

**Department of Criminology
(within the School of Social Sciences)**

ASSESSMENT HANDBOOK FOR PGT STUDENTS

2020-2021

Version 1

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1 Key Dates 2020-2021

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|-------------------------------|----------------------------|
| Semester 1 teaching starts | 26 October 2020 |
| Christmas break starts | 21 December 2020 |
| Christmas break ends | 4 January 2021 |
| Semester 1 teaching continues | 4–22 January 2021 |
| Semester 1 exams | 25 January–5 February 2021 |
| Semester 1 ends | 5 February 2021 |
| Semester 2 starts | 8 February 2021 |
| Easter break starts | 29 March 2021 |
| Easter break ends | 12 April 2021 |
| Semester 2 exams | 19 May–9 June 2021 |
| Semester 2 ends | 11 June 2021 |

<https://www.manchester.ac.uk/discover/key-dates/>

Coursework Submission Dates

Submission deadlines will be publicised to students via email, blackboard and the coursework guidelines document at the start of the academic year. It is your responsibility to ensure your coursework is submitted by the published deadline.

Feedback is provided electronically. It is your responsibility to download a copy of your coursework feedback from Blackboard while it is available for future use. For a student guide on downloading feedback, go to <https://documents.manchester.ac.uk/display.aspx?DocID=13011>

Dissertation and Research Paper Submission Dates

Submission deadlines will be publicised to students via email and blackboard at the start of the academic year. It is your responsibility to ensure your Dissertation/Research Paper is submitted by the deadline.

As with coursework submissions, feedback is provided electronically. It is your responsibility to download a copy of your feedback for future use. For a student guide on downloading feedback, go to <https://documents.manchester.ac.uk/display.aspx?DocID=13011>

2. Key contacts for Assessment and Examinations

Exams & Assessment Officer – Department of Criminology bill.hebenton@manchester.ac.uk
Academic Malpractice Officer – Department of Criminologybill.hebenton@manchester.ac.uk
PGT Criminology assessments and mitigating circumstances Nuria.Hortiguela@manchester.ac.uk
Student Support and Guidance Officer Sam.Green-1@manchester.ac.uk
Programme and Student Experience Officer PGT Myra.Knutton@manchester.ac.uk

3 Examination Regulations for your degree programme

The *Postgraduate Taught Degree Regulations* are available to download from Blackboard. Students are strongly advised to look at the full document, and read it carefully.

Postgraduate taught students should note that classifications for merit and distinction will be calculated on the basis of an average mark, based on the weighted programme as a whole, calculated to one decimal place. In order to achieve the award of pass, merit or distinction, a student must have passed the requisite minimum credits as outlined in the degree regulations.

4 Methods of Assessment

There are four main **methods of assessment** in the Department of Criminology (i) examination (which is usually an unseen examination, but may in some courses be a seen examination), (ii) coursework assessment (iii) dissertation and (iv) assessed presentations. Details of assessment on the courses on which you are enrolled will be given by the Course Unit Directors in those subjects in teaching sessions and documentation published on the online Blackboard system. Students should always address any queries regarding assessment on a course to the Course Director in the first instance.

5 January and Summer Examinations

Examinations can take place at the end of each semester, in January and May/June. Core subjects that run in only one semester, and optional subjects that have an examination as all or part of the assessment, are examined at the end of the semester in which they are taught. Students should familiarise themselves with assessment methods for their modules and manage their time to complete assessments and revise for examinations adequately.

Examination timetables for the January and May/June examinations will be available in December and April: students may access and download their own individual timetable via the My Manchester portal. Click on the menu item "Exam Timetable". You will be asked to log in using your standard University username and password. It is **your responsibility** to check that there are no timetable clashes between any of your examinations and to ensure that you know when and where each of the examinations will take place.

Examinations and coursework are marked anonymously, which means that the work is identified only by a candidate number.

Provisional results for semester 1 examinations are available online in March. Final results from semester 1 and semester 2 will be available online from late June/early July each year

6 How to access past examination papers and outlines of issues

To view past examination papers for revision purposes see <http://documents.manchester.ac.uk/pastpapers.aspx>. You will be prompted to enter your username and password.

"Outlines of issues" are provided after the exam periods to assist students in understanding the marks they receive and in tackling future examination questions. The exam papers are split into the separate levels on the "Past Exams and Outline of Issues" tab on the left side of your Programme Page. You will need to know the relevant course code (i.e. CRIM 71361, etc) to find the appropriate exam papers.

7 Presentation and Submission of Summative (Assessed) Coursework

For guidelines on the presentation and submission of coursework, see the details provided with your coursework question.

Penalties apply to coursework that is submitted late. Any work submitted *at any time* within the first 24 hours following the published submission deadline will receive a penalty of 10% of the maximum number of marks available.

Any work submitted at any time between 24 hours and up to 48 hours late will receive a deduction of 20% of the marks available, and so on, at the rate of an additional 10% of available marks deducted per 24 hours, until the assignment is submitted or no marks remain.

The Policy relates to 24 hours/*calendar days*, so includes weekends and weekdays, as well as bank holidays and University closure days.

If a student has foreseeable circumstances that prevent submission of a piece of coursework by the deadline, they can request an extension using the Extension Request Form found on the Blackboard Programme pages, or in hard copy from the Teaching, Learning and Student Experience Office (3.05 Williamson Building). Any extension permitted will be of one or two weeks in length. Any extension further to this can be granted only in exceptional circumstances by the Exams and Assessments Officer.

Students submitting an extension request form must do so no later than 24 hours before the original submission deadline. Where circumstances that were not foreseen prevent submission, or occur too close to the deadline to request an extension, a penalty will be applied to the mark for the assignment that can then be appealed on the basis of mitigating circumstances. See point 14 below for further information regarding mitigating circumstances.

The Department requires students to submit all assessed coursework and dissertations in electronic form. Work submitted by students for assessment will be subjected to electronic systems for detecting plagiarism or other forms of academic malpractice. TurnitinUK is the plagiarism detection service used by the University.

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.

8 Formative (Non-Assessed) Coursework

You should follow the guidance on presentation and submission of coursework as above. Submission arrangements will be posted on the course section of Blackboard by the Course Director.

9 Presentation and Submission of Dissertations and Research Papers

Guidelines for the presentation and submission of dissertations and research papers are available in your programme area in Blackboard.

The same late penalties apply as for assessed coursework, as detailed in section 7.

10 Feedback on Examinations and Summative and Formative Work

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.

The policy is available via <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6518>

In the Department of Criminology, the feedback on PGT summative (*assessed*) coursework is provided electronically via Grademark.

The feedback is to provide you with an indication of (1) Strengths (2) Weaknesses and (3) How to Improve. There is no set format or amount for this feedback, and markers may well use a combination of general comments and of drag-and-drop comments at specific points in the text.

After the exam periods “outlines of issues” for examination questions are provided to assist students in understanding the marks they receive and in tackling future examination questions. These are available on Blackboard.

11 Disclosure of Marks and Transcripts

The marks that you have been awarded in your assessments will be available online in February for Semester One assessments and late June or early July for Semester Two assessments. If you need advice about your marks, your Academic Advisor will be happy to discuss issues with you and offer guidance. It is a University rule that marks will not be given over the telephone; you should therefore wait until you can get your results online before telephoning the Department of Criminology or your Academic Advisor to discuss them. If, perhaps for job applications, you require an official transcript from the University, you should ask for this from the Student Services Office, in the John Owens building. There is a fee for this service, and it may take some weeks, so do think ahead! An unofficial transcript can be requested from the Teaching, Learning and Student Experience Office (room 3.05); this has a ten-working-day turnaround.

Marks awarded for the Semester One assessments will not be confirmed and become official until the November Board Meeting. However, you will get your Semester One provisional marks online after the assessments have been marked and considered by the external examiners. **The date for release of marks for Semester 1 assessments in the Department will normally be in March.** Other Schools and Departments may release marks at very different times.

IN NO CIRCUMSTANCES WILL RESULTS BE GIVEN OVER THE TELEPHONE OR BY EMAIL BY ADMINISTRATIVE STAFF.

12 Prizes

The Department of Criminology is fortunate to be able to offer Prizes from funds donated for that purpose. Prize-winners will receive notification in November about their prizes and any appropriate cheque, or details about the sponsors, some of whom make presentations direct to the prize-winner. More information about prizes is available on Blackboard.

13 Marking Policy

All marking is done according to the Departments Marking Criteria, which is detailed below. All marking is conducted anonymously for assessed coursework and examinations. All larger course units are marked by more than one examiner, and a chief examiner is designated. It is the responsibility of the chief examiner to review the scripts in order to ensure consistency in marking and to clarify any borderline scripts for the attention of the external examiner. In smaller course units, in which there may be only one examiner, another competent member of staff is designated to review the marks for that course unit before the scripts are sent to the external examiner. For more details, see <http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/assessment/sectionb-thepracticeofassessment/policyonmarking/>

14 Mitigating Circumstances affecting Assessment Performance

Mitigating Circumstances are **unforeseeable and unpreventable** personal or medical circumstances that could have a significant adverse effect on your academic performance or cause you to submit an assessment late when you did not submit an Extension Request form. You should only submit a Mitigating Circumstances application if you consider it serious enough, and if the timing of the circumstance was critical to your performance in your assessment.

If you are not sure about submitting mitigating circumstances, please speak to your academic advisor, the Teaching, Learning and Student Experience Office, or the University Counselling Service.

If your mitigation is accepted, you may be allowed to retake an assessment as a first sit, your overall degree classification may be changed, or any late penalties applied to work submitted after a deadline may be removed. Individual marks will not be altered.

Possible mitigating circumstances include:

- significant illness or injury; or worsening of an ongoing illness or disability, including mental health conditions: see the DASS webpage for examples of disabilities: <http://www.dso.manchester.ac.uk/who-do-we-support/current-students/>;
- the death or critical/significant illness of a close family member/dependant;
- significant family or personal crises or major financial problems leading to acute stress; and
- absence from the University for public service (for example, jury service).

Circumstances that will **not** normally be regarded as grounds for mitigation include:

- holidays, moving house and events that were planned or could reasonably have been expected;
- assessments that are scheduled close together;
- misreading the timetable or misunderstanding the requirements for assessments;
- inadequate planning and time management;
- failure, loss or theft of a computer or printer that prevents submission of work on time (students should back up work regularly and not leave completion so late that they cannot find another computer or printer);
- acts of religious observance;
- consequences of paid employment (except in some special cases for part-time students);
- exam stress or panic attacks not diagnosed as illness or supported by medical evidence; and

- disruption in an examination room during the course of an assessment that has not been brought to the attention of, or recorded by, the invigilators (including instances such as fire alarms or other noise disruption).

Pregnancy: events may arise during pregnancy that may constitute mitigating circumstances, and these need to be judged on a case-by-case basis. It is recommended by the Equality Challenge Unit (ECU) that, at a minimum, students are required to take two weeks' compulsory maternity-related leave, or four weeks if they are on placement in a factory. This is in line with employment law, and is to ensure the health and safety of the mother following birth.

All requests for mitigation must be submitted before the beginning of the relevant assessment period (except when the circumstances have arisen during the course of that assessment period). You must give full details when making your case; all details will be considered in the strictest confidence, and details will only be shared on a need-to-know basis. Requests for mitigation (or special circumstances) submitted after the published date for the beginning of an examination period (except as a result of circumstances that have arisen during the course of that assessment period) will not be considered without a credible and compelling explanation as to why the circumstances were not known or could not have been shown beforehand. Not informing the University of circumstances due to personal feelings, e.g. shame, embarrassment and pride, or having concerns over the confidential treatment of requests for mitigation, are not considered to be credible and compelling explanations.

Full details and specific details of deadlines are outlined in the *Mitigating Circumstances Advice Sheet 2018-19*, *PGT Dissertation Guidelines* and *PGT Research Paper Guidelines*. These are available from the Teaching, Learning and Student Experience Office or can be viewed on Blackboard.

15 III Health

It is a requirement of your registration with The University of Manchester that you register with a local doctor (GP). A [list of GP practices](#) can be obtained from the Occupational Health Service, any University hall of residence, or a local Pharmacy. According to guidance issued by the General Medical Council it would not be regarded as good practice for a family member to be the registered GP or to offer treatment except in the case of an emergency.

You should always consult your GP (or, for emergencies, the Accident and Emergency Department of a hospital) if your illness is severe, if it persists, or if you are in any doubt about your health. You should also consult your GP if illness keeps you absent from the University for more than 7 days (including weekends). If you do consult a GP and they consider that you are not fit for attendance at the University, then you should obtain a note from the doctor to that effect or ask them to complete Part III of the University form 'Certification of Student Ill Health', copies of which are available at local GP surgeries. You should hand this certificate to your programme director, academic advisor or Teaching, Learning and Student Experience Office as appropriate at the earliest opportunity.

16 Disability Advisory and Support Service (DASS)

If you need extra time or rest breaks in exams because of a disability, please contact the Disability Advisory and Support Service as soon as possible to register.

You must have registered with DASS, including providing appropriate evidence of your disability, before this date. You must also have discussed and agreed the exam support you need with an adviser. This deadline also applies to any student who wishes to make changes to their existing exam arrangements.

For more information about DASS and how to register, visit the [website](#).

17 University Support Services

In terms of support and guidance, your first individual point of contact will most likely be your academic advisor. However, there are many other sources of help and information available throughout your study.

If you have any concerns with your health and wellbeing or an academic protocol issue that is affecting your studies, you can talk confidentially with the Student Support and Guidance Officer, Ian Glassey, and explore your options and the support you can access.

You can book an appointment by calling into the Teaching, Learning and Student Experience Office, by telephone (0161 306 1260), or by email Sam.Green-1@manchester.ac.uk.

Other services available for you at the University include the University Counselling Service, ResLife advisers for students staying in university accommodation, and international student advisers. See the following webpage, dedicated to supporting students at the university: <http://www.manchester.ac.uk/study/experience/student-life/university/student-support/>

18 Academic Appeals

Academic Appeals are a way of asking the University to review a recent decision taken by an Examination Board or equivalent body that affects a student's progress or status (e.g. where a student is expelled or excluded from the University, or transferred to a programme for a lower qualification). Appeals cannot be made simply on the basis of disagreeing with a mark, or as a challenge to academic judgement. They must instead be based on one of the grounds for appeal detailed in [Regulation XIX Academic Appeals](#).

The purpose of this regulation is to safeguard the interests of students, and it may only be used when there are adequate grounds for doing so (as are outlined in the regulation). It may not be used simply because you are dissatisfied with the outcome of your assessment or other decision concerning your academic progress.

Appeals based upon provisional decisions of the University cannot be considered.

A student who is excluded, or who has reason to believe that his/her examination results have not been properly dealt with, may make a case for an appeal against the relevant decision(s). The student must have adequate grounds. There is no provision for appeal against the academic judgement of the Examiners. However, if there are special circumstances that the Examiners were not made aware of, or if there were procedural irregularities in the examination process, or if there is evidence of prejudice, bias or inadequate assessment, then there may be a case for review of the outcome.

Please note that, while appeals may be based on personal circumstances, there must be good reason for introducing new information after the Board of Examiners. 'Good reason' must be something that is credible and compelling that affects you so severely that you are unable to communicate the relevant information to the Department for the whole of the period between the affected assessment and the

Board of Examiners' meeting. Typically this means that the evidence was not and could not be available during the relevant time. Appeals will be rejected where the reason for withholding information is disinclination to provide sufficient detail until you know your results. The reason for this is that the Board of Examiners is the competent body to determine results, and it must be in full possession of all relevant facts in advance.

Students should make attempts to resolve problems at Departmental level first, and before submitting a formal appeal to the Faculty of Humanities or requesting a review of results. Departmental Appeals Boards are held shortly after Examination Boards have sat in June (to confirm results of the taught element of the programme).

In the first instance, we would urge you to contact your Academic Advisor or the Student Support and Guidance Officer who will be able to talk you through the decision-making process.

For further information about appeals, contact the Teaching, Learning and Student Experience Office (tlseo.law@manchester.ac.uk).

What happens if I fail some units?

The first thing to do is sit down with your Academic Advisor or Programme Director, who will take you through your options. The regulations allow you further attempts of up to half the taught credits for a standard Master's programme as defined by your programme specification. You may also resubmit your Dissertation on one occasion, provided that you obtain a mark of 30% or above in your first submission, subject to the Examination Board's decision. If you obtain a mark less than 30% in your dissertation you will not be permitted to resubmit and will be considered for the relevant Early Exit Award. When you are permitted to resit or resubmit this is known as 'referred assessment' and these reassessments will normally take place in the same academic year as the original assessment. The Examination Board will then make decisions on your progress and advise you accordingly of the decisions and next steps. Referred assessment at Masters level will be capped at 40%, and this is the mark that will be shown on a transcript of results as a 40R. (The capped mark is applied to the unit level mark, not just the failed element.) It is this mark that will be used to calculate your final degree classification.

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

Masters students who are required to take any assessments during the resit period are permitted to work on the research element of their degree programme, but do so at their own risk. If you require further information about options available to you, contact the Teaching, Learning and Student Experience Office (3.05 Williamson Building).

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

What happens if I fail my resits?

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

Referrals may also be compensated; so if you manage to achieve a mark at referral of between 40 and 49% at Masters level, this may be compensated providing you haven't already used your quota of compensable credit. Compensated referrals will be capped at 40 and this is the mark (40R) that will show on your transcript of results and be used to calculate your final degree classification.

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

What happens if I fail my research paper?

If you fail a research paper at the first attempt you will be given the opportunity to resubmit a revised version. You will be provided with feedback from your examiners and guidance on the revisions required to bring the work to the appropriate standard for the Masters award. If you are required to resubmit a research paper as a second attempt you must pay a resubmission fee of £75 prior to making your resubmission..

What happens if I fail my dissertation?

If you fail your dissertation at the first attempt you will be given the opportunity to resubmit a revised version of the dissertation, provided you obtained a mark of 30% or above in the first submission. If you obtain a mark which is less than 30% in the first submission you will not be permitted to resubmit and will be considered for the relevant Early Exit Award. You will normally be given up to six months in which to make the requested revisions or undertake additional work. You will be provided with feedback from your examiners and guidance on the revisions required to bring the work to the appropriate standard for the Masters award. If you are required to resubmit your dissertation as a second attempt you must pay a resubmission fee of £150 prior to making your resubmission.

How is my degree calculated?

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

The award of masters is based upon gaining the required number of credits, normally 180. Classifications for merit or distinctions will be calculated on the basis of an average mark, based on the weighted programme as a whole.

If you are completing a postgraduate diploma or postgraduate certificate then this degree is only awarded as a pass.

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

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

The Examination Board normally includes your unit tutors and programme directors; it is overseen by an external examiner from another university. It is the job of the Examination Board to review all the results and make decisions on the award of credit and who can resit exams/ assessment or gain compensation. It is also the role of the Examination Board to decide who cannot continue and therefore must leave the University with an exit award. This review is anonymous: student numbers, rather than names, are visible to members of the board. Some students may narrowly miss the threshold for a degree classification. In these cases, the Board will consider these students' overall pattern of marks (Mark Distribution) and may look at their examined work (Classification Review) in order to determine the appropriate classification of the degree ultimately awarded to them.

20 Marking Criteria

PGT marking criteria is available to download from Blackboard in the Examinations section of your programme pages, and details on how to access them will be provided with coursework questions.

21 Online examinations

Owing to the COVID-19 pandemic, most examinations in the academic year 2020/21 are expected to be replaced by online examinations. On-campus, invigilated examinations will be held only where required by Professional, Statutory and Regulatory Bodies. No legal professional body currently has any such requirement that applies to you. All other assessments will be held online. Students will be informed of details by their departments.

22 Materials in Examinations - Policy on Clean Materials in Closed Book Examinations

In the Criminology Dept, examinations normally are either:

- Open Book;
- Closed Book; or,
- Permit the use of annotated statute books.

In an **open book examination** students may bring any materials they wish into the examination, with the exception of electronic materials or devices, unless the examiner expressly permits them.

In an examination that permits the **use of annotated statute books**, students are permitted to bring specified statute books to the examination for their use during the examination. These statute books may be annotated in any way the student wishes, and may include any notes that the student may wish to include on the original pages of the book. No additional material such as extra pages, loose notes or the use of index tabs is permitted. Any such materials will be removed by an examiner and the book may be confiscated for the duration of the exam. Correction fluid is permitted only to correct a student's own notes made in the statute book, and cannot be used to cover printed text to make further room for notes.

In very exceptional circumstances, the examinations in some modules may vary from the above formats. If this is the case, students will be informed of the examination requirements.

23 University Policies on Examinations

The University has a policy on examinations designed to ensure that students do not obtain unfair advantage for themselves or cause unfair advantage to other students. The Policy can be found at <http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectiond-theprocessofassessment/>

Academic misconduct is taken very seriously by the University of Manchester. The sanctions applied in cases of misconduct are likely to be severe, and include the possibility of the loss of honours status or even expulsion from the University. Information is available on Blackboard.

Introduction

1. As a student, you are expected to cooperate in the learning process throughout your programme of study by completing assignments of various kinds that are the product of your own study. For most students this does not present a problem, but occasionally, whether unwittingly or otherwise, a student may commit what is known as plagiarism or some other form of academic malpractice when carrying out an assignment. This may come about because students have been used to different conventions in their prior educational experience or through general ignorance of what is expected of them.
2. This guidance is designed to help you understand what we regard as academic malpractice and hence to help you to avoid committing it. You should read it carefully, because academic malpractice is regarded as a serious offence and students found to have committed it will be penalised. Possible penalties include a mark deduction, or a mark cap, or the piece of work in which plagiarism has been detected being given a mark of zero; however, the range of penalties goes as far as a zero mark being applied to the whole module (with or without loss of credits), your registration being downgraded to a lower class of degree, or your exclusion from the programme.
3. Academic malpractice includes **plagiarism, collusion, fabrication or falsification** of results, and anything else intended by those committing it to achieve credit that they do not properly deserve. In addition to the advice that follows, your Department will give you advice on how to avoid academic malpractice in the context of your discipline. It will also design assessments in such a way as to help you avoid the temptation to commit academic malpractice. Finally, you should take note that work you submit will be screened electronically to check against other material on the web and in other submitted work.

For further details, refer to The University of Manchester Policy on Plagiarism, and Regulation XVII Conduct and Discipline of Students available at <http://www.regulations.manchester.ac.uk/guidance-to-students-on-plagiarism-and-other-forms-of-academic-malpractice/>

Plagiarism

4. **Plagiarism** is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It also includes 'self-plagiarism' (which occurs where, for example, you submit work that you have presented for assessment on a previous occasion), and the submission of material from 'essay banks' (even if the authors of such material appear to be giving you permission to use it in this way). Plagiarism also covers copying another student's work. It is essential to make clear in your assignments the distinction between
 - the ideas and work of other people that you may have quite legitimately exploited and developed, and
 - the ideas or material that you have personally contributed.

5. To assist you, here is a few important do's and don'ts:
- **Do** get lots of background information on subjects you are writing about to help you form your own view of the subject. The information could be from journals, books, technical reports, etc. Make a note of the source of every piece of information at the time you record it, even if it is just one sentence.
 - **Don't** construct a piece of work by cutting and pasting or copying material written by other people, or by you for any other purpose, into something you are submitting for assessment. Sometimes you may need to quote someone else's exact form of words in order to analyse or criticise them, in which case the quotation must be enclosed in quotation marks to show that it is a direct quotation, and it must have the source properly acknowledged at that point. Any omissions from a quotation must be indicated by an ellipsis (three full stops), which is itself contained in square brackets and any additions or alterations for clarity must be enclosed in square brackets. It may also be appropriate to reproduce a diagram from someone else's work, but again the source must be explicitly and fully acknowledged there. However, constructing large chunks of documents from a string of quotations, even if they are acknowledged, is another form of plagiarism.
 - **Do** attribute all ideas to their original authors. Written ideas are things that authors produce. You would not appreciate it if other people passed off your ideas as their own, and that is what plagiarism rules are intended to prevent. A good rule of thumb is that each idea or statement that you write should be attributed to a source *unless* it is your personal idea *or* it is common knowledge.
6. It is most important that you understand what is expected of you when you prepare and produce assignments and that you always observe proper academic conventions for referencing and acknowledgement, whether working by yourself or as part of a team. In practice, there is a number of acceptable styles of referencing depending, for example, on the particular discipline you are studying, so if you are not certain what is appropriate, *ask your advisor or the course unit coordinator for advice*. This should ensure that you do not lay yourself open to a charge of plagiarism inadvertently, or through ignorance of what is expected. It is also important to remember that you do not absolve yourself from a charge of plagiarism simply by including a reference to a source in a bibliography that you have included with your assignment; you should always be scrupulous about indicating precisely *where* and *to what extent* you have made use of such a source.
7. So far, plagiarism has been described as using the words or work of someone else (without proper attribution), but it could also include indirect quotations, a close paraphrase of their words, or a minimally adapted version of a computer program, a diagram, a graph, an illustration, etc taken from a variety of sources without proper acknowledgement. These could be lectures, printed material, the Internet or other electronic/AV sources.
8. **Remember:** no matter what pressure you may be under to complete an assignment, you should *never* succumb to the temptation to take a 'short cut' and use someone else's material inappropriately.

Collusion

9. **Collusion** is any agreement to hide someone else's individual input to collaborative work with the intention of securing a mark higher than either you or another student might deserve. Where proved, it will be subject to penalties similar to those for plagiarism. Similarly, it is also collusion to allow someone to copy your work when you know that they intend to submit it as though it were their own and that will lay both you and the other student open to a charge of academic malpractice.
10. On the other hand, collaboration is a perfectly legitimate academic activity in which students are required to work in groups as part of their programme of research or in the preparation of projects and similar assignments. If you are asked to carry out such group work and to collaborate in specified activities, it will always be made clear how your individual input to the joint work is to be assessed and graded. Sometimes, for example, all members of a team may receive the same mark for a joint piece of work, whereas on other occasions team members will receive individual marks that reflect their individual input. If it is not clear on what basis your work is to be assessed, to avoid any risk of unwitting collusion you should always ask for clarification *before* submitting any assignment.

Fabrication or falsification of results

11. For many students, a major part of their studies involves laboratory or other forms of practical work, and they often find themselves undertaking such activity without close academic supervision. If you are in this situation, you are expected to behave in a responsible manner, as in other aspects of your academic life, and to show proper integrity in the reporting of results or other data. Hence you should ensure that you always document clearly and fully any research programme or survey that you undertake, whether working by yourself or as part of a group. Results or data that you or your group submit must be capable of verification, so that those assessing the work can follow the processes by which you obtained them. Under no circumstances should you seek to present results or data that were not properly obtained and documented as part of your practical learning experience. Otherwise, you lay yourself open to the charge of **fabrication** or **falsification** of results.

Finally...

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

Penalties for cheating in examinations or plagiarism are set out in detail on Blackboard.

Students in the Department of Criminology should note that their assessed coursework, dissertations and research papers will have to be submitted to "Turnitin", which is plagiarism detection software. Through this means, markers can see if you have copied from other sources or from other students. Instruction on how to submit through Turnitin is available through Blackboard.

External Examiners are individuals from another institution or organisation who monitor the assessment processes of the University to ensure fairness and appropriate 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 comparable with those in equivalent higher education institutions.

External Examiners' reports relating to this programme will be shared with student representatives at the School and Departmental Staff Student Committee (SSC), where details of any actions carried out by the programme team/Department in response to the External Examiners' comments will be discussed. Students should contact their student representatives if they require any further information about External Examiners' reports or the process for considering them.

Please note that it is inappropriate for students to make direct contact with External Examiners under any circumstances, in particular with regards to a student's individual performance in assessments. Other appropriate mechanisms are available for students, including the University's appeals or complaints procedures and the UMSU Advice Centre. In cases where a student *does* contact an External Examiner directly, External Examiners have been requested not to respond to direct queries. Instead, External Examiners should report the matter to their Departmental contact who will then contact the student to remind them of the other methods available for students. If students have any queries concerning this, they should contact the Teaching, Learning and Student Experience Office.