



**Manchester
Metropolitan
University**

SHORT COURSES
PROGRAMME HANDBOOK
2023-24

It is important that this handbook is read in conjunction with each Unit Handbook and the Manchester Metropolitan University (MMU) [assessment regulations](#).

This information was correct at the point of publication. Please also ensure that you keep up-to-date with unit and programme Moodle pages/announcements.

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Introductory Information

Welcome

Welcome to the Short Course Programme. We are delighted that you have chosen to study at Manchester Met. We recognise that you will be starting this course from a number of different circumstances and we value the skills and experience you bring. We also acknowledge that whilst starting university can be exciting, it can also be nerve-wracking, therefore we hope the content of this handbook will provide answers to many of the questions you may have.

The Short Course Programme remains very new to Manchester Met but already we have welcomed students who have succeeded in personal, academic and vocational growth studying courses in the fields of Education, Health and Social Care and Engineering.

This handbook outlines some programme specific information as well as additional support on offer at Manchester Met which will help ensure you develop skills and attributes which are crucial for success in your future careers, including gaining opportunities to improve your academic skills and access support you may require for disability, health and wellbeing, for example.

What is a Short Course?

- Short Courses are designed to allow you to fit studying into your busy life.
- They are a series of 12-week courses, designed in partnership with employers and industry leaders, offering a flexible and responsive pathway to higher education which lets you set the pace for your own study.
- You can choose to do up to four courses over three years, but you could do less and give yourself longer to complete them. You can study courses consecutively or take a break and come back to do a different course later. The decision is yours.
- Completing four short courses means you can achieve a Certificate of Higher Education (equivalent to the first year of an undergraduate degree).
- All short courses are level 4.
- From 2025, the Department for Education hope that students will be able to continue studying in this bitesize, flexible format and build a full degree. More information will follow from the Government over the next two years.
- Follow the link for a Short Course overview from Mark Peace: <https://youtu.be/2jDGka-vmCU>

Teaching and Learning

Each course consists of two six-week units, which means you don't have to commit to long periods of study. Each unit involves one weekly evening workshop, lasting two hours. The rest of the unit is entirely online, and completely flexible, consisting of bite-size steps – each no longer than 30 minutes – which you can do whenever you want.

Programme Support and Guidance

The Programme Team

Programme Leader	Mâir Bull Mair.bull@mmu.ac.uk	
Pastoral Support Assistant	Catherine Lynch c.lynch@mmu.ac.uk	

Unit Leaders:		
Early Literacies	Mel Hall Melanie.Hall@mmu.ac.uk	
Design Thinking and Introduction to Computer Aided Design and 3D Printing	Peter Gough P.Gough@mmu.ac.uk	
Supporting Schools Readiness	Martin Needham M.Needham@mmu.ac.uk	
Prebirth and Early Days	Joanne Ryan J.Ryan@mmu.ac.uk	
Languages in the Community	Caroline Collier C.Collier@mmu.ac.uk	
Speech, Language and Communication	Janet Edwards Janet.Edwards@mmu.ac.uk	
Mental Health and Wellbeing	Lorna Colter L.Colter@mmu.ac.uk	
Special Educational Needs and Disabilities	Michelle Noble m.nobel@mmu.ac.uk	

Rise



Rise is the platform from which you will be accessing the self-study aspects of your Short Course. It is vital that you are able to gain full access to your specific course content. Please speak to your Unit Leader or the Pastoral Support Assistant, if you have any trouble with this.

Whether you are a full time student accessing this unit through Rise itself, or enrolled specifically to complete the Short Course, you will have full access to all Rise opportunities to learn new skills. These opportunities include other short courses, one off events, online activities, placements and more, which can help shape your future career.

Follow the link below to access the Rise webpage: rise.mmu.ac.uk

Student Engagement

We know through experience that students who attend regularly, engage with the programme and all that it has to offer tend to perform better in terms of their results. We actively support and encourage all of our students to make the most of the time they study with us, helping them find appropriate routes into employment and into further academic study.

Student engagement is not simply about attending taught sessions, but it also includes taking part in additional activities outside of these sessions, for example, group work, the weekly tasks on Rise and independent research. A great deal of the unit content is contained within Rise, our virtual learning environment. It is important that you actively engage with and access and engage with this.

Students who are experiencing problems with engagement are encouraged to meet with their Unit Leader or Pastoral Support Assistant at the earliest suitable time.

Students are encouraged to let Unit Leaders and/or the Pastoral Support Assistant know if they are likely to be absent from any taught sessions in advance wherever possible.

Communication Strategy

The university, and the various Moodle announcements, will all use your student email address as the main point of contact for you. If you have a personal email address that you prefer to use, please place an automatic forward from your student email account to your preferred email address. Otherwise you may miss important communications. See <https://www2.mmu.ac.uk/isds/support/email/>

Individual Unit Issues

If you have any questions about unit content, assessment or the general organisation and arrangement of the sessions, speak to your Unit Leader in the first instance.

Individual Academic Issues

Please contact your Unit Leader in the first instance, or the Programme Leader if the Unit Leader is not able to resolve the issue.

Week-to-Week Programme Information

You can find out what content is covered on your course each week by looking on Rise. You may wish to be prepared by looking ahead. Please ensure you follow the content as advised by your Unit Lead and attend in person sessions having completed self-study materials as advised.

Assessment - Moodle

For students who are required to submit an assessment, these are uploaded via Moodle and results are also found in the same Moodle section when made available. If you need support, please ask your Unit Leader or Pastoral Support Assistant.

MMU Academic Community Commitment

We are committed to working closely with our students to create an outstanding academic community that is inspiring and stimulating.

Our Academic Community Commitment explains how everybody at Manchester Met works to help you to succeed and sets out clear standards of behaviour that we expect of one another. It has been created jointly by the University and the Students' Union, in consultation with our students.

Our students are our greatest ambassadors. We want you get the very most out of your time with us and to make your own contribution to our academic and wider community. Please take a few minutes to read our Academic Community Commitment. <https://www.mmu.ac.uk/student-life/course/commitment/>

Assessment Information

The programme provision at all levels complies with all aspects of the MMU Strategy for Learning, Teaching and Assessment. For detailed university level information about assessment please see <https://www.mmu.ac.uk/student-life/course/assessments/>

Formative and Summative Assessment Explained

Formative Assessment

Formative assessment allows you to engage proactively with your own learning processes and development as an undergraduate student. This means that you aren't simply waiting for your grade for an assessment (summative assessment such as an essay or portfolio). Formative assessment is crucial in helping you to determine where you are currently at in your learning and how you can develop this learning further. Formative feedback will take many forms including informal discussions, question and answer sessions, tutorials. One of the purposes of formative assessment is so that you can receive feedback on your progress and so while formative assessment is not given a mark, we strongly encourage you to participate in any opportunities that arise.

Details and format of summative assessments

Information including the type of assessment, the weighting, duration/word count and further assessment details can be found in the Assignment Briefs in the Unit Handbook available on the Moodle Unit Page.

Deadlines for submission of assessed work, including penalties for late submission

All submission deadlines are provided on Moodle in the relevant Assessment section on the navigation panel. You must submit your work on the deadline date.

How and when to hand your coursework in depends on the type of submission:

- For online submissions – you can submit your work as many times as you like before the deadline (you have until 9:00pm on the deadline date)

Once you have submitted an assignment, you will receive an email receipt and the coursework submission area will display a confirmation message, as well as the provisional mark and feedback once they have been released.

If you have missed the deadline, you can submit your work within five working days of the original date (before 9:00pm) and receive a maximum-capped pass mark of 40% (Level 3-6) Please find out more in our [FAQs](#). This applies for first submissions. It does not apply to reassessment.

If you encounter any difficulties with your assessment, including those relating to group work, please arrange to see the Unit Leader as soon as possible.

Extensions

We understand that sometimes things happen that are beyond your control and that could have an impact on your assessments. Our [Assessment Mitigation Procedure](#) is designed to help you continue your studies despite unexpected disruption which may impact on your assessment. Please follow the link which gives information on the two types of extension and the process for applying.

Marking procedures and assessment boards

The Short Course Programme follows the University's policy for Verification, Marking and Moderation of Assessment. All submissions will be first marked against the unit learning outcomes using a marking grid. A sample of work will be internally moderated to ensure the marking criteria have been fairly, accurately and consistently applied. Further to this, a sample of work is externally

moderated by an external examiner to provide the programme team with an external, independent overview of their marking processes and the fairness and effectiveness of these processes.

All marks are provisional until confirmed and verified by the Assessment Boards. After these take place, students will receive their individual progression information, which includes a breakdown of achievements in each unit. MMU Assessment Regulations state that all elements of summative assessment within a unit shall be marked out of 100. Where applicable, the weighted average mark for the unit is calculated from the marks for the individual elements of summative assessment.

For further information about assessment regulations, please see <https://www.mmu.ac.uk/student-life/course/assessments/>

Academic Misconduct

Academic misconduct is action that could give you an unfair advantage in coursework, exams or any other assessed work. This may include plagiarism, falsification of data, use of third party websites or 'essay mills', submitting the same piece of coursework for different units or breaching Exam Regulations.

Some example of offences relating to assessed work include:

- Unacknowledged incorporation of another person's work
- Unacknowledged use of the ideas of another person
- The use of third parties and/or websites to attempt to buy assessments or answers to questions set
- Gaining access to any unauthorised material relating to an assessment prior to the release date of such information

To find out more about this and the penalties incurred, please see <https://www.mmu.ac.uk/student-case-management/guidance-for-students/academic-misconduct/>

Student Representation and Feedback

Mechanisms for providing feedback about programmes

The Programme Team continually encourages and facilitates informal feedback within and across all aspects of delivery, including within taught units, personal tutorials, and through ongoing dialogue between staff and students. The philosophy behind teaching and learning promotes involvement of students in decision making around curriculum content and processes and aims to develop students' participation and citizenship in their studies, which is transferable to their future employment.

Information on student voice procedures, representation and programme committees

We value your feedback, views and options. There are lot of ways that you can talk to us about how the course is going – including the things you find really beneficial as well as any issues you are experiencing. This could be through the programme surveys and informally through your discussions with your Unit Leaders and the Programme Leader.

University Support and Guidance

The Student Hub

The university has student hubs which act as a first point of contact for all student enquiries.

The contact details for the Hub are (0161) 247 1000 or email studenthub@mmu.ac.uk.

The Student Hub aims to provide a comprehensive advice and information service to all students on all student-related matters, including:

- Academic Appeals
- Accommodation
- Complaints
- Council Tax exemption
- Coursework
- Disciplinary procedures
- Enrolment
- Examinations
- Exceptional Factors affecting your academic work e.g. medical issues
- Fees, finance and bursaries
- Graduation
- Health Care information
- ID card replacement
- Letters to confirm student status
- Moodle
- Password resets
- Personal Emergency Evacuation Plans
- Personal Learning Plans
- Referral to specialist services
- Sport facilities
- Support for disabled students
- Support for international students
- Suspensions
- Timetables
- Withdrawals

The Student Hub should be used as a first point of contact for all administrative enquiries.

Further information can be found at <https://www.mmu.ac.uk/student-life/contact-us/>

IT support

From the day you start your studies, the IT support team are here to help - whether it's getting your password sorted, accessing your emails, connecting to our speedy Wi-Fi or using one of our multi-functional printers.

If you need help and support visit the [IT student homepage](#).

You can also download a range of IT guides to help you become acquainted with a range of software

If you need help you can:

- Call: 0161 247 4646
- Self-service portal: assist.mmu.ac.uk

Careers and Employability

- For general careers related support available, please see <https://www.mmu.ac.uk/careers/>. This includes support during your time as a student, as well as help you can access once you complete your course.
- You can ask questions, and book an advice appointment via <https://www.mmu.ac.uk/careers/my-career-hub/>

University Maps

- [Campus Map](#)
- [Building Information](#)
- [Places to eat and drink](#)

Health, Safety and Wellbeing

Experiencing some level of stress or loneliness while at university is common. If you do, or if you have a pre-existing mental health condition, it's important to tell us so we can put support in place.

Manchester Met has a comprehensive package of support for students which includes:

- Counselling Mental Health and Wellbeing
- Workshops and Courses
- Self Help tools
- Online support from a community of your peers
- Disability Support
- Specialist support for students who are care leavers, estranged from their family, carers, under 18 or pregnant.
- Pastoral support through the Chaplaincy
- Advice and activities for health and fitness

Please visit the University Wellbeing pages here: <https://www.mmu.ac.uk/student-life/wellbeing> to find out more.

Wellbeing Advisors

Our Student Wellbeing Advisors have a wealth of expertise and are here to listen and to help. They offer a safe space to talk about anything affecting your ability to study, advise on how to look after yourself and can refer you to specialist support such as our Mental Health Advisers, Counsellors or Disability Advisers if required.

It's easy to see a Wellbeing Adviser. You can also contact them by phone or email 8:45am - 4:30pm, Monday to Friday.

- Call: 0161 247 3493
- Email: counselling@mmu.ac.uk

We are committed to promoting a safe, supportive and inclusive campus environment for every member of our community. This includes support following incidents of hate crime, harassment and sexual violence.

Campus Security and the SafeZone App

The Security team provide support and advice on campus and are available 24 hours a day, 7 days a week. Your safety is their top priority, so make sure you get in touch if you need help. For immediate support, call the Security team on 0161 247 2222.

The Campus Support team is available 24 hours a day, 7 days a week to give advice to help you look after yourself and your friends. A quick and discreet way to contact them is via the SafeZone App.

For safety at your fingertips, download the SafeZone app today. The app is a great way to get in touch with our Security team quickly and discreetly call for assistance, whether it's for a first aid incident or in an emergency.

Safety exploring the City

Ensure you take care to maintain your own personal safety when you are out and about. Here are some tips to consider:

- When going out at night, try and stay with other people and plan your journey home. Book a taxi in advance if possible, or check the times of the night buses.
- Don't walk the streets alone at night or in the early hours of the morning. If you do have to walk, don't take shortcuts and stick to the main roads.
- Keep your phone out of sight while walking along streets, roads and between sites.
- Be careful using cashpoints – try and withdraw money from machines located in branches or get cashback in shops. Don't use a cash machine alone at night.
- Do not confront attackers or intruders. Shout for help or use a personal alarm. These can be purchased from the Students' Union shop.
- Make sure you stay safe around water, particularly if you have been drinking. Read about the Royal Life Saving Society UK's Don't Drink and Drown Campaign.

Disability Support & Personal Learning Plans

If you have a disability, long-term medical condition or Specific Learning Difficulty, such as dyslexia, our Disability Support team ensure you're not disadvantaged in your studies as a result of your condition. They'll work with you to develop a Personal Learning Plan (PLP) and provide advice about the help that is available from Manchester Met, such as extra time in exams.

A Personal Learning Plan (PLP) is a document that outlines the support or 'reasonable adjustments' that the University will put in place for you to support your study due to your disability-related needs. It also includes a list of your responsibilities.

Your PLP is sent to teaching staff and other relevant staff in your department. It advises them of any reasonable adjustments they may need to make. You should be given the opportunity to discuss your PLP with a tutor. Once you have registered with the Disability Service and you have provided the required information and medical evidence confirming your disability, the Disability Support Team will contact you to arrange an appointment with a Disability Adviser to create a PLP.

They can also advise on applying for Disabled Students' Allowances - money provided by the Government to help with the cost of specialist support or equipment.

Many students have an unseen medical or mental health condition, and often the students the Disability team support don't refer to themselves as disabled, but it's important to tell us if your circumstances are affecting your studies so we can put support in place.

- Advisors are available Monday to Friday, 9:00am - 4:30pm
- 0161 247 3491
- disability.service@mmu.ac.uk

Statement on disclosure of disability

Some people are reluctant to tell the University (disclose) about a disability because they fear it might prejudice their application or that University staff may treat them differently. Under the Equality Act 2010, it is unlawful for a university to discriminate against a student or prospective student for a reason associated with a disability.

You do not have to tell the University that you are disabled; however, we encourage people to disclose to us as early as possible so that we can make reasonable adjustments for you and arrange the support you are entitled to. This might be extra time or rest breaks in exams or allowing you to audio-record lectures.

If you would like to discuss the implications of disclosing a disability talk to one of our Disability Advisers, who will be able to advise you in confidence to help you to make your decision.

We recommend all new students tell us about a disability, health condition, mental health difficulty or Specific Learning Difficulty (SpLD) at the point of applying for their course. If you did disclose this information, you will have received an information pack with guidance on what to do next.

If you didn't tell the University about your disability when you applied, don't worry, you can also tell us directly, prior to or after you have started your course. You can open a new disability support request using the Digital Student Hub at any time.

Chaplaincy

Chaplains provide support to students of faith but also of no faith, along with access to volunteering schemes that provide development and support opportunities. Chaplains work closely with faith societies and University staff and there are a number of reasons why students access their support – to discuss matters of faith and spirituality, for a listening ear when life feels challenging or for advice or advocacy.

We have our own Chaplain, Mohammed Ullah. Mohammed is from the Muslim faith and will be well known to students who attend Friday Prayers. He supports students of all faiths and none, and is available to talk to all students about matters of faith, spirituality and wider wellbeing issues. Mohammed looks after our Prayer Rooms in the Cavendish Building and our Friday Prayers. He can also help you to get in touch with leaders from other faiths.

Contact Mohammed at: mohammed.ullah@mmu.ac.uk.

We also have a female Muslim Chaplain, Umm Isa, who is available on campus each Friday. You can request a consultation with her by emailing u.issa@mmu.ac.uk or texting 07717 483454.

St. Peter's House Chaplains of various faiths are also available at St. Peter's House which is based on Oxford Road. The chaplains at St Peter's House also support students of all faiths and none. Their website provides information and contact details for religious leaders of all faiths who work with Manchester Metropolitan students, including information about local services.

St. Peter's House also offers volunteering opportunities in their very popular café and other activities such as yoga and mindfulness.

Contact St. Peter's House:

- 0161 275 2895
- office@stpeters.org.uk