Postgraduate distance learning courses in Public Health and Primary Care

Student Handbook 2014/15

- Master of Public Health (MPH)
- Master of Research (MRes)
- PG Diploma, PG Cert, PHPD

FOR STUDENTS WHO STARTED THEIR PROGRAMME PRIOR TO SEPTEMBER 2012
CONTENTS

1 General Information 1

1.1 Introduction 1
1.2 Welcome to the Faculty of Medical and Human Sciences 1
1.3 Contacts and communication 1
1.4 Tuition fees 1
1.5 Online re-registration 1

2 Programme of Study 5

2.1 Master of Public Health, PG Diploma and PG Certificate programmes 5
2.2 Master of Research 5
2.3 Academic partnerships 5
2.4 Continuous/Personal Professional Development 5
2.5 Course units 2014/15 by semester 5
2.6 Student timetable 2014/15 5

3 Teaching, Learning and Assessment 15

3.1 Residential and online inductions 15
3.2 Books 15
3.3 Method of study 15
3.4 Referencing 15
3.5 Faculty Online Skills Training 15
3.6 Personal development plans 15
3.7 Accreditation of prior learning (APL) 15
3.8 Public health trainees and professionals 15
3.9 Fitness to Practice 15
3.10 Pre-requisite IT Skills 15
3.11 Technical Support 15

4 Assessment 23

4.1 Assessment 23
4.2 Feedback Policy 23
4.3 External Examiners 23
4.4 a) Grade Descriptors, b) PGT Degree Regulations 23
4.5 Assignment extensions 23
4.6 Late submission 23
4.7 Mitigation 23
4.8 Penalty for exceeding Word Limits 23
4.9 Referral of assignments (resits) 23
4.10 Special permissions 23
4.11 Appeals 23

5 Student Progression 33

5.1 Attendance 33
5.2 Programme Changes 33
5.3 Withdrawal from studies 33
5.4 Progression to dissertation 33
5.5 Graduation 33

6 Student Support 35

6.1 Student Services Centre 35
6.2 The Graduate Society 35
6.3 Health and Safety and Security on campus 35
Postgraduate courses in Public Health and Primary Care  
School of Medicine (Community Based Health Alliance)

6.4 Student Counselling Service  
6.5 Disability Support  
6.6 Careers Service  
6.7 Equal opportunities

7  **Student Representation and Feedback**

7.1 Student representatives  
7.2 Student feedback

**Appendices**

1. Academic staff and course unit leaders  
2. Links to current regulations, codes of practice and policies
1 GENERAL INFORMATION

1.1 Introduction

Welcome to the Institute of Population Health online distance learning postgraduate courses in public health and primary care.

These postgraduate courses are for those interested in acquiring skills and competencies required for an evidence-based approach to public health, primary care and the health sciences. You will be joining colleagues from a wide variety of backgrounds from over 40 different countries with a desire to develop skills and knowledge, so that you can extend what you do in your professional lives and become more effective practitioners in your chosen field. Our students have told us that this cultural and professional mix can bring a great richness to their learning.

The MPH was the first online public health master programme in the UK and a flagship online programme at The University of Manchester. You will benefit from the advantages of web-based delivery, such as increased flexibility and 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 internet.

Our programmes were developed by a team experienced in the delivery of distance learning and the production of web-based material. 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 online discussion boards and other online 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 minor details might change during the course of your studies. All changes and additions will be brought to your attention.

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) 161 275 1635 or e-mail on mph.admin@manchester.ac.uk.

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

The MPH Team, September 2014
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 (www.mhs.manchester.ac.uk/postgraduate/mhs-graduate-school/) 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.

Prof Phil Padfield

Associate Dean, Postgraduate Taught Education
1.3 Contacts and communication

**Head of School:** Prof Phil Padfield  
**Programme Director:** Dr Arpana Verma  
Tel: +44 (0)161 275 5206  
Email: Arpana.Verma@manchester.ac.uk  

**Programmes Administrators:** Clare McCullagh  
Tel: +44 (0) 161 275 1635  
Elizabeth Todd Davies  
Tel: +44 (0) 161 275 1959  
E-mail: mph.admin@manchester.ac.uk  
1.93 Simon Building  
The University of Manchester  
Brunswick Street  
Manchester  
M13 9PL  

You can contact us Monday–Friday, 9am–5pm, UK local time.

**MPH Admissions Co-ordinator:** Irene Kapetanaki  
Tel: +44 (0) 161 275 1648  
E-mail: pgt.medicine@manchester.ac.uk

**MPH eLearning Technologist:** Stewart Taylor  
Tel: +44 (0) 161 275 1609  
E-mail: elearning@manchester.ac.uk  

**MPH eLearning Technologist:** John Owen  
Tel: +44 (0) 161 275 1872  
E-mail: elearning@manchester.ac.uk  

**MPH eLearning Technologist:** Chikako Blything  
Tel: +44 (0) 161 275 1897  
E-mail: chikako.blything@manchester.ac.uk  

* IMPORTANT: Please write 'MPH technical query' in the subject header of your email.

Please make sure you include your university ID number in any email sent to the admin or eLearning team – this will help us to respond to your enquiry more quickly.

A full staff list can be found in Appendix 1.

**Communications**

Good communication between university and student is important for the smooth running of any course, but for an online course it becomes essential. 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
All information and communication to students will only be sent to your student university e-mail address, and it is essential that any communications with tutors and the MPH 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 webmail, go to the following address and enter your username and password:

https://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 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

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.

Skype

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


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 Student System and the library. You will be able to access this when you have set up your username and password at the following address:

https://my.manchester.ac.uk/

1.4 Tuition 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. Students who have not completed financial registration by their mid-term assignments (10 November 2014) may not receive their marks, and may face being withdrawn from the course. The university follows up all bad debts, a process that can affect your credit rating. Financial penalties may be applied if you do not complete registration by the dates specified in the Crucial Guide.

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

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

http://www.studentnet.manchester.ac.uk/crucial-guide/financial-life/registration/
1.5 Online re-registration

Full time students are only required to register once – for their year of study. However, all part-time students need to re-register for each year that they study. This is usually done in 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 aims of the postgraduate programmes in public health and primary care are to:

- Provide students with the core knowledge necessary to develop competence in the academic underpinning of public health, with special emphasis on the critical appraisal of the evidence base (Cert, Dip, MPH, MRes);

- Produce graduates and diplomats who understand the theory underlying the practice of public health and thus to equip them to proceed, should they wish, into further professional training within one of the diverse settings to which the public health perspective contributes (e.g. many clinical and related management disciplines) or where public health per se (e.g. a specialist in public health post) is practised (Dip, MPH, MRes);

- Teach students the rudiments of research methods and critical appraisal within the discipline so that on a life-long basis, they will be able to apply this knowledge to assess evidence that comes before them (Dip, MPH, MRes);

- Equip students to gain employment in public health (Dip, MPH);

- Obtain practical experience of designing, analysing and writing up a research project to enable the transition towards undertaking a research degree or to doing research in other settings (MRes).

We offer two main awards, the Master of Public Health (MPH) and the Master of Research (MRes), as well as a PG Diploma, a PG Certificate and stand-alone CPD units. The core requirements for these courses are different and are outlined below. However, students from all these courses choose their units from a common pool, use the Blackboard learning environment, and share the same online discussions.

Philosophy of the programmes

All of the courses offered in this programme share the same philosophy.

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 as it applies to the population as a theme.
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 Masters level courses teach attitudes and knowledge, while our emphasis will be more focused on the development of skills to use in professional life. These skills also translate into the ability to perform and appraise research projects as well as developing the skills necessary to pass the professional examinations of the Faculty of Public Health.

Students will also be guided and encouraged to develop new and further refine their existing communication skills. Clear, precise, well presented and referenced writing is essential. Students will be required to present their assignments in styles which reflect models used in public health and research. Students should access study skills materials for academic writing and presentation skills which can be found on Blackboard – please see the Course Units available in 2014 – 2015 on page 11/12 for more information.

**Self-directed study**

The programmes encourage self-directed study around clearly identified learning outcomes for each course unit, rather than the provision of lectures or just web-based lecture notes.

**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. Hence, examples and exercises will use real-world examples from appropriate settings, for example from primary/secondary care, public health practice, etc.

The programmes include a visionary aspect, so course units will cover the latest developments in the field and horizon scan for new and emerging topics and policies.
2.1 Master of Public Health (MPH), PG Diploma and PG Cert programme

This programme has six streams: Public Health, Primary Care, Health Protection, Health Promotion, Global Health, and Global Health and Emergency Humanitarian Assistance.

The programme aims to provide an entrance to research development, mainly for those currently in the workforce who wish to become researchers, through a combination of coursework and research training in public health and primary care.

**MPH course outcomes**

By the end of the course, students should be able to:

- Assess the evidence that underlies health practice
- Develop a population focus to health issues
- Develop research skills necessary to research and answer population health questions
- Be able to work under supervision in a research capacity
- Be able to enter higher degree (PhD) research training
- Understand and develop skills in order to carry out research in the primary care and public health settings

**Specific public health learning outcomes**

On completion of the Master's programme you will be able to demonstrate competencies in:

- Surveillance and assessment of the population's health and well-being (including managing, analysing and interpreting evidence)
- Promoting and protecting the population's health and well-being
- Understanding quality and risk management within an evaluative culture
- Collaborative working for health
- Developing health programmes and services for reducing inequalities
- Policy and strategy development and implementation
- Working with and for communities
- Strategic leadership for health
- Research and development
- Ethically managing self, people and resources (including education and continuing professional development)

Those of you that complete either the PG Certificate or PG Diploma will be expected to have met a subset of these objectives, the mix depending on individual professional requirements. The items above are adapted from the core public health competencies detailed by the Faculty of Public Health.
Programme structures and core course units

A list of the units offered in 2014/15 can be found under the 'My Course' tab in My Manchester:

https://my.manchester.ac.uk/

Postgraduate Certificate in Public Health

Total: 4 course units = 60 credits
- Any four course units (15 credits each)

Postgraduate Diploma in Public Health

Total: 8 course units = 120 credits
- Three core course units: Biostatistics (15 credits), Fundamentals of Epidemiology (15 credits) and Evidence-Based Practice (15 credits)
- Five optional course units (15 credits each)

Master of Public Health

Total: 8 course units + MPH dissertation = 180 credits
- Three core course units: Biostatistics (15 credits), Fundamentals of Epidemiology (15 credits) and Evidence Based Practice (15 credits)
- Five optional course units (15 credits each)
- Qualitative Research Methods (15 credits) is a prerequisite for any students planning a qualitative dissertation
- Dissertation/project (60 credits)

Specialist plans (MPH and PG Dip only)

The following specialist plans common to the PG Dip and MPH have an additional core course unit, with four remaining optional course units, except Public Health which does not require an additional core unit.

- **Global Health** specialist plan
  Core unit: Health System Challenges in Low and Middle Income Countries

- **Global Health + Emergency Humanitarian Assistance** specialist plan
  Core units: Emergency Humanitarian Assistance and Health System Challenges in Low and Middle Income Countries

- **Health Promotion** specialist plan
  Core unit: Health Promotion Theory and Methods

- **Health Protection** specialist plan
  Core unit: Communicable Disease Control and/or Emergency Planning Response and Resilience

- **Primary Care** specialist plan
  Core unit: Primary Health Care

- **Public Health**: no additional core unit
Please be aware that it is your responsibility to ensure that you complete the core units required for your stream. Should you wish to change stream or check the requirements for your programme at any time please contact mph.admin@manchester.ac.uk.

2.2 Master of Research (MRes) programme

The MRes has two streams, one in public health and the other in primary care. Distinction between the two is on the basis of the course units taken and the research topics chosen. The programme aims to provide an entrance to research development, mainly for those currently in the workforce who wish to become researchers, through a combination of coursework and research training in public health and primary care.

An increasing numbers of Academic Clinical Fellows (ACF’s) from around the UK are taking this programme. There are certain training requirements which are specific to this group of students. Rather than taking Evidence Based Practice (EBP) all new ACF’s should instead take Research Methods (RM), which contains these features. Existing MRes students who have already taken EBP do not need to take RM.

MRes course outcomes

By the end of the course, students should be able to:

- Assess the evidence that underlies health practice
- Develop a population focus for health issues
- Develop research skills necessary to research and answer population health questions
- Be able to work under supervision in a research capacity
- Be able to enter higher degree (PhD) research training
- Understand and develop skills in order to carry out research in the primary care and public health settings

MRes (Public Health) core units

Total: 6 units + MRes dissertation = 180 credits

- Biostatistics (15 credits)
- Fundamentals of Epidemiology (15 credits)
- Evidence Based Practice or Research Methods if an ACF (15 credits)
- Three additional units (15 credits each). NB Qualitative Research Methods (15 credits) is a prerequisite for any students planning a qualitative dissertation
- A research dissertation (90 credits)

MRes (Primary Care) core units

Total: 6 units + MRes dissertation = 180 credits

- Biostatistics (15 credits)
- Fundamentals of Epidemiology (15 credits)
- Evidence Based Practice or Research Methods if an ACF (15 credits)
- Primary Health Care (15 credits)
- Two additional units (15 credits each). NB Qualitative Research Methods (15 credits) is a prerequisite for any students planning a qualitative dissertation
- A research dissertation (90 credits)
2.3 Academic partnerships

The modular nature of the course allows us to offer some units from elsewhere within the university. You will need to contact the external unit’s administrator for any administrative issues. For units run by the Dental School, the Humanitarian and Conflict Response Institute (HCRI) the administrators contact details will be in the Blackboard unit. On completion these units will be accredited to your final award within the MPH.

- **School of Dentistry** – run the two dental units that we offer; Oral Health and Disease in Populations and Implementing Strategy in Dental Services
- **HCRI** – Emergency Humanitarian Assistance unit

2.4 Continuous/personal professional development (CPD)

We also welcome students who are taking single units for their own continuous professional development (CPD). They can choose from the same course units, except the dissertations, and they study in the same way as other students in the Blackboard learning environment.

You can take unlimited numbers of CPD units, but you are only able to credit half of the total taught units for any degree if you decide you would like to progress further, e.g. 60 credits towards an MPH or 45 credits towards an MRes. If you wish to do this you will need to complete an application for an MRes or MPH before 1 August.

You can enrol for further CPD units by simply sending an e-mail requesting this to mph.admin@manchester.ac.uk.
### 2.5 Course units available in 2014/15

<table>
<thead>
<tr>
<th>Semester 1 (Oct – Jan)</th>
<th>Semester 2 (Feb – May)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Name</strong></td>
<td><strong>Course code</strong></td>
</tr>
<tr>
<td><strong>Core Units</strong></td>
<td></td>
</tr>
<tr>
<td>Evidence Based Practice</td>
<td>MEDN60041</td>
</tr>
<tr>
<td>Fundamentals of Epidemiology</td>
<td>MEDN60991</td>
</tr>
<tr>
<td>Research Methods <em>(ACF only)</em></td>
<td>FMHS60010</td>
</tr>
<tr>
<td><strong>Non-core Units</strong></td>
<td></td>
</tr>
<tr>
<td>Communicable Disease Control</td>
<td>MEDN62051</td>
</tr>
<tr>
<td>Emergency Humanitarian Assistance <em>(not distance learning)</em></td>
<td>SAHC62211</td>
</tr>
<tr>
<td>Health Promotion Theory and Methods</td>
<td>MEDN60021</td>
</tr>
<tr>
<td>Management 2: Quality and Management Services</td>
<td>MEDN62021</td>
</tr>
<tr>
<td>Oral Health &amp; Disease in Populations</td>
<td>DENT76061</td>
</tr>
<tr>
<td>Primary Health Care</td>
<td>MEDN63111</td>
</tr>
<tr>
<td>Qualitative Research Methods</td>
<td>MEDN63121</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### UK Leadership and Public Health Strategy (MEDN64442)

The UK Leadership and Public Health Strategy module will run in the summer session (dates to be confirmed). The unit is designed as a blended learning unit and can be taken by students on the MPH/MRes programmes either as part of their degree or as a stand-alone unit for CPD. Anyone wishing to register for this unit should contact the MPH programme administrator during registration.

<table>
<thead>
<tr>
<th>Administered by:</th>
<th>MPH admin</th>
<th>Dental admin</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:mph.admin@manchester.ac.uk">mph.admin@manchester.ac.uk</a></td>
<td><a href="mailto:linda.norman@manchester.ac.uk">linda.norman@manchester.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>HCRI admin</td>
<td><a href="mailto:kevin.little@manchester.ac.uk">kevin.little@manchester.ac.uk</a></td>
</tr>
</tbody>
</table>
You can view detailed course unit information through the University of Manchester portal, through this link:  
[https://my.manchester.ac.uk/](https://my.manchester.ac.uk/)

Please view the ‘My Course’ tab and click on the ‘Course unit information’.

**The Dissertation Unit**

Full time students register for their dissertation with the rest of their units.

Part time MPH students can only register for their dissertation after successfully completing **8 units**.

Part time MRes Students can only register for their dissertation after successfully completing **6 units**.

<table>
<thead>
<tr>
<th>MPH Dissertation</th>
<th>MEDN63140</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRes Dissertation (Public Health)</td>
<td>MEDN63160</td>
</tr>
<tr>
<td>MRes Dissertation (Primary Care)</td>
<td>MEDN63130</td>
</tr>
</tbody>
</table>

**Study Skills Units**

The following skills based units can be found within Blackboard and can be taken at any time. There is no cost for any of the units.

<table>
<thead>
<tr>
<th>MPH Space includes*</th>
<th>PGT Medical &amp; Human Sciences Graduate School Online Skills Training Resource includes*</th>
<th>Blackboard course unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Line Skills and Resources MEDN60240</td>
<td>MHS Essential Research Skills RSCH88030</td>
<td>MPH/MRes Dissertation Skills MEDN62130 (for M level students)</td>
</tr>
<tr>
<td>MPH/MRes Personal Development Plan MEDN63240</td>
<td>Presentation Skills MEDN64110</td>
<td>Health and Safety <em>(compulsory in Year 1)</em> MEDN67800</td>
</tr>
<tr>
<td>Understanding Academic Malpractice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please note: The ‘MPH Space’ and the ‘PGT Medical & Human Sciences Graduate School Online Skills Training’ can be found under the ‘My Communities’ heading (below your course units) when you log into Blackboard.*
### 2.6 Student Timetable 2014/15

#### SEMESTER ONE

<table>
<thead>
<tr>
<th>Week beginning</th>
<th>Teaching week</th>
<th>Key dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 September</td>
<td>-</td>
<td>Dissertation submission (5 Sept)</td>
</tr>
</tbody>
</table>
| 8 September    | -             | Online induction (12.30 – 13.30, 10 Sept)  
Residential for first year students (11 and 12 Sept) |
| 15 September   | 0             | Online induction (17.00 – 18.00, 16 Sept)  
Online induction (8.00 – 9.00, 17 Sept) |
| 22 September   | 1             |                        |
| 29 September   | 2             |                        |
| 6 October      | 3             |                        |
| 13 October     | 4             | EHA face-to-face teaching sessions (16, 17 Oct) |
| 20 October     | 5             | Mid-term assignment posting (17.00, 23 Oct) |
| 27 October     |               | Assignment working time |
| 3 November     |               | Assignment working time |
| 10 November    | 6             | Mid-term assignment submission (12.00, 10 Nov) |
| 17 November    | 7             |                        |
| 24 November    | 8             |                        |
| 1 December     | 9             | Semester 1 mid-term marks & feedback (on or after 12.00, 1 Dec)  
EHA face-to-face teaching sessions (4, 5 Dec) |
| 8 December     | 10            | Final assignment posting (17.00, 11 Dec) |
| 15 December    |               | Assignment working time |
| 22 December    |               | Christmas break         |
| 29 December    |               | Assignment working time |
| 5 January 2015 |               | Assignment working time |
| 12 January     | -             | Final assignment submission (12.00, 12 Jan) |

#### SEMESTER TWO

<table>
<thead>
<tr>
<th>Week beginning</th>
<th>Teaching week</th>
<th>Key dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 January</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>26 January</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2 February</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>9 February</td>
<td>2</td>
<td>Semester 1 final marks &amp; feedback (on or after 12.00, 9 Feb)</td>
</tr>
<tr>
<td>16 February</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>23 February</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
| 2 March        | 5             | Mid-term assignment posting (17.00, 2 Mar)  
Internal exam board (10.30 – 13.00, 4 Mar) |
| 9 March        |               | External exam board (11.00 – 13.00, 11 Mar) |
| 16 March       | Assignment working time | Semester 1 resit questions posted (17.00, 16 Mar) |
| 23 March       | 6             | Mid-term assignment submission (12.00, 23 Mar) |
Postgraduate courses in Public Health and Primary Care  
School of Medicine (Community Based Health Alliance)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 March</td>
<td>7</td>
</tr>
<tr>
<td>6 April</td>
<td>Easter break</td>
</tr>
<tr>
<td>13 April</td>
<td>8</td>
</tr>
<tr>
<td>20 April</td>
<td>9</td>
</tr>
<tr>
<td>20 April</td>
<td>Semester 2 mid-term marks &amp; feedback (on or after 12.00, 20 April)</td>
</tr>
<tr>
<td>20 April</td>
<td>Semester 1 resit submission (12.00, 20 April)</td>
</tr>
<tr>
<td>27 April</td>
<td>10</td>
</tr>
<tr>
<td>27 April</td>
<td>Final assignment posting (17.00, 30 April)</td>
</tr>
<tr>
<td>4 May</td>
<td>Assignment working time</td>
</tr>
<tr>
<td>11 May</td>
<td></td>
</tr>
<tr>
<td>18 May</td>
<td></td>
</tr>
<tr>
<td>25 May</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Final assignment submission (12.00, 26 May)</td>
</tr>
</tbody>
</table>

**SUMMER**

<table>
<thead>
<tr>
<th>Week beginning</th>
<th>Teaching week</th>
<th>Key dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 June</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>8 June</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 June</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 June</td>
<td>-</td>
<td>Semester 2 final marks &amp; feedback (on or after 12.00, 23 June)</td>
</tr>
<tr>
<td>29 June</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>6 July</td>
<td>-</td>
<td>Internal exam board (10.30 – 13.00, 8 July)</td>
</tr>
<tr>
<td>13 July</td>
<td>-</td>
<td>External exam board (11.00 – 13.00, 15 July)</td>
</tr>
<tr>
<td>20 July</td>
<td>-</td>
<td>Semester 2 resit questions posted (17.00, 20 July)</td>
</tr>
<tr>
<td>27 July</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>3 August</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>10 August</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>17 August</td>
<td>-</td>
<td>Semester 2 resit submission (12.00, 17 Aug)</td>
</tr>
<tr>
<td>24 August</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>31 August</td>
<td>-</td>
<td>Semester 2 resit marks and feedback (on or after 12.00, 1 Sept)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registration starts (1 Sept)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dissertation submission (4 Sept)</td>
</tr>
</tbody>
</table>

Assignment submissions are at 12:00 midday GMT or BST.

Submission of assessed work

All assignments must be submitted electronically via Blackboard (Turnitin – plagiarism detection software – see 4.1 for further details) 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. Some units have additional assessed discussion board or group activities; details of these can be found in the course unit outline as well as the unit itself. Dates for these assessments can be found on the unit timetable in the course ‘overview’.

The last time for all submissions is **12.00 midday local UK time** (this varies throughout the year as GMT or BST - see World Clock).
3 TEACHING, LEARNING AND ASSESSMENT

3.1 Residential and Online Inductions

We find that students greatly benefit from a formal induction to the programme before they start studying. We provide this in two different ways: firstly, through a two-day residential at the beginning of the first semester, and secondly, through an online induction.

The residential is designed to orient students to all aspects of the online course and is a good opportunity to meet staff and other students. Our eLearning team will be on hand to demonstrate how our online resources work, and will also be available on the day and afterwards by telephone and e-mail to provide further technical support. Our administration team will also be there to help deal with registration issues.

For students who cannot attend the residential we provide an online induction. This includes a number of short online induction sessions with our e-Learning technologists, academic staff and administrators. These will supplement the residential materials and presentations posted on the website. Details of dates and times will be sent to new students in September.

3.2 Books

Some courses have one required core textbook, with all other reading material being accessed through the university online library or the internet. The details of these books are found on the course unit outlines on My Manchester.

- Once you have logged on, look for the ‘Home’ tab of the portal
- The second tab along will be the ‘My Course’ tab;
- You should be able to see the ‘Course unit information’ portlet towards the bottom of this page.

If you are paying international fees you will be mailed or couriered the course books at the beginning of each semester. However, for newly registered students books will only be sent after the university has received the first instalment of your fees.

You must select both semester 1 and semester 2 units in September to prevent any delays occurring in the ordering and posting of your core textbooks.

Please note that a number of required books are now available as e-books held in the university library. These are available to all students. Additional information about how to access and use e-books will be given in the individual unit, where necessary.

3.3 Method of Study

Most of our teaching is entirely web-based with a high degree of student-led learning through interactive exercises to test understanding built into the web-based teaching materials, and exercises and assignments involving seeking out and retrieving information from a range of web-based resources.

There will be opportunities for student–student and student–tutor interaction through dedicated discussion groups. There will be web-based course material with links to external web resources such as reports, academic papers, other teaching materials and case studies.

Some units have exercises based around group work (using discussion boards or WIKI’s). These are developed around learning objectives for the particular unit. In addition they satisfy
the skills-based learning objectives common to many public health curricula i.e. planning and managing a project and working as part of a team to deliver a project.

These courses are modular, meaning that each year you can choose to study a selection of units, which will count towards your degree. Units start twice a year: first in September in the first semester, then again in February in the second semester. The maximum number of units that can be taken per semester is four. All units run over 15 weeks: 10 devoted to teaching and five to assignment preparation and writing. Most units cover 8-10 different topics in this time. Although you work through these units independently in your own home, it is good to follow the weeks, as the online discussions and assignments are linked to particular dates and topics. A unit specific calendar can be found in the introduction week of all units. Some of these online discussions may be assessed and marked. You are advised to make a note of all the dates of assignments and assessed discussion board activities at the start of each new unit. Missing an assessed piece of work because you failed to keep up will not be accepted as an excuse.

The University of Manchester Library has one of the biggest collections in the country and students should make the fullest use of this facility. So it is essential that you familiarise yourself with how to access, journal articles, databases and e-books. For information on library resources, please visit The University of Manchester Library webpage. More details of how to improve off site access is given in Online Skills and Resources (see below for further information). If you experience any difficulty please contact us the e-learning team.

UK and Ireland students may also use the SCONUL scheme in order to gain access to a local University Library. Please view this link for more information and how to apply for SCONUL access:

http://www.sconul.ac.uk/sconul-access

Students are also able to select units which may require being residential at Manchester, i.e. Emergency Humanitarian Assistance. These units are not mandatory, and students are required to arrange their own transport and accommodation.

3.4 Referencing

All work provided for assessment at masters level must be evidence based – based on the literature and research that a student has read to prepare their work. This evidence must be correctly referenced. In particular when students have a) used direct quotes or b) synthesised or paraphrased a section of text. The MPH and MRes programmes allow students to use either the Vancouver or Harvard referencing systems. Failure to reference correctly can lead you to be suspected of plagiarism. Guidance can be found on referencing in the following resources:

<table>
<thead>
<tr>
<th>On-Line Skills and Resources – MPH Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential presentation ‘Reading and writing’ MPH website:</td>
</tr>
</tbody>
</table>

Mendeley

Students attending either the face to face residential or the online inductions sessions will be introduced to an application called Mendeley:

http://www.mendeley.com/en/1/2/

Mendeley is a free reference manager, which will help you keep all your references in one place. You can also use it to cite while you write and at the end of your assignment it will provide you will a full bibliography that can be displayed in the style of your choice (either Vancouver or Harvard). The application is free and can be used on any platform.
Academic Malpractice

Plagiarism and collusion, and anything else that is intended to achieve credit a student does not properly deserve, is taken very seriously by this course and the whole of the University. They are defined as follows:

- **Plagiarism** is the presentation of the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It also includes the submission, in whole or in part, of a student’s own work, self-plagiarism, where, for example, such work may have been previously submitted for a different assessment.

- **Collusion** occurs when a student or students collaborate inappropriately or illicitly with another student or students with the intention of improving the mark or grade of an individual or group.

- **Fabrication** or falsification of data or results by individual students or groups of students is the presentation or inclusion in assignments of figures or data unsupported by verifiable or documented programmes of research; this may or may not additionally involve instances of plagiarism and/or collusion.

As this is a postgraduate course any suspicion of plagiarism or collusion must be referred directly to faculty level for investigation and possible penalty. **On this course we report ALL students who are suspected of plagiarism**, so please do not put yourself in the very uncomfortable position of being accused of plagiarism because of poor referencing. Ignorance is not accepted as an excuse. You are advised to carefully study the University’s guidance on the subject, which may be found at the following website:

http://www.humanities.manchester.ac.uk/studyskills/essentials/writing/avoiding_plagiarism.html

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 (please see 4.1 for more information).

Academic Malpractice

 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:


3.5  PGT Medical and Human Sciences 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](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. Once you are in Blackboard, below where you see the course list, you will also see a “My Communities” section. The skills units are located in the “PGT Medical and Human Sciences Graduate School Online Skills Training Resource” area.

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.

<table>
<thead>
<tr>
<th>Academic Writing</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding Academic Malpractice</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td><strong>This should be completed by all postgraduate students (see below)</strong></td>
</tr>
<tr>
<td>Research Methods*</td>
<td>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.</td>
</tr>
<tr>
<td>Statistics*</td>
<td>The course provides a valuable foundation for understanding and interpreting biostatistics. It aims to provide you with the fundamentals of quantitative analysis.</td>
</tr>
<tr>
<td>Presentation Skills</td>
<td>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.</td>
</tr>
<tr>
<td>Qualitative Research Methods*</td>
<td>This unit has been designed to give you an introduction to Qualitative Research.</td>
</tr>
<tr>
<td>SPSS*</td>
<td>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.</td>
</tr>
<tr>
<td>Intellectual Property Awareness</td>
<td>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</td>
</tr>
</tbody>
</table>

*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 MEDN67800

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.

Understanding Academic Malpractice Unit

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. This is available at:

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

If you have any doubts or further questions please contact your course tutor or programme director.

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.

3.6 Personal Development Plans

A personal development plan (PDP) is a collection of documents that records 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.

The PDP for our courses is found within the Public Health and Primary Care – Community space in Blackboard. For some students, this may be the first time that you have come across a PDP. Others will have used them for some years within their work environment, for example the NHS in the UK. 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/
3.7 Accreditation of (Experiential) Prior Learning (AP(E)L)

A student may be permitted to receive an award of credits on the basis of demonstrated learning that has occurred elsewhere at some point in the past or during the life of the programme. 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. For full criteria please contact the programme administrator.

All requests from the student for consideration of AP(E)L can be made to the programme director. You will be asked to apply in writing, to provide evidence of prior learning, and to indicate the MPH course units for which your prior learning is to be accredited.

Please follow the link below for the university’s policy on AP(E)L:

http://documents.manchester.ac.uk/display.aspx?DocID=2856

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

3.8 Public Health Trainees and Professionals

Course content

The course meets most of the public health competencies identified by the Faculty of Public Health. It has also been carefully structured to ensure that learning is integrated with work. This is done mainly by assignments, discussions and the dissertation being linked to current professional activities.

Public health trainees are able to request downloads of all MPH course units beyond those in which you will officially enroll. The downloads of all other optional course units which may be relevant are also made available to those taking the Faculty exam, free of charge. Please contact the programme administrator, with proof of your trainee status.

All other optional course units which may be relevant are also made available for download to those taking the Faculty exam.

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

* This also applies to intercalating medical students
3.10 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.
- Using a word processor e.g. Microsoft Word or LibreOffice (formally OpenOffice).
- 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).

See Technical Support below for further details.

Computer hardware

You should have regular access to the same Microsoft Windows PC or Apple Mac (see information below regarding using an Apple computer), on which you are able to adjust the settings if required. Blackboard may require you to make minor adjustments to your settings or browser.

You do not need a high specification (expensive) computer to do this course. However, you will need access to a good reliable Internet connection as this will significantly improve the download times for web pages, audio and video. Please follow this link to the system requirements page for further information – System Requirements.

It is also recommended that you have a headset and microphone to use with your computer. Students paying international students fees will receive a headset and microphone when they register for the course.

Software

The software needed to complete this course:

- Modern Web browser
- Adobe Acrobat Reader
- Statistical software (see below)
- Adobe Shockwave and Flash plugins for the browser
- Java installed and enabled

Apple Mac Computers

As mentioned above you will be able to access all the course materials using an Apple computer. However, if you are planning to do the Biostatistics course (which is a core unit) or the Communicable Disease Control unit you will need to use statistical software. The statistical software package which is recommended and mentioned below will only run on a MS Windows computer, but it has been chosen for its ease of use. It will run on an Apple computer if you have MS Windows installed. This would require additional software to be loaded onto your Apple computer.

If you have enrolled on Biostatistics you will be contacted by our Admin team before the start of Semester 2 about how to get your copy of the required stats package. At this time, if you intend to use an Apple computer, please let us know and we will make the necessary arrangements to ensure it works on your Apple computer.
Statistical packages (PC and Mac)

The Biostatistics course unit requires a statistical package. You will be informed of what package is recommended and given instructions on how to purchase/obtain a copy once the course starts.

Students paying the higher international fee will be automatically registered for their statistical software package in semester two. There may be a small charge for the package of a reduced rate of £20 for a three-year license for Home/EU students.

Statistical packages for Apple Macs

As mentioned above, if you have a Mac get in touch with us as soon as possible as to how to get the stats package to run on your Mac computer.

As mentioned above, if you wish to discuss anything to do with computer requirements then please do not hesitate to contact us on the e-mail address below (Section 3.8)

Course download options

What is a course download?

The MPH course units are available in various downloadable formats and for a variety of mobile devices. The downloadable versions of the courses are provided for offline use when no Internet connection is available. **They are in no way a substitute for the full online versions of the courses delivered through Blackboard.** Some of the interactive elements of the course units are not available on the mobile course versions.

Downloads are available in the following formats:

- PC/Apple
- PDF
- Kindle ebook
- iPad/iPhone
- Tablet/Android

The aim of these downloads is for you to be able to have the reading materials available if you are unable to go online e.g. going on holiday, travelling etc.

Once you have started the course you will have access to these downloads with instructions on how to use them.

3.11 Technical Support

If you are having problems accessing My.Manchester, email, your course materials, or you would like to discuss computer related issues, please contact:

MPH eLearning team:
Chikako Blything, John Owen and Stewart Taylor
(available Monday–Friday, 9am–5pm, UK local time)
Tel: +44 (0) 161 275 1897, 1872 or 1609
E-mail: elearning@manchester.ac.uk *

* IMPORTANT: Please write 'MPH technical query' in the subject header of your email.
If you are having difficulty with the electronic resources you should contact the library via My Manchester.

On the university campus, there are large open access PC clusters which are also 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 My Manchester. If you have any queries about this, please contact us at the above email address. Details can be found here for all the clusters available around the university campus.

The University also has an extensive WiFi network which can be accessed from most University buildings, cafes and shops on Oxford Road using your University ID and password.

Further information about the computing and IT services offered by The University of Manchester can be found here:

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

4 ASSESSMENT

4.1 Methods of Assessment

We have described in each course unit outline the mix of self-assessment and marked assessment expectations. The assessment will be closely linked to the learning outcomes of each course unit. Factual knowledge is assessed by self-assessment assignments/quizzes. The marks from these self-assessments are purely for feedback purposes, and are not part of your assessment and not made available to course unit tutors, although tutors will know if you have completed them. Marked assignments will focus on the ability to synthesize and implement knowledge. There are no formal examinations, as most work is assessed by essay-type assignments. Some courses have assessed discussion boards or online activities. Please refer to individual course unit outlines for details; dates will be found in the actual Blackboard activities at the start of each semester:

Assignment submission

All coursework assignments should be completed in Microsoft Word or in a rich text format documents and submitted via Blackboard. For full details of how to submit an assignment please see On-line Skills and Resources.

All assignment submissions will only be submitted electronically. The only hard copies you will be expected to submit will be two copies of your final dissertation should you progress to the Masters level. Please note you will be expected to incur the cost for the production and binding of your dissertation.

Use of Turnitin

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

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

The School also reserves the right to submit work handed in by you for formative or summative assessment to TurnitinUK and/or other electronic systems used by the University.
Postgraduate courses in Public Health and Primary Care  
School of Medicine (Community Based Health Alliance)

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.

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 in My Manchester.

4.2 Feedback policy

The following policy has been developed in line with the university’s ‘Policy on feedback to undergraduate and Post Gradate Taught students April 2010.

“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 University of Manchester (2010). On the MPH/MRes programme we are committed to:

- Providing students with personalised feedback for their mid-term and final summative assignments, within 15 working days for mid-term assignments and 20 working days for final submission

- Providing more opportunities for formative feedback (on non-assessed work) during a course unit.

1. Personalised feedback on written assignments will be provided for mid-term and final 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’ 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 15 working days or less for the mid-term papers and in 20 working days or less for the final assignments. In the case of tutor sickness delaying feedback, students will be informed by e-mail or an announcement placed in Blackboard.

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. If you are advised to improve your referencing then please do so using the skills units for guidance. If you still do not understand how to reference then contact your course unit leader or the programme director before your next assignment.

Some discussion board and small group exercises are also assessed. Details of the marking and assessment will be explained in the individual course unit.
Feedback for assessed discussion board activities can be found in Blackboard in ‘Gradebook’ along with your mark for the work. We aim to provide these within a week to ten days of the exercise finishing.

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 several different ways, for example:

- Feedback by tutors and fellow students on discussion boards or WIKI’s
- Automated feedback from self-test or quizzes
- Peer review exercises
- Reflective exercises which provide sample answers

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

4.3 Programme External Examiners

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

There are two External Examiners for this programme:

Dr Cathy Lloyd who is a Senior Lecturer in Health and Social Care and is based at the Open University

The second External Examiner is to be confirmed.

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.
4.4a Faculty assessment criteria for assignments and dissertations

NB A more comprehensive assessment criteria specific to the MPH/MRes course units can be found in each Blackboard unit.

<table>
<thead>
<tr>
<th>BAND</th>
<th>MARKING CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% - 100%</td>
<td>EXCELLENT (may allow award of distinction*) Exceptional work, nearly or wholly faultless for that expected at Master’s level.</td>
</tr>
<tr>
<td>80% - 89%</td>
<td>EXCELLENT (may allow award of distinction*) Work of excellent quality throughout.</td>
</tr>
<tr>
<td>70% - 79%</td>
<td>EXCELLENT (may allow award of distinction*) Work of very high to excellent quality showing originality, high accuracy, thorough understanding, critical appraisal, and very good presentation. Shows a wide and thorough understanding of the material studied and the relevant literature, and the ability to apply the theory and methods learned to solve unfamiliar problems.</td>
</tr>
<tr>
<td>60% - 69%</td>
<td>GOOD PASS (may allow an award of a merit*) Work of good to high quality showing evidence of understanding of a broad range of topics, good accuracy, good structure and presentation, and relevant conclusions. Shows a good knowledge of the material studied and the relevant literature and some ability to tackle unfamiliar problems.</td>
</tr>
<tr>
<td>50% - 59%</td>
<td>PASS Work shows a clear grasp of relevant facts and issues and reveals an attempt to create a coherent whole. It comprises reasonably clear and attainable objectives, adequate reading and some originality.</td>
</tr>
<tr>
<td>40% - 49%</td>
<td>DIPLOMA PASS, POTENTIALLY COMPENSATABLE FOR MASTER’S Work shows a satisfactory understanding of the important programme material and basic knowledge of the relevant literature but with little or no originality and limited accuracy. Shows adequate presentation skills with clear but limited objectives, and does not always reach a conclusion.</td>
</tr>
<tr>
<td>30% - 39%</td>
<td>FAIL, POTENTIALLY COMPENSATABLE FOR DIPLOMA Work shows some understanding of the main elements of the programme material and some knowledge of the relevant literature. Shows a limited level of accuracy with little analysis of data or attempt to discuss its significance.</td>
</tr>
<tr>
<td>20% - 29%</td>
<td>FAIL Little relevant material presented. Unclear or unsubstantiated arguments with very poor accuracy and understanding.</td>
</tr>
<tr>
<td>0 - 19%</td>
<td>CLEAR FAIL Work of very poor quality containing little or no relevant information.</td>
</tr>
</tbody>
</table>

* The award of Merit or Distinction for the final degree is dependent upon a number of criteria laid out in the list below.

**Dissertations**

Please see the MPH /MRes dissertation handbooks in Blackboard for further details.
4.4b Postgraduate Taught Degree Regulations for Students registered from September 2010 to August 2012

Postgraduate Taught Degree Regulations for Students (Pre-September 2013)

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.

The following guidance should be read in conjunction with this regulations policy document: http://documents.manchester.ac.uk/display.aspx?DocID=7327

Students will normally successfully complete the taught component of the Degree of Master before they can progress to the dissertation (or equivalent), and must successfully complete the taught component before submission of the dissertation (or equivalent).

Pass Marks:

The pass mark for a Degree of Master is 50%. The pass mark for a Postgraduate Certificate and a Postgraduate Diploma will be 40%.

Recommendation for award at Masters Level

Pass marks

- To obtain a pass for a Masters programme, the student is required to obtain both a weighted average of 50% or more on the taught element (after compensation or reassessment as necessary), and 50% or more on the dissertation (or equivalent) (after reassessment as necessary).
- To obtain a pass for a Postgraduate Diploma or Certificate, the student is required to obtain a weighted average of 40% or more on the taught element (after compensation or reassessment as necessary).

Merit

A student on a Degree of Master or Postgraduate Diploma programme who has satisfied all of the following criteria will be awarded a merit:

- A weighted average at first assessment of 60% or more in the taught component of the programme with no mark below 50% in any course units.
- A mark of 60% or more on the dissertation (or equivalent), project or extended essay where this is part of the programme.
- A Pass at first assessment in components of the programme where a Pass/Fail is recorded.
- Students who have been reassessed in any unit(s), or individual components of any unit(s), or have been granted a compensated pass, will not be eligible for the award of merit.

27
Distinction

A student on a Masters programme or Postgraduate Diploma programme who has satisfied all the following criteria will be awarded a distinction:

- A weighted average at first assessment of 70% or more in the taught component of the programme with no mark below 50% in any course unit.
- A mark of 70% or more for the dissertation (or equivalent), project or extended essay where this is part of the programme.
- A Pass at first assessment in components of the programme where only a Pass/Fail is recorded.
- Students who have been reassessed in any unit(s), or individual components of any unit(s), or have been granted a compensated pass will not be eligible for the award of distinction.

Students on a Postgraduate Certificate will not be eligible for the award of Merit or Distinction.

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.

Re-sits:

A student registered on a Postgraduate Diploma or Masters programme who fails a taught unit may be permitted to resubmit the assessment or retake the examination on one further occasion, up to a maximum of 45 credits. A student registered on a Postgraduate Certificate programme who fails a taught unit may be permitted to resubmit the assessment or retake the examination on one further occasion, up to a maximum of 30 credits. The maximum mark to be awarded for resubmitted coursework or retaken examination will normally be 50% for the Degree of Master and 40% for the Postgraduate Diploma. This mark will be used in computing the overall mark for the course unit.

Compensation:

Students may be awarded a compensated pass for a Degree of Master up to a maximum of 30 credits providing they receive a mark of at least 40% (but less than 50%) and have gained an overall average taught mark of at least 50%. Students may be awarded a compensated pass for a Postgraduate Diploma up to a maximum of 30 credits providing they receive a mark of at least 30% (but less than 40%) and have gained an overall average taught mark of at least 40%. Students may be awarded a compensated pass for a Postgraduate Certificate
up to a maximum of 15 credits providing they receive a mark of at least 30% (but less than 40%) and have gained an overall average mark of at least 40%.

Please note compensation is not permitted on the following core units:

**MPH (PG Dip, MPH, MRes only)**
- The programme will not permit compensation rules to be applied to the following units:
  - MEDN60041 Evidence Based Practice
  - MEDN60991 Fundamentals of Epidemiology
  - MEDN60982 Biostatistics

**MRes pathways for ACF students**
- The programme will not permit compensation rules to be applied to the following units:
  - DENT61010 Research Methods (ACF students only)
  - MEDN60991 Fundamentals of Epidemiology
  - MEDN60982 Biostatistics

Please note the maximum number of credits that can be failed at first attempt is 45 credits for a Masters and 30 credits for a Postgraduate Diploma or Certificate. This means the combined allowable number of permitted compensations / re-sits are required to fall within these maximum limits.

**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%.
### 4.5 Assignment extensions

Extensions will be granted at the discretion of the programme director. Students are 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. They are not given for increased workload at your place of work, students that register late or book holidays during term time.

All coursework deadline extension requests should be submitted directly to the relevant programme administrator for the unit you are taking. Please provide as much detail as possible (name, student registration number, course unit, assignment, reason for extension request), and be assured that all information will be treated confidentially. Course tutors do not accept extension requests.

**Extension requests should be submitted by 4.00 pm on the last working day before the assignment deadline. Please do not submit extension requests via Blackboard.**

Please note no further extensions will be permitted to a one-week extension deadline and assignments received after this time will be awarded no marks. No extensions are granted for resit assignments.

### 4.6 Late submission

All assignments are due at 12.00pm on the day of submission. If you have any technical issues with submitting your assignment you should contact the eLearning team as soon as possible.

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). The unit tutor may take the decision to provide you with feedback about your performance, but this will be considered formative feedback only.

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

4.7 Mitigation

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 internal 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. (See page 16 for the programme's exam board dates).

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:

Mitigating Circumstances Form and Guidance for Students.

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


If you feel you need any further support, please see the Student Support section below.

4.8 Penalty for exceeding Word Limits

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.
4.9 Referral of assignments (resits)

To pass a course unit you must have submitted all (usually two) assignments (excluding assessed discussion boards), and gained an overall mark of 50% or greater at Masters level and 40% or greater at Diploma or Certificate level. If you have failed to submit the required number of assignments you are very likely to fail the unit.

If you fail a course unit and are unable to compensate the mark, you will be offered the opportunity to take a resit assignment (known as a “referral”). The resit assignment will take the form of one assignment which is designed to test your knowledge of the entire unit and will also form your mark for the entire unit.

Please note that no extensions are granted for resit submissions as all students receive 4 weeks working time.

Failure of a unit at second attempt

If a student fails a resit assignment they will not be eligible to take the unit again. They are also unable to take an additional unit in place of the failed one. Should this happen, the students situation will be discussed at an exam board and the student will be offered appropriate options. This may include transfer to another award such as a PG Diploma or PG Certificate.

A detailed description of the regulations surrounding resits can be found in Section 4.4b.

4.10 Special permissions

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.

4.11 Appeals

Regulations for student complaints and appeals are provided in the University’s General Regulations. These can be accessed via the following link:

5 STUDENT PROGRESSION

5.1 Attendance

The programme director and teaching staff will monitor the work and attendance of students on the programme. As this is a distance learning programme, physical attendance at the university is not required. However, your attendance on the programme is monitored at a number of points including registration, accessing material via Blackboard, the submission of mid-term and final assignments and participation in online discussion boards. For some course units, contributions to discussion boards will be credited with marks.

This is monitored for your benefit and to ensure you are coping with the work. If you are unable to participate in any of these, you should contact the programme administrator or the programme director as soon as possible.

Regular or a pattern of non-engagement will result in you being contacted by your course unit leaders and/or programme director. Following this, further action will be taken if there isn’t a significant improvement in engagement.

For further information see: Work and Attendance of Students (Regulation XX)

http://documents.manchester.ac.uk/display.aspx?DocID=1895

5.2 Programme changes

Students may request to change their programme from full time to part time. They may also 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 Masters to a Diploma.

Progressing from PG Certificate or Diploma to a Masters

Well performing PG Cert/PG Dip students can progress on to a Masters level programme if they meet or better the required academic performance for a Master award. Anyone wishing to consider this route should contact the programme administrator as soon as possible to discuss this (mph.admin@manchester.ac.uk).

Progressing from CPD units to PG Cert, PG Dip or Masters in Public Health

If you have completed course units on the CPD stand-alone unit scheme and would like to progress to the PG Certificate, PG Diploma or MPH programme, you must complete the online application form providing all supporting documents before the beginning of August. If you need any further information about this process, please contact the admissions coordinator (mph.admissions@manchester.ac.uk).

5.3 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.
5.4 Progression to dissertation (MPH/MRes)

**MPH**

In order to progress to the dissertation, MPH students must have completed 120 taught credits (or 8 taught units). Of these at least 90 credits (or 6 units) must be passed at Masters level. The other 30 credits (or 2 units) must have marks that fall within the compensation zone for a Masters degree (40 – 49%) or higher. For full details about this please see section 4.4b.

**MRes**

In order to progress to the dissertation, MRes students must have completed 90 taught credits (or 6 taught units). Of these at least 60 credits (or 4 units) must be passed at Masters level. The other 30 credits (or 2 units) must have marks that fall within the compensation zone for a Masters degree (40 – 49%) or higher.

Once a student has completed the taught component for their programme and received their results, they should contact the dissertation tutor, Roger Harrison, to arrange to begin work on their dissertation.

5.5 Graduation

All students who successfully complete the PG Diploma, MPH, and MRes programmes are invited, along with their guests, to attend a graduation ceremony. The School will write to you confirming your award and the details for graduation. Further information about graduation can be found at:

[http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/graduation/](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.
6 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, course unit tutors, the programmes administrator and the 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 MPH staff.

6.1 Student Services Centre (SSC)

The Student Service Centre can help provide you with information about:

- Registration
- Tuition fees queries
- Graduation and transcripts

You can contact the SSC at:

Tel: +44 (0) 161 275 5000
E-mail: ssc@manchester.ac.uk

Student identity card

If you would like a University of Manchester Student ID card, please contact the SSC by email to request one (ssc@manchester.ac.uk). If you have uploaded a photograph of yourself to the student system during your application process, this can be used for your student card. If not, please attach a passport sized head and shoulders photograph of yourself to the email.

Alternatively, you can post both of these documents 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.

6.2 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 11th 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)

6.3 Health and Safety and Security on Campus

The University of Manchester always tries to ensure the health and safety of all their students. It has produced a short presentation, available in Blackboard, which covers basic health and safety issues. Some of the issues cover topics relating to the university buildings and premises, however other, especially healthy use of PC's are applicable wherever you are. Many MPH / MRes students visit Manchester at some time during their programme (for the residential, supervision or graduation). But we also realise that some of our students never visit Manchester.

It is a university requirement that all new students view the film on ‘Health and Safety’, and then answer a number of questions and obtain a minimum of 70% correct answers. We realise that this film is mainly aimed at students who attend the university as opposed to distance learning students; however with this in mind we have tailored the questions to suit distance learning students.

Please can you view the film and complete the test by the end of October.

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://www.campus.manchester.ac.uk/healthandsafety/h&s_policy_current/current_health_and_safety_policy.pdf

Security

If you are going to be visiting the university campus for any purpose, please note that neither the Institute of Population Health 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.

6.4 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
Telephone: +44 (0)161 275 2864
http://www.staffnet.manchester.ac.uk/personalsupport/counselling/
6.5 Disability Support

The Disability Support Office (DSO) provides 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, the website will highlight any new developments within the DSO and the field of disability in Higher Education.

http://www.dso.manchester.ac.uk/
disability@manchester.ac.uk

Students with dyslexia may also contact Judith Clegg, one of the MPH Course tutors, for one-to-one support and guidance (judith.clegg@manchester.ac.uk).

6.6 Careers Service

The University has a Careers Service which you will be able to use. Please see the link below for more information.

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

Careers Blog for International Students @ Manchester

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

http://manunicareersblog.com/

6.7 Equal Opportunities

In conformity with the general intention of the university’s charter, the Public Health and Primary Care Programmes confirm their 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 (see Appendix 2).
7 STUDENT REPRESENTATION AND FEEDBACK

7.1 Student representatives

Each year, 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 course review meetings. 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.

We usually recruit 5 or 6 student representatives each year to cover the range of public health programmes. You will receive an email at the start of the academic year from the programme administrator asking for volunteers for the positions. If more than 6 students put themselves forwards, a vote may be held or if you are a part-time student you may be asked to stand in a later year.

Each student will act as a rep for one year, unless they express a desire to continue, in which case they may put themselves forwards again. In this instance, students who have yet to act as a representative will take precedent.

7.2 Student Feedback

Your feedback is part of an on-going 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 programme you will be asked to complete a general evaluation for your overall programme of study.

A member of eLearning 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 and July), in the online skills and resources unit.

The university also requests that students complete two additional surveys a) UEOs (University Evaluation Questionnaires) at the end of each unit and b) PTES (Postgraduate Taught Experience Survey) once a year. This information is quite different from that collected by the programme and we would encourage you to complete both. Information about both surveys will be sent directly to you through the student portal.
## Appendix 1: Academic staff and course unit leaders

<table>
<thead>
<tr>
<th>Name and course unit</th>
<th>Name and course unit</th>
</tr>
</thead>
</table>
| Dr David Allen       | **Management 1: Leadership and Teams** medn62001  
|                      | **Management 2: Quality & Managing Processes** medn62021  
|                      | E-mail: david.allen@manchester.ac.uk |
| Professor Stephen Campbell  | Primary Health Care medn63111  
| E-mail: stephen.campbell@manchester.ac.uk |  
| Mrs Judith Clegg  | **Health Promotion and Prevention Theory and Methods** medn60021  
|                      | **Working with Communities** medn60072  
|                      | E-mail: judith.clegg@manchester.ac.uk |
| Professor Linda Davies  | Health Economics medn60092  
| E-mail: linda.m.davies@manchester.ac.uk |  
| Dr Isla Gemmell  | **Biostatistics** medn60982  
|                      | **Fundamentals of Epidemiology** medn60991  
|                      | E-mail: isla.gemmell@manchester.ac.uk |
| Dr Roger Harrison  | **Impact, Information and Evaluation** medn64422  
|                      | **Dissertation** tutor  
|                      | E-mail: roger.harrison@manchester.ac.uk |
| Dr Gunjit Bandesha  | **Evidence Based Practice** medn60041  
| E-mail: Gunjit.Bandesha@phe.gov.uk |  
| Dr Andrew Jones  | **Understanding Drug Misuse** medn64122  
| E-mail: andrew.jones@manchester.ac.uk |  
| Dr Chris Carmona  | **Evidence Based Public Health** medn63122  
| E-mail: chris.carmona@nice.org.uk |  
| Mr Colin Kelsey and Ms Bonnie Mitchell  | **Emergency Planning, Response & Resilience** medn64132  
| E-mail: colin.kelsey@nhs.net, bonniemitchell@nhs.net |  
| Dr Caroline Sanders and Dr Gavin Daker-White  | **Qualitative Research Methods** medn63121  
| E-mail: caroline.sanders@manchester.ac.uk, gavin.daker-white@manchester.ac.uk |
Dr Katie Reed
**Health System Challenges in Low and Middle Income Countries** medn62212
E-mail: katie.reed@manchester.ac.uk

Dr Kay Nolan
**Communicable Disease Control** medn62051
Email: Kay.Nolan@nice.org.uk

Dr Selwyn St Leger
**Advanced Epidemiology** medn60112
E-mail: antony.s.st.leger@manchester.ac.uk

Dr Amy Hughes
**Emergency Humanitarian Assistance**
E-mail: amy.hughes@manchester.ac.uk

Dr Rebecca Craven and Prof Martin Tickle
**Oral Health and Disease in Populations** dent76061 and **Implementing Strategy in Dental Services** dent76072
Email: rebecca.craven@manchester.ac.uk
Appendix 2: Links to current regulations, codes of practice and policies

Academic Appeals (Regulation XIX)

Conduct and Discipline of Students (Regulations XVII)

Crucial Guide for Postgraduate Students
http://www.studentnet.manchester.ac.uk/crucial-guide/

Data Protection
http://www.manchester.ac.uk/aboutus/documents/privacy/

Harassment, Discrimination and Bullying Policy Guidance and Procedure for Students
http://documents.manchester.ac.uk/display.aspx?DocID=2755

Presentation of Dissertations Policy
http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/assessment/sectionb-thepracticeofassessment/guidanceforthepresentationoftaughtmastersdissertations/

Policy on Feedback to Undergraduate and Postgraduate Taught Students

Policy on Mitigating Circumstances
http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/assessment/sectionc-reachingdecisionsfromassessment/policyonmitigatingcircumstances/

Mitigating Circumstances: Guidance for Students
http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectionc-reachingdecisionsfromassessment/mitigatingcircumstancesguidanceforstudents/

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:

Postgraduate Taught Degree Regulations (September 2012)
http://documents.manchester.ac.uk/display.aspx?DocID=13148

Student Charter
http://www.studentnet.manchester.ac.uk/enhancing-my-experience/charter/

Policy on Submission of Work for Summative Assessment on Taught Programmes
http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/assessment/sectionb-thepracticeofassessment/policyonsubmissionofworkforsummativeassessment/

Student Complaints (Regulation XVIII)

If you need help in using with procedure or are unsure who to send a complaint to, please contact:
Mrs Sally Bray, Head of Academic Services, Faculty of Medical and Human Sciences, University of Manchester, Room 3.50B, 3rd Floor, Simon Building, Brunswick Street, Manchester M13 9PT.
Tel: + 44 (0)161 275 1467
Email: sally.a.bray@manchester.ac.uk

Work and attendance policy
http://documents.manchester.ac.uk/display.aspx?DocID=1895
Student Support

Student Charter
http://www.studentnet.manchester.ac.uk/enhancing-my-experience/charter/

Occupational Health Services for Students
http://www.studentnet.manchester.ac.uk/occupational-health/

International Advice Team
http://www.manchester.ac.uk/international/support/advice/

A Personal Safety Guide for International Students
http://www.studentnet.manchester.ac.uk/medialibrary/study/safety-international-student-guide.pdf

Students Union
http://manchesterstudentsunion.com/

Health & Fitness
http://www.sport.manchester.ac.uk/