

# NUCLEAR TECHNOLOGY EDUCATION CONSORTIUM

## University of Manchester Student Handbook Supplement

The University of Manchester  
Dalton Nuclear  
Institute



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# **NUCLEAR TECHNOLOGY EDUCATION CONSORTIUM**

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### **1. INTRODUCTION**

The purpose of this Supplement is to provide information to University of Manchester students undertaking the postgraduate programme in Nuclear Science & Technology being delivered by the Nuclear Technology Education Consortium (NTEC). This information should be read in conjunction with the NTEC Student Handbook. There is related university documentation which may be useful, in particular "The Graduate Handbook – Information and Personal and Academic Development Programme for Postgraduate Students".

NTEC students are organised at the University of Manchester under the auspices of the Dalton Nuclear Institute. For administrative convenience NTEC students are registered through a School, in this case the School of Physics & Astronomy which also hosts the NTEC Coordinating Centre.

The Dalton Nuclear Institute (<http://www.manchester.ac.uk/dalton>) was established in 2005 to implement the University of Manchester's intention to be the UK's leading university in nuclear research and education and one of the principal international players in this field. The Institute provides the focal point for the University's nuclear research and education activities and interacts with external bodies nationally and internationally.

### **2. OVERVIEW OF PROGRAMME**

#### **Rationale for the NTEC programme**

The UK nuclear industry is going through enormous restructuring with some important decisions already announced but others pending. The factors driving the changes are:

- Creation by Government of the Nuclear Decommissioning Authority (NDA) to lead the overall management and direction for civil legacy clean-up, valued at £50Bn;
- The Government's announced policy on Keeping the Nuclear Option Open (KNOO) pending a decision needed within the next few years on replacement of the current nuclear reactors retiring from service. The Secretary of State for Business, Enterprise and Regulatory Reform has now (Jan 2008) laid out the plans for a new fleet of nuclear reactors,
- Maintenance of the naval nuclear propulsion programme (NNPP) required by MoD and construction of the new Astute nuclear powered fleet;
- UK contribution via the EU fusion programme to the International Thermonuclear Experimental Reactor (ITER). Historically the fission and fusion programmes have been pursued independently but for the future there is significant potential for closer collaboration.

These programmes have their own strategies, all of which have an element connected to varying extents with maintenance and development of critical nuclear skills. The Cogent Skills Council is also taking the lead on setting the UK's skills strategy for the nuclear sector through liaison with industry on their skills and workforce development needs. It is recognised that NTEC needs to continue to work closely with these organisations to make sure the consortium's provision remains relevant to employers' needs.

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The clean-up programme, KNOO and NNPP in particular are starting at a time when there is mounting concern about the loss of key skills and knowledge from the nuclear sector. This is due to a combination of the age profile of employees, decline in interest in science and engineering by young people generally, and uncertainty about the future of the industry. The report of the DTI Nuclear Skills Group (Coverdale, Dec 2002) noted that the shortage of people with skills in nuclear technology will affect the nuclear power, nuclear clean-up, health and national defence sectors. Based on the age profile they estimated the demand at the Professional/Associate Professional level (ie at least a Bachelors degree) in the sub-sectors of Power, Clean-up, Fuel and Defence was 4,450 over five years with an accumulated demand of 15,500 over 15 years.

An independent Nuclear Skills Task Force study chaired by Dr Philip Ruffles, CBE, FRS, FREng in 2003 detailed the wide range of specific skills and recruitment numbers that will be needed by the nuclear industry, which has also been included in designing the NTEC programme.

It is against the above background that The University of Manchester, via the Dalton Nuclear Institute, took the initiative to establish the NTEC programme.

### **Programme Aims**

The aims of the PG Certificate are:

- To enable students to obtain a grounding in the fundamental disciplines of nuclear science and technology at the graduate level.
- To provide the student with experience of practical industrial applications of nuclear engineering principles as applied to the nuclear industry.
- To enable the student to obtain a sound platform for more advance and specialised education in nuclear science and technology

The aims of the PG Diploma in addition to those of the PG Certificate are:

- To give the student more specialised education in nuclear related disciplines, science and management via their individual selection from the subjects in the elective course units in nuclear engineering.

The aims of the MSc in addition to those of the PG Diploma are:

- To enable the student to complete through their previous learning, a lengthy self-initiated piece of industrially-based research work using the latest advances in nuclear science and technology
- To have created a dissertation which covers and develops an original area of knowledge relevant to the industrial environment

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### Intended Learning Outcomes

On completion of the postgraduate programme of study the successful student will be able to:

- Understand and have knowledge of the basic elements of nuclear processes and the science and engineering principles involved.
- Analyse and critically evaluate the information from the course and other sources, drawing on the student's own experience to develop a broad based approach to nuclear science and technology which they can apply in their own work-place.
- Select appropriate methods of data analysis (e.g. software, mathematical models) to produce useful results.
- Synthesise scientific, management and / or mathematical principles to provide solutions to problems in nuclear science and technology.
- Plan and implement a significant investigative project in nuclear science and technology as applied to their workplace and communicate the results in the form of a dissertation, or an assignment

### MSc Project

Students registered for an M.Sc. will undertake a substantial project and dissertation. Wherever possible this will be an industrially sponsored project which will be designed to be of interest to the student as well as of intrinsic value to the sponsoring organization. Students are encouraged to arrange their own project placements, either with nuclear companies or within University of Manchester research groups. In the past most companies have made a contribution to the student stipend during the placement. A list of contact persons and companies will be provided by the Course Director during the first semester.

The deadline for dissertation submission will be 12 months from the date of registration. Since some modules and assignments extend into June and July, students are encouraged to make an early start on their project work so the submission deadline can be met. Companies should be made aware in advance of any taught course work that will interfere with the placement.

### Referencing in course work and dissertation

Ask module leaders for their preferred referencing system for assignments. There is no preferred format for references in the dissertation but the numerical system is more usual for scientific papers now (see the Harvard and Vancouver descriptions below). In the list of references at the end of the dissertation a journal reference would appear thus:

J.A. Smith, B.A. Brown and C.D. Jones, *Phys. Rev. A* **75** (2004) 39.

where the numbers are **volume number** (year) first page of article.

Books may be referenced thus:

A.B. Author, *Title of Book*, publisher (year).

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### **Alphabetical system (Harvard)**

In the Harvard alphabetical system the name of the author appears in the text together with the year of publication, e.g. (Smith 2001) or Smith (2001) (as appropriate). Where there are only two authors both names should be given in the text (Smith and Jones 2001) or Smith and Jones (2001); however, if there are more than two authors only the first name should appear followed by *et al*, (Smith *et al* 2001) or Smith *et al* (2001). If you refer to different works by one author or group of authors in the same year they should be differentiated by including a, b, etc after the date (e.g. 2001a). If you refer to different pages of the same article, the page number may be given in the text, e.g. Smith (2001, p 39). The reference list at the end of your article using this system should be in alphabetical order.

### **Numerical system (Vancouver)**

In the numerical system you should number your references sequentially through the text. The numbers should be given in square brackets and one number can be used to refer to several instances of the same reference. The reference list at the end of the article lists the references in numerical order, not alphabetically.

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### 3. PLAGIARISM

Plagiarism is the theft or use of someone else's work without proper acknowledgement, presenting the material as if it were one's own. Plagiarism is a serious academic offence and the consequences are severe.

#### Guidelines

- Coursework, dissertations and essays submitted for assessment must be the student's own work, unless in the case of group projects a joint effort is expected and is indicated as such.
- Unacknowledged direct copying from the work of another person, or the close paraphrasing of somebody else's work, is called plagiarism and is a serious offence, equated with cheating in examinations. This applies to copying both from other students' work and from published sources such as books, reports or journal articles. Plagiarised material may originate from any source. It is as serious to use material from the World Wide Web or from a computer based encyclopaedia or literature archive as it is to use material from a printed source if it is not properly acknowledged.
- Use of quotations or data from the work of others is entirely acceptable, and is often very valuable provided that the source of the quotation or data is given. Failure to provide a source or put quotation marks around material that is taken from elsewhere gives the appearance that the comments are ostensibly one's own. When quoting word-for-word from the work of another person quotation marks or indenting (setting the quotation in from the margin) must be used and the source of the quoted material must be acknowledged.
- Paraphrasing, when the original statement is still identifiable and has no acknowledgement, is plagiarism. Taking a piece of text, from whatever source, and substituting words or phrases with other words or phrases is plagiarism. Any paraphrase of another person's work must have an acknowledgement to the source. It is not acceptable to put together unacknowledged passages from the same or from different sources linking these together with a few words or sentences of your own and changing a few words from
- the original text: this is regarded as over-dependence on other sources, which is a form of plagiarism.
- Direct quotations from an earlier piece of the student's own work, if unattributed, suggests that the work is original, when in fact it is not. The direct copying of one's own writings qualifies as plagiarism if the fact that the work has been or is to be presented elsewhere is not acknowledged.
- Sources of quotations used should be listed in full in a bibliography at the end of the piece of work and in a style required by the student's department.
- Plagiarism is a serious offence and will always result in imposition of a penalty. In deciding upon the penalty the examining institution will take into account factors such as the year of study, the extent and proportion of the work that has been plagiarised and the
- apparent intent of the student. The penalties that can be imposed range from a minimum of a zero mark for the work (with or without allowing resubmission) through the down grading of degree class, the award of a lesser qualification (e.g. a pass degree rather than
- honours, a certificate rather than diploma) to disciplinary measures such as suspension or expulsion.

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### **3. STUDENT SUPPORT AND GUIDANCE**

#### **Induction**

The registration day of the new course will be devoted to:

- Introducing the course
- Explaining the roles of staff in the School
- Describing what is expected of you (the student)
- Advice on completing assignments
- Information on the examination processes
- Description of student support
- A tour of the teaching and computing facilities
- Information on staying in Manchester
- Information on Health and Safety

#### **Academic support**

The unit leader on each unit will act as your tutor for that unit. In addition the Course Director will take a direct interest in the performance of all students and your welfare and progress will be continually monitored through your marks and informal meetings. We keep records of individual students so that any issues can be noted.

#### **Maths, Physics and Nuclear Engineering Refresher Material**

Pre-course notes on mathematics, physics, nuclear physics and nuclear engineering are provided on the NTEC website at [www.ntec.ac.uk](http://www.ntec.ac.uk) . Please make use of this facility.

#### **Administration**

If you have any general queries about the course or any other administrative matters, the first point of contact is Mel Young, the NTEC Senior Administrator, or Jo Chesters, the NTEC Administrative Assistant. They will either reply directly to you or forward the question to an appropriate person.

A confidential file on each student is maintained in the course administration office and is available to the student for inspection. Each student will be asked to sign a letter at the beginning of the course authorising the University to send the course marks to the student's sponsor. This will normally be the student's company manager.

#### **Student Office**

Desk space and access to computers and printer are provided in the NTEC Suite on the second floor of the Schuster Building. The area should be respected as a work environment. Tea, coffee and water are provided in the common room area.

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**John Rylands University Library** <http://www.library.manchester.ac.uk/>

Students will be issued a library card when they join. The University Membership / Library Card (swipe card) is an important document and should be kept safe. Replacement cards, for which a fee is payable, are available from the Student Record Office.

Books from the main library can be borrowed for four weeks. There is also a Short Loan section for the most popular books which can be kept for a limited period. Overdue books incur heavy fines and students may not be admitted to a degree, diploma or certificate of the University unless all books borrowed from the University Library have been returned.

**Health and Safety** <http://www.manchester.ac.uk/healthandsafety>

Students will be given documents describing the health and safety policies when they join. They will also be given a lecture during the induction period on this area. We attach great importance to safe working and to our emergency procedures in case of fire etc. Please ensure you know about the position of fire exits etc. and read the information you are given. The university Safety Adviser is [melanie.j.taylor@manchester.ac.uk](mailto:melanie.j.taylor@manchester.ac.uk)

### No smoking policy

The University does not permit smoking in any of its buildings.

### 3. CONTACT DETAILS

**Postal Address** NTEC Coordinating Centre  
G.15 Schuster Building  
Brunswick Street  
The University of Manchester  
Manchester M13 9PL

|   |                               |      |     |      |
|---|-------------------------------|------|-----|------|
| <b>Prof. Jon Billowes</b><br><a href="mailto:j.billowes@manchester.ac.uk">j.billowes@manchester.ac.uk</a><br>(Schuster Building, Room 4.08) | NTEC Course Director          | 0161 | 275 | 4104 |
| <b>Mel McLoughlin</b><br><a href="mailto:mel.young@manchester.ac.uk">mel.young@manchester.ac.uk</a><br>(Schuster Building, G.15)            | NTEC Senior Administrator     | 0161 | 275 | 4575 |
| <b>Jo Chesters</b><br><a href="mailto:jo.chesters@manchester.ac.uk">jo.chesters@manchester.ac.uk</a><br>(Schuster Building, G.15)           | NTEC Administrative Assistant | 0161 | 275 | 4267 |



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### **APPENDIX 1. UNIVERSITY STUDENT SUPPORT SERVICES**

#### **Careers Advice**

Manchester University Careers Service is situated in Crawford House next to the Precinct Centre on Oxford Road. It offers advice and information on various issues relating to employment, further study and research grants.

Instead of visiting the Careers Service office, you can visit the website at

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

#### **Academic Registrar's Enquiry Office**

Can answer queries relating to Graduation ceremonies etc.

Tel: 0161 275 2615

#### **Central Academic Advisory Service**

CAAS is a confidential service of information and advice, and offers an opportunity for students to discuss any matters that may be affecting academic progress. The office is located in the Williamson Building (Room 2.11A), and students are welcome to call in or telephone to make an appointment. Open 9.30 am - 1.00 pm and 2.00 pm - 5.00 pm (term time only). Tel: 0161 275 3033

#### **Counselling Service**

Confidential, individual counselling on any matter affecting personal well-being or effectiveness is available. The Service sees well over a thousand students a year and gives help with problems such as low motivation, personal decision making, relationships, anxiety and family difficulties. Located on the 5th Floor of Crawford House, in the Precinct Centre. Open 9.00 am - 5.00 pm. Tel: 0161 275 2864

#### **University Language Centre**

This centre is in Oddfellows Hall, North Campus and offers English Language and academic skills support to both home and international students in the form of part-time courses, workshops for specific groups and individual tutorial support.

Tel: 0161 306 3397, FAX: 0161 306 3396

#### **Harassment Advisers**

The University has appointed a team of specially trained academic staff, support staff and students to act as Harassment Advisers. Details of the University's policy and procedures on sexual, racial and personal harassment are given in the Student Guide. For further information contact the Head of the Office of Student Support and Services or the Students' Union Advice Centre.

#### **International Society**    [international@manchester.ac.uk](mailto:international@manchester.ac.uk)

Offers advice, support, information and a social base for students. The Society organises a wide variety of visits and social and cultural events. Located at 327 Oxford Road - opposite the Students' Union, next door to the Kro Bar. Tel: 0161 275 2196

#### **International Students' Welfare Officer**    [gerry.bell@manchester.ac.uk](mailto:gerry.bell@manchester.ac.uk)

Mrs Gerry Bell can give advice on an individual basis to discuss any problems (e.g. visas, finance etc.) Located in the International Public Relations Office, Ground Floor, Beyer Building. Tel: 0161 275 2110/2972

#### **Nightline**

Confidential telephone helpline, run for students by students. Open 8.00 pm - 8.00 am.

Tel: 0161 275 2983/4

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### Postgraduate Society

Located in the Burlington Rooms Bar 0161 275 2392 , Office 0161 275 2393

### Students Services Centre [ssc@man.ac.uk](mailto:ssc@man.ac.uk)

Tel: 0161 275 5000

### Students' Union Advice Centre <http://www.umu.man.ac.uk>

Located on the first floor of the Students' Union. The SAC offers a wide range of help and advice including up-to-date information on state benefits, housing matters, legal matters etc.

Personnel include:

- Academic Affairs Officer (52941)
- Overseas students Officer (52746)
- Postgraduate and Mature Students Officer (52745)
- Welfare Officers (52945)
- Women's Officer (52939)
- Switchboard 0161 275 2930

### Safety Bus

Minibus provided by the Student Union, 50p, every hour on the half hour, from 6.30pm in winter, and from 9.30pm in summer.

### Specialised support outside the University

|                                     |               |
|-------------------------------------|---------------|
| National Aids Line                  | 0800 567123   |
| George House Trust (Aids HelpLine)  | 0161 839 4340 |
| Alcoholics Anonymous                | 0161 236 6569 |
| Life Line (Drugs Advice)            | 0161 839 2054 |
| Rape Crisis Line                    | 0161 834 8784 |
| Samaritans                          | 0161 236 8000 |
| Manchester City Council Housing Aid | 0161 234 4750 |
| Citizens Advice Bureau              | 0161 834 9844 |
| Victim Support Central M/cr         | 0161 839 6098 |
| Victim Support South M/cr           | 0161 257 3256 |
| Manchester Brook Advisory Centre    | 0161 237 3001 |
| Manchester Gay & Lesbian Helpline   | 0161 274 3999 |

### Other Useful Numbers

|                           |               |
|---------------------------|---------------|
| Student Health Centre     | 0161 275 2858 |
| Dryden Street Nursery     | 0161 272 7121 |
| Registered Child Minders  | 0161 234 7231 |
| St. Peter's Chaplaincy    | 0161 275 2894 |
| Avila House RC Chaplaincy | 0161 275 6999 |
| McDougall Sports Centre   | 0161 275 4960 |
| Sugden Centre             | 0161 275 4026 |
| The Aquatics Centre       | 0161 275 9450 |

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### APPENDIX 2. STUDENT ILL-HEALTH

**Note: This document is a standard inclusion in all student handbooks and applies principally to full-time students. However, part-time students should note the paragraphs below regarding illness and examinations.**

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 week-ends. If you do consult a GP and they consider that you are not fit for attendance at 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 'Certification of Student Ill Health' copies of which are available at local GP surgeries. You should hand this certificate to your programme director, tutor or departmental office as appropriate at the earliest opportunity.

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 unless you are absent from the University due to illness for more than 7 days (in which case see b. above). You must however contact your department as soon as possible and self-certify your illness (that is complete and sign the "Certification of Student Ill Health" form to state that you have been ill) as soon as you are able to attend your department. You should do this if your illness means you are absent from the University for any period up to 7 days (see d. i) or if you are able to attend the University but your illness is affecting your studies (see d. ii and iii).

The following sub-paragraphs 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 the University to take a compulsory class, assessment or examination then you **must** seek advice by contacting your department 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 must do this as soon as possible so that all options can be considered and certainly no later than the day of your compulsory class, assessment or examination.** If you do not do this then you will normally be considered have been absent from the class without good reason, or to have taken the assessment or examination in which case you will be given a mark of zero. You **must** also complete and hand in a "Certification of Student Ill Health" form on your return.
- 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 department about this on the day of the assessment or examination and hand in to your department a

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completed "Certification of Student Ill Health" form. If you leave this until later it will not normally be possible to take your illness into account when assessing your performance.

- If, as a consequence of your illness, you wish to seek an extension to a deadline for submitting assessed coursework, you **must** complete a "Certification of Student Ill Health" form and discuss it with the appropriate person in your department. The application for extension **must** be made BEFORE the deadline and not retrospectively.
- 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 department before the end of the 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

- Certification of Student Ill Health forms are available in all departments and halls of residence and a copy is reproduced in this handbook.
- Your department will give you guidance on the effect of any absence from your studies or if you consider your illness has affected your studies. If you have repeated episodes of ill health which is affecting your studies, your department may refer you to the Student Health Centre.
- If you are found to have been deceitful or dishonest in completing the Certification of Student Ill Health form you could be liable to disciplinary action under the University's General Regulation XX: Conduct and Discipline of Students.
- The use of the "Certification of Student Ill Health" forms by GPs as described above has been agreed by the Manchester Local Medical Committee. A GP may make a charge for completing the form.

### CERTIFICATION OF STUDENT ILL HEALTH - GUIDELINES

These guidelines set out the procedures to be followed by students who fall ill and are absent from the University for brief periods and/or who believe their illness may have affected their academic performance. Students are reminded that they must register with a local GP and must visit their GP for treatment of ill health where necessary.

Students should always consult their GP if their illness is severe, if it persists or if they are in any doubt about their health.

#### 1. Self-Certification – THIS WILL NORMALLY BE THE USUAL PROCEDURE

(i) You should use self-certification to explain absences through illness for up to one week (i.e. seven days including the weekend). You should complete Part I of this form to give the exact dates of the absence and a clear explanation of the reason for it. The form should be handed in to the appropriate office or person in the department immediately after the absence.

(ii) You should do all you can to inform your department at the time of your illness and to seek advice. Although you may feel too ill to attend classes or you believe your illness is affecting your performance, you may be able to visit your department. You should give this form to your tutor or other appropriate member of staff and they can use Part II to record the advice given to you and/or that you appeared to them to be unfit to perform to your potential.

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Repeated self-certification will normally result in the student being referred to the University Student Health Service for assessment.

### **2. Medical Certification**

#### ***For illness of more than one week***

The university will accept self-certification, as above, for illness of up to one week but if you are ill for longer than this you should obtain a consultation with your GP and ask for your illness to be certified using Part III of this form. Copies of this form are available in local GP practices.

#### **When you visit your GP for treatment or because you are concerned about your health**

As stated above, you should always consult your GP if your illness is severe or if you are in any doubt about your health. If you do this you may ask your GP to certificate your illness and part III may be used for this purpose. Some practices may make a charge for this.

### **3. Illness prior to/or during Examinations**

If you are ill immediately prior to or during examinations you must inform your Department immediately and discuss the situation with your personal tutor or other appropriate person in the department. Depending on the circumstances, you may be advised to proceed with the examinations or, instead, to sit the examinations at the next opportunity. You may be asked to self-certify your illness using this form and the appropriate person in the Department will use Part II to record advice given and/or that you appeared to be unfit to perform to your potential. This should be handed in, or posted, to the appropriate office or person in the department as soon as possible.

If you are taken ill during an examination, you should be referred to the University Student Health Centre. The doctor or nurse at the Student Health Centre who sees you will, at your request, complete this form and send it to the department to confirm the visit and the ill health.

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### THE UNIVERSITY OF MANCHESTER

#### CERTIFICATION OF STUDENT ILL HEALTH

This form may be used:

- i). For Self Certification by the student (complete Part I only)
- ii). To record advice by a tutor or other appropriate member of staff (complete Part I & II)
- iii). For Formal Certification by a Medical Practitioner (complete Parts I and III)
- iv). **NB: It is not part of your GP's duties to provide routinely certification for short term illness. If asked to do so, the GP may charge a fee. Read guidelines below.**

#### **Part I To be completed by the student**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Student Registration No \_\_\_\_\_ Programme \_\_\_\_\_

Details of Medical Condition including times and dates:

Way in which work is affected:

**I declare that the above statement is an accurate, complete and honest representation of the facts.**

Signed by Student \_\_\_\_\_ Date \_\_\_\_\_

#### **Part II To be completed by a member of staff**

(To record advice given and/or that the student appeared to be unfit to attend and/or to perform to his/her potential.)

Signed by member of staff \_\_\_\_\_ Date \_\_\_\_\_

#### **Part III To be completed by Medical Practitioner**

Name of Doctor:

The above named student is registered with my practice/is or was under my professional care (delete as appropriate) He/she consulted me in relation to the medical condition described on (dates/times, etc):

Further Comments:

Signed \_\_\_\_\_ Practice Stamp:

Date \_\_\_\_\_

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### APPENDIX 3. Degree Regulations

#### An introduction to Postgraduate Taught Degree Regulations for Students September 2012

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. Your programme and course unit specifications will set out the requirements for passing the credit on individual units.

*What happens if I fail some units?*

First of all don't panic, but the first thing to do is sit down with your academic adviser or Programme Director who will take you through your options. The regulations allow you further attempts of up to half the taught credits, for a standard masters programme as defined by your programme specification, so you can still get back on track. *In addition you may also resubmit your Dissertation on one further occasion, subject to the Examination Board's decision (delete as appropriate).*

This is known as 'referred assessment' and these reassessments will normally take place in the same academic year as the original assessment. The Examination Board will then make decisions on your progress and advise you accordingly of the decisions and next steps. Referred assessment at Masters level will be capped at 40% and this is the mark that will be shown on a transcript of results as a 40R. (the capped mark is applied to the unit level mark, not just the failed element). It is this mark that will be used to calculate your final degree classification.

If you pass most of your units and only 'just' fail some of them, there may be a possibility of the examination board compensating this failed credit. This means if your mark was between 40-49% at Masters level the examination board is able to compensate up to a maximum of 30 credits. Your transcript of results will show the actual mark achieved (e.g. 47C).

If you are on a postgraduate diploma or certificate programme then the overall pass mark will normally be 40%. The same logic for managing reassessment will be applied on these programmes but the mark will be capped at 30R and compensation can be applied for marks between 30-39%. You can be referred in up to half the taught credits on a postgraduate diploma or certificate programme and compensated in up to 30 credits on a postgraduate diploma programme and 15 credits on a the postgraduate certificate programme.

**Some programmes, particularly those which are externally accredited or linked to professional practice may set a higher pass rate than stated in the regulations. These programme exemptions will be clearly detailed in your handbook. – PLEASE NOTE NTEC FALLS INTO THIS CATEGORY & THE PASS MARKS ARE STATED IN THE NTEC HANDBOOK**

*What happens if I fail my resits?*

Upon taking the referred assessment, if you fail again the Examination Board will make a decision with regards to your progress. The possible options available may, in exceptional circumstances, include repeating the unit or being awarded an exit award once you've exhausted all the opportunities to retrieve failed assessment.

Referrals may also be compensated; so if you manage to achieve a mark at referral of between 40-49% at Masters level, this may be compensated providing you haven't already used your

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quota compensatable credit. Compensated referrals will be capped at 40 and this is the mark (40R) that will show on your transcript of results and be used to calculate your final degree classification.

Again if you are on a postgraduate diploma or certificate programme then the pass mark and compensation mark range will be adjusted according to the lower pass rate.

*What happens if I fail my dissertation?*

If you fail your dissertations at the first attempt you will be given the opportunity to resubmit a revised version of the dissertation. You will normally be given up to six months in which to make the requested revisions or undertaken additional work. You will be provided with feedback from your examiners and guidance on the revisions required to bring the work to the appropriate standard for the Masters award.

*How is my degree calculated?*

To be considered for a Masters Degree you must have achieved 180 credits at the appropriate level. Don't worry if you have had a referral or compensation as these still count towards your credit total for a Pass or Merit. If, however, you have undertaken any referred assessment or been compensated you will not be eligible for a Distinction.

The award of masters is based upon gaining the required number of credits, normally 180. Classifications for merit or distinctions will be calculated on the basis of an average mark, based on the weighted programme as a whole. *(Schools to add a sentence here, where they would like to weight the taught and research elements separately for Masters level only)*

If you are completing a postgraduate diploma or certificate programme then these degrees are only awarded as a pass.

*When and how are decisions made about my results and my progress?*

There are normally three available assessment opportunities: January, May/June and August/September within each academic year. It is expected that all your attempts at referral assessment will take place in the same academic year in which the assessment was first taken. After each assessment period there is an 'Examination Board'.

Members of the Examination Board normally include your unit tutors, programme directors and overseen by an external examiner from another university. It is the job of the Examination Board to review all the results anonymously and make decisions on the award of credit and who can resit exams / assessment or gain compensation. It is also the role of the Examination Board to decide who cannot continue and will leave the University with an exit award. Some students will narrowly miss the threshold for a degree classification and so we look at their pattern of marks (Mark Distribution) and may look at their examined work (Mark Review).

*What do I do if I disagree with the Examination Board's decision?*

The University has clear and fair procedures which set out the course of action should you wish to appeal against an Examination Board decision or make a complaint. There are a number of grounds on which an appeal may be made, however an appeal which questions the academic or professional judgement of those charged with assessing your academic performance or professional competence will not be permitted. The relevant regulations and forms can be found at:

- [Regulation XIX Academic Appeals](#)

In the first instance, we would urge you to contact your (Schools to insert appropriate role/individual) who will be able to talk you through the decision making process.