written work for submission.

1.17.5 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

1.18 Penalties for Late Submission

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

CHEM10520/1 and CHEM20500 Transferable Skills for Chemists

CHEM21811 Forensic Science

CHEM30600 BSc Projects and Labs

CHEM30650 MChem Group Projects

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 some supporting documentation (e.g. doctor's note). Computing problems are not normally accepted as an excuse for late submission.

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.

1.19 Teaching and Assessment During Placement/Year Abroad

If you are on programmes such as “with Industrial Experience”, “with Study in Europe”, “with Study in North America”, 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.

1.20 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. There are also other general awards, bursaries and scholarships available to students of the University of Manchester. Please make enquires with the Student Services Centre.

For Third and Fourth Year Students

Colin Campbell Memorial Prize

- for the most improved chemist between first and third years (BSc/MChem)

Eric Braithwaite Prize

- the best inorganic chemist in third year (BSc/MChem)

Glaxo Prize

- for the best organic chemist in fourth year (MChem)

Haneef Prize

- for the best structural chemist (BSc/MChem)

Iain Jones Memorial Prize

- for the most improved chemist between second and third years (BSc/MChem)

ICI Chemical and Polymers Prize

- for the best physical chemist in third year (BSc/MChem)

John Salthouse Prize

- for the best inorganic chemist in fourth year (MChem)

Mercer Scholarship

- for the best final year student entering research (BSc/MChem)

Pfizer Prize

- for the best physical chemist in fourth year (MChem).

Roger Grice Memorial Prize

- for the best chemist in fourth year (MChem).

Royal Society of Chemistry Prize

- the most meritorious student graduating BSc in Chemistry (BSc/MChem)

Sigma-Aldrich Prize

- for the best organic chemistry project in fourth year (MChem)

Society of Chemical Industry Prize

- for the best industrial experience student (MChem)

Swan Brewery Prize

- for the best organic chemist in third year (BSc/MChem)

Vin Robinson Prize

- for the best student in Radiochemistry (BSc/MChem)

For Second Year Students

Departmental Prize

- for the best chemist in second year.

R F Warren Memorial Prize

- for the best physical chemist in second year.

Sutherland Prize

- for the best organic chemist in second year.

Zeneca Inorganic Chemistry Prize

- for the best inorganic chemist in second year.

For First Year Students

Alan Thompson Prize

- for the best inorganic chemist in first year.

A F Edwards Memorial Prize

- for the best practical chemist in first year.

Shell Research Prize

- for the best physical chemist in first year.

Woodiwis Scholarship

- for the best chemist in first year.

AstraZeneca Organic Chemistry Prize

-for the best organic chemist in first year.

1.21 Undergraduate Degree Regulations

NOTE THAT THESE REGULATIONS APPLY TO ALL STUDENTS WHO STARTED THEIR DEGREE IN CHEMISTRY FROM SEPTEMBER 2012/13

A copy of the regulations, glossary of terms and a student guide are all available at <http://www.tlso.manchester.ac.uk/degree-regulations/>

A. Credit and Award Framework

All awards of the University of Manchester will be given on the basis of the accumulation of credit as mapped out in table 1. This table is based on the credit/awards and levels required by the national Framework of Higher Education Qualifications (FHEQ):

Table 1: Credit and Award framework:

Name of Award	Minimum credit for the award	ECTS	Minimum credits at the level of qualification required for an award	ECTS	FHEQ level
Integrated Masters Degree	480	240	120	60	7
Bachelors Degree with honours	480	240	180	90	6
Bachelors Degree with honours	360	180	90	45	6
Ordinary Bachelors Degree	300	150	60	30	6
Diplomas of Higher Education (DipHE)	240	120	90	45	5
Certificate of Higher Education (CertHE)	120	60	90	45	4

Note 1: the table refers to the levels as defined in the FHEQ. It may be of assistance to the reader to understand that Level 7 of the FHEQ relates to a Masters, while levels 4, 5 and 6 correspond to years 1, 2 and 3 of an undergraduate degree.

Note 2: One ECTS (European Credit Transfer System) is equivalent to two UK credits.

Note 3: The column titled 'minimum credits at the level of qualification required for an award' is to be used when making awards only and is not to be used for the purpose of deciding progression.

All students who exit prior to completion of the programme on which they registered will receive an exit award if they have achieved the appropriate amount of credit in accordance with that award, as specified in table 1.

A student must achieve the minimum amount of credit at the level of the qualification in accordance with table 1. However, (subject to the programme requirements) students can take credit at a higher or lower level in order to achieve the minimum credit for the award.

B. Title of Taught Awards

Titles of degrees can be found in the University's Regulation XI "Titles of Degrees and other Distinctions" at <http://www.manchester.ac.uk/medialibrary/governance/generalregulations.pdf>

C. Accreditation of Prior Learning - AP(E)L

1. A maximum of 120 credits of a three year Bachelors degree, and 240 credits for four year Bachelors degree can be considered for AP(E)L. A maximum time limit of 5 years should apply between award and consideration of AP(E)L.

2. AP(E)L may be used in exceptional circumstances for entry into Level 6 (or 7 of an Integrated Masters). However, a case must be made to and approved by the Faculty.
3. Students can receive an exit award if they have AP(E)L credit in their profile, providing their performance in University of Manchester also satisfies the award requirements in table 1 and at least half of the credits have been awarded by the University of Manchester.
4. Schools can stipulate when AP(E)L is not allowed due to Professional Body requirements.

D. Assessment and Progression

5. Undergraduate students must pass a minimum of 40 credits on the first attempt at each level, including any compulsory units, specified by the School, in order to progress. When a student fails to do this they will have failed the level (see section on repeating the year or exit awards).
6. Undergraduate students progress on the basis of credit accumulation in accordance with the programme requirements. Students can progress once they have achieved enough credit as specified in the programme handbook at each level of their programme.

a) the minimum mark for progression to year 2 and 3 of the integrated masters programme shall be:

For MChem(Hons) Chemistry with Industrial Experience	55%
For MChem(Hons) Chemistry with Study in North America	60%
For MChem(Hons) Chemistry with Study in Europe	60%
For all other MChem programmes	50%

b) for all programmes the minimum mark for progression to year 4 is 55%

7. Where a student has failed more than the required credits on the first attempt or fails to meet progression requirements after compensation or reassessment, the Examination Board has the following options at its discretion:
 - Withdraw the student and award an Exit Award if criteria are met in accordance with table 1.
 - Permit the student to retake the year (see section on repeating the year)
 - Permit the student to carry over up to 20 credits (see section on carrying over credit) in exceptional circumstances, as defined by an examination board
 - Consider reassessment, where there is approved and verified mitigation.
8. The progression rules, D9 to D11 apply to progression to and from any year of study, regardless of level, except when progressing to the final year (level 7) of an integrated masters degree (see D14).
9. Schools may have alternative progression and assessment regulations where these are required by Professional, Statutory and Regulatory Bodies (PSRBs). However, should students fail to meet PSRB standards, but have succeeded in achieving University standards then a 'non professional' alternative award may be awarded by an Examination Board (see I41).
10. Students progressing to the final year (level 7) of an integrated masters must achieve an average of at least a lower second classification in order to progress.

Students in the School of Chemistry must achieve a minimum mark of 55% in order to progress to year 4 of an MChem programme.

E. Compensation

11. The compensation zone is defined by the Standard Unit Marking Scheme.
12. A maximum of 40 credits, per level, can be compensated at Level 4 and 5 of an undergraduate programme.

13. Compensated units will keep the original mark and this is used in the weighted average for the calculation of the final classification/ award.
14. Referred assessment is compensatable.
15. Schools can specify when a unit is not compensatable or when PSRB rules take precedent.

a) The following course units cannot be compensated below 40%:

CHEM10600 Practical Chemistry
 CHEM10101 Introductory Chemistry
 CHEM10212 Basic Physical Chemistry
 CHEM10312 Basic Inorganic Chemistry
 CHEM10412 Organic Chemistry
 PHAR10102 Properties of Medicines (Chemistry with Medicinal Chemistry students only)
 CHEM22600 Practical Chemistry

b) Progression on a programme which includes a period in a country speaking a foreign language requires reasonable progress to be made in the study of the foreign language.

F. Reassessment

16. Where the overall unit mark is below the compensation zone or the maximum amount of compensation has been exceeded, reassessment may be taken unless in the final year (or level 6) of a Bachelors degree (see section E) or the final years of an integrated masters (level 6 or 7). This is known as a 'Referral' and the referred assessment must be designed to assess the achievement of the same intended learning outcomes but need not be of the same form as that originally used. The referred assessment will normally take place in the same academic year as the original assessment to enable the students to progress as originally intended.
17. If an Examination Board has documented evidence that, (a) a student's work or attendance or both have been unsatisfactory, and (b) the student has been formally warned of the unsatisfactory work or attendance but has not shown significant improvement acceptable to the Board, then the Board has the right to refuse referred assessment. See ordinances/[regulation XX - Work and Attendance of Students](#).
18. The Examination Board must specify the minimum circumstances to enable the student to progress and any remedial action required by the student, subject to teaching capacity not being exceeded. The examination board will decide which referred assessment should be taken, to achieve the credit to enable them to progress.
19. An Examination Board may allow a student one attempt, per unit, at referred assessment (two attempts in total). This principle does not apply to attempts with approved and verified mitigating circumstances. Additional attempts at assessment as a result of mitigating circumstances are known as 'Deferrals', are considered a first attempt and no cap is applied.
20. When a student fails to achieve the required credit after referred assessment, the Exam Board may decide to allow them to take the whole course unit again, on one further occasion, in attendance (see section H), subject to teaching capacity not being exceeded. This only applies to level 4 or 5.
21. Undergraduate students can be offered referrals in up to 80 credits, per level, except level 6 and 7 (see F28 for exceptions relating to PSRBs). The authority to decide which units are retaken rests with the Examination Board.
22. Referrals are capped at the lowest compensatable mark (30%) and this is recorded on the transcript.
23. If a student fails a referred assessment that was previously in the compensated zone, the first mark stands and the student has failed to achieve the required credit (see section G on carrying forward failed credit).
24. Students cannot be referred in order to improve their marks at level 6 or 7. However, for students on programmes accredited by a PSRB, the following applies:

- A student who fulfils the requirements for the award of a degree may seek to be reassessed in some units in the final year in order to achieve higher marks required by a relevant professional, statutory or regulatory body. However, the marks originally obtained will be used to determine the class of degree awarded to the student.

G. Carrying forward failed credit on undergraduate programmes

25. An Examination Board may exceptionally permit an undergraduate student to carry forward up to 20 failed credits. This decision will be based on a student's academic standing and in cases of mitigating circumstances. The student should resit, in attendance, at the next available opportunity subject to teaching capacity not being exceeded. There may be restrictions imposed on programmes which have PSRB accreditation.
26. Credit for compulsory units cannot be carried over to subsequent levels.

Where sufficient evidence exists of the strength of a student's overall performance, a maximum of 10 compulsory credits may be carried over to subsequent levels.

27. Whole units must be repeated in attendance, with assessment taken in full and marks are capped to the lowest compensatable mark.
28. Students can only have one attempt at regaining credit carried over to a subsequent year/ level. If they fail to regain the credit, they will be considered for an exit award.
29. Optional units can be substituted but a replacement unit should not be considered a first sitting and there will be no further opportunities to regain the credit if the unit is failed after assessment/ reassessment.
30. Students should be advised by the Examination Board that if they fail the credit then they may not qualify for an Honours degree. Because 'carrying' extra units imposes a significant additional burden on the student, the Examination Board should give permission only where it judges that, in the light of previous results, the student is likely to be able to cope adequately.

H. Repeating the Level

31. Examination Boards are permitted to make a decision on academic grounds when deciding whether or not a student is academically suitable to repeat a level of study. This outcome of this decision is also subject to teaching capacity not being exceeded.
32. An undergraduate can normally only repeat the level on one occasion during the whole programme, at level 4 or 5 subject to teaching capacity not being exceeded. Exceptions may be permitted in cases of mitigating circumstances.
33. Fees are payable when levels are repeated as a result of a failure, without approved and verified mitigating circumstances.
34. A student who is repeating a level cannot carry over credit from the level that is repeated.
35. Schools may seek approval for alternative arrangements where professional body requirements take precedence. Professional Bodies might stipulate extra conditions or may not allow students to repeat any part of the programme.

I. Exit Awards

36. Once a student has exhausted all the opportunities to retrieve failed assessment they will be given an exit award in accordance with table 1, subject to the accrual of the appropriate number of credits, as defined in the Programme Specification.
37. All programmes must have approved exit awards.
38. If a student decides to withdraw, they will automatically be awarded the relevant exit award in accordance with table 1 and as defined in the Programme Specification.

J. Final year of an undergraduate (including integrated masters) programme

39. There will be no reassessment in the final year (level 6 or 7) unless it is a PSRB requirement (F32), in which case the originally obtained marks will be used to determine the class of degree awarded to such a student.
40. In order to qualify for an award, students must meet the credit criteria as stated in the credit and award framework (See: Table 1) and passed assessment as specified in the Unit/ Programme Specifications.
41. In year three (level 6) of a four year Integrated Masters programme, reassessment can be considered at the discretion of the Examination Board and based on the academic standing of the student and/or mitigating circumstances.
42. When considering classifications for classes 1st, 2:1 or 2:2, an Examination Board may award special compensation for up to 40 credits at level 6 of a Bachelors degree programme or levels 6 or 7 of an integrated masters, for any failed unit, providing they meet the following criteria:
- Has passed at least 80 credits at the level of the award.
43. When considering classifications for classes 1st, 2:1 or 2:2, an Examination Board may award special compensation for up to 60 credits at level 6 of a Bachelors degree programme or levels 6 or 7 of an integrated masters, for any failed unit, providing they meet the following criteria:
- Has passed at least 60 credits at the level of the award. However, there is a penalty applied due to the failure of 60 credits and the student will have the classification reduced to the classification below that which would have been awarded on the basis of the weighted average for the programme.
44. When considering classifications for a third class degree, an Examination Board may award special compensation for up to 60 credits at level 6 of a Bachelors degree programme for any failed unit, providing they meet the following criteria:
- Has passed at least 60 credits at the level of the award.
45. Where special compensation is given, this is for credit only and the original unit marks are recorded and used to calculate the degree classification.
46. Where up to 20 credits have been carried over from level 5 to level 6, this credit may be considered under the special compensation regulations providing the maximum allowable has not been exceeded. This also applies to credit carried over from level 6 to level 7 of an Integrated Masters (see section G).
47. Ordinary Degrees 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 the level of the qualification (FHEQ level 6). Special compensation does not apply to ordinary degrees.

K. Classification of Integrated Masters programmes

48. Integrated Masters classifications will be decided using weighted total points for four year degrees. Schools can choose to implement either of the following options: **1 to Y4 (L4 to L7 FHEQ) using weights of 0.0 (L4), 0.2 (L5), 0.4 (L6) and 0.4 (L7);** or **1 to Y4 (L4 to L7 FHEQ) using weights of 0.06 (L4), 0.19 (L5), 0.375 (L6) and 0.375 (L7);** unless there are alternative requirements for external accreditation, (see Appendix A for boundaries for classification and boundary zone demarcation).
- 49.

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%

50. Decisions with regards to 'borderline' classifications for individual students should be resolved using the mechanisms outlined in appendix A.

L. Classification in Bachelors programmes

51. To be considered for a Bachelors Degree a student must have achieved the requisite minimum credits listed in table 1 in accordance with the unit marking scheme and grade descriptors. Students who have not achieved the minimum credit requirement for an honours degree will be awarded an ordinary degree in accordance with table 1.
52. Bachelors degree classification will be decided using weighted total points for three year degrees. Schools can choose to implement either of the following options: ***Y1 to Y3 (L4 to 6 FHEQ) using weights of 0.0 (L4), 0.33 (L5), and 0.67 (L6)*** or ***Y1 to Y3 (L4 to 6 FHEQ) using weights of 0.1 (L4), 0.3 (L5), and 0.6 (L6)***.
53. Four year Bachelors programmes, including a year studying abroad or in Industrial Placement will be classified using L55 as a guide. Programme Handbooks must specify how/ if the year abroad/ on placement is assessed and credit weighted.
54. Four year taught Bachelors programmes will be will be classified using L55 as a guide. Programme Handbooks must specify how the programme is weighted.

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%

55. Decisions with regards to 'borderline' classifications for individual students should be resolved using the mechanisms outlined in appendix A.

M. Examination Board Arrangements

56. There are normally three available assessment opportunities; January, May/ June and Aug/ September within each academic year. It is expected that all reassessment will take place in the academic year in which the assessment was first attempted.
57. There must be an opportunity after every assessment period for a chaired forum to make decisions regarding student's attainment on completed units.
58. Examination Boards will take place at the end of each academic year or at points in the calendar were decisions are required with regards to progression, overseen by an External Examiner.

Appendix A Undergraduate Degree Classification Scheme

This scheme should be used in conjunction with 'Table 1 of the Undergraduate Degree Regulations'. Table 1 has been extracted from the Framework for Higher Education Qualifications, and students must meet the credit requirements of Table 1, prior to the classification being calculated, using the weightings, thresholds and boundaries below:

The Undergraduate Degree Classification Scheme is based upon weighted average using a 0-100 mark range calculated to one decimal place, where marks for individual course units are recorded as whole numbers.

Weightings

Bachelors degree classification will be decided using a weighted average for three year degrees (see L55). These weightings will also be used as a guide for four year Bachelors programmes and those which also include with a study abroad year or placement; unless there are alternative requirements for external accreditation by a PSRB.

Integrated masters programmes will be classified using the weightings in K52; unless there are alternative requirements for external accreditation by a PSRB;

Stage 1: Classification Thresholds and Boundaries

Bachelor degree classification using 0-100 mark range and 120 credits

The following boundaries inform classification when the weighted average falls below a classification threshold.

Table A1 Bachelors degree classification and boundary zone using weighted average with mark range 0-100:

Bachelors 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	60.0	58.0 to 59.9
Lower Second class	50.0	48.0 to 49.9
Third class	40.0	37.0 to 39.9

Consideration of bachelor degree students within the boundary zone by mark distribution

After allowances have been made for mitigating circumstances, a student whose weighted average at the first assessment is within the boundary zone specified above, must be considered for the higher award as long as the following are satisfied (see also notes on AP(E)L),

- 2/3 of the credits at level 6 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, 2/3 of the credits must be at 70% or higher to fulfill this criteria and award the students a first class degree).

Candidates classified for the following awards will not be considered for automatic promotion by mark distribution:
 BSc(Hons) Chemistry with International Study
 BSc(Hons) Industrial Chemistry

Integrated Masters degree classification using 0-100 mark range and 120 credits

The following boundaries inform classification when the weighted total average falls below a classification threshold.

Table A2 Integrated Masters degree classification and boundary zone using weighted average with 0-100 mark range

Integrated Masters classification-based on 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	60.0	58.0 to 59.9
Lower Second class	50.0	48.0 to 49.9
Fail	Below 49.9	

Consideration of integrated masters students within the boundary zone by mark distribution

After allowances have been made for mitigating circumstances, a student whose weighted average at the first assessment is within the boundary zone specified above, must be considered for the higher award as long as the following are satisfied (see also notes on AP(E)L),

- 75 credits out of 120 in the final year (level 7) 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 fulfill this criteria and award the student a first class degree).

Stage 2: Mark Review and use of Viva Voca

If a student is in the boundary zone of the average mark and does not satisfy the additional criteria, Schools will apply a further stage of 'Mark Review', overseen by an External Examiner. The process of 'Mark Review' should not change unit marks and can only influence the classification awarded.

Schools may choose to viva students once the process of 'Mark Review' has taken place and the results considered to be inconclusive. However, this option must be applied consistently across a whole School, be approved by the Faculty and programme handbooks must clearly articulate to students that it is an option.

The School of Chemistry will not use Vivas

In addition, Schools must prepare all students for vivas by offering them similar experiences and opportunities to gain the necessary skills within the assessment of the programme. Further advice on the use of vivas in 'Mark Review' can be found in the 'Guidance and Glossary: Taught Degree Regulations'.

1.22 Work and Attendance Requirements

1.22.1 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:

1. 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 form 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

1.22.2 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.

1.22.3 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.

1.22.4 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.

1.23 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 2013/14 academic year, the attendance monitoring census points will be during the following periods:

Census Point	Dates	Population
October 2013	30 September – 14 October 2013	All active Tier 4 students
January 2014	13 January – 27 January 2014	All active Tier 4 students
May 2014	14 May – 29 May 2014	All active Tier 4 students
July 2014	18 July – 4 August 2014	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

1.24 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. If you are unable to return after vacation, you should explain the circumstances in writing and in advance.

1.25 Change of Course Unit

The procedure for changing course unit is:

- check with the tutor of the course unit you are leaving and the tutor of the course unit you intend to join that a change is possible
- check that you have studied the pre-requisites (if any exist)
- check that your timetable will allow you to take the course unit that you are changing to

- change the course unit online via your self-service account (assistance is available from the Education Office)
- carefully check your examination timetable to ensure that you have been entered for the correct exams.

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.

You may not be able to change course unit after the first TWO weeks of the semester, and you cannot change course unit if the course unit you wish to drop is a core unit.

1.26 Withdrawal

If you are considering withdrawing from the programme, **speak to your Personal Tutor immediately**. Your Tutor will be able to offer advice on how to proceed. You must also make an appointment to speak with the Director of the Undergraduate Studies. No change or withdrawal will be permitted unless you have spoken to the Director of Undergraduate Studies.

If, for whatever reason, you have firmly decided to withdraw from the programme, inform your Tutor and the Education Office in writing as soon as possible. Notification via telephone will not be accepted.

It is obviously important that you keep the School fully informed of your intentions or actions and the University is obliged to inform Student Finance of your decision.

Student Support and Guidance

1.27 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. 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.

1.28 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.

1.29 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.

1.30 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.

1.31 Ill Health

It is a requirement of your registration with the University of Manchester that you register with a local general practitioner. 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 or 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. **Retrospective medical notes may not be accepted.**

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 contact your Personal Tutor or the Education Office and complete a 'Certificate of Student Ill Health' form to explain your absences as soon as you are able to attend the University.

The following bullet points explain what you should do if your illness affects your attendance at compulsory classes or if you consider that your performance in your studies/examinations has been impaired:

- if you are unwell and feel unable to attend a compulsory class, assessment or examination, then you must seek advice by contacting the School immediately, in person, through a friend or family member, by telephone or by email. This is to ensure that you understand the implications of being absent and the consequences for your academic progress, which might be quite serious.
- you may be unwell but are able to proceed with an assessment or examination and yet you feel that your performance will have been impaired. If you wish this to be taken into account as an extenuating circumstance, you must inform your Personal Tutor about this on the day of the assessment or examination and hand in to the Education Office a completed 'Certificate of Student Ill Health' form which must be countersigned by a tutor or medical practitioner.
- you may be under occasional and ongoing medical attention which affects your studies. If so, you should obtain a letter from your physician which should be given to your Personal Tutor before the end of January, May/June or August/September examination period, as appropriate, if you wish your condition to be taken into account as an extenuating circumstance.

Notes:

1. Certificate of Student Ill Health forms are available in all schools and Halls of Residence.
2. Your Personal Tutor will give you guidance on the effect of any absence from your studies. If you have repeated episodes of ill health which affect your studies, the School may refer you to the Student Health Centre.

1.32 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/>

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

Student Guidance Service

The Student Guidance Service is a student-centred service open to all Undergraduates and Postgraduates, from all Schools across the whole University. For general enquiries and to make an appointment to see an adviser, you can either phone or call into Reception - Student Advice and Information Hub, 1st Floor, University Place Tel: 0161 275 3033. For general enquiries (not to make appointments) you can also email the Service at sgs@manchester.ac.uk. Reception is open throughout the year (reduced hours during vacations): Monday - Thursday 10:00am - 4:00pm and Friday 10:00 am – 1:30 pm.

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/>

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 include:

The Samaritans 08457 909090

CALM (Campaign Against Living Miserably) 0800 585858

Nightline 0161 275 2983/4.

NHS Direct 0845 46 47 <http://www.nhsdirect.nhs.uk>

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

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/>.

Disability Support

The University has a Disability Support Office (DSO), whose aim is to assist students, both prospective and current, to identify their needs whilst studying at the University.

The DSO has a website: <http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/support/disabled-students/>

In addition, the School has a Disability Support Officer, Helen Kreissl, who co-ordinates support arrangements for all undergraduate students. Karen is available to discuss support needs with individual students. Her contact details are: telephone: 0161 306 4417; email: helen.kreissl@manchester.ac.uk.

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 unthreatening 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.

International Students

The **International Students Advice Team** are part of the Student Services Centre and are 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/> the Centre provides language courses which cover areas such as academic writing, public speaking, pronunciation and grammar as well as an academic writing tutorial service.

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

Mature Students

<http://www.manchester.ac.uk/medialibrary/study/maturestudentshandbook.pdf>

The [Burlington Society](#) is the University society for mature and postgraduate students. They have their own facilities in the Burlington Rooms, next to the John Rylands University Library. Facilities include a bar, common room (quiet, non-smoking, with free tea and coffee facilities for members), and a vegetarian cafe. The Society organises events and activities on Thursday and Friday evenings during term time. In addition there are smaller groups for theatre and film visits, music, football, squash and others.

Police Liaison and On Campus Security

The University Police Liaison Office is located on the first floor of the old wing of the Dover Street Building.

PC Schofield and his colleagues run drop-in sessions every Thursday between 4pm and 6pm in term time. They can also be contacted on: 0161 275 7042.

The answerphone is checked daily. Please note that to report a theft, student must go into a police station.

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.

In addition, the University campus areas are covered by a large number of CCTV cameras, which are monitored 24 hours.

The security service can always be contacted on 0161 306 9966

Religious 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/>

Student Health

Whilst studying at the University of Manchester it is essential that you register with a local General Practitioner. A list of GP practices can be obtained from the Student Health Centre, any University hall of residence or a local pharmacy.

Student 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).

Students 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.

1.33 Harassment

The University of Manchester is committed to creating a working and studying environment which is free of harassment and which protects the dignity of staff and students, female and male, irrespective of their sexual orientation, racial or ethnic background, religion or disabled status. Harassment is offensive and prejudicial to a productive working and studying environment. It is indicative of a lack of respect for the person harassed, undermines his or her position and may have a negative impact on health, job performance, course work, examinations and their sense of personal security.

The University regards sexual, racial or personal harassment as an extremely serious matter. Observance of the University's policy with respect to harassment is a condition of service for all members of staff and is required of students. Formal complaints will be thoroughly investigated in such a way as to protect those who complain and those who are the subject of complaint. In cases where the complaint is substantiated the individual responsible may be subject to action under the appropriate disciplinary procedure.

Any students who have been subjected to harassment should inform their Personal Tutor, who will be able to offer help and support.

Student Representation and Feedback

1.34 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 notice board.

1.35 School's committees

(i) 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.

(ii) 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. 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 in confidence with the Director of Undergraduate Studies or the Chair of the Teaching Committee.

1.36 Student feedback

In addition to student representatives, the School and its degree programmes provide a number of both formal and informal opportunities for student feedback.

(i) End-of-semester questionnaires

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. 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.

The member of staff with responsibility for student feedback is the Quality Assurance and Learning Enhancement Officer

(iii) 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 Quality Assurance and Enhancement Officer 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.

1.37 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/

1.38 Feedback on Assessment

The University policy on student feedback can be found at

<http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/assessment/sectionb-thepracticeofassessment/policyonfeedbacktostudents/>

(i) **Tutorials**

Years 1 to 3 submit tutorial work to subject tutors in advance of tutorials. Tutors will make written comments on the work. Model answers are provided and further discussion takes place in tutorials. Many course units in year 4 also offer tutorial sheets and staff will mark these and discuss with students if submitted.

(ii) **Laboratory work**

Feedback is via interview with a member of staff or demonstrator as the work is being marked, or by an experiment feedback sheet.

(iii) **Skills work**

Feedback differs for different components. All work is marked and returned to students with the exception of the computer assisted learning unit.

(iv) **Essay work**

Feedback is via interview with your Personal Tutor or essay marker (for year 1) and the essay feedback sheet (for year 2).

(v) **Group work**

Feedback is via return of marked work and a debriefing lecture at the end of the unit.

(vi) **Project work**

Direct feedback on project work (i.e. release and justification of marks) is restricted since the material is under examination until publication of final degree results. However, detailed advice on the progress of the project and project preparation is available from the project supervisor. Those students entering the fourth year of MChem programmes will be given the opportunity to collect a copy of their third year project report feedback at the beginning of the next academic year.

(vii) **Examinations**

Examination marks for all years are released via the student system and we expect all students to discuss their performance with their Personal Tutor through the PADP system. Personal Tutors provide advice on areas of improvement and so on. An opportunity for all students to make an appointment to view their exam scripts will be offered, usually in March for the January exams and in October for the previous year's May/June exams.

1.39 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 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.

Learning Resources

1.40 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.

1.41 Computing Facilities

All students have a computer 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

(i) **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.

(ii) **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 www.itservices.manchester.ac.uk/pclusters/pclusterlocations/

Students are expected to use cluster and other IT facilities in line with [University regulations](#).