

Postgraduate distance learning courses in Public Health and Primary Care

Student Handbook 2011/12

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

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1 GENERAL INFORMATION

1.1 Introduction

Welcome to the School of Community-Based Medicine on-line distance learning postgraduate courses in Public Health and Primary Care.

These postgraduate courses are for all 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 other colleagues from a wide variety of backgrounds: public health physicians and specialists (medical and non-medical), primary care workers, clinicians wanting to develop research / evidence-based practice / governance skills, general practitioners, medical and nursing and other para-medical graduates, health promotion professionals, community development workers, community nurses, health visitors/midwives, community health doctors and dentists, environmental health officers, health service managers, nutritionists, social workers, town planners, and many other professions. What brings you all together is a desire to increase your skills and knowledge so that you can extend what you do in your professional lives and become more effective practitioners in your chosen field. Students come from the UK, as well as from Canada, Italy France, Hong Kong, Kenya, Nigeria, Pakistan, Qatar, Rwanda, Uganda and the USA. Many work for their national health services in different capacities, others for research institutes, NGOs or private businesses. This cultural and professional mix can bring a great richness to on-line discussions.

The MPH was the first on-line public health master programme in the UK and a flagship on-line 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 World Wide Web.

Our programmes were developed by a team experienced in the delivery of distance learning and the production of web-based material. Development of the course was informed by consultation with a wide range of practitioners in public health, dentistry, medicine, health promotion, nursing and other health professions, and involved collaboration with experts from many departments within the University of Manchester and other universities. The programmes emphasise a self-directed approach, and encourage participation and discussion between students and tutors through on-line discussion boards and collaborative exercises. Each of you will bring your personal experience and knowledge to the course. Sharing that knowledge and experience with your tutors and other students through the on-line discussion boards and other on-line tutorials will significantly enhance what you get from the course.

We hope this handbook will provide you with most of the information you will require to progress with your studies. Every effort has been made to provide you with the most up-to-date and accurate information; however, some minor details might change during the course of your studies. All changes and additions will be brought to your attention. **Please complete the Confirmation of Receipt in this Handbook (Appendix 1) and return it as instructed on the form.**

If you have any queries or comments, or would like to contact us for advice and guidance on any issues, please do not hesitate to get in touch. You can call us on +44 (0) 161 275 1648 or e-mail on MPH.admin@manchester.ac.uk.

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



Dr Katie Reed, Programme Director, August 2011

1.2 Contacts and communication

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MPH Programme Admissions Co-ordinator: Nigel Jones
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Fax: +44 (0) 161 275 3924
E-mail: mph.admissions@manchester.ac.uk

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

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

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

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

Blackboard e-mail

This e-mail is useful when you are discussing matters with a tutor or students on a particular course unit, but your Manchester student e-mail account is better for general enquiries or problems. Do not use this account to contact the Admin team.

Announcements in Blackboard

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

Internet telephone and computer messaging

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

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

There are times when using visual as well as audio communication can be really helpful. We can do that with Blackboard IM™ (Instant Messenger) conferencing. To make the best use of this we recommend you invest in a headset and microphone (about £15.00), but we send these out to all students paying the higher international fees. This can be particularly useful if you have a computer-related problem and need technical advice.

Student portal

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

<https://www.portal.manchester.ac.uk/>

1.3 Full payment of fees

Students should complete their financial registration in September 2011. 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 (14th November, 2011) may not receive their marks, and face being withdrawn from the course. The University follows up all bad debts, a process that can affect your credit rating.

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

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

1.4 On-line re-registration

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

2 PROGRAMME OF STUDY

Aims of the post graduate programmes in public health and primary care programmes

- 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. 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)

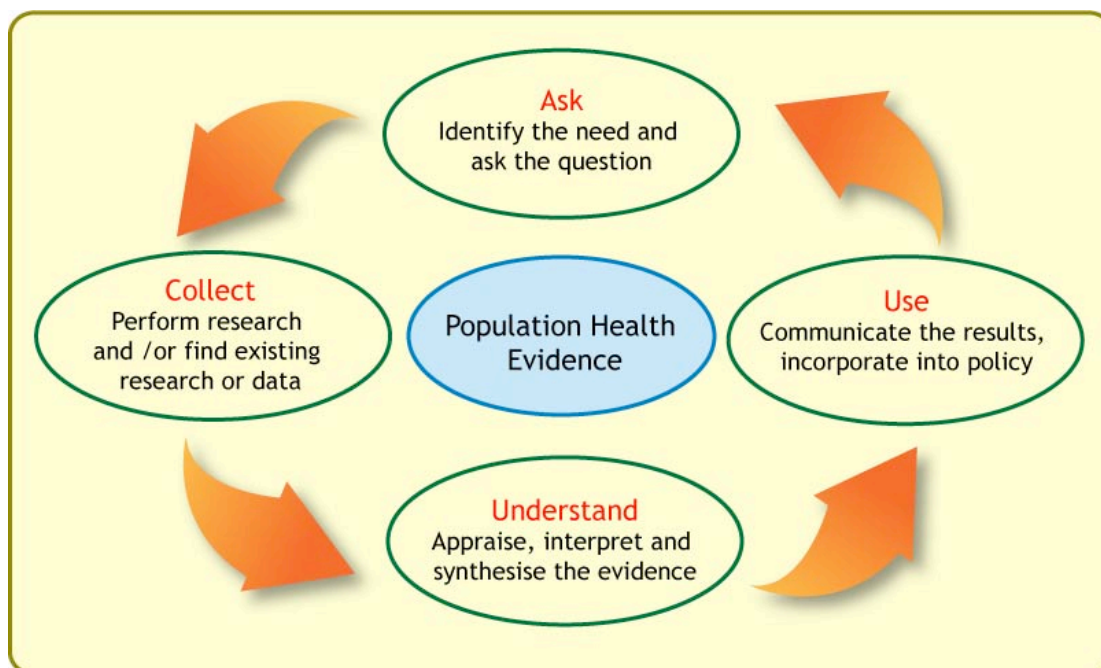
We offer two main awards, the Master of Public Health (MPH) and Master of Research (M Res), as well as PG Diplomas, PG Certificates and stand-alone PHPD units. The core requirements for these courses are different, and are outlined below. However, students from all these courses choose their units from a common pool, use the Blackboard learning environment in the same way, 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 Master's courses teach attitudes and knowledge, while our emphasis will be more focused on the development of skills to use in professional life. These skills will also translate into the ability to perform and appraise research projects as well as passing the professional examinations set by the Faculty of Public Health.

Students will also be guided and encouraged to develop new and refine their existing communication skills. Clear, precise, well presented and referenced writing is essential for professional tools. 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.

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 possible future directions.

2.1 Master of Public Health (MPH) programme

This programme has six streams: Public Health, Primary Care Health Protection, Health Promotion, Global health and Global health and Emergency Humanitarian Assistance. Flexible training packages include a PG Certificate, a PG Diploma and stand-alone course units for personal professional development (PPD) as well as the Master.

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 Medicine.

MPH programme structure and core course units

A list of the units offered in 2011/12 can be found at the link on the following page.

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), Epidemiology (15 credits) and Evidence-Based Practice (15 credits)
- Five optional course units (15 credits each)

The following **specialist plans** (themes) 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 or theme.** Core unit – Malaria, HIV/AIDS, TB management – Health system challenges (MHAT) and / or other units linked to Global health in the future)
- **Global health + Emergency humanitarian Assistance specialist plan -** Emergency Humanitarian Aid + MHAT and / or other units linked to global health in the future **Health Promotion specialist plan or theme. Core unit – Health Promotion Theory and Methods**
- **Health Protection** specialist plan or theme. Core unit – Communicable Disease Control and Emergency Planning for health professionals
- **Primary Care** specialist plan or theme. Core unit – Primary Health Care
- **Public Health** no additional core unit

2.2 Master of Public Health

Total: 8 course units + MPH dissertation = 180 credits

- Three core course units: Biostatistics (15 credits), 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)

The specialist plans (themes) have an additional core unit, which are the same as those for the PG Diploma.

Master of Research (M Res) Programme

The M Res 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.

In increasing numbers of Academic Clinical Fellows (ACF's) from around the UK are taking this unit. There are certain training requirements which are specific to this group of students. So instead of taking 'Evidence based practice' all **new** ACF's should instead take 'Research methods', which contains these features. Existing M Res students who have already taken EBP do not need to take RM.

M Res 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

M Res (Public Health) core units

Total: 6 units + M Res dissertation = 180 credits

- Biostatistics (15 credits)
- 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)

M Res (Primary Care) core units

Total: 6 units + M Res dissertation = 180 credits

- Biostatistics (15 credits)
- Epidemiology (15 credits)
- Evidence Based practice *or* Research methods if an ACF (15 credits)
- Primary 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

2.3 Academic Partnerships

The modular nature of the course allows us to offer some units from elsewhere within the university and other academic institutions. Should you choose to study a unit that is run externally from the MPH, you may need to complete some form of registration with them. You will need to contact the external unit's administrator for any administrative issues. For units run by the **Dental** school or HCRI the administrators contact details will be in the Blackboard unit. Students taking Emergency planning for health professionals will be sent full details about accessing the course and contact details for the staff at Leicester at the end of Semester one. ; 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 & Disease in Populations, and Implementing Strategy in Dental Services

[HCRI](#) – Emergency Humanitarian Assistance

[The University of Leicester](#) – Emergency planning for Health professionals

2.4 Personal professional development (PPD) by stand-alone course units

We also welcome students who are taking single units for their personal professional development (PPD). 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 PPD units, but you are only able to credit (APL) 4 units (60 credits) towards a degree. If you wish to do this you will need to complete an application for an M Res or MPH in the summer. You can enrol for further PPD units by simply sending an e-mail requesting this to mph.admissions@manchester.ac.uk.

2.5 Course units available Year 2011/12

Semester One
Core Units
Evidence Based Practice medn60041
Fundamentals of Epidemiology medn60991
Research Methods (ACF only) fmhs60010

Semester Two
Core Units
Biostatistics medn60982

Semester One
Units
Communicable Disease Control mednTBC
Cultural Psychiatry mednTBC
Emergency Humanitarian Assistance medn62211 * * NOT Distance Learning
Health Promotion Theory and Methods medn60021
Management 1: Leadership and Teams medn62001
Oral Health & Disease in Populations dent76061
Primary Health Care medn63111
Qualitative Research Methods medn63121

Semester Two
Units
Advanced Epidemiology medn60112
Emergency Planning for Health Professionals mednTBC 
Evidence for Population Health medn60122
Health Economics medn60092
Health Promotion Practice medn60032
Implementing Strategy in Dental Services dent76072
Malaria, HIV/AIDS, TB management, health system challenges medn62212
Understanding Drug Misuse medn64122
Working with Communities medn60072

Administered by mph admin

Administered by dental admin

Administered by HCRI admin

Full time students register for their dissertation with the rest of their units.
Part time MPH students can register for their dissertation after successfully completing 8 units.
MRes Students can register for their dissertation after successfully completing 6 units.

MPH Dissertation medn63140
M Res Dissertation (Public Health) medn63160
M Res Dissertation (Primary Care) medn63130

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

MHS Essential Research Skills rsch88030
On-Line Skills and Resources medn60240
MPH/MRes Dissertation Skills medn62130
MPH / M Res Personal Development Plan medn 63240
Presentation Skills medn64110
Academic Mal Practice mednTBC
Health and Safety mednTBC (compulsory)

MPH / M Res Timetable 2011/12

Semester One

Week beginning	Teaching week	Assignment dates
5 th September	-	
12 th September	-	Residential (15 th -16 th Sept)
19 th September	0	
26 th September	1	
3 rd October	2	
10 th October	3	
17 th October	4	
24 th October	5	
31 st October	Assignment	
7 th November	working time	
14 th November	6	Assignment Submission (14 th Nov)
21 st November	7	
28 th November	8	
5 th December	9	
12 th December	10	
19 th December	Christmas break	
26 th December	Assignment	
2 nd January 2012	working	
9 th January	time	
16 th January		Assignment Submission (16 th Jan)

Semester Two

Week beginning	Teaching week	Assignment dates
30 th January	0	Induction week (for 2nd semester starters)
6 th February	1	
13 th February	2	
20 th February	3	
27 th February	4	
5 th March	5	
12 th March	Assignment	
19 th March	working time	
26 th March	6	Assignment Submission (26 th Mar)
2 nd April	7	
9 th April	Easter break	
16 th April	8	
23 rd April	9	
30 th April	10	
7 th May	Assignment	
14 th May	working	
21 st May	time	
28 th May		Assignment Submission (29 th May)

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) 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.

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

The MPH programme hosts a two-day residential at the beginning of the first semester. Details are published on the course website:

<http://www.medicine.manchester.ac.uk/postgraduate/taught/mph/residential/>

The residential is designed to orient students to all aspects of the on-line course and is a good opportunity to meet staff and other students. Our eLearning team will be on hand to demonstrate how our on-line 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.

Attendance for new students is strongly recommended. Those unable to attend should access and work through the exercises in the Resources for Residential, and the On-line Skills and Resources course unit in Blackboard. We will also provide e-copies of some of the residential sessions; these will be linked through the Residential page of the MPH website. We will e-mail all new students with details in early September.

For students that cannot attend the Residential we will provide a number of short online 'induction' sessions with our e-learning technologists. 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 book, all other reading being accessed through the University online library or the internet. The details of this book are found on the 'Course unit outlines'. There is a link to the outlines from the following page.

<http://www.medicine.manchester.ac.uk/postgraduate/taught/mph/structure/AllCourseUnits.pdf>

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 you have paid a £200 deposit or the University has received a first instalment of your fees. See course preregistration document for more details.

Please note that a number of 'required' books are now available as 'electronic books' held in the University library. These are available to all students. There is a section in 'On line skills and resources' telling you how to access these books. Additional information about how to access and use e-books will be given in the individual unit, where necessary.

3.3 Method of study

The MPH 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.

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 October 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. Most units have 9 or 10 weeks or topics. Although you work through these 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. Some of these online discussions may be assessed and marked.

Information on how to access and use on-line learning resources will be given at the initial residential at the end of September and is also available in the Resources for Residential on the website and On-line skills in Blackboard.

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 [John Rylands University Library](#) webpage. More details of how to improve off site access is given in 'Online Skills and Resources'. If you experience any difficulty please contact us.

3.4 Pre-requisite IT skills

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

- Using a personal computer, including Microsoft software, particularly Microsoft Word.
- Using the internet as an aid to study, including bookmarking, saving and storing web-based material, and communicating via e-mail.
- Using a web-based search engine to search a clinical database (e.g. PubMed).

See Technical Support below for further details.

Computer hardware

You should have regular access to the **same** Windows PC (or Windows-compatible PC) 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 soundcard with a headset and microphone. Students paying international students fees will receive a headset and microphone when they register for the course.

Software

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

- An internet web browser
 - Mozilla Firefox 3.0 or later (version 4 is not yet supported)
 - Microsoft Internet Explorer version 8
 - Other browsers may work but the ones mentioned about are officially recommended
- Adobe Acrobat Reader
- Statistical software (see below)

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

Apple Mac Computers

Browsers

If you are running Mac OS 10.4 or above, you should be able to access the course materials through Safari 4 or Firefox 3. For further information, please refer to the [Blackboard list of supported browsers](#):

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

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

Statistical packages

The Biostatistics course unit requires a statistical package. Students are recommended to use StatsDirect™ and will be informed of how to purchase this once the course starts. Students paying the higher international fee will be automatically registered for their StatsDirect software package in semester two. Students who wish to use SPSS or STATA may do so.

We have negotiated a reduced rate for students to purchase StatsDirect for £20 for a three-year license.

You will need a credit card to purchase your copy of StatsDirect. If you have any difficulties there is a free trial version that you can download and use for 10 days. Students paying the higher international fees will be given automatic access to statsdirect.

Statistical packages for Apple Macs

StatsDirect will only run on an Apple computer if you installed Windows on it. In order to do this you will need the following:

- [Parallels](#) or something similar
- Microsoft Windows operating system

As mentioned above, if you wish to discuss anything to do with computer requirements then please do not hesitate to contact us on the address above.

3.5 Technical support

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

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

Alternatively, you can contact:

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

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

Please note that queries and support needs for accessing on-line library resources should be directed to the JRULM Helpdesk: <http://www.library.manchester.ac.uk/aboutus/contact/>

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

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

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

3.6 Assessment

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, though 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 units for details:

<http://www.medicine.manchester.ac.uk/postgraduate/taught/mph/structure/AllCourseUnits.pdf>

Assignment submission

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

3.7 Feed back policy

The following policy has been developed in line with the University 'Policy on feedback to undergraduate and Post Graduate 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 U of M 2010

On the MPH / M Res programme we are committed to;

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

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

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

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

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

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

- Feedback by tutors and fellow students on discussion boards 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.

Feeding back on us!

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

3.8a 'Faculty' Assessment criteria for assignments and dissertations; a more comprehensive MPH / M Res assessment criteria can be found in each Blackboard unit.

BAND	MARKING CRITERIA Descriptor
90% - 100%	EXCELLENT (may allow award of distinction*) Exceptional work, nearly or wholly faultless for that expected at Master's level.
80% - 89%	EXCELLENT (may allow award of distinction*) Work of excellent quality throughout.
70% - 79%	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.
60% - 69%	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.
50% - 59%	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.
40% - 49%	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.
30% - 39%	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.
20% - 29%	FAIL Little relevant material presented. Unclear or unsubstantiated arguments with very poor accuracy and understanding.
0 - 19%	CLEAR FAIL

	Work of very poor quality containing little or no relevant information.
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- * The award of Merit or Distinction for the final degree is dependent upon a number of criteria laid out in the list below.

Dissertation

Please see the MPH /M Res dissertation handbooks for further details on the MPH Website.

<http://www.medicine.manchester.ac.uk/postgraduate/taught/mph/currentstudentsmphmres/>

3.8 b Recommendation for award at Master Level

a. Pass marks

- To obtain a pass for a Degree of Master, 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). If there is a project or extended essay a mark of 40% or more (after reassessment as necessary) on this element is also required to pass. A pass mark of 50% for a Postgraduate Diploma may be approved by the Faculty where required on discipline-specific grounds or for some professionally accredited programmes
- The Faculty will, on report from the Examiners, recommend to Senate the award of the Degree of Master or Postgraduate Diploma or Postgraduate Certificate for those students who have completed all requirements of the regulations and satisfied the Examiners. The awarding certificate will include the title of the programme.

b. Distinction

- A student on a Degree of Master or Postgraduate Diploma programme who has satisfied all the following criteria will be awarded a distinction:
 - A.** 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.
 - B.** A mark of 70% or more for the dissertation (or equivalent), project or extended essay where this is part of the programme.
 - C.** 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 Postgraduate Certificate programmes will not be eligible for the award of distinction.

c. Merit

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

B. A mark of 60% or more on the dissertation (or equivalent), project or extended essay where this is part of the programme.

C. 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
- Students on Postgraduate Certificate programmes will not be eligible for the award of merit.

3.9 Failure of assignments and course units, compensations, extensions, special circumstances, plagiarism and collusion

To pass a course unit you must have submitted all (usually two) assignments and gained an overall mark of 50% or greater for a Master level and 40% or greater for a Diploma, Certificate pass. If you fail a course unit, you will be offered the opportunity to take a resit assignment or to cross-compensate your marks where possible:

If you fail to submit the mid term assignment without a pre-arranged extension or mitigating circumstances, you will be dropped from the unit. If you fail to submit the final assignment (without a pre-arranged extension or mitigating circumstances) after taking the mid term assignment, you will fail the unit. However, you will be offered an opportunity to submit the resit assignment, but this mark will be capped at the resit pass mark (40% for Diploma and 50% for Master). The only exception to this will be a prearranged extension (where documentary evidence has been provided) into the resit period; such extensions are seldom granted.

Resits

If you are resubmitting work, it will be counted as a resit. The maximum mark you can obtain for a resit is the pass mark (50% for MPH students; 40% for PG Cert, PG Dip and 50% for Professional Development Stand Alone Course Unit students). This mark will represent your overall mark for the entire course unit. No extensions are granted for re-sit submissions, unless you have mitigating circumstances and can provide documentary evidence.

Students can resit a maximum of three course units.

Compensation of marks

A compensated pass for the failure of individual course units can be applied if the following conditions apply:

MPH / M Res: overall mean mark for the programme is 50% or higher; student has passed their core units (Biostatistics, Epidemiology, Evidence-Based Practice plus whichever are specific for their special plan); students can compensate no more than two units; mark to be compensated is 40% or higher.

PG Diploma: overall mean mark for the programme is 40% or higher; student has passed their core units (Biostatistics, Epidemiology, Evidence-Based Practice plus whichever are specific for their special plan); student has failed no more than two units; mark to be compensated is 30% or higher.

PG Certificate: students may be awarded a compensated pass for a Postgraduate Certificate programme when they fail in units totalling no more than 15 credits and receive a mark of at least 30% but less than 40% for those failed units. The student must also have gained an overall weighted average for all taught units of 40% or more in order to be granted the compensated pass.

Professional Development stand-alone course unit: compensation cannot be applied to course units taken as part of the PHPD scheme, although if PHPD units are to be accredited to a full programme of study later, the above rules apply.

Failure of more than 3 units at Master Level

The maximum allowable cumulative failure of course units in a Master programme at the first attempt is 45 credits of the taught component of the programme. A student whose failures in units at the first attempt exceed 45 credits will be deemed to have failed the programme.

Students who fail in units totalling more than 45 credits at Master Level will be judged against the requirements for a pass on the Postgraduate Diploma programme. If this results in their failing units totalling fewer than or equal to 45 credits at Postgraduate Diploma level, the student may resit those units failed at Postgraduate Diploma level to obtain the award of a Postgraduate Diploma.

Failure of unit at 1st and 2nd attempt

If a student fails a unit at the 1st attempt and then fails the resit they will not be eligible to take the unit again. Also, they cannot take an additional unit in place of this failed one. Should this happen, the student's situation will be discussed at an exam board and the student will be offered appropriate options; these may include compensation (non-core units) and/or transfer to another award. Please note that if you have mitigating circumstances that could affect this decision this needs to be submitted before the exam board.

Extensions

All coursework deadline extension requests should be submitted directly to the **relevant** Programme Administrator, **for the unit you are taking** see front of handbook or course unit for contact details). 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.

Please send extension requests to the following e-mail address:

MPH.admin@manchester.ac.uk, **by 4.00 pm on the last working day before the assignment deadline. Please do not submit extension requests via Blackboard.**

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 aren't given for increased workload at your place of work, students that register late or book holidays during term time.

Students with more enduring problems may be offered the opportunity to take the resubmission assignment during the resit period, with the possibility of obtaining full marks (i.e. the maximum mark for resits would not apply in these circumstances). Medical certification will be required, and students need to fill out and submit a 'Special Circumstance form' – Appendix 4. Students who develop a serious illness or who are hospitalized during the course will be very strongly encouraged to interrupt until they are fully recovered.

Special circumstances

Any student who, during the course of the year, experiences any special circumstances which they think may have an adverse effect on their academic performance (for example prolonged illness or bereavements) must complete the form in Appendix 4 of this Student Handbook.

This should be forwarded to the course administrator before or with the submission of an assignment. Information from this form may then be admissible at an exam board when a student's progress is under review.

See also the section Support and Guidance below.

Late submissions

Assessments **handed in late without prior approval** shall be subject to the following penalties NB this may be different for units administered outside of the MPH:

- Late by up to 72 hours: 10% of the total possible mark should be forfeit.
- Late by more than 72 hours and less than one week: 25% of the total possible mark should be forfeit.
- Late by one week or more: no marks awarded.

Appeals

Regulations for student complaints and appeals are provided in the University's General Regulations XVII and XIX respectively. These can be accessed via the following link: <http://www.manchester.ac.uk/medialibrary/governance/generalregulations.pdf>.

Publication of results

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

Graduation

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

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

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

Academic Malpractice

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.campus.manchester.ac.uk/medialibrary/tlao/plagiarism-guidance-for-students.pdf>

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

New for 2011-12 Interactive teaching about how to avoid plagiarism

For 2011-12 we have introduced a new skills unit called 'Academic malpractice' which gives full details of how to avoid plagiarism and collusion. It also contains a function whereby students can submit a draft piece of writing and then view the 'TURBITIN' report. This function will be switched off **before** the midterm assignment submission date. We encourage all new students to study this unit, which can be found in Blackboard.

Fitness to Practice

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

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

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

* This also applies to intercalating medical students

3.10 Personal development plan

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

The PDP for our courses is found within Blackboard. Please note that this system only keeps information for 1 year, ensure that you have saved all your documents on your own home PC. 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/>

3.11 Accreditation of prior learning (APL)

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

- The learning is demonstrably at PG level;
- The learning does not exceed 60 credits for a Master's, and 45 for MRes degree or 30 credits for a Postgraduate Diploma; and
- The learning was achieved within 3 years prior to the request being made. The 3-year deadline for prior achievement of credits will be the norm, but individual programmes can recommend a period of up to 5 years if more appropriate to their requirements.
- Accepted APL credits will not carry any grading from the previous institution, and therefore APL course unit marks should not be included when calculating average marks, so the course average will be calculated just from marks awarded from the MPH / M Res programmes.
- The PG Cert and PPD Stand Alone Units scheme do not allow any APL credits.

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

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

3.12 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 given free access to all MPH course units beyond those in which you will officially enrol. The content of all other optional course units which may be relevant are made available to those taking the Faculty exam, free of charge. Please contact Katie.reed@manchester.ac.uk for more details.

4. STUDENT PROGRESSION

Participation requirements

As this is a web-based programme, physical attendance at the University is not required. However, participation in the on-line discussion boards is monitored. Students who fail to participate without accepted extenuating circumstances may be contacted by course unit

leaders and subject to penalties. For some course units, contributions to discussion boards will be credited with marks.

Change in Programme

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 Master to a Diploma.

Interruption of studies

If for any reason you need to take a break part way through your programme, you can apply to interrupt your studies. This may be used for pregnancies, unexpected changes at work, or prolonged illnesses. Please contact the Programme Administrator for further guidance. You will be asked to apply in writing giving full details of the reasons for interruption and indicating the length of interruption required.

Withdrawal from studies

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

Progressing from PPD stand-alone course units to PG Cert, PG Dip or Master in Public Health

If you have completed course units on the PPD 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.

Progressing from PG Cert. and PG Dip on to Master

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

5. STUDENT SUPPORT

You should obtain access to the 2011 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 Leader, course unit leaders, course unit tutors, Programmes Administrator and Programme Director are all on hand to support and guide you while you are going through your programme of study. If you have any queries or would like to discuss any issues at all – academic, administrative, technical or personal – please do not hesitate to get in touch. All personal issues will be dealt with confidentially.

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

5.1 Student Services Centre (SSC)

You can contact the SSC for information on the following:

Tel: +44 (0) 161 275 5000

E-mail: ssc@manchester.ac.uk

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

Student identity card

If you want a University of Manchester Student ID card, please send evidence of successful registration (a print out from the registration screen or email confirmation), together with a passport size photograph, to the Student Services Centre, Burlington Street, The University of Manchester, Oxford Road, Manchester, M13 9PL. The Student Services Centre will then send your University ID card by post.

5.2 Health and safety, security

The University of Manchester is concerned about 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 / M Res 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 DL students.

Please will you all view the film and complete the test by Friday 28th October 2011.

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 School of Community Based Medicine nor the University of Manchester can be held responsible for your personal property. Please keep your belongings with you at all times. Items left unattended may be removed and destroyed or damaged without warning by University Security Services.

5.3 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: 44 161 275 2864

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

5.4 Disability Support Office

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

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

[http://www.dso.manchester.ac.uk/
disability@manchester.ac.uk](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.

5.5 Careers Service

[http://www.careers.manchester.ac.uk/](http://www.careers.manchester.ac.uk)

Careers Blog for International Students @ Manchester

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

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

5.6 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.

Links to current regulations, codes of practice and policies

Regulation XIX - Academic Appeals

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

Ordinances and Regulations: Degree of Master, Postgraduate Diploma and Postgraduate Certificate (June 2007)

<http://www.campus.manchester.ac.uk/medialibrary/tlao/pgt-regulations-june2007.pdf>

Code of Good Research Conduct

<http://documents.manchester.ac.uk/display.aspx?DocID=2804>

Code of Practice for Dealing with Allegations of Misconduct in Research

<http://www.researchsupport.eps.manchester.ac.uk/documents/policy/UOMgoodresearchconductcode.pdf>

Data Protection

<http://www.manchester.ac.uk/aboutus/documents/privacy/>

Work and attendance policy

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

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

Student Support Issues

Occupational Health Services for Students
<http://www.campus.manchester.ac.uk/healthandsafety/studentOH.htm>

International Advice Team
<http://www.campus.manchester.ac.uk/ssc/internationalteam/>

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

Mature Students Guide
<http://www.manchester.ac.uk/medialibrary/study/maturestudentshandbook.pdf>

Students Union
<http://www.umsu.manchester.ac.uk/>

Health & Fitness
<http://www.sport.manchester.ac.uk/health-and-fitness>

6. STUDENT REPRESENTATION AND FEEDBACK

Student representation

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.

6.1 Student representatives 2011/12

To be announced after residential.

6.2 Student feedback

Your feedback is part of an ongoing process of programme and course unit assessment. At the end of each semester you will be asked to complete an on-line evaluation questionnaire

for each course unit you have taken. At the end of your course you will be asked to complete a general evaluation for your overall programme of study.

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

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

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Appendix 1: Academic staff and course unit leaders

Name and course unit
<p>Dr David Allen Course Unit Leader: Leadership and Teams medn62001 Quality & Managing Processes medn62002 E-mail: mph.admin@manchester.ac.uk</p>
<p>Dr Stephen, Campbell Course Leader: Primary Health Care medn63111 E-mail: Stephen.campbell@manchester.ac.uk</p>
<p>Judith Clegg Course Tutor: Health Promotion and Prevention Theory and Methods medn60021 Health Promotion and Prevention Topics medn60032 Working with Communities medn60072 E-mail: Judith.Clegg@manchester.ac.uk</p>
<p>Professor Linda Davies Course Unit Leader: Health Economics medn60091 E-mail: Linda.m.davies@manchester.ac.uk</p>
<p>Professor Aneez Esmail Course Leader: Communicable disease control medn tbc E-mail: aneez.esmail@manchester.ac.uk</p>
<p>Dr Isla Gemmell Course Unit Leader: Biostatistics medn60982 and Fundamentals of Epidemiology medn60991 E-mail: Isla.Gemmell@manchester.ac.uk</p>
<p>Dr Roger Harrison Course Unit Leader: Evidence Based Practice medn60041 and Evidence for Population Health medn60122. Dissertation tutor E-mail: roger.harrison@manchester.ac.uk</p>
<p>Dr Caroline Sanders Course unit leader: Qualitative Research Methods medn63121 E-mail: Caroline.Sanders@manchester.ac.uk</p>
<p>Dr Katie Reed Course Unit Leader: Communicable disease control medn tbc and Malaria, HIV/AIDS, TB management; Health service challenges medn 62212 E-mail: katie.reed@manchester.ac.uk</p>
<p>Andrew Rogers Health Promotion and Prevention Theory and Methods medn60021 Health Promotion and Prevention Topics medn60032 & Working with Communities medn60072 E-mail: andrew.d.rogers@manchester.ac.uk</p>

Dr Selwyn St Leger
Course Unit Leader: Advanced Epidemiology medn60112
E-mail: mph.admin@manchester.ac.uk

Samantha Weston
Course unit leader: **Understanding drug misuse** medn64122
E-mail: Samantha.K.Weston@manchester.ac.uk

Dr Rubina Jasani
Course unit leader: Emergency Humanitarian Assistance
rubina.jasani@manchester.ac.uk

Nusrat Husain & Nasim Chaudhry
Course unit leaders: Cultural Psychiatry medn
E-mail: Nusrat.husain@manchester.ac.uk
E-mail: nasimchaudhry@btopenworld.com

John Sandars
Course unit leader: Evidence Based Practice medn60041
E-mail: john.e.sandars@manchester.ac.uk

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Appendix 2: Confirmation of receipt of handbook

All students are required to send us the following declaration.

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

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

Name: (IN BLOCK CAPITALS)

.....

Signed:

.....

Programme:

.....

Date:

.....

Student ID/Registration Number:

PLEASE COMPLETE AND RETURN TO THE PROGRAMME ADMINISTRATOR AS SOON AS POSSIBLE.

Scan and e-mail or cut and paste into an e-mail to:

mph.admin@manchester.ac.uk

or fax to:

+44 (0) 161 275 3924

If we have not received a signed copy of this for students registered in Sept 2011 by 31.10.2011, an assumption will be made that they have read and understand the University of Manchester's ordinance and regulations

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Appendix 4 Special circumstances form

This form should be completed by any student who, during the course of the year, experiences any special circumstances which may have an adverse effect on their academic performance. These could include: **disability, prolonged ill-health, pregnancy, bereavement, family problems, exceptional financial difficulties, accommodation problems** or a **traumatic experience**. Wherever possible, supporting documentary evidence should be supplied. The information recorded on this form will be available at the meeting of the Board of Examiners, and will be dealt with confidentially.

Student's Name: _____

Student Number: _____

Course: _____

Special circumstances (these should be noted as briefly as possible. Any medical certificates or other documentary evidence should be attached):

Period (dates) and course units affected:

With the student's consent, a more detailed account can be enclosed in a sealed envelope marked Confidential and addressed to the Programmes Administrator. The envelope should be filed with this form.

Medical Certificate Attached: Yes / No

Confidential Report Attached: Yes / No

Student's Signature: _____ **Date:** _____

.....

For office use. Action

Course Leader _____ Date _____

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Appendix 5: Copyright clause

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

a) Assessment of your work.

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

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

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

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

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

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

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