

# Postgraduate Diploma & MSc Advanced Practice in Forensic Mental Health

## Student Handbook 2014/2015

**Interim Programme Director: Paulette Farnworth**

**Programme Administrator: Mary Howcroft**

**School of Medicine  
Faculty of Medical and Human Sciences  
The University of Manchester**

**Tel: +44 (0) 161 306 7912**

**Fax: +44 (0) 161 306 7945**

**E-mail: [mary.howcroft@manchester.ac.uk](mailto:mary.howcroft@manchester.ac.uk)**

**Website: [www.manchester.ac.uk/mhs/apfmh/](http://www.manchester.ac.uk/mhs/apfmh/)**

## **CONTENTS**

### **1 General Information**

- 1.1 Introduction
- 1.2 Contacts and communication
- 1.3 Full payment of fees
- 1.4 On-line re-registration

### **2 Programme Overview**

- 2.1 Master of Advanced Practice in Forensic Mental Health, PG Diploma and PG Certificate
- 2.2 Core Units Year 14/15
- 2.3 Course Timetable
- 2.4 PGT Medical and Human Sciences Graduate School Online Skills Training Resource

### **3 Teaching, learning and Assessment**

- 3.1 Induction
- 3.2 Books
- 3.3 Method of study
- 3.4 Pre-requisite IT skills
- 3.5 Technical support
- 3.6 Assessment
- 3.7 Feedback policy
- 3.8 Postgraduate Taught Degree Regulations for Students September 2012
- 3.9 Personal development plan (PDP)
- 3.10 Accreditation of prior learning (APL)
- 3.11 Clinical supervision

### **4 Progression**

### **5 Student support**

- 5.1 Student Services
- 5.2 Student Counselling
- 5.3 Disability Support
- 5.4 Careers Service
- 5.5 Health and safety, security
- 5.6 Equal opportunities

### **6 Student representation and feedback**

### **7 External Examiner**

### **8 The Graduate Society**

### **Appendices**

- 1. Confirmation of receipt of handbook
- 2. Extension request form
- 3. Special circumstances form
- 4. Copyright clause

## 1. GENERAL INFORMATION

### 1.1 INTRODUCTION

#### Welcome to the Faculty of Medical and Human Sciences Graduate School

Welcome to your Postgraduate Taught Programme in the Faculty of Medical and Human Sciences Graduate School at the University of Manchester. The University has a worldwide reputation based on high quality teaching and research, and I am sure that your taught programme will provide a solid foundation for your future career success.

Within the Graduate School, our goal is to create an environment that allows you to excel and reach your full potential. Offering access to first-class facilities and strong links with regional health-service providers, our postgraduate taught programmes are designed to meet the diverse needs of all our students. The curriculum of our taught programmes provides the knowledge and skills you will need in your subject area and all our Masters programmes include an opportunity to carry out an independent research project on topics spanning all areas of biomedical research from molecular to experimental biology and clinical medicine. While subject areas cover a broad range, all our taught programmes have two common aims:

- To develop your skills in your chosen field of study
- To enhance your knowledge within the field you have chosen. Whether you are a graduate, professional or have a clinical background, the programmes have been tailored to meet your specific needs.

As a student in the Graduate School you will be expected to take responsibility for your degree, within a supportive environment that fosters your development and helps prepare you for your future career. This handbook will be a useful resource as you progress through your taught programme. It provides programme specific information that I am sure that you will find helpful throughout your study. If however, you have questions or would like some further advice, please do not hesitate to contact the people listed in this handbook for further information and assistance.

The Graduate School has a Graduate Society and Postgraduate hubs offering opportunities and venues for social and professional interactions between students and with staff. As a postgraduate student you are a vital member of the Graduate School, during the year we will be holding events that will bring together people from different schools, Institutes and programmes allowing you to meet each other and explore your interests across different disciplines. Keep up to date with events and activities via the [Graduate School website](#) and be sure to come along and support *your* Graduate School.

I wish you every success as you embark upon your taught programme, and in your future career.

**Professor Phil Padfield**  
**Associate Dean, Postgraduate Taught Education**

## Welcome to the MSc/Postgraduate Diploma Advanced Practice in Forensic Mental Health.

This postgraduate course is for all those interested in acquiring advanced skills and competencies required for an evidence-based approach to Forensic Mental Health. You will be joining other colleagues from a wide variety of backgrounds. What brings you all together is a desire to increase your skills and knowledge so that you can extend what you do in your professional lives and become more effective practitioners in your chosen field.

You will benefit from the advantages of a flexible blended learning approach, which provides you with more control over the timing of your learning. This will be aided by simple navigation and links both within course material and to the vast amount of resources now available on the World Wide Web.

The programme was developed by a team experienced in forensic mental health. The course aims to be:

- Multidisciplinary and open to all forensic disciplines
- Multi-agency to include non-mental health professionals such as police, probation and prison staff
- Skills-based, so that staff completing the diploma/masters programmes return to the service with demonstrable skills to meet service objectives
- Flexible, to enable staff to balance academic work with workplace demands

The programmes emphasise a self-directed approach, and encourage participation and discussion between students and tutors through on-line discussion boards and collaborative exercises. Each of you will bring your personal experience and knowledge to the course. Sharing that knowledge and experience with your tutors and other students through the on-line discussion boards and other on-line tutorials will significantly enhance what you get from the course.

We hope this handbook will provide you with most of the information you will require to progress with your studies. Every effort has been made to provide you with the most up-to-date and accurate information; however, some details might change during the course of your studies. All changes and additions will be brought to your attention.

**Please complete the Confirmation of Receipt in this Handbook (Appendix 1) and return it as instructed on the form.**

If you have any queries or comments, or would like to contact us for advice and guidance on any issues, please do not hesitate to get in touch. You can call us on +44 (0) 161 306 7912 or e-mail on [mary.howcroft@manchester.ac.uk](mailto:mary.howcroft@manchester.ac.uk).

On behalf of the University of Manchester I wish you an enjoyable and successful time on your chosen programme.

**Paulette Farnworth Interim Programme Director**

## 1.2 Contacts and communication

Name
<b>Professor Shôn Lewis – Head of Institute</b>
<b>Professor Jenny Shaw – Programme Advisor</b>
<b>Paulette Farnworth – Interim Programme Director</b> Tel: 0161 275 8148 <a href="mailto:Paulette.farnworth@manchester.ac.uk">Paulette.farnworth@manchester.ac.uk</a>
<b>Dr Caroline Logan – Honorary Research Fellow and Associate Programme Director</b> Tel: 0161 275 0729 <a href="mailto:Caroline.logan@manchester.ac.uk">Caroline.logan@manchester.ac.uk</a>
<b>Dr Clare Richardson - Lecturer</b> <a href="mailto:Clare.richardson-3@manchester.ac.uk">Clare.richardson-3@manchester.ac.uk</a>
<b>Dr Naomi Humber – Honorary Lecturer</b> Tel: 0161 275 8146 0161 275 8015 <a href="mailto:naomi.humber@manchester.ac.uk">naomi.humber@manchester.ac.uk</a>
<b>Mrs Mary Howcroft – Programme Administrator</b> Tel: 0161 306 7912 <a href="mailto:mary.howcroft@manchester.ac.uk">mary.howcroft@manchester.ac.uk</a>
<b>The eLearning Team</b> E-mail: <a href="mailto:elearning@manchester.ac.uk">elearning@manchester.ac.uk</a> *

\* **IMPORTANT:** Please write 'MSc Advanced Practice in Forensic Mental Health technical query' in the subject header of your email.

### Communications

Good communication between university and student is important for the smooth running of any course. The following section outlines the different options available and their recommended use.

### Student e-mail

As a student of the University of Manchester you will be given your own student e-mail address during the registration process:

[student.name@postgrad.manchester.ac.uk](mailto:student.name@postgrad.manchester.ac.uk)

All information and communication to students will only be sent to your student University e-mail addresses, and it is essential that any communications with tutors and the admin office are made via your university student e-mail address.

Any e-mails received from a non-University address will be replied to at the student's University address. The reason for this is to ensure that students have a fixed e-mail account for the duration of the course and so do not miss out on important pieces of information which may include group information sent to "all students".

You can access your University e-mail account using the same details that you use to log in to Blackboard. To log on to Outlook Web App, go to the following address and enter your username and password: <http://outlook.manchester.ac.uk>.

You can sign up for your central account and obtain your username and password here [https://iam.manchester.ac.uk/initial\\_login/overview](https://iam.manchester.ac.uk/initial_login/overview) and following the sign up process.

If you have forgotten your username or password, you can go through the account recovery process here: [https://iam.manchester.ac.uk/recovery\\_login/overview](https://iam.manchester.ac.uk/recovery_login/overview).

### **Blackboard e-mail**

This e-mail is useful when you are discussing matters with a tutor or students on a particular course unit, but your Manchester student e-mail account is better for general enquiries or problems.

### **Announcements in Blackboard**

On the front page of your Blackboard course there is a small space for Course Announcements. These will be brief and will usually flag up important longer messages or items of information contained on web pages or in e-mails.

### **Internet telephone and computer messaging**

Some students find Skype™ useful. Both the Admin and Technical offices have Skype, as do some tutors.

<http://www.skype.com/intl/en-gb/get-skype/>

There are times when using visual as well as audio communication can be really helpful. We can do that with Wimba™ Breeze™ or MSN™ conferencing. To make the best use of this we recommend you invest in a headset and microphone (about £15.00). This can be particularly useful if you have a computer-related problem and need technical advice.

### **My Manchester**

From here you will be able to access many of the areas and sites that you use regularly, e.g. Blackboard, your e-mail, the library, or SRI Links (like BBC News). You will be able to access this when you have your student password and username at the following address:

<http://my.manchester.ac.uk/>

## **1.3 Full payment of fees**

Students should complete their financial registration in September 2014. This should be possible online or over the phone. You are responsible for doing this. The University follows up all bad debts, a process that can affect your credit rating.

All fees issues are dealt with by the Student Services Centre. Contact details for the SSC can be accessed via:

<http://www.studentnet.manchester.ac.uk/crucial-guide/financial-life/tuition-fees/payment/>

## **1.4 On-line re-registration**

All part-time students need to re-register for each year that they study. This is usually done in late August and September. This process is important as it allows you to choose your units for the coming year, calculates the year's fees based upon your choices, and reactivates your student accounts. You will be sent an e-mail in August telling you about the details of re-registration.

## **2 PROGRAMME OF STUDY**

The main award is the Master of Advanced Practice in Forensic Mental Health. A Postgraduate Diploma is also offered as well as a Postgraduate Certificate.

### **Evidence**

Developing skills in the collection, synthesis and implementation of evidence is central to this programme. Each course unit will be based on this approach wherever possible, and will use the evidence cycle.

This can be summarised as: collection, synthesis (and / or appraisal), and implementation / application.

### **Skills**

The programmes emphasise the acquisition of skills so that you can put into practice what you learn. Many Master's courses teach attitudes and knowledge, while our emphasis will be more focused on the development of skills to use in professional life. These skills will also translate into the ability to perform and appraise research projects as well as improving clinical skills

### **Self-directed study**

The programme encourages self-directed study around clearly identified learning outcomes for each course unit.

### **Implications**

The implications of emphasizing self-directed study and skills are that the course will largely involve active learning methods using case-scenarios, exercises, etc., in a problem-based approach. The programmes include a visionary aspect, so course units will cover the latest developments in the field and possible future directions.

## 2.1 Master of Advanced Practice in Forensic Mental Health

**Total: 8 modular units + APFMH dissertation = 180 credits**

Year	Units of Learning	Credits	Exit Award
<b>1</b>	Introduction to Forensic mental health and offending behaviour	15	
	Assessment, Formulation and Management in Clinical Practice	15	
	Personality disorder assessment and intervention	15	
	Clinical risk assessment, formulation and management	15	<b>Exit award only:</b> PG Cert Advanced Practice in Forensic Mental Health (60 credits)
<b>2</b>	Overview of mental health legislation	15	
	Research methods	15	
	Advanced risk analysis and management to include -Sex offender assessment & treatment -Offence analysis	15	
	<b>Optional module:</b>	15	
	Options available will be confirmed by Programme Director		PG Diploma Advanced Practice in Forensic Mental Health (120 credits)
<b>3</b>	Dissertation	60	MSc Advanced Practice in Forensic Mental Health (180 credits)



## 2.2 Course units available Year 2014/15

Semester One	Semester Two
<b>Core Units</b>	<b>Core Units</b>
Introduction to Forensic Mental Health and Offending Behaviour <b>MEDN68701</b>	Clinical Risk Assessment, Formulation and Management <b>MEDN68712</b>
Assessment, Formulation and Management in Clinical Practice <b>MEDN68121</b>	Personality Disorder Assessment and Intervention <b>MEDN68722</b>

### Submission of assessed work

All assignments must be submitted via the **Assignment Post box** in Blackboard on the date and time specified above. Please see instructions in your course unit assessment pages. Assignments e-mailed to tutors or administration will not be accepted unless prior agreement.

## 2.3 PGT Medical and Human Sciences PGT Graduate School Online Skills Training Resource

### Skills units and other teaching resources developed for the Faculty Graduate School

The Faculty of Medical and Human Sciences Graduate School has developed a skills training resource to support you through your postgraduate taught programme. This online material should supplement the assessed learning material and activities undertaken in your taught programme.

#### Accessing the online skills resource

You can access Blackboard through the My Manchester portal (<http://my.manchester.ac.uk>). The skills training resource is available in an academic community space available to all registered PGT students in the Faculty through Blackboard.

*If you cannot see these units in your Blackboard please contact your Programme Administrator.*

### Content

Full details of all these resources can be found in the introduction to each unit. These resources have been designed to give you formative feedback on your progress through them. If you experience any problems and would like to talk to someone please contact your Programme Director. If you have questions about referencing and how it applies to your own work, please contact your Programme Director or dissertation supervisor/module lead.

<b>Academic Writing</b>	This is an excellent resource that supports you to write your assignments and dissertation. It is split into units that focus on key areas that previous students have found difficult and aims to enhance your academic writing style.
<b>Understanding Academic Malpractice</b>	Good academic writing is underpinned by evidence, and this must be correctly referenced. This resource explains good referencing practice and also enables you to test your understanding of the University's plagiarism policy.

	Note that this is not the mandatory course and you must have completed the test in the mandatory unit.
<b>Research Methods*</b>	This course is split into 3 units that cover introductions to study design, statistics and dissertation skills. It has a number of online quizzes where you can test your knowledge.
<b>Statistics*</b>	The course provides a valuable foundation for understanding and interpreting biostatistics. It aims to provide you with the fundamentals of quantitative analysis.
<b>Presentation Skills</b>	This short interactive unit is designed to help you to enhance your presentation skills. Regardless of whether you are presenting in public, preparing for conferences, an oral examination or more informal settings this unit will give you the tops tips to improve your delivery.
<b>Qualitative Research Methods*</b>	This unit has been designed to give you an introduction to Qualitative Research.
<b>SPSS*</b>	This is an introduction to statistics, using SPSS, a popular and comprehensive data analysis software package containing a multitude of features designed to facilitate the execution of a wide range of statistical analyses.
<b>Intellectual Property Awareness Resource</b>	This Intellectual Property (IP) awareness resource has been created in order to improve your understanding of IP. Topics include: Types of intellectual property • Copyright and IP clearance • University policy on IP • IP commercialisation • IP in research or consultancy • IP issues to be aware when dealing with academic materials

\* **NOTE:** the material in this online resource is for reference and formative learning purposes only. In some of your taught programme you may be required to undertake assessed course units for Research Methods, Qualitative Research or Statistics. If your programme involves taught units then you should refer to the Blackboard material relating to that course unit. Please contact your Programme Administrator if you are unsure which material relates to your assessed work. You will still be able to refer to the online skills resource in later years.

### **University Health and Safety Unit MEDN 67810**

As part of the University's responsibility to help keep you safe and well during your studies, you will need complete a short online health and safety course.

This short course provides you with basic information about how health and safety is managed on campus, and also includes some simple tests to assess your learning outcomes. It will take you approximately 1 hour to complete.

You will be enrolled automatically on the Health and Safety course unit, which is delivered through Blackboard (the University e-learning system). You must complete the course and obtain a 'pass' by 31 October 2014.

### **3 TEACHING, LEARNING AND ASSESSMENT**

#### **3.1 Induction**

The APFMH programme hosts an induction at the beginning of the first semester.

The induction is designed to orient students to all aspects of the course and is a good opportunity to meet staff and other students. Our administration team will also be there to help deal with registration issues and a visit to the library will be arranged.

**Attendance for new students is strongly recommended.**

#### **3.2 Books**

The details of core texts and other books are found on the relevant module's Blackboard page.

Please note that a number of books are now available as 'electronic books' held in the University library. These are available to all students. There is a section in 'On line skills and resources' telling you how to access these books.

#### **3.3 Method of study**

The course is a flexible evidence-based postgraduate programme in contemporary advanced forensic mental health practice and research. The course aims to be skills-based, so that staff completing the programme return to services with demonstrable skills to meet service objectives.

The course is run on a part-time modular basis with four modules per year for the first two years. There is also scope for students to attend the course on a full-time basis. Teaching will be a blend of face-to-face teaching, e-learning and supervised clinical practice. The third/final year will be dedicated to completion of the Masters dissertation under close supervision from University staff.

The course is designed to be flexible, to enable students to balance academic work with existing workplace demands. Students will have options in year 2 where they can choose from skills-based modules.

The teaching will be standard or a blend of both standard teaching and e-learning and/or clinical practice-based learning. The University have extensive experience of blended learning and good practice in on-line learning with dedicated e-learning technologists and learning materials that include rich on-line audio/video/teleconference technologies; on-line problem/enquiry-based learning; interactive materials, exercises and self-assessment tools.

In order to complement on-line components of the course additional opportunities for face-to-face learning and networking between students, academic and relevant practice research staff will be provided. This will allow staff to introduce students to the course, on-line learning and expectations of Pg study.

A range of teaching and learning methods are used to facilitate achievement of unit and programme learning outcomes. More detail on the specific methods for each unit is detailed in the [Course Unit Outlines](#)

### 3.4 Pre-requisite IT skills

We ask you to ensure (by attending formal training courses if necessary) that you are familiar with the basics of:

- Using a personal computer, including Microsoft software, particularly Microsoft Word.
- Using the internet as an aid to study, including bookmarking, saving and storing web-based material, and communicating via e-mail.
- Using a web-based search engine to search a clinical database (e.g. PubMed).
- Previous experience in using Blackboard software is not necessary, but a willingness to learn new packages is essential.

See Technical Support below for further details.

#### Computer hardware

You should have regular access to Windows PC (or Windows-compatible PC) which you are able to adjust the settings if required.

You do not need a high specification (expensive) computer to do this course. However, you will need access to a fast internet connection as this will significantly improve the download times for web pages, audio and video. The speed of your internet connection can be checked here: [http://us.mcafee.com/root/speedometer/test\\_3000.asp](http://us.mcafee.com/root/speedometer/test_3000.asp)

It is also recommended that you have a soundcard with a headset and microphone.

#### Software

The software needed for a Windows PC to access the online course is:

- An internet web browser
  - Mozilla Firefox 3.01 (Recommended for use of Blackboard)
  - Microsoft Internet Explorer version 10 (Win 7 & 8 only)
  - Microsoft Internet Explorer version 9 (Win Vista and 7 only)
- Adobe Acrobat Reader
- Statistical software (see below)

If you have any initial problems, you are recommended to do the [Blackboard browser check](#).

#### Apple Mac users

We regret that we cannot offer support for Apple Macs. We offer advice, but cannot accept responsibility for the performance of the web-based materials on an Apple Mac.

#### Browsers

If you are running Mac OS 10.3 or above, you should be able to access the course materials through Safari 3.1 or Firefox 3.01. For further information, please refer to the [Blackboard list of supported browsers](#):

If you are a Mac user, or have other technical queries about the course please email for further details: [elearning@manchester.ac.uk](mailto:elearning@manchester.ac.uk) \*

\* **IMPORTANT:** Please write 'MSc Advanced Practice in Forensic Mental Health technical query' in the subject header of your email.

### **3.5 Technical support**

If you are having problems accessing the student portal, email or your course materials, please contact the Faculty of Medical and Human Sciences IT Service Desk:

<http://www.itservices.manchester.ac.uk/contacts/>

Alternatively, you can contact:

eLearning team: Duncan Greaves (available Monday–Friday, 9am–5pm, UK local time)

Tel: +44 (0) 161 306 0456

E-mail: [duncan.greaves@manchester.ac.uk](mailto:duncan.greaves@manchester.ac.uk) \*

\* **IMPORTANT:** Please write 'MSc Advanced Practice in Forensic Mental Health technical query' in the subject header of your email.

Please note that queries and support needs for accessing on-line library resources should be directed to the UoML here:

<http://www.library.manchester.ac.uk/aboutus/contact/>.

On the University campus, there are large open access PC clusters at the University of Manchester Library, the Stopford Building, Coupland 3 and Manchester Computing. These are open at weekends. If you wish to use any of the on-campus machines, you will need to log in using the same username and password that you use to log into Blackboard. If you have any queries about this, please contact the Faculty of Medical and Human Sciences IT Service Desk (contact details above).

The University also has an extensive Wi-Fi network which can be accessed from most University buildings, cafes and shops on Oxford Road.

Further information about the computing and IT services offered by the University of Manchester, including basic computer training courses, can be found on the Manchester Computing website: <http://www.itservices.manchester.ac.uk/>.

### **3.6 Assessment**

A range of assessments, formative and summative, are used to test achievement of unit and programme outcomes (refer to Course Unit Outlines on Blackboard).

Assessment methods specifically focus on enabling students to consolidate and apply their developing knowledge, understanding and intellectual skills to the integration of theory and practice related to clinical/health and social care research. Summative assessments are complemented by continuous formative assessments

which are part of each course unit materials. These include a variety of interactive, stimulating on-line exercises with regular self-assessment, on-line postings to discussion boards with feedback from staff and presentation of on-line seminars. Summative assessments include a variety of essays, literature reviews, critical appraisals of published work, research proposal, summaries and presentation of different types of research data, online short answer tests. The dissertation unit enables students to consolidate their learning and demonstrate achievement of overall outcomes through a number of dissertation options. These options include undertaking a research project focused on a specific aspect of practice. This is assessed by means of a 10-15,000 word dissertation in which students outline and critically reflect on the project undertaken in terms of its focus, methods, execution, findings and implications for practice and further research.

### **Assignment submission**

All coursework assignments should be completed in Microsoft Word or rich text format (not docx. Documents) and submitted via the Blackboard post-boxes. Full details of how to submit an assignment in Blackboard will be provided in the demonstrations at the beginning of your programme

Policy on Submission of Work for Summative Assessment on Taught Programmes:

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

### **TurnitinUK**

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.

### **3.7 Feedback policy**

The following policy has been developed in line with the University 'Policy on feedback to undergraduate and Post Graduate Taught students.

*"The University of Manchester is committed to providing timely and appropriate feedback to students on their academic progress and achievement, thereby enabling students to reflect on their progress and plan their academic and skills development effectively. Feedback, and acting on feedback, is therefore part of the active learning process throughout a student's course of study."* Teaching and Learning Support Office U of M 2010

On the APFMH programme we are committed to;

- Providing students with personalised feedback for their summative assignment, within 15-20 working days of submission.
- Providing more opportunities for formative feedback (on non assessed work) during a course unit.

**Please see Appendix 4 – Copyright clause**

**1. Personalised feedback on written assignments will be provided for assignments.**

We aim to offer the same quality of feedback across the programme, however the form that this feedback will take will vary from unit to unit, and this will be specified in each individual Blackboard unit. Some assignments will benefit from a summary at the end of the paper, short answer questions may receive feedback after each question and in other units feedback may refer to the model answer.

All feedback will be given through 'Grademark, TURNITIN' within Blackboard, unless specifically stated differently in the course unit materials. Your tutor may use a variety of different tools within the software. A guide to accessing feedback within Grademark will be found in each unit.

We aim to get feedback uploaded into 'Grademark' and your assignments marked in under 20 working days or less for the assignments. In the case of tutor sickness delaying feedback, students will be informed by e-mail.

Feedback is designed to be positive to show you how you can improve. In most cases it will be linked closely with the programme 'marking criteria' found in the handbook.

We encourage you to reflect on the feedback and to incorporate the ideas into your next work. If you are uncertain about it, or have any questions please contact your course unit lead. Do this via Blackboard.

Some discussion board and small group exercises are also assessed. Details of the marking and assessment will be explained in the individual course unit.

Please read the University policy on feedback to Undergraduate and Postgraduate taught students:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6518>

## **2. Providing opportunities for formative feedback (on non assessed work) during a course unit.**

**Formative** feedback gives you the opportunity to develop and improve with the unit and/ or programme of study. In our programme this is offered in many different ways for example;

- Feedback by tutors and fellow students on discussion boards
- Automated feedback from self test or quizzes
- Peer review exercises

These are not assessed, however we do encourage you take part and reflect on the feedback that you receive.

### **Feeding back on us!**

There are questions within the end of unit evaluations which will enable you to give us 'feedback' on our 'feedback'. It is really helpful to get your comments and thoughts on this.



### 3.8 Postgraduate Taught Degree Regulations for Students (September 2014)

Postgraduate Taught degrees at the University of Manchester are based on the [National Framework for Higher Education Qualifications](#) (FHEQ). This framework requires students to achieve credit at masters' level in order to get an award. For a standard postgraduate taught Masters programme this will normally mean passing 180 credits. A standard postgraduate diploma will normally have 120 credits and a postgraduate certificate 60 credits. The way in which you study these credits will be defined later in the programme handbook and the programme specification.

The University sets standards relating to your performance on every unit but also on your progression through the programme. The programme and course unit specifications will set out the requirements for passing the credit on individual units.

#### Postgraduate Taught Degree Regulations

Please find below the link to the degree regulations:

<http://documents.manchester.ac.uk/display.aspx?DocID=13148>

The following guidance should be read in conjunction with the regulations policy document.

#### Criteria for Awards

##### ***Award of Masters Degree***

The award of Master degree is based upon credit accumulation using a pass mark of 50%.

##### Distinction

Exceptional achievements over the course of the Programme according to the taught masters marking scheme will be rewarded with the degree of MRes with Distinction.

To obtain a Distinction, students must have:

- accrued 180 credits;
- have passed all units with no compensations or referrals;
- have achieved an overall weighted average of 70% or more across the programme.

Students who have compensated or have been referred in any course units are not eligible for the award of Distinction. In addition, the dissertation must be submitted by the end of the period of programme, unless there are significant mitigating circumstances, approved in advance for missing the end of programme deadline.

##### Merit

To obtain a Merit, students must have accrued 180 credits AND have achieved an overall weighted average of 60% or more across the programme, including any provision made for compensated or referred units.

##### Pass

To obtain a pass, students must have accrued 180 credits including any provision made for compensated or referred units.

##### ***Award Postgraduate Diploma***

To obtain a Postgraduate Diploma award, students must have accrued 120 credits (as specified by the programme) including any provision made for compensated or referred units.

### ***Award Postgraduate Certificate***

To obtain a Postgraduate Certificate award students must have accrued 60 credits (as specified by the programme) including any provision made for compensated or referred units.

Unless otherwise specified in the exemptions, the awards of Postgraduate Diploma and Postgraduate Certificate degree are based upon credit accumulation using a pass mark of 40% for which there is no classification other than pass/fail.

### **Exit Awards**

Exit awards are available for students who do not satisfy the criteria for the programme they are registered on or who needs to exit the programme early due to unforeseen circumstances.

To be considered for a PG Diploma (120 credits; exit point) students must have accrued 120 credits across the programme.

To be considered for a PG Certificate (60 credits; exit) students must have accrued 60 credits across the programme.

Please note the pass mark for course units making up the Postgraduate Diploma and Certificate exit awards is 40%.

### **Compensation**

Students may be awarded compensated credit if they receive fail marks in the range 40-49% in no more than 30 credits in the taught component.

#### *Postgraduate Diploma*

Students may be awarded compensated credit if they receive fail marks in the range 30-39% in no more than 30 credits in the taught component.

#### *Postgraduate Certificate*

Students may be awarded compensated credit if they receive fail marks in the range 30-39% in no more than 15 credits in the taught component.

The combined total number of credits compensated and referred cannot exceed half the taught credits.

Compensated credit retains the original failed mark for the course unit and this is used in the weighted average for the calculation of the final classification/award.

Please note that some programmes do not allow compensation. Please refer to the 'Programme Exemptions to PGT Degree Regulations' section of the handbook where specific exemptions applicable to the programme will be listed.

### **Reassessment**

Where the overall unit mark is below the compensation zone (40% for Masters and 30% for Postgraduate Diploma/Certificate) OR the number of compensatable fails (30 credits for Masters/Diploma and 15 credits for Postgraduate Certificate) has been exceeded, reassessment may be taken.

Reassessment as a result of a fail is known as a "Referral". Reassessment as a result of approved and verified mitigating circumstances is known as "Deferral" and may be permitted where students are reassessed as a first attempt, for which no penalty applies.

Students may be referred in up to half of the total taught credits. The combined total number of credits referred and compensated cannot exceed half the taught credits. Decisions with regard to which components should be reassessed are made by the Examination Board.

When a student is referred they will normally be permitted to retake the assessment/exam on one further occasion.

At the recommendation of the Board of Examiners, students will normally be allowed one resubmission of a failed dissertation or project and this will normally be within four months of the date of the publication of the result. The Board of Examiners, in agreement with the External Examiner may, exceptionally, decide not to allow resubmission.

The pass mark for a reassessment is the same as the first attempt (i.e. 50% for masters and 40% for Postgraduate Diploma/Certificate). When a reassessment is passed, the mark is capped at the lowest compensatable fail mark (i.e. 40R for Masters and 30R for Postgraduate Diploma/Certificate), unless the previous mark was within the compensation zone, in which case the original mark will stand with a suffix 'R'. This mark is used in the weighted average/total mark for the final award. The capped mark is applied to the whole unit and not the failed component.

Referrals may also be compensated providing the number of quota of compensations has not been exceeded. When a student's referral mark is in the compensation zone (and the student/unit is eligible for compensation), the student's mark will be capped at the lowest compensatable fail mark (i.e. 40R for Masters and 30R for Postgraduate Diploma/Certificate).

Please note that some programmes do not allow referrals. Please refer to the 'Programme Exemptions to PGT Degree Regulations' section of the handbook where specific exemptions applicable to the programme will be listed.

### **Programme Exemptions to PGT Degree Regulations**

The programme will not permit compensation rules to be applied and will set a 50% pass mark for the case report assessment component for all students (MSc, PG Diploma, PG Certificate) to the following units:

- MEDN68712 – Clinical Risk Assessment
- MEDN68722 – Personality Disorder
- MEDN68732 – Advanced Risk Analysis and Management

### **Dissertation Progression**

The minimum requirements for progressing to the third year dissertation module are as follows:

- Students must have accrued 120 credits at MSc level (50% or higher for each module, unless the student has referred marks).
- Students must not have been referred in over half the total taught credits.

### **Extensions**

All coursework deadline extension requests should be submitted directly to the Programme Administrator. Please provide as much detail as possible on the extension request form (see Appendix 2), and be assured that all information will be treated confidentially. Course tutors do not accept extension requests.

Please send the extension request form to the following e-mail address:

[mary.howcroft@manchester.ac.uk](mailto:mary.howcroft@manchester.ac.uk), by 4.00 pm on the last working day before the assessment deadline. Please do not submit extension requests via Blackboard.

Extensions will be granted at the discretion of individual course unit leaders or the Programme Director. **Students are normally only permitted a maximum extension of one week.** One-week extensions are only granted for acute illness around assignment submission time and any unforeseen life events that affect your ability to work in the short-term.

**Please note**, an extension will not be granted for holidays or other events that were planned or could reasonably have been expected; inadequate planning or time management; failure, loss or theft of a computer or other equipment, including inability to print off work for whatever reason; and consequences of paid employment. Deadlines for handing in assessed work will not normally be extended to allow for religious observance, and students must therefore schedule their work accordingly.

Students with more enduring problems may be offered the opportunity to take the resubmission assignment during the resit period, with the possibility of obtaining full marks (i.e. the maximum mark for resits would not apply in these circumstances). Medical certification will be required, and students need to fill out and submit a 'Special Circumstance form' – Appendix 3. Students who develop a serious illness or who are hospitalized during the course will be very strongly encouraged to interrupt until they are fully recovered.

### **Mitigating circumstances**

Mitigation describes the process by which a student may be compensated for poor assessment performance, or when they are not able to complete an exam/assessment, as a consequence of unforeseen or unpreventable circumstances.

A student must submit a request for mitigation to their programme administrator, in advance of their assessment submission deadline or exam. Retrospective mitigation requests will only be considered, if presented at least 2 weeks prior to the exam board and there are compelling reasons as to why the circumstances could not be made known or presented prior to the assessment submission deadline/exam. (Exam board dates will be circulated by your programme administrator once confirmed).

Any requests for mitigation will be considered confidentially by a mitigating circumstances panel. The panel will normally comprise of the Programme Director, a Programme Administrator and a senior member of School staff. Where a request for mitigation is supported, a recommendation will be made to the exam board for them to decide on the best course of action for the student.

Students are advised to consult the following guidance, which directs them to seek advice and support before and whilst submitting a request for mitigation. The University form and guidance for students, is available at:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=4272>

For further information about the process and acceptable grounds for mitigation see: Mitigating Circumstances Policy & Procedures:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=4271>

### **Late submissions**

Work submitted after the deadline (unless extended due to mitigating circumstances as appropriate) will be awarded a mark of zero (or fail for a pass/fail assessment).

Where the final dissertation (or equivalent) is submitted after the deadline, at the discretion of the Board of Examiners (or other competent body) it may be treated in the same manner as a resubmission following failure with the mark capped at 40% with no further opportunity for resubmission.

For further information see: Policy on Submission of Work for Summative Assessment on Taught Programmes

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

### **Word limit**

This applies to all assessments, excluding dissertations.

Students must adhere to the specified maximum word limit stated. The Faculty of Medical and Human Sciences' penalties for exceeding word limits are:

Up to 10% over limit: mark reduced by 10%  
11%-20% over limit: mark reduced by 25%  
21%-50% over limit mark reduced by 50%  
over 51% over work will not be marked

Word limits do not include text in the bibliography/reference list, figure legends and tables and appendices (if relevant). However, students must ensure that figure legends or text within tables are of an appropriate length and not used to circumvent the word limit. Students who are found to be doing this will be penalised.

Where these mark reductions result in a fail, the unit will be treated as a failed unit in accordance with the University's Degree Regulations.

Students must state the word length at the top of their assignment and failure to do this will result in the same penalty as exceeding the word limit being applied.

### **Appeals**

Regulations for student complaints and appeals are provided in the University's General Regulations XVII and XIX respectively. These can be accessed via the following links:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1872> and  
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1893>.

### **Publication of results**

After the internal and external examinations boards have been held at the end of the academic year, and once all marks have been ratified and processed, students will be sent details of how to access their results on the Student Centre.

### **Graduation**

All students who successfully complete the PG Diploma and MSc APFMH programme are invited, along with their guests, to attend a graduation ceremony. Further details can be accessed via:

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/graduation/>

All University of Manchester degree ceremonies are broadcast live on-line, and are also stored on the University website.

### **Academic Malpractice**

The University does not permit plagiarism or other forms of academic malpractice under any circumstances, and individuals found to have committed such an incident can expect a harsh penalty, which in some cases results in exclusion from the University. To ensure that you are fully informed about University expectations and understand your responsibilities with regard to academic malpractice please ensure you have read the guidance provided by the University to students on this topic.

Guidance for students on plagiarism and other forms of academic malpractice can be found at:

<http://documents.manchester.ac.uk/display.aspx?DocID=2870>

Academic Malpractice: Procedure for the Handling of Cases can be found at:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=639>

As further support the Faculty of Medical and Human Sciences training team has developed a module entitled "Understanding Academic Malpractice". This unit should be completed by all postgraduate taught students and will allow you to test your understanding of what constitutes plagiarism and academic malpractice. The module is part of the PGT Medical and Human Sciences Graduate School Online Skills Training Resource. You can access the resource via Blackboard. Log in to My Manchester and click on the Blackboard tab. The online skills training resource will be listed under the My Communities heading (below your course units). The module should be completed as soon as possible after you begin your programme, but must be completed before you submit your first piece of academic writing for assessment.

## **Fitness to Practice**

Postgraduate students at the University of Manchester who are qualified health or social care professionals (e.g. doctor, dentist, nurse, social worker) registered by a healthcare or social care regulatory body (e.g. General Medical Council, General Dental Council, Nursing & Midwifery Council, Social Care Council) are expected to behave at all times in a way that is consistent with the recommendations or code of practice of the relevant professional regulatory body\*.

Postgraduate students need to be aware that in the event of misconduct, dishonesty, unprofessional behaviour, or other behaviour or illness (e.g. mental health illness) that raises the possibility that the student's fitness to practise may be impaired; the University has a duty to protect the public and to inform the relevant professional regulatory body. This means, for example, that where a student has been found to be dishonest (e.g. plagiarism, collusion, falsification of research data or other forms of cheating) the matter may be reported by the University to the relevant professional regulatory body.

Students who are dishonest not only risk failing to be awarded the intended degree, but also place at risk their whole professional career.

\* This also applies to intercalating medical students

### **3.9 Personal Tutor System & Personal Development Plans (PDPs)**

All students are allocated an academic advisor for the duration of their programme of study. Their role is to assist students in enhancing their academic and learning skills, the development and review of Personal Development Plans and providing support where required. They can also guide students to a wide range of other sources of assistance or support. All students are offered structured opportunities for email/telephone/on-line face to face contact with their academic advisor on a regular basis. Individual personal tutorials can be arranged at the request of students or by the academic advisor or other unit tutors to deal with pastoral and progress issues.

A personal development plan (PDP) is a collection of documents that record your progress throughout the course. It encourages you to focus on your skills as a learner and to take responsibility for your own skill development. **The PDP is your own property.** It is primarily about assessing your skills, setting personal goals for improvement, recording your achievements, and reflecting on your experiences on this course.

Students may find the link below useful as it's a faculty developed webpage designed for students professional development planning. Students will need their username and password to gain access.

<http://www.mhs.manchester.ac.uk/secure/graduateoffice/pdp/>

Others will have used them for some years within their work environment, for example in the NHS. In this case we encourage you to use whichever system is of most benefit to you.

If kept up to date, your PDP will provide a valuable profile of your progress and achievement throughout your course, as well as helping you document your skill development. This will be a great asset when you come to revising your CV. For more general information please see

<http://www.tlso.manchester.ac.uk/personaldevelopmentplanning/>

### 3.10 Accreditation of prior learning (APL)

A student may be permitted to receive an award of credits on the basis of demonstrated learning that has occurred at some point in the past. The award of credits can be based upon learning for which certification has been awarded by an educational institution or another education/training provider, or un-certificated learning gained from experience. Criteria include:

- The learning is demonstrably at PG level;
- The learning does not exceed 60 credits for a Master's, 45 for a Postgraduate Diploma and 15 credits for Postgraduate Certificate;
- The learning was achieved within 5 years prior to the request being made.
- Accepted APL credits will not carry any grading from the previous institution, and therefore APL course unit marks should not be included when calculating average marks, so the course average will be calculated just from marks awarded from the MSc APFMH programme.
- CPD Stand Alone Units scheme do not allow any APL credits.

All requests from the student for consideration of APL must be made to the Programme Director (PD) **no later than** two weeks after commencement on the programme. You will be asked to apply in writing, to provide evidence of prior learning, and to indicate the MSc APFMH course units for which your prior learning is to be accredited.

Students who have completed units on the CPD stand-alone unit's scheme who progress to the PG Cert, PG Diploma or MSc APFMH will have those units automatically accredited to their new programme.

### 3.11 Clinical Supervision

As part of the forensic mental health programme all students are expected to demonstrate application of learning from the course into practice. It is an expectation therefore that students receive regular clinical supervision, which dependent on your professional background or area of work may be described as supervision or professional supervision.

A supervision declaration form is provided which includes guidance for students and supervisors related to the scope of this supervision in relation to the course. This must be completed and returned to the programme team within the first semester.



#### **4. STUDENT PROGRESSION**

##### **Attendance and participation requirements**

The programme director and teaching staff will monitor the work and attendance of students on the programme. This is for your benefit and helps to ensure you are coping with the work. Regular or a pattern of non-attendance and/or engagement will result in you being contacted by the School to meet with your programme director. Following this, further action will be taken if there isn't a significant improvement in attendance.

For further information see: Work and Attendance of Students (Regulation XX)  
<http://documents.manchester.ac.uk/display.aspx?DocID=1895>

##### **Change in Programme**

Students may request to change from a Master level to a Diploma or Certificate. On the basis of performance students may be recommended or required to change their programme for example from a Master to a Diploma.

##### **Interruptions and Extensions to Programme**

It is the expectation of the University that postgraduate taught students pursue their studies on a continuous basis for the stipulated duration of their programme. However, it is recognised that students may encounter personal difficulties or situations which may seriously disrupt or delay their studies. In some cases, an interruption or extension to your programme of study may be the most sensible option.

Students who wish to interrupt the programme or extend to write up the dissertation should initially discuss their plans and reasons with the Programme Director.

Students should also provide documentary evidence when appropriate, for example, doctor's letter, sick note etc.

An application must be submitted to the Programme Director who will either support or reject the request. The form will then be submitted for consideration to the School of Medicine Degrees Panel who will make the final decision.

The forms required for formal application are available from your Programme Administrator.

##### **Withdrawal from studies**

If for any reason you would like to withdraw from your studies, please contact the Programmes Administrator for further guidance. You will be asked to give notification of your withdrawal in writing, and may be invited to speak to a member of academic staff before your withdrawal is processed. Please note that you may be liable for part or whole of the tuition fees due and/or an administrative charge if you decide to withdraw once teaching has started.

##### **Progressing from PG Dip on to Masters**

Well performing PG Dip students can progress on to Masters level if they match or better the required academic performance for a Masters award.

## 5. STUDENT SUPPORT

You should obtain access to the [2014 Crucial Guide](#) for all postgraduate students to get full details of support offered by the University of Manchester. Though you may not be able to come to the University, many support or guidance services can now be accessed by e-mail, phone or mail. The course unit leaders, tutors, Programmes Administrator and Programme Director are all on hand to support and guide you while you are going through your programme of study. If you have any queries or would like to discuss any issues at all – academic, administrative, technical or personal – please do not hesitate to get in touch. All personal issues will be dealt with confidentially.

If we are unable to help you directly, we can put you in touch with many of the support services that are available to students of the University through our Student Services Centre. You can approach these services independently, without the involvement of MSc APFMH staff. Again, use the Crucial Guide as an additional source of information. You can find the Crucial Guide online here:

<http://documents.manchester.ac.uk/display.aspx?DocID=20358>

### 5.1 Student Services Centre (SSC)

**You can contact the SSC for information on the following:**

Tel: +44 (0) 161 275 5000

E-mail: [ssc@manchester.ac.uk](mailto:ssc@manchester.ac.uk)

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/registration/>

#### **Student identity card**

To get a University of Manchester Student ID card, please send evidence of successful registration (a print out from the registration screen or email confirmation), together with a passport size photograph, to the Student Services Centre, Burlington Street, The University of Manchester, Oxford Road, Manchester, M13 9PL. The Student Services Centre will then send your University ID card by post. Alternatively you can pick up a student card in person, from the Student Services Centre, whilst at the University.

### 5.2 Student counselling service

The University of Manchester Counselling Service offers confidential help with any personal issues affecting work, self-esteem, relationships, mental health or general well being. Counselling can provide a valuable opportunity to work on personal issues in a confidential setting with someone independent from your own life. The Counselling Service is available for all University of Manchester students (undergraduate, postgraduate or research students) and all members of staff. They are happy to communicate with distance learning students by phone or e-mail. It is free of charge and consists of a team of professional counsellors with extensive experience of helping people with issues such as managing anxiety, confidence and self-esteem, managing low mood, personal development and coping better with academic pressures:

[counsel.service@manchester.ac.uk](mailto:counsel.service@manchester.ac.uk)

Telephone: 44 161 275 2864

<http://www.staffnet.manchester.ac.uk/personalsupport/counselling/>

### **5.3 Disability Support Office**

We hope that this website will provide up-to-date information for students with specific learning difficulties, disabilities, sensory impairments, mental health difficulties and medical conditions.

As well as recurrent information, and a signposting service to other forms of student support, we will also use this site to bring attention to new developments within the DSO (Disability Support Office) and the field of disability in Higher Education.

<http://www.staffnet.manchester.ac.uk/personalsupport/disabled-staff/disability@manchester.ac.uk>

### **5.4 Careers Service**

<http://www.careers.manchester.ac.uk/>

#### Careers Blog for International Students @ Manchester

Recently launched, a Careers Blog dedicated to keeping international students at The University of Manchester informed with regular news and upcoming events.

<http://manchesterinternationalcareers.wordpress.com/>

### **5.5 Health and safety, security**

If you are going to be visiting the University campus for any purpose, please take time to read the University's Health and Safety Policy before doing so. This can be accessed via:

<http://documents.manchester.ac.uk/display.aspx?DocID=654>

#### **Security**

If you are going to be visiting the University campus for any purpose, please note that neither the School of Medicine nor the University of Manchester can be held responsible for your personal property. Please keep your belongings with you at all times. Items left unattended may be removed and destroyed or damaged without warning by University Security Services.

### **5.6 Equal opportunities**

In conformity with the general intention of the University's charter, the programme confirms the commitment to a comprehensive policy of equal opportunity for students and prospective students in their admissions policy, in all aspects of teaching and examining, in their counselling of students, and in the way they afford access to any of their benefits, facilities and services. The aim of the policy is to ensure that no student or prospective student receives less favourable treatment directly or indirectly on the grounds of race, nationality, ethnicity, gender, sexuality, marital or parental status, disability, creed, political belief or social or economic class. The Code of Practice for complaints represents our commitment to a programme of action to make these policies fully effective.

## **Links to current regulations, codes of practice and policies**

### Crucial Guide for Postgraduate Students

<http://documents.manchester.ac.uk/display.aspx?DocID=20358>

### Presentation of Dissertations Policy

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

### Policy on Submission of Work for Summative Assessment on Taught Programmes

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

### Policy on Mitigating Circumstances

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=4271>

### Mitigating Circumstances: Guidance for Students

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=4272>

### Academic Appeals (Regulation XIX)

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

### Student Complaints (Regulation XVIII)

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1893>

The Faculty contact for student complaints is Mrs Sally Bray:

Mrs Sally Bray, Head of Academic Services, Faculty of Medical and Human Sciences, University of Manchester, Room 3.50B, 3<sup>rd</sup> Floor, Simon Building, Brunswick Street, Manchester M13 9PT. Tel: 0161 275 1467. Email: [sally.a.bray@manchester.ac.uk](mailto:sally.a.bray@manchester.ac.uk)

### Policy on Feedback to Undergraduate and Postgraduate Taught Students

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6518>

### Conduct and Discipline of Students (Regulations XVII)

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6530>

### Student Charter

<http://www.studentnet.manchester.ac.uk/enhancing-my-experience/charter/>

## **6. STUDENT REPRESENTATION AND FEEDBACK**

### **Student representation**

We ask students to volunteer for the role of student representative. Student representation plays a vital and important part in helping us to maintain and improve the quality of the services and programmes that we provide.

The role of a student representative has three aspects:

- To liaise between staff and students on matters of concern to either side
- To provide two-way feedback on the course and on teaching quality
- To promote active student involvement in course development

Student representatives are also invited to speak confidentially to our external examiner at the end of the academic year, and to participate in our end-of-year programme steering committee meeting. Representatives can participate by attending meetings in person or by teleconference. Representatives will be asked to feed back information from these meetings to the other students.

### **Student feedback**

Your feedback is part of an ongoing process of programme and course unit assessment. At the end of each semester you will be asked to complete an on-line evaluation questionnaire for each course unit you have taken. At the end of your course you will be asked to complete a general evaluation for your overall programme of study.

A member of research staff will circulate your feedback to the unit leaders in a form that cannot identify individual responses, assuring anonymity. Your feedback is extremely important, not only for programme quality assurance but also to the University in meeting the requirements of external quality assessment.

The compiled course unit evaluation document and a summary of actions taken from it will be posted twice a year (April & July), in the online skills and resources unit.

## **7 EXTERNAL EXAMINER**

### **The role of the External Examiners**

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

### **External Examiners’ reports**

External Examiners’ reports relating to this programme will be shared with student representatives at the programme committee, 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.”

### **External Examiner Details**

The External Examiner for this programme is Professor Tom Fahy who is a Professor of Forensic Mental Health and is based at the Institute of Psychiatry, King’s College London.

Please note that this is for information only and 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 will then report the matter to the School 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 Administrator.

## **8. THE GRADUATE SOCIETY**

### **The Graduate Society**

The Faculty of Medical and Human Sciences Graduate Society (FMHSGS) formed in October 2012. Broadly, our “mission” is to act as a resource for postgraduates within the Faculty by organising opportunities for personal and professional development. We aim to do this by working towards three overarching goals:

1. To organise high-quality academic-orientated events (such as our Lightning Lecture series, an MHS-wide conference we’re organising with the Graduate School taking place on September 11<sup>th</sup> 2014, and much more to come).
2. To organise social events which facilitate interactions across Schools and Institutes, increasing breadth of knowledge as it relates to medical and human sciences (such as our MHS Pub Quiz, and Spring Break BBQ).
3. To organise opportunities for postgraduates within the Faculty to engage the public about science (such as the “Elevator Pitch” event we’re doing with the Graduate School to travel to nearby schools and discuss postgraduates’ science).

Graduate Society Contacts:

Russell Craddock (Russell.craddock@postgrad.manchester.ac.uk)

Clifford Workman (clifford.workman@postgrad.manchester.ac.uk)

**MSc Advanced Practice in Forensic Mental Health  
School of Medicine**

**Appendix 1: Confirmation of receipt of handbook**

All students are required to send us the following declaration.

I have received a copy of the programme handbook, containing information on the content, delivery, assessment and management of the course. I have read and understood the University of Manchester's ordinances and regulations.

I agree that any assessed coursework submitted throughout the academic year will include no plagiarism as defined by the University. I have also noted the grading criteria and pass mark for assignments and the dissertation as relevant to my chosen programme of study.

**Please send the declaration by email to the programme administrator as soon as possible, but by no later than 30<sup>th</sup> September 2014.**

[mary.howcroft@manchester.ac.uk](mailto:mary.howcroft@manchester.ac.uk)

**Tel: 0161 306 7912**



School of Medicine  
Appendix 2: Extension Request Form

<p>If you feel that your ability to perform in an assessment has been affected by unforeseeable circumstances this form should be completed and returned to the Programme Administrator (1.93 Simon Building) <b>by 4.00pm on the last working day before the assessment deadline.</b></p>										
<b>Student ID Number:</b>										
<b>Academic Programme:</b>										
<b>Cohort:</b>										
<b>Academic Advisor:</b>										
<b>Assessments affected</b>										
	<b>Assessment title</b>						<b>Submission/Examination date</b>			
1)										
2)										
3)										
<p>Please give details about the nature of the extension request and attach supporting evidence. Please note that extensions will only normally be considered with supporting 3<sup>rd</sup> party evidence.</p>										
Have you included supporting third party evidence? If not please give a reason why below							<b>Yes</b>		<b>No</b>	
<b>Date Form Submitted</b>										
<p>Extensions can only be granted if submitted before the assessment deadline. If you have mitigating circumstances related to an assessment, please fill in the Special Circumstances form.</p>										

School of Medicine  
Appendix 3: Special Circumstances Form

<p>If you feel that your ability to perform in an assessment has been affected by unforeseeable circumstances this form should be completed and returned to the Programme Administrator (1.93 Simon Building) <b>within one week</b> of the assessment affected.</p>				
<p>Please see reverse for more information regarding mitigation and special circumstances.</p>				
<b>Student ID Number:</b>				
<b>Academic Programme:</b>				
<b>Cohort:</b>				
<b>Academic Advisor:</b>				
<b>Dates affected:</b>	<b>From</b>		<b>To</b>	
<b>Assessments affected</b>				
	<b>Assessment title</b>	<b>Submission/Examination date</b>		
1)				
2)				
3)				
<p>Please give details about the nature of the special circumstances and attach supporting evidence. Please note that special circumstances will only normally be considered with supporting 3<sup>rd</sup> party evidence.</p>				
<p>Have you included supporting third party evidence? If not please give a reason why below</p>			<b>Yes</b>	<b>No</b>
<p>The role of your academic advisor is to offer pastoral support whilst you are registered on the programme. Do you want your academic advisor to be informed of your circumstances?</p>			<b>Yes</b>	<b>No</b>
<b>Date Form Submitted</b>				
<p>Mitigation can only be taken into consideration if submitted within 5 working days of the assessment deadline affected. If you are submitting this form after this time period please provide an explanation below as to why it wasn't submitted within the required timeframe.</p>				

<b>School use only</b>	
<b>Date Received</b>	
<b>Date of Special Circumstances Committee</b>	
<b>Decision made</b>	
<b>Signed by Chair</b>	

<b>Further Information</b>
Sometimes circumstances or events beyond your control may adversely affect your ability to perform in an assessment to your full potential or to complete an assignment by the set deadline. In such cases <b>mitigation</b> may be applied.
It is important to remember that, in order to qualify for consideration, the adverse circumstances or events must be <b>unforeseeable</b> or <b>unpreventable</b> as far as you are concerned, and sufficiently disruptive to have a <i>significant adverse</i> effect on your academic performance or your ability to complete assignments by the due date.
<p><b>Circumstances or events that merit consideration</b> may include:</p> <ul style="list-style-type: none"> <li>• suffering a serious illness or injury;</li> <li>• the death or critical/significant illness of a close family member/dependant;</li> <li>• a significant family crisis leading to acute stress;</li> <li>• and unplanned absence arising from such things as jury service or maternity, paternity or adoption leave.</li> </ul>
<p><b>Circumstances or events that would not normally merit consideration</b> include:</p> <ul style="list-style-type: none"> <li>• holidays or other events that were planned or could reasonably have been expected;</li> <li>• assessments that are scheduled close together or on the same day;</li> <li>• misreading the timetable for examinations or otherwise misunderstanding the requirements for assessment;</li> <li>• inadequate planning or time management;</li> <li>• failure, loss or theft of a computer or other equipment, including inability to print off work for whatever reason;</li> <li>• consequences of paid employment (except in some special cases for part-time students);</li> <li>• exam stress or panic attacks not diagnosed as illness;</li> <li>• and minor disruption in an examination room during the course of an assessment.</li> </ul>
<p>Mitigation <b>will not result in the changing of any marks</b>. Instead, mitigation may result in some marks being disregarded and the assessment being excused because it was adversely affected and subsequently a further attempt being awarded.</p> <p><b>Once submitted, this form and any supporting documentation will be considered prior to the examination board where the assessments highlighted are due to be ratified. Following the examination board you will be written to confirming the outcome and the next course of action.</b></p>

## **MSc/Postgraduate Diploma Advanced Practice in Forensic Mental Health**

### **School of Medicine**

#### **Appendix 4: Copyright clause**

1. We may make and may authorise third parties to make copies of any work submitted by you for assessment, but only for the following purposes:

a) Assessment of your work.

b) Comparison with databases of earlier answers or works or other previously available works to confirm there is no plagiarism.

c) Addition to databases of works used to ensure that future works submitted at this institution and others are not plagiarised from your work.

2. We will not make any more copies than are necessary for these purposes, will only use copies made for these purposes, and will only retain such copies as remain necessary for those purposes. Where copies are made and retained for the purposes identified in clauses 1b and 1c above, we shall ensure that no personal data are made available to any third party.

This means that when you submit work to us for assessment it may be necessary for us to make or allow third parties to make copies. Your agreement to the statements in the electronic student declaration and the electronic submission of your work, gives us permission to do this subject to restrictions. There are three reasons why this may be necessary.

First, in order to allow assessment of your work it may be necessary to copy it. This may be the case when external examiners are involved, when a piece of work is to be assessed by more than one assessor/examiner, or if the assessor needs to mark the work and we need to keep a clean copy.

The second and third reasons you allow us to make copies of your submitted work are both related to plagiarism. In order to protect our students against unfair competition we need to ensure that our students are not submitting work that has copied or plagiarised other work or that is not substantially their own work. This can be done by making an electronic copy and comparing it with a database of earlier works and other works available from various sources. A copy made for this purpose will only be kept if that comparison alerts us to the need to consider the work more closely.

The databases that allow us to check that plagiarised works are not being submitted only function well if those databases are well maintained and current. We may provide a copy of your work to the third party providers who maintain such databases.

This document is based on guidance provided in Microsoft Word format at:  
<http://www.northumbrialearning.co.uk/documents/StudentContract-GuidanceNote.doc>