UNIVERSITY COLLEGE FOR INTERDISCIPLINARY LEARNING

STUDENT HANDBOOK 2018-19
MANCHESTER.AC.UK/UCIL
fb.com/UCILUoM
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Room 3.206, 3rd Floor, University Place

The University of Manchester

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INTRODUCTION

Welcome to the University College for Interdisciplinary Learning (UCIL). We are delighted that you have decided to study a unit with us. This handbook has been designed to answer your questions and assist you with your studies whilst you are completing a UCIL unit. The handbook should be used in conjunction with the information provided by the Unit Convenor in Blackboard which will provide information which is tailored to the specific unit you are studying.

WHAT IS UCIL?

UCIL allows you to study units from across the University that contribute to your degree programme. All of our units are undergraduate level, and we welcome students from all disciplines.

UCIL introduces you to issues, topics and new ways of thinking, tackling the key questions facing society in the 21st century. Our units equip you with invaluable knowledge and skills which will complement your studies and make you more employable. We provide a unique learning experience by giving you the chance to meet and study with students from different degree programmes across the University.

The design and assessment of our units make them no easier or harder than any other within the University, and take into account that you may come from a very different degree background.

WHERE IS UCIL?

UCIL is based in Room 3.206 – 3rd Floor – University Place. If you have any queries regarding UCIL unit enrolment, timetabling and assessment or becoming a UCIL student representative you can come to the UCIL office or contact us via email or telephone.

UCIL CONTACTS

Angela Crolla
Gail Bradbury
ucil@manchester.ac.uk

Telephone 0161 275 0930
http://www.manchester.ac.uk/units/

UCIL COMMUNICATION TO STUDENTS

You will occasionally be contacted by UCIL via email or Blackboard regarding UCIL units, unit surveys, timetables and assessment.
**IMPORTANT INFORMATION**

**DATES OF SEMESTERS AND EXAMS 2018-19**

**SEMESTER ONE**

**Teaching Weeks:** 24 September 2018 – 14 December 2018

Your Home School may have a scheduled Reading Week in week 6 Semester One. However, some UCIL units may not. Please double check all timetabled activities on the Blackboard page or check with your Unit Convenor.

**Examination Period:** 14 January 2019 – 25 January 2019

**SEMESTER TWO**

**Teaching Weeks:** (Part One) – 28 January 2019 – 5 April 2019

**Easter Vacation:** 8 April 2019 – 26 April 2019

**Teaching Weeks:** (Part Two) – 29 April 2019 – 10 May 2019

**Examination Period:** 15 May 2019 – 5 June 2019

**Resit Examination Period:** 19th August 2019 – 30th August 2019

If you are a Level 1 or Level 2 student you must ensure that you are available for the Re-Sit Examination Period if you fail any units.
BLACKBOARD

The teaching and learning activities within your units are enhanced and supported by Blackboard. All of your units are listed in http://my.manchester.ac.uk/ under the 'Blackboard' tab. Within this tab you will find a list of all the units you are registered to take, under the 'Course List'.

Units become available to students one week before the start of teaching. For most units in 2018/19 this is:

- Semester 1 and all-year units: 10 September 2018
- Semester 2 units: 21 January 2019

To ensure that you have access to all of your units within Blackboard, you must be enrolled on them through the Student Records system. Once enrolled, your units should appear in Blackboard within 24 hours. Also, each individual Unit Convenor needs to have ‘activated’ your Blackboard unit in order for you to access it. If you cannot see a unit you expect to see, please:

- contact UCIL administrators to check that you have been enrolled;
- check with your Unit Convenor that they have made the unit available;

Note: If you change your unit enrolments there will be a delay of up to 24 hours in registering your new units and removing those you are no longer taking.
After enrolment or changing your enrolments, if your units are not correctly listed in Blackboard after 24 hours, please inform UCIL (ucil@manchester.ac.uk).

Your Blackboard units will contain different elements, depending on how the Unit Convenor has set them up. They may be used for unit materials, lecture handouts, coursework submission, quizzes, additional resources, discussion boards or blogs, for example. If you have any queries about the content, please check with the Unit Convenor first.

For general information on Blackboard and access to support information, please visit: my.manchester.ac.uk/portlet/user-guide

CONTACTING UCIL UNIT CONVENORS

The contact details for Unit Convenors can be found in the staff directory and should also be available in Blackboard - http://directory.manchester.ac.uk/

Should you have any queries regarding your UCIL unit once enrolled please contact the Unit Convenor in the first instance.

You can also email UCIL with any general queries.

ASSESSMENT

UCIL assessment is designed to be accessible to students from any discipline. It is no harder and no easier than the assessment of any of your other units. UCIL uses a range of assessment methods and you may not have come across some of them before. Unit Convenors will provide support to ensure you understand what is expected from each piece of assessment.
SOME GOOD PRACTICE FOR ONLINE SUBMISSION TO TURNITIN:

a) To enable anonymous marking, your coursework must not have your name anywhere on it.

b) To avoid the risk of material being lost, your coursework must carry a header on each page, which will include your student registration number (found on your library card) and the code and name of the unit.

c) Upload your coursework through the Turnitin/Grademark link in the unit Blackboard site. This link is usually found in the ‘Assessment’ folder on the left-hand side of the unit’s Blackboard landing page.

d) You must upload your work using your student registration number and the question number/title (e.g. 8000000_Q3) in the title field.

e) You are responsible for ensuring you upload the correct document.

f) You are responsible for successfully uploading your coursework before the deadline on the date set by the Unit Convenor.

g) You are responsible for keeping a copy of your coursework and a copy of the digital receipt containing your unique ID number and confirming your submission.

h) The failure of individual computing equipment does not provide mitigating circumstances for late submission. Only a system failure confirmed by the University of Manchester IT Team or an internet outage confirmed by your internet provider provides mitigating circumstances for late submission.

i) If you have any problems with your submission you should contact the Unit Convenor, UCIL Administrator, or the e-Learning helpdesk:

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

ATTENDANCE REQUIREMENTS

The University’s policy on recording and monitoring attendance can be found here: http://www.regulations.manchester.ac.uk/policy-on-recording-and-monitoring-attendance/

Full attendance is required at all lectures and tutorials including online tutorials in Blackboard. Attendance at tutorials and lectures may be monitored and attendance registers kept. Your UCIL Unit Convenor will provide details of how attendance will be monitored.

If you are unwell or not able to attend a lecture or tutorial for any other reason please let the Unit Convenor know.
REFERENCING AND AVOIDING PLAGIARISM

MY LEARNING ESSENTIALS

Standard academic practice demands that if you quote from, or in any other way make use of another person’s work, you must ensure that it is properly referenced. This applies to all your assessed work for UCIL.

My Learning Essentials is The University of Manchester’s comprehensive programme of online resources, workshops and drop-ins designed to support students in their personal and professional development. Workshops and drop-ins are held throughout the year and include special sessions during exams and the summer. Online resources are available at all times, providing flexible support for your development from undergraduate to postgraduate level and beyond. The My Learning Essentials programme is run by The University of Manchester Library in collaboration with other services across campus.

You can find the link to My Learning Essentials here: http://www.library.manchester.ac.uk/using-the-library/students/training-and-skills-support/my-learning-essentials/

BIBLIOGRAPHY/REFERENCING

• You should list in a bibliography any other items you have used/read, but not directly referred to in your text.
• Proper acknowledgement includes, where necessary, the use of speech marks to enclose direct quotations from the work of others. It is not sufficient to provide a reference to a text without making it clear exactly which words have been taken from that text. Failure to use speech marks appropriately will be taken as evidence of poor referencing.
• The use of someone’s ideas without credit also constitutes plagiarism. Therefore, you must also include a citation when summarising or using material indirectly from a source text.
• Such indirect citations do not require speech marks.
• Any images, video or audio elements downloaded from the internet are copyright of the website owner. If you use such items, you must obtain permission from the copyright holder and they must be acknowledged and referenced.
• There are image libraries available for you to use which do not require you to get copyright permission. The John Rylands University Library Searchable Collections of Moving & Still Images is a good place to start.
• If the referencing in your submitted work is inconsistent you are likely to lose marks. It’s worth taking the trouble to get referencing right.

WHAT REFERENCING SYSTEMS ARE ACCEPTABLE?

Your unit convenor may specify a referencing system that they would like you to use. Please check your unit information in Blackboard. If no specific system is stated, you must use a recognised academic referencing system. Common referencing systems used at the University include Harvard, MLA and Vancouver. University of Manchester guides to the Harvard, MLA and Vancouver Referencing Systems are available here:

• Harvard Referencing System
• MLA
• Vancouver Referencing System

Information on other referencing systems can be found here.
PLAGIARISM

Plagiarism is taking the work of others and presenting it as your own. It is a form of academic malpractice. In common with all other academic programmes, UCIL takes plagiarism very seriously. Students who are found to have committed plagiarism face serious penalties.

You should take just as much care to properly acknowledge the work of others if you refer to it in any assessment.

The best way to avoid plagiarism is to ensure that any piece of work you hand in for assessment is fully and properly referenced, using a recognised referencing system.

The university has some helpful guidance on how to avoid plagiarism and other forms of academic malpractice, including a few important do’s and don’ts. Please see links below.

All written assessment tasks will be automatically be submitted to ‘Turnitin’; an online system used by the University for detecting plagiarism.

WHAT WILL WE DO IF WE SUSPECT PLAGIARISM?

If we suspect plagiarism in any piece of submitted work, we will always investigate further.

If, after further investigation, evidence of plagiarism is found, then a penalty will be applied and your School will be informed, and further action will be taken.

In extreme cases, not only will the piece of work in question receive a mark of 0, but there could also be consequences in terms of degree progression, class of degree awarded, or exclusion from the degree programme altogether, depending on your School, and year of study.

USEFUL LINKS

The following link will take you to information provided by the University concerning plagiarism.

- A Guide to Avoiding Plagiarism
- University Guidance on Plagiarism - Guidance for Students
PENALTIES

It is important that you make sure you are clear about assessment deadlines and any penalties that may be applied as in some cases this may differ from what you are used to in your Home School. This might include penalties for being over or under the word count.

LATE PENALTIES

UCIL follows the University policy regarding late submission - 10 marks per day up to a maximum of 5 days will be deducted from the mark for the piece of assessed work if it is submitted late. After 5 days a mark of zero will be awarded. Please note that this is in accordance with the University’s Policy on Submission of Work for Summative Assessment on Taught Programmes and it is not at the discretion of the School or the individual lecturer to waive the policy.

The University does not allow any discretionary periods or periods of grace. This means that a student who submits work at one second past a deadline or later will therefore be subject to a penalty for late submission.

To avoid late penalties we advise that you allow yourself sufficient time to upload your work in Blackboard and also make sure that you check the format that works needs to be submitted well in advance of the deadline.

Your coursework deadlines will be visible within Blackboard and your unit outline. Should you have any queries regarding these please contact your Unit Convenor.

Please note all coursework marks and feedback are provisional until ratified by the UCIL Examination Board in June.

If you have any queries regarding your mark or feedback please contact the Unit Convenor.

What to do if ill health or personal problems mean you are unable to work through the unit and/or complete assessed work on time.

ILL HEALTH

If, due to ill health, or for any other reason, you are unable to keep up with your work on a UCIL unit, you must inform your Home School and email the unit convenor and UCIL Administrator to let them know.

If you feel that illness, or some other unforeseen personal problem, has adversely affected your performance in any part of the assessed work for this unit then mitigation might be applied. Advice on how to apply for mitigating circumstances or an extension is given in the Mitigating Circumstances and Additional Support section.
MITIGATING CIRCUMSTANCES AND ADDITIONAL SUPPORT

HOW CAN I APPLY FOR MITIGATING CIRCUMSTANCES OR AN EXTENSION FOR A UCIL UNIT ASSESSMENT?

The UCIL Unit Convenor or UCIL office cannot agree an extension or approve mitigating circumstances.

You will need to contact your Home School directly if you need to request mitigating circumstances or an extension. Your Undergraduate Programme Office or Student Support and Guidance Office will be able to advise you further regarding late submissions or mitigating circumstances.

Your Home School will then notify UCIL of any confirmed extensions or mitigating circumstances.

You can find the full University Policy on Mitigating Circumstances here:

http://www.regulations.manchester.ac.uk/policy-on-mitigating-circumstances/

DASS STUDENTS

The UCIL Unit Convenor will be made aware of additional support via your University Support Plan. If you have any questions regarding your support needs, please contact the Unit Convenor. Further information is available here:

http://www.dso.manchester.ac.uk/what-support-can-i-get/study-support/support-from-my-teaching-staff/

If your University Support Plan states that you should have an Automatic Extension the Unit Convenor should be aware of this.

Advice on Automatic Extensions is provided here:

http://documents.manchester.ac.uk/display.aspx?DocID=37272
STUDENT FEEDBACK

STUDENT FEEDBACK AND REPRESENTATION

The University of Manchester is committed to receiving and responding to student feedback in order to bring about improvement in the quality of the student experience and the development of learning and teaching.

UNIT EVALUATIONS

UCIL values all student opinion and feedback. Each unit will have a unit survey at the end of the semester. All feedback/comments are anonymous and will be looked at by UCIL Unit Convenors and the UCIL Academic Director.

STUDENT STAFF LIAISON COMMITTEE

Student representation is via the UCIL Student Staff Liaison Committee (SSLC) and the UCIL Teaching and Learning Panel. Representation enables dialogue between the student body and staff in order to aid development of UCIL units, including new units.

The UCIL Student Staff Liaison Committee is a consultative body and consists of student representatives across a range of UCIL units, the UCIL Academic Director and the UCIL Teaching and Learning Panel members. Student members represent their unit and student cohort and engage in discussion with academic staff to bring ideas, suggest units, and to provide feedback on the UCIL unit portfolio, unit content and to make any suggestions or comments to enhance the student experience.

STUDENT FOCUS GROUPS AND SURVEYS

UCIL is keen to develop new units which are in line with student interests. We therefore run a number of focus groups and surveys in addition to unit evaluation and SSLC to gain student feedback on current unit development and ideas for new units.

The UCIL Teaching and Learning Panel discusses policy relating to examinations and assessed coursework, and the portfolio of UCIL units. Student representatives are invited and encouraged to sit on this Committee.

If you wish to become a UCIL student representative, please contact ucil@manchester.ac.uk. UCIL administrators will email all students regarding UCIL student representatives at the beginning of the academic year should you wish to apply for a position.