

academic problems

Looming
Deadlines

.....
struggling
to cope

confused!



HELP!

advice centre



Introduction

We want all students to enjoy their time at MMU and to complete their studies successfully. However, problems will sometimes happen and this booklet aims to give you the information you need to resolve any difficulties quickly and effectively.

Your rights and responsibilities

Details of what you can expect from the university and what they expect from you can be found in a number of places:

- The University Academic Regulations. These define the standard way the university assesses all your academic work, including written and oral examinations, coursework, essays, projects, dissertations, practical work and placements – www.mmu.ac.uk/academic/grad_regulations.php
- Your course handbook. This should define how your course is laid out and any special regulations that apply. You should have been given a copy on enrolment or copies should be available via your department or Student Life Office/Student Information Point.
- The Student Handbook. This website contains useful links to certain regulations and information, such as the Library regulations, the Data Protection policy and the Equal Opportunities policy – www.mmu.ac.uk/studenthandbook/
- Finance Regulations. These pages give information on how tuition fees and other university charges will be made, how they can be paid and the consequences of not paying – www.finance.mmu.ac.uk/students/
- Correspondence. Letters and emails from the university outlining specific information such as placements and meetings. Please ensure that you check your MMU email address regularly and that your Student Information Point/Student Life Office is kept up to date with your term time and home addresses

Who can help?

If you run into problems, there are a number of people who may be able to help you:

- Your Personal Tutor or your Unit Leader if you have a particular academic query about what you're learning.
- Your Faculty Student Support Officer if you have a general academic skills query. Your Tutor or your Student Information Point/Student Life Office should be able to advise you how to contact them or visit www.mmu.ac.uk/sas/studentservices/student-support-officers.php
- Your Student Information Point/Student Life Office can help with basic questions about student life at MMU or suggest appropriate places to go for help. They can also help with certain administration issues, such as providing letters to confirm your student status or re-setting your IT password. Full contact details available at www.mmu.ac.uk/sas/studentservices/sip.php

- The Advice Centre is a free, independent, non-judgemental, confidential service offered by the Students Union. We can help you to understand academic regulations, funding, benefits, housing problems and a wide range of other issues. We can also represent you at university meetings if resources allow. Please see all our contact details at the back of this booklet.
- Your student representative is elected by you and your course mates every year to represent course-specific concerns to the Department. They are co-ordinated by the Student Voice Team at the Students' Union.

Attendance and engagement

The university expects you to maintain a certain level of "engagement" with your course. This should be laid out in your course handbook but is likely to include elements such as:

- Attendance – it is important to sign in on any register that your tutors take at lectures, seminars or tutorials.
- Moodle – your course may have additional material or assessments on its Moodle page, you may be expected to access or complete these as part of your engagement.
- Assessments – your coursework and exams are very important aspects of engagement as they determine your overall mark. If you are repeating over the Summer or repeating without attendance it is vitally important that you engage with ALL the assessments as further opportunities rely on FULL engagement and partial engagement may be ignored.

If the department feel that you are not engaged with the course and feel that you are likely to fail there is a procedure they must follow which could lead to you being withdrawn:

- They must send a warning letter from your Programme Leader inviting you to resolve the problem.
- After two weeks they send you a second warning letter from the Head of Department, again inviting you to sort out the problem.
- After a further two weeks they write to advise that you will be withdrawn in seven days time – you then enter an appeals process.

It is important not to ignore these letters. If you receive one, you should speak to your tutor, your Faculty Student Support Officer, your Programme Leader, your Head of Department or The Advice Centre. If you just start attending lectures without speaking to anyone there is no guarantee that the process will stop.

If you have particular problems affecting your engagement it is important to tell the university about these. The university may be able to offer you support or breathing space to sort those problems out. If the problems are significant or likely to be long term, you may be able to suspend your studies. Please speak to The Advice Centre about the financial implications of suspending before you make any decisions.

Sickness

The university has a specific procedure you should follow to inform them of any illness during the course of the academic year. Please note that some courses may have alternative arrangements – especially if your course has professional requirements to meet or involves placements. Check your course handbook for the procedures specific to your course.

If you are ill for less than six days

You should complete a Student Self Certification Form (SSC1) which will be available from your Student Information Point/Student Life Office.

If you are ill for seven or more days

You will need to obtain a sick note from your doctor. For more information on doctors and how to register with one, please see our health booklet.

If you are ill and it affects an exam or coursework

You will need to submit Exceptional Factors and sick notes, regardless of the length of time you were ill.

If you fall ill during an exam, you should notify an invigilator and go to see a doctor that day to get a sick note. This should then be submitted as Exceptional Factors.

Taking an exam or coursework while you are unwell is risky. You should talk to your tutor or course leader before deciding to sit and also submit Exceptional Factors. If your Exceptional Factors are not accepted then you will not be able to re-sit if you have passed (e.g: to improve on your mark) and any re-sit will be capped at 40%. If your Exceptional Factors are accepted the Board of Examiners may still decide not to offer a re-sit opportunity if you have passed as they may consider that by sitting you are saying you are well enough.

If you are likely to be ill and unable to study for a long period of time, it may be worth considering suspending you place. If this is the case, please speak to us at The Advice Centre so that we can discuss funding and other implications.

Funding While you are Absent Through Illness

If you are absent for up to 60 days, your student loan and any grant should continue to be paid, provided that you have given sick notes to your Student Information Point / Student Life Office. If the illness lasts more than 60 days, SFE have discretion to continue payments. Contact the Advice Centre for more information on this.

In certain circumstances you may be able to claim welfare benefits if you are sick or have deferred attendance because of illness but be warned if you claim whilst ineligible you may be investigated for fraud and have to repay the amount paid in benefits. Contact the Advice Centre for a full benefits check if you think you may be entitled or are unsure of a current claim.

Speak to the Advice Centre if you experience any difficulties with funding when you are ill.

Assessments

Submitting essays

Your department should make you aware of how to submit essays and other assessments. For the most part, it is likely that you will be expected to submit a hard copy to the relevant Student Information Point/Student Life Office however some essays may require electronic submission through Moodle. It is important that you follow the department's instructions carefully as it may be difficult to trace coursework if you don't submit it correctly.

You should be aware of your essay submission dates fairly early on in the year. This should allow you to plan your time to allow for their successful completion. You should also be informed of an "absolute deadline" (according to regulations, this will usually be ten days after the submission date although different departments and work may have different requirements so please check with your Student Information Point/Student Life Office). Work submitted after the submission date but before the absolute deadline should be accepted but restricted to 40% (a pass mark). Work submitted after the absolute deadline will be given a mark of zero. In certain circumstances, where you have Exceptional Factors, the Board of Examiners may waive those restrictions. Please see our Exceptional Factors section for more information.

Marking

When you complete a piece of work and your tutor marks it, this is not the end of the story. The university has procedures in place to provide consistency in marking both internally and against other universities. The university has a policy around second marking and anonymous marking which aims to ensure that grades are fair within the unit and across subject. Some work is also passed to external moderators, however their role is less looking at your work and more comparing the university against other institutions.

All of these marks and comments are then considered by the Board of Examiners and this will be your final mark.

Feedback

Feedback is seen as an important part of the learning process allowing you to develop your skills over time. You should get feedback from most pieces of coursework automatically and if you are confused about the feedback you can always ask the unit tutor for more detail.

Exams are another matter. You may be able to get some general feedback from the unit tutor and some departments may be willing to let you see a copy of your exam script, however you do not have the right to receive a copy as exam scripts are exempt from the Data Protection Act.

If you have any problems with feedback it may be worth looking at the complaints section to see how to resolve it.

Board of Examiners

The Board of Examiners is a panel of the department which makes final decisions about your marks. They consider information from the marking process, the Exceptional Factors process, your academic history, any academic penalties and any other relevant information. They must decide, for each unit, what mark to award (usually the mark from your tutor), whether that is a pass or a fail and how to resolve any failures.

It is only after receiving this Board of Examiners' decision (usually in June) that you can think about appealing. For more information, see our 'Academic Appeals' booklet. It is always easier to tell the university about Exceptional Factors early so that the correct decision can be made at the first available time.

Failing a unit

Failing a unit does not mean the end of your time at university. You will always have one re-assessment opportunity and as long as you engage with that opportunity you will have a second. These re-sit opportunities, or referrals, will be capped at 40% – a basic pass mark.

Re-assessments are normally offered "at the earliest opportunity" – if you have to re-sit an assessment from the normal April/May exam period, the "earliest opportunity" will usually be the Summer re-sit period. If you have to re-sit a Summer re-sit, the next opportunity will normally be for the April/May period. However, if you have more than 60 credits worth of re-assessments, the Board will decide to postpone your re-assessments so that instead of sitting them in the Summer you re-sit them over the following academic year. This will have financial implications so contact the Advice Centre to discuss this further.

The university requires you to complete all of one academic year before starting the next; for example, they will not let you start second year if you have not passed all your first year modules. Due to this, it is important to think carefully before postponing re-sits. It is also important to keep the re-sit period free just in case – having a holiday which clashes with your re-sits may mean the university will allow you to postpone your re-assessments, but it won't allow you to start the next year until they have been completed and that will not be possible until the next re-sit period.

If you have to re-sit over the following academic year you will not be able to start your next year. Additionally, the Board of Examiners will have to decide whether you need to repeat with or without attendance.

Academic

You will have to attend lectures, seminars etc for all the units you are repeating and hand in assignments and sit exams for those units

You will have to submit the requested work by the deadlines given. There is no expectation that you attend lectures

Funding

It does not matter how many units you are repeating, if you are on a full time course you will be eligible for full time funding. Student Finance England will only fund the normal length of the course plus one year unless there are "Compelling Personal Reasons". In addition, you should only be charged fees for the number of units you are actually attending.

Discuss your individual case with the Advice Centre.

You will not be eligible for any student funding. You will however still be classed as a full time student for council tax exemption and benefit purposes.

Discuss your individual case with the Advice Centre.

If you have Exceptional Factors - something which affected your ability to study during the time you were doing the assessment – the Board of Examiners can take that into consideration and may decide to "ignore" that attempt. This would give you an opportunity to sit the assessment again, with the same restrictions being applied to your mark. If you failed your first assessment, this would mean re-sitting it without a cap on the results.

Re-assessment fees

The university charges a £90 re-assessment fee which covers a 12 month period. This is regardless of the number of units being re-taken. If you are having trouble paying this then please speak to an Adviser about what possible support there is to help you.

Funding when only attending some units

In some cases you may be required to re-sit only some of your units with attendance. In such a situation you will be attending part time however it is important to note that you will continue to be entitled to funding based on the type of course you are on – this means that if you are on a full time course you will continue to be eligible for full time funding even if you are only attending part of the course – this is known as "Full time on a part time basis". Please contact the Advice Centre if you have any problems with receiving your student support.

Funding when repeating a year

If you are repeating a year, you may be able to get your student support paid by SFE. Although there are complicated rules governing repeat study, you are usually entitled to student funding for the length of your course plus one additional year (e.g; if you are studying a 3 year degree, you can receive funding for 4 years in total).

If you have had more than one repeat year, please contact the Advice Centre to discuss your case in detail.

If you have been affected by personal problems and this has prevented you from completing an academic year or you have had to repeat a year because of these problems, you may be able to receive another additional year of funding. You should write to your LEA/SFE to explain your circumstance and include evidence. The Advice Centre can assist you with presenting your case to your LEA/SFE.

Your rights to receive a maintenance loan and supplementary allowances (such as Parents Learning Allowance or Disabled Students Allowance) are not affected by repeat study, unless you already have a degree.

Please be aware that if you are transferring or starting a new course, this can affect your entitlement to funding. Contact the Advice Centre to discuss your case in detail.

Exceptional Factors

If something happens which affects your ability to complete any assessed work (essay, class test, exam, presentation etc.) it is vital that you let the university know.

What can the university do

The university will not increase your marks because of your Exceptional Factors. The most likely outcome is that the university will defer the attempt or allow you to re-sit without a cap on the mark (if that was your first attempt). Effectively this will allow you to re-submit the work without the Exceptional Factors affecting you and without any further academic penalty. Although formal academic responses may be limited, it is worth coming and talking to your Personal Tutor, Head of Department and The Advice Centre as they may be able to offer alternative or additional solutions.

How to submit

Exceptional Factors must be submitted formally on an EF1 form. Just telling someone in your department is not enough. EF1 forms are available online with the regulations or from your Student Information Point.

In the majority of cases, you are expected to complete the form yourself however, where this is not possible, someone else may complete it on your behalf.

The EF1 form should be submitted before the assessment you are claiming for. This is not always practical so they do allow you to submit five days after the deadline "in exceptional circumstances". If you fall outside of this deadline, do not panic. You should still submit the Exceptional Factors form and explain why it is late. If you do not submit the Exceptional Factors form despite being able to then you may find any later appeal is rejected.

The Advice Centre can advise you on how to complete the EF1 form.

What do I need to say

The university regulations state that Exceptional Factors must be:

- Severe – you need to show that the situation you described had a severe effect on your ability to do the work
- Unexpected & Unpreventable– you need to show that you could not have prepared for the situation
- Relevant – you need to show that the situation was directly tied to the work you are asking to be considered affected
- Corroborated – you need to provide evidence

We normally suggest that you need to be answering WHAT happened, HOW it affected your ability to do the work and WHEN it affected you in relation to your exams. For example:

WHAT happened

"I was ill and the doctor diagnosed me with"...

"My mother was admitted to hospital for three weeks"...

HOW it affected your ability to study

... "I was unable to sit up in bed without feeling dizzy so I could not read my course text books" ...

... "I had to look after my younger brother and sister including taking them to and picking them up from school... and taking them to the hospital for visiting. I was also worried for my Mum and struggling to sleep and concentrate" ...

WHEN it affected you

... "for the three days before my exam"

... "I only got the essay title three days before my mother was taken to hospital and the submission date was her date of release"

You also need to consider what evidence you can supply. If you have been ill it is vital that you get a doctor's note at the time - a note saying that you came in complaining of something a week after your deadline or exam will not be accepted. Even if you know from experience or suspect that the problem is not something the doctor can do anything about, it is important that you get a sick note or doctor's letter at the time you are ill.

Examples of good and bad doctor's letters;

Good

"Joe came to see me today with a sore throat and temperature which started yesterday. When I examined him, I was able to diagnose a re-occurrence of tonsillitis and signed him off sick for two weeks."

Bad

"Joe came to see me today and reported suffering from a sore throat last week. Suspected re-occurrence of tonsillitis. All clear when I examined him"

The university has produced a very good set of tables outlining common Exceptional Factors and the evidence they will consider. These are part of Appendix 2 to the Regulations (www.mmu.ac.uk/academic/grad_regulations.php).

You should also ensure you list all units that have been or may be affected. Exceptional Factors Panels and Board of Examiners will not consider your Exceptional Factors for units you do not specifically mention.

Allegations of Cheating

Plagiarism and Collusion

All work submitted to the university is checked for plagiarism. A computer system called Turn It In is commonly used to check work. Some departments encourage you to check your own work through this system before submission. It is important to note though that there is no "safe" or "allowed" Turn It In score.

For plagiarism, there is a clear underlying principal – another person's work being included within your own without proper acknowledgement. This can include:

- Deliberately copying work from books, articles or websites
- Not using quotation marks or "in text" citations properly
- Taking sections of someone else's work and changing bits to make it look like your own

Collusion is similar. Any form of working together – from structure, to case studies, to jointly writing bits of the assignment – is collusion. This means that you should be very clear of what is required in any group work you are asked to undertake and under no circumstances should you share your assignment with a classmate – the person giving the work can be considered just as guilty of collusion as the person taking the work (this is referred to as "aiding and abetting") and therefore just as likely to receive a penalty.

Under university regulations, some plagiarism may be intentional, some may be accidental and some may be down to not understanding the referencing system properly. All are treated seriously and through the same system and all are likely to receive penalties.

With plagiarism and collusion you are likely to be called into a meeting. The outcome of that meeting is limited by the "tariff scheme". This looks at the extensiveness of the offence, any history of plagiarism and what year you are in. As a rule, the penalty in the tariff scheme will be applied although Heads of Department can lessen the penalty if particular Exceptional Factors apply. Any penalty imposed at the meeting will overrule any mitigation submitted via Exceptional Factors.

Other Academic Misconduct

Other forms of academic misconduct might include:

- Taking unauthorised material into an exam (whether you use it or not)
- Not following examination procedures
- Allowing someone else to sit your exam
- Falsifying research data

In these cases, you should be notified of the allegation and any evidence (exam invigilator reports, copies of the unauthorised materials etc.). You will then be invited to a meeting with your Head of Department or an Assessment Disciplinary Committee. If you admit the

offence, you can submit mitigation and the Head of Department will impose a penalty. If you do not admit the charge, but you are believed to be guilty, a full Assessment Disciplinary Committee (ADC) will decide the case.

Although the tariff scheme can be used as a guide, there is no limit to the penalties that can be imposed by an ADC. This can include starting the withdrawal procedures.

Where can I go for help

It is highly recommended that you speak to an adviser at The Advice Centre as soon as possible. We can help you to understand the allegation, the evidence and the likely outcome. We are independent of the university so may also be able to represent you at any hearing.

Your Faculty Student Support Officer will be able to help if you are unsure about how to reference. They can also help with academic skills more generally.
www.mmu.ac.uk/sas/studentservices/student-support-officers.php

Withdrawing and Suspending

Some people will find that university generally or MMU is not the right choice for them. Others may find that something comes up which means they have to suspend their studies. If this is the case we suggest talking to someone about the problems you are experiencing and discussing possible solutions. At The Advice Centre we can also talk you through funding implications and the actual process of withdrawing or suspending.

The university has produced an excellent booklet on withdrawing and suspending called "Considering Leaving Your Course". It is available at
<http://www.mmu.ac.uk/sas/studentservices/docs/Withdrawal%20leaflet%202161.pdf>

There are funding implications if you withdraw or suspend which are covered in the booklet "Considering Leaving Your Course" but you should also speak to an adviser about your individual case.

Complaints

Unfortunately problems may arise during your time at university and it's important you take action to try and resolve them. For serious issues this may involve making a formal complaint.

A complaint will not change an academic decision such as your grade, entitlement to a re-sit or finding of plagiarism. There are formal methods (such as exceptional factors and academic appeals) to challenge these.

Teaching & assessments

If you have a complaint about a module – either its teaching, its content or specific concerns about the assessment – or other complaint affecting a significant portion of your course (such as feedback), you should consider discussing it with your course representative. They should be able to represent those concerns through various committees they sit on and contacts they have. You should have elected a student representative at the beginning of the year. If you don't know who your representative is, contact the Student Voice team within the Students' Union. E-mail s.u.reps@mmu.ac.uk

Other

If your complaint is about the way you have been treated or it isn't academic related, you will need to follow the appropriate complaint procedure:

- The Student Complaints Procedure - www.mmu.ac.uk/studenthandbook/Student_Regulations_Procedures.pdf

This is the complaints procedure which deals with university facilities and general complaints

- The Accommodation Office Complaints Procedure - www.mmu.ac.uk/accommodation/docs/complaints-policy.pdf

If your complaint is about MMU Halls you should follow this procedure. If you are in private halls, your hall handbook should advise how to launch a complaint.

The complaints procedure asks that you try and resolve your complaint informally. This means talking to the person involved or another trusted person who may be able to intervene.

If you cannot resolve the complaint informally, then you would write to your Head of Department or to the Head of the Service that you are complaining about. When you do this, it is important to include:

- What your complaint is about. Sometimes there are lots of issues that you want to complain about – can these be grouped together as examples of one main complaint?
- What examples or evidence do you have to back up your complaint?
- What outcome do you want?

Depending on the size of your complaint, you may find it helpful to use a cover letter/statement detailing the headline complaints and one or two examples and then an appendix of other examples/evidence. This will help keep things clear and make the complaint easier to read.

The Head of Department should aim to respond within ten working days. If you are not happy with their response, you can take your complaint further as described in the complaint procedure.

Once you have gone through the university complaints procedure, if you feel that your issue still hasn't been resolved then you can take your case to the Independent Adjudicator of Higher Education which provides an independent scheme for the review of student complaints. For more information visit www.oiahe.org.uk

To take your case to the OIAHE, you will need a "Completion of Procedures Letter" from the Registrar confirming that you have exhausted all stages of the University's internal complaints procedure.

It is worth speaking to The Advice Centre about your complaint. We can help to check your statement to make sure it covers all the points you want to raise and suggest potential issues that the university may raise in response. We can also discuss other possible options with you. An adviser may also be able to attend any meetings with you.

Academic Work

Study Skills

Your unit leader should be able to help with specific problems related to the unit they are teaching, however, you may find that you are struggling with more general "study skills" such as:

- Structuring essays
- Referencing
- Note taking
- Time management
- Stress
- Revision techniques
- Exam techniques

Every faculty has a Faculty Student Support Officer (FSSO) who should be able to help with some of these issues. If you don't know who your FSSO is or how to contact them your Student Information Point/Student Life Office should be able to assist or visit www.mmu.ac.uk/sas/studentservices/student-support-officers.php

You may find the "Skills Online" course helpful – it is available through Moodle.

The University also run regular stress and time management courses throughout the year. Visit www.mmu.ac.uk/academic/studserv/counselling/courses.php

Help with the English Language

There are a number of options for improving your English language skills:

- The Department for Languages at MMU has ELSIS (English Language Service for International Students). They offer a range of services and can be contacted at epl@mmu.ac.uk
- The International Society offers a range of language courses including English. You can contact them at William Kay House, 327 Oxford Road, Manchester, M13 9PG or check details of their services at www.orgs.man.ac.uk/intsoc
- Some colleges in Manchester run English Language course. Learndirect will be able to give you details. Phone them on 0800 101 901 or check their website at www.learndirect.co.uk

Disability (including Dyslexia)

If you have a disability which could affect your ability to study it is important to discuss this with the university at the earliest opportunity. There may be steps the university can take to ensure that you are not disadvantaged and extra financial support you can access (Disabled Student Allowance (DSA)). The Learner Development Service co-ordinate the university's approach to disabilities, assist students with applications for DSA and organise the production of Personal Learning Plans which outline what extra support you would be entitled to. They use an organisation called Access Summit to assess your needs.

To contact the Learner Development Service, please phone 0161 247 3491 or email them on learner.development@mmu.ac.uk

Financial Problems

If you are struggling financially it may be worth coming into The Advice Centre. We can assist with applying to the Access to Learning Fund, check benefit and student funding entitlement or assist with debt management. Typically financial problems of this sort will not be considered as Exceptional Factors but you can speak to us about the possibility. You may also want to check out our Money Management booklet.

Debts to MMU

Some students find that they owe money to MMU. The Credit Control department is in charge of pursuing money owed and because of the powers they have to affect your time at university it is important to treat these debts with priority and come into The Advice Centre.

The powers that Credit Control has depend on whether the debt is "academic" in nature or not. Any tuition fees owed will be academic and so Credit Control can use full sanctions against you – this includes cutting off Moodle, emails and network and library access which can make your time at MMU very difficult. Accommodation debts (including damages costs) are not academic and so Credit Control's powers are more limited. In either case it is worth coming into The Advice Centre to speak with an Adviser.

Miscellaneous

Disciplinary Procedures

As well as your academic conduct, the university expects you to maintain a certain level of good conduct in other areas – how you communicate with staff and students, your use of library and computing facilities, behaviour in halls etc. MMU has a disciplinary procedure and MMU Accommodation has a separate one. Private halls may have their own policies as well. If you are being accused of any misconduct it is a good idea to seek advice as early as possible before any meeting takes place.

University File

Under the Data Protection Act you have the right to see any data the university holds on you. In the first instance it is worth asking the SIP for a copy of any specific information you want – if they are unwilling to give you a copy then you can make a subject access request. You will need to get an Access to Information Form from the Student Information Point and complete it. There is also a £10 fee and the university should respond within 40 days.

Contacts

Contacting us

The Advice Centre is open in the Students' Union on Oxford Road in Manchester on Monday, Wednesday, Thursday and Friday, 9:30am – 4pm. We operate a mixture of advance appointments, "on the day" appointments and drop in sessions when we are open. We also operate a telephone and email advice service every weekday between 10am and 12 noon.

We also operate Advice sessions at Crewe, Didsbury, Gaskell and Hollings.

Telephone: 0161 247 6533

Email: s.u.advice@mmu.ac.uk

Other Contacts

Careers

Telephone: 0161 247 3483

Web: www.mmu.ac.uk/careers

Chaplaincy

Web: www.mmu.ac.uk/sas/student-services/faith.php

Counselling

Telephone: 0161 247 3493

Web: www.mmu.ac.uk/academic/studserv/counselling/

Learner Development Service

Telephone: 0161 247 3491

Web: www.mmu.ac.uk/sas/student-services/learner-development/

International Society

Telephone: 0161 275 4959

Web: www.internationalsociety.org.uk

Fax: 0161 275 7696

Email: info@internationalsociety.org.uk

Jobs4Students

Telephone: 0161 247 1402

Web: www.mmu.ac.uk/jobs4students

Jobshop

Web: www.csi.mmu.ac.uk/jobshop/

Student Information Points/Student Life Offices

Web: www.mmu.ac.uk/sas/student-services/sip.php

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Manchester Metropolitan Students' Union, 99 Oxford Road, Manchester, M1 7EL

Telephone: Manchester 0161 247 6533

E-mail: s.u.advice@mmu.ac.uk Web: www.mmunion.co.uk/advicecentre

Large print versions of this leaflet are available

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