



Postgraduate Taught Programmes

HANDBOOK

2010-2011

This Handbook is updated annually and is only valid for the current academic year. Students are advised to check the Postgraduate website – www.cliffcollege.ac.uk – for the most up to date version as they progress through their chosen programme stream.

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UNIVERSITY OF MANCHESTER FACILITIES

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Postgraduate Study at Cliff College

Dear Student,

You have in your hands a very important document!

At one level, the handbook is merely an information resource containing details about your programme of study and the various regulations which must be satisfied if it is to be completed successfully. I hope you will find it an invaluable resource in this respect, and we expect you to familiarise yourself with the contents as an early priority.

At another level, the handbook is a sign of our commitment to excellence in theological education. It is for this reason that we chose to have our academic programmes validated through the University of Manchester, which is now the largest single University in the country, with one of the most prestigious departments of theology and religious studies. All the regulations contained here are consistent with those of the University, and you will find many references to University documents and website resources for further details, should you need them. As a basic reference, however, the handbook is intended to contain all the information and regulations you will need for your programme at Cliff College, and to serve as a guide for interpreting all other related materials.

Finally, the handbook is always subject to revision. If you find anything to be confusing, or important items to be missing, then please do contact a member of the Postgraduate Department for clarification, or to make helpful suggestions. Also note that this handbook is only valid for the year in question and in subsequent years you should check the online version to ensure you are following the current regulations.

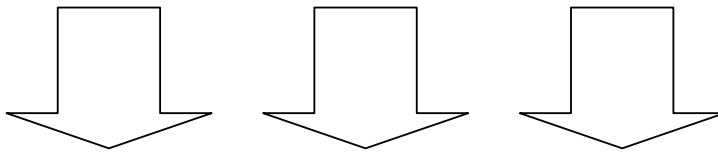
Cliff College is a unique place. It successfully combines academic excellence with an environment where Christian discipleship is encouraged and deepened. Over the last hundred years, thousands of people have come to the College to seek God's guidance for their lives and to equip themselves for greater service of Christ in the world and in the church. You are part of this community.

I hope you find your programme of study to be a great blessing,

Steven Emery-Wright
MA Programme Leader

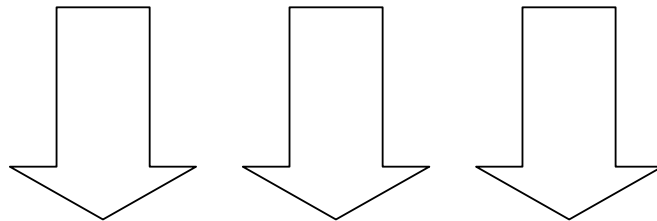
Love God

If you do not spend your time at Cliff learning what it means to love God, then you will not understand what it is to be a student here. The College offers a wealth of opportunities to get closer to God - lectures, courses, morning prayer, Class Meetings, house groups, tutorials, conferences and missions. You will never have a better opportunity to get to know the heart of God than during your time at College. Spend that time well.



Renew your Mind

Christians were created with brains. The College environment is suited to making use of this somewhat undervalued organ. We provide study bedrooms, a library crammed with books, a resources room with computers to help you do your work and access to the Internet. We need to provide space for one another to make use of these facilities while we are here. We recommend sensible hours and recommend quiet on the bedroom corridors after 10.30pm.



Love One Another

Cliff represents a small sample of our multicultural, multi-ethnic world. College life is about working out what it means to live in a Christian Community together - encouraging fellowship, friendship and sharing while at the time giving people space, privacy and respect. Holiness is at the centre of our community and we adhere to New Testament teaching on chastity before marriage and fidelity within marriage. The greatest challenge is to live together in such a way that our community is an act of witness to those who visit and share with us.



Cliff College Community Values

Christian

In all we do we need to follow the guidelines offered by the Bible. Our lives must be governed by and centred on our faith in Jesus.

Charismatic

As a community we must encourage one another to share the gifts that God has given to us. Be ready to share your gifts - musical, artistic, practical or spiritual.

Welcoming

Cliff is a community of communities - staff, students, supporters, visitors, guests, families. Often these communities overlap. Wherever possible our communities should be open and welcoming to all.

Disciplined

The Bible offers clear guidelines about how to live our lives. We need to follow this teaching. At Cliff, we seek to develop our spirituality through daily prayer, Class Meetings and mutual support. It is often advisable to discuss with a tutor or other member of staff the possibility of Spiritual Direction and also to find someone with whom you are mutually accountable.

GENERAL INFORMATION

Contact Details

The College's contact details are:

Cliff College	Telephone:	01246 584200
Calver	Fax:	01246 583739
Hope Valley	Email:	admin@cliffcollege.ac.uk
Derbyshire		
S32 3XG		

The Postgraduate Office details are:

Administrator:	Helen Phipps BSc
Telephone:	01246 584216
Fax:	01246 583739
Email:	postgrad@cliffcollege.ac.uk
Web:	www.cliffcollege.ac.uk www.cliffcollege.ac.uk

The Library contact details are:

Librarian:	Alex Wood BA
Telephone:	01246 584217
Fax:	01246 583739
Email:	library@cliffcollege.ac.uk

General information about the college can also be found on the college's website.
www.cliffcollege.ac.uk

Full details on the University of Manchester can be accessed at www.manchester.ac.uk/

Departmental Personnel

The Postgraduate Department has three academic staff. In addition, other college academic staff and specialist lecturers will participate in the delivery of the academic programmes.

Dr Stephen Skuce	s.skuce@cliffcollege.ac.uk	Academic Dean
Dr Phil Meadows	p.meadows@cliffcollege.ac.uk	Lecturer in Missiology and Wesleyan Studies
Dr Steve Emery-Wright	s.emery-wright@cliffcollege.ac.uk	MA Programme Leader

Evangelism Core Team

Rev Dr Steve Emery-Wright, BA, MDiv
Rev Dr Stephen Skuce, BD, MPhil
Rev Dr Phil Meadows, BSc, BA, PGCE, MA, MPhil.
Rev Prof Dr David Dunn-Wilson, BA, BD, MA, MPhil

Leadership and Renewal Core Team

Rev Dr Steve Emery-Wright, BA, MDiv
Rev Dr Stephen Skuce, BD, MPhil
Rev Dr Phil Meadows, BSc, BA, PGCE, MA, MPhil.
Rt Rev Cyril Ashton, MA
Rt Rev John Finney, BA, Dip Th.

Emerging Church Core Team

Rev Dr Steve Emery-Wright, BA, MDiv
Rev Dr Stephen Skuce, BD, MPhil
Rev Dr Phil Meadows, BSc, BA, PGCE, MA, MPhil.
Rev Dr Michael Moynagh, BA, MA, MA
Rev Dr Stuart Murray-Williams, LLB
Rev George Lings, BTh, Mlitt

Religious Pluralism Core Team

Rev Dr Stephen Skuce, BD, MPhil
Rev Dr Steve Emery-Wright, BA, MDiv

Celtic Mission and Spirituality Core Team

Rev Dr Stephen Skuce, BD, MPhil
Rev Dr Steve Emery-Wright, BA, MDiv
Rt Rev John Finney, BA, Dip Th.

The World of Work Core Team

Rev Dr Stephen Skuce, BD, MPhil
Rev Dr Steve Emery-Wright, BA, MDiv
Deacon Dr David Clark MA, MEd

Wesleyan Theology and Spirituality Core Team

Rev Dr Phil Meadows, BSc, BA, PGCE, MA, MPhil
Rev Dr Stephen Skuce, BD, MPhil
Rev Dr Steve Emery-Wright, BA, MDiv

Children and Youth Mission Core Team

Rev Dr Steve Emery-Wright, BA, MDiv
Rev Dr Stephen Skuce, BD, MPhil
Ian White, MA, Dip Ed

Admission Policy

For the Postgraduate admission policy, see Appendix 1. You may additionally wish to refer to www.manchester.ac.uk/policies.

Your Contact Details

It is important that you provide the Postgraduate Administrator with current details of your address, phone number and the email account you access regularly. Please ensure to provide the Postgraduate Administrator with any changes to these details during your period of registration.

Library

The opening hours of Cliff College library vary depending on the time of year. During term time the library is normally open each morning and afternoon and additionally on Monday, Wednesday and Thursday evenings until 9pm. There are additional opening times during Intensive Teaching Blocks. Access to the library outside of these times can be arranged through the Librarian (library@cliffcollege.ac.uk). Part-time postgraduate students may withdraw up to 10 books for 3 weeks. Full-time postgraduate students may withdraw up to 10 books for 2 weeks. Book loans can be renewed by email to the Librarian unless requested by another reader whereupon the book(s) must be immediately returned to Cliff College. Books can be requested by students and posted out by the librarian for a charge. Students are fined for overdue books at a rate of 10p per book per day with a maximum fine of £5 per book.

Some of the required texts, journals and other materials are available in the Postgraduate Reading Room. This is a reserve collection and books cannot be taken from this room for any reason.

Photocopying

Cliff College holds a licence with The Copyright Licensing Agency that permits the photocopying, scanning and digital re-use of limited extracts from books, journals, magazines and other periodicals published in either print and/or electronic form. The proportion of a work that may be photocopied, scanned or re-used consists of:

One whole chapter from a book

One whole article from a journal issue

A short story or a poem (not exceeding 10 pages) from an anthology

One whole paper from a set of conference proceedings

or 5% of any of the above, whichever is greater.

Finance

Once the course has commenced the student is liable for the full fees of the course for the whole of that academic year, regardless of whether or not the student remains on the course for the whole academic year. It is not possible to graduate with outstanding fees.

Fees may be paid at the start of each teaching block, but can also be paid by standing order over the period of study.

Should a student fail to make his/her fee payments on time, and fail to make arrangements with the Finance Officer to clear any outstanding amounts within an agreed period, the College will take serious steps towards the removal of the student from the course and/or withholding of the award of the qualification. It may be necessary in extreme circumstances to take legal action to recover the monies owed.

Sponsorship of Student Fees – there is a scheme operated by Stewardship Services that allows the monies raised by students towards their fees by donation from friends and certain relatives to be given to them in a tax-effective way. Further information can be obtained from Alan Fereday, Financial Registrar, either before, or at the start of the academic year.

Tel: 01246 584204, Email: a.fereday@cliffcollege.ac.uk

A validation fee is payable for each year of registration. Students will be invoiced on 1st September annually.

POSTGRADUATE TAUGHT PROGRAMMES

All Programmes

Cliff College teaches a postgraduate programme in Mission. Students opt to follow one of ten streams and take two (or three in the case of Emerging Church and Children's and Youth) core units with additional optional units. Students can also opt not to stream and take any four units (except MEC3). All programmes can be taken at Certificate (60 credits), Diploma (120 credits) and MA level (180 credits).

A unit of study equals 30 credits and is normally assessed by a 6000 +/- 10% word assignment or the equivalent.

The Masters dissertation equals 60 credits, usually 12,000-15,000 words in length.

The Certificate is a one year part-time programme, incorporating two units of study.

The Diploma is a one year full-time or two year part-time programme incorporating four units of study.

The Master of Arts, a one year full-time or two year part-time programme, is awarded for completing 4 units of study and a Masters level dissertation.

While following the part-time programme, these awards can be accumulated over several years to finally progress to either the Diploma or MA.

Each programme is described below with further details available in the *Prospectus* and at www.cliffcollege.ac.uk.

Attendance at all required intensive teaching blocks is compulsory. Should difficulties arise please contact the MA Programme Leader in advance to discuss the situation.

It is necessary for students who have received permission to miss less than two days of a teaching block to make up this time missed in one of four ways. The proposed way must be approved by the MA Programme Leader.

- 1 Attend one Postgraduate Day Conference at Cliff College;
- 2 Follow a course of directed reading and submit a 1500 reflection on the reading;
- 3 Attend an equivalent portion of an appropriate alternative teaching block;
- 4 Attend a seminar/programme related to the topics missed in another college and write a 1500 reflection on the material presented in the seminar/programme.

Permission must be obtained for any deviation from the prescribed programme.

Sessions at the teaching blocks and conferences are not recorded by the college. If a student wishes to make their own recording of a session, permission must be obtained from the session leader in advance. Any recordings are for personal use only.

Cliff College highly recommends attendance at the two annual Research Conferences. A student wishing to be absent from either of these conferences should inform MA Programme Leader. It is the responsibility of any student granted permission to miss a research conference to access the online materials from the conference and find additional support to meet the learning outcomes of the missed conference.

It is expected that part-time students will work on average 12 hours a week for 30 weeks each year, in addition to researching a dissertation, if applicable.

For the complete University of Manchester regulations for the MA, Diploma and Certificate see Appendix 1.

The Programme in Mission (Evangelism): Part-Time or Full-Time

MA students will take two core units in MAE, normally the 2 units available in their first year of study, and two additional modules from across the syllabus, in addition to a MA level dissertation.

Diploma students will take two core units in MAE, normally the 2 units available in their first year of study, and two additional modules from across the syllabus..

Certificate students will take any two MAE units.

2010/2011

Autumn Semester:	Unit MAE2	Mission, Evangelism and the Kingdom
Spring Semester:	Unit MAE3	Best Practices in Mission and Evangelism

2011/2012

Autumn Semester:	Unit MAE1	Evangelism, Conversion and the Gospel
Spring Semester:	Unit MAE3	Best Practices in Mission and Evangelism

The MA in Mission (Evangelism) aims to:

- encourage study and reflection on mission and evangelism in relation to contemporary theology and culture.
- enhance the development of students as scholars of and practitioners in the fields of mission, evangelism and contemporary Christian Ministry.
- develop general postgraduate research skills and promote ongoing research in these fields.

The Programme in Mission (Leadership and Renewal): Part-Time or Full-Time

MA students will take the two core units in LRM and two additional units from across the syllabus, in addition to a MA level dissertation. Part-time students will normally take LRM 1 and LRM 2 in their first year.

Diploma students will take the two core units in LRM and two additional units from across the syllabus. Part-time students will normally take LRM 1 and LRM 2 in their first year.

Certificate students will take the two LRM units.

2010/2011

Autumn Semester:	Unit LRM1	Leadership: Ministry and Worship
Spring Semester:	Unit LRM2	Renewal: Spirituality and Discipleship

The MA in Mission (Leadership and Renewal) aims to:

- encourage study and reflection on leadership, renewal and mission in relation to contemporary theology and culture.
- enhance the development of students as scholars of and practitioners in the fields of leadership, renewal and mission in contemporary Christian ministry.
- develop general postgraduate research skills and promote ongoing research in these fields.

The Programme in Mission (Emerging Church): Part-Time of Full-Time

MA students will take the three core units in MEC and one additional unit from across the syllabus, in addition to a MA level dissertation. Part-time students will normally take MEC1 and MEC2 in their first year.

Diploma students will take the three core units in MEC and one additional unit from across the syllabus, Part-time students will normally take MEC1 and MEC2 in their first year.

Certificate students will take MEC1 AND MEC2.

MEC 1 is normally assessed by a 6000 +/- 10% (minimum 5,400 not including footnotes 6,600 with footnotes) word assignment and MEC 2 is normally assessed by participation in an online project.

2010/2011

Autumn Semester:	Unit MEC1	Contemporary Culture, the Gospel and Emerging Church
Spring Semester:	Unit MEC2	Pioneering, Mentoring and Accompanying the Emerging Church
Autumn/Spring:	Unit MEC3	Emerging Church Pioneering Placement

The MA in Mission (Emerging Church) aims to:

- encourage study and reflection on emerging church in relation to contemporary theology and culture
- enhance the development of students as scholars of and practitioners in the fields of emerging church in contemporary Christian ministry
- develop general postgraduate research skills and promote ongoing research in these fields

The Programme in Mission (Religious Pluralism): Part-Time

MA students will take the two core units in MRP and two additional units from across the syllabus, in addition to a MA level dissertation.

Diploma students will take the two core units in MRP and two additional units from across the syllabus.

Certificate students will take the two MRP units.

2010/2011

Spring Semester:	Unit MRP1	Mission and Religious Pluralism Literature
Independently arranged	Unit MRP2	Mission and Religious Pluralism

The MA in Mission (Religious Pluralism) aims to:

- to enable reflection on the integration of mission and authentically Christian inter-faith understandings in contemporary society
- to integrate reflection on mission with reflection on religious pluralism
- to enable students to consider the missiological implications of inter-faith issues
- develop general postgraduate research skills and promote ongoing research in these fields.

The Programme in Mission (Celtic Mission and Spirituality): Part-Time

MA students will take the two core units in CMS and two additional units from across the syllabus, in addition to a MA level dissertation.

Diploma students will take the two core units in CMS and two additional units from across the syllabus.

Certificate students will take the two CMS units.

2010/2011

Autumn Semester:	Unit CMS1	Celtic Mission and Spirituality
Independently arranged	Unit CMS2	Celtic Mission and Spirituality Literature

The MA in Mission (Celtic Mission and Spirituality) aims to:

- provide a systematic understanding of the relationship between Celtic mission and spirituality in recent scholarship
- explore critically Celtic mission and spirituality in historical, theological, Biblical, sociological and missiological perspective
- develop a richer conceptual understanding of the area of Celtic mission and spirituality with a view to integrating this with contemporary mission and evangelism
- critically analyse writings from the Celtic Christian movement

The Programme in Mission (The World of Work): Part-Time or Full-Time

MA students will take the two core units in MWW and two additional units from across the syllabus, in addition to a MA level dissertation.

Diploma students will take the two core units in MWW and two additional units from across the syllabus.

Certificate students will take the two MWW units.

2010/2011

Autumn Semester:	Unit MWW1	Mission and the World of Work
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Spring Semester:	Unit MWW2	Mission and the World of Work Literature
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The MA in Mission (The World of Work) aims to:

- to integrate reflection on the world of work with reflection on Christian mission
- to enable students to consider the missiological implications of the world of work
- to understand the postmodern working context as a locus of mission
- develop general postgraduate research skills and promote ongoing research in these fields.

The Programme in Mission (Wesleyan Theology and Spirituality): Part-Time

MA students will take the two core units in WTS and two additional units from across the syllabus, in addition to a MA level dissertation.

Diploma students will take the two core units in WTS and two additional units from across the syllabus.

Certificate students will take the two WTS units.

2010/2011

Autumn Semester:	Unit WTS1	Wesleyan Theology and Spirituality
Spring Semester:	Unit WTS 2	Wesleyan Approaches to the Spiritual Life

The MA in Mission (Wesleyan Theology and Spirituality) aims to:

- to enable reflection on the integration of Wesleyan theological understandings and spiritual practices in contemporary society
- to integrate reflection on Wesleyan spirituality with reflection on Wesleyan theology
- to enable students to consider the theological implications of spirituality
- develop general postgraduate research skills and promote ongoing research in these fields.

The Programme in Mission (Children and Youth): Part-Time

MA students will take two core units and two additional units from across the syllabus, in addition to a MA level dissertation. Part-time students will normally take CYM1 and either CCM1 or YYM1 in their first year.

Diploma students will take two core units and two additional units from across the syllabus. Part-time students will normally take CYM1 and either CCM1 or YYM1 in their first year.

Certificate students will take two core units.

2010/2011

Autumn Semester:	Unit CYM1	Children and Youth Mission
Spring Semester:	Unit CCM1	Children's Mission
	Unit YYM1	Youth Mission

The MA in Mission (Children and Youth) aims to:

- encourage study and reflection on children, youth and mission in relation to contemporary theology and culture.
- enhance the development of students as scholars of and practitioners in the fields of children, youth and mission in contemporary Christian ministry.

- develop general postgraduate research skills and promote ongoing research in these fields.

The Programme in Mission (Children): Part-Time or Full-Time

MA students will take two core units and two additional units from across the syllabus, in addition to a MA level dissertation. Part-time students will normally take CCM1 and CYM1 in their first year.

Diploma students will take the two core units and two additional units from across the syllabus. Part-time students will normally take CYM1 and CCM1 in their first year.

Certificate students will take the two core units.

2010/2011

Autumn Semester: Unit CYM1 Children and Youth Mission

Spring Semester: Unit CCM1 Children's Mission

The MA in Mission (Children) aims to:

- encourage study and reflection on children and mission in relation to contemporary theology and culture.
- enhance the development of students as scholars of and practitioners in the fields of children and mission in contemporary Christian ministry.
- develop general postgraduate research skills and promote ongoing research in these fields.

The Programme in Mission (Youth): Part-Time or Full-Time

MA students will take two core units and two additional units from across the syllabus, in addition to a MA level dissertation. Part-time students will normally take YYM1 and CYM1 in their first year.

Diploma students will take the two core units and two additional units from across the syllabus. Part-time students will normally take CYM1 and YYM1 in their first year.

Certificate students will take the two core units.

2010/2011

Autumn Semester: Unit CYM1 Children and Youth Mission

Spring Semester: Unit YYM1 Youth Mission

The MA in Mission (Youth) aims to:

- encourage study and reflection on young people and mission in relation to contemporary theology and culture.
- enhance the development of students as scholars of and practitioners in the fields of young people and mission in contemporary Christian ministry.

- develop general postgraduate research skills and promote ongoing research in these fields.

Additional Units

One of the following units may be taken by students taking MA or Diploma programmes, except for MEC students and students who have taken a literature unit.

MAE5: Independent Study

Students, in conjunction with their supervisor, will engage in an individual course of study that is accessed by the submission of a 6000 (minimum 5,400 not including footnotes 6,600 with footnotes) word assignment. Attendance at three days of an appropriate intensive teaching period will be required.

MAE6: Literature Review

Students, in conjunction with their supervisor, will engage in an individual review of literature in a chosen area that is accessed by the submission of a 6000 (minimum 5,400 not including footnotes 6,600 with footnotes) word assignment. This can be undertaken in a similar area to the student's dissertation but will not form part of the dissertation. Attendance at three days of an appropriate intensive teaching period will be required.

Undergraduate Unit

Students are able to count 30 credits of level 6 (third year BA) towards their Master's degree. This means students can choose to take two third year Biblical courses and count them as one of their units.

UNIT SUMMARY

Mission and Evangelism (MAE)

MAE1 'Evangelism, Conversion and the Gospel'

MAE2 'Mission, Evangelism and the Kingdom'

MAE3 'Best Practices in Mission and Evangelism'

Leadership Renewal and Mission (LRM)

LRM1 'Leadership: Ministry and Worship'

LRM2 'Renewal: Spirituality and Discipleship'

Emerging Church (MEC)

MEC1 'Contemporary Culture, the Gospel and Emerging Church'

MEC2 'Leading, Mentoring and Accompanying the Emerging Church'

MEC3 'Emerging Church Pioneering Unit'

Wesleyan Theology and Spirituality (WTS)

WTS1 'Wesleyan Theology and Spirituality'

WTS2 'Wesleyan Approaches to the Spiritual Life'

Mission and the World of Work (MWW)

MWW1 'Mission and the World of Work'

MWW2 'Mission and the World of Work Literature'

Mission and Religious Pluralism (MRP)

MRP1 'Mission and Religious Pluralism'

MRP2 'Mission and Religious Pluralism Literature'

Celtic Mission and Spirituality (CMS)

CMS1 'Celtic Mission and Spirituality'

CMS2 'Celtic Mission and Spirituality Literature'

Children's and Youth Mission (CYM)

CYM1 'Children and Youth Mission'

CCM1 'Children's Mission'

YYM1 'Youth Mission'

Children and Mission (CCM)

CYM1 'Children and Youth Mission'

CCM1 'Children's Mission'

Youth Mission (YYM)

CYM1 'Children and Youth Mission'

YYM1 'Youth Mission'

Other Units

MAE5 'Independent Study'

MAE6 'Literature Review'

AN OVERVIEW OF THE POSTGRADUATE TAUGHT PROGRAMMES

For full details of each unit see www.cliffcollege.ac.uk

Programme Stream	Unit Title	2010/11	2011/12
MAE1	Evangelism, Conversion and the Gospel	X	12-16 Sept 11
MAE2	Mission, Evangelism and the Kingdom	13-17 Sept 10	X
MAE3	Best Practices in Mission and Evangelism	10-14 Jan 11	9-13 Jan 12
MEC1	Contemporary Culture, the Gospel and Emerging Church	27 Sept – 1 Oct 10	26-30 Sept 11
MEC2	Leading, Mentoring and Accompanying the Emerging Church	24-28 Jan 11	23-27 Jan 12
LRM1	Leadership: Ministry and Worship	11-15 Oct 10	10-14 Oct 11
LRM2	Renewal: Spirituality and Discipleship	7-11 Feb 11	6-10 Feb 12
WTS1	Wesleyan Theology and Spirituality	8-12 Nov 10	23-27 April 12
WTS2	Wesleyan Approaches to the Spiritual Life	4-8 April 11	31 Oct – 4 Nov 11
CMS1	Celtic Mission and Spirituality	22-26 Nov 10	21-25 Nov 11
MWW1	Mission and the World of Work	22-26 Nov 10	21-25 Nov 11
MWW2	MWW Literature Review	4-8 April 11	23-27 April 12
MRP1	Mission and Religious Pluralism	21-25 Feb 11	20-24 Feb 12
CYM1	Children's and Youth Mission	1-5 Nov 10	31 Oct – 4 Nov 11
CCM1	Children's Mission	7-11 March 11	5-9 March 12
YYM1	Youth Mission	7-11 March 11	5-9 March 12
CM1	Theology of Christian Mentoring		6-1- Feb 12
Research conf1		Nov 16-17 (10)	Nov 8-9 (11)

N.B. MAE1 and MAE2 are taught in alternate years

MEC3 is normally taken during the second year of study. The taught component of this unit is normally delivered in semester 2 of the first

year of study, i.e. the semester preceding the start of the academic year during which MEC3 is taken.

THE ACADEMIC YEAR

DATE / 2010	CURRICULUM
Due Dates	Unit papers are usually due: Part Time 10 weeks after the unit. Full time 7 weeks after the unit.
Sept 12-16	Teaching Block: Evangelism MAE2
Sept 27- Oct 1	Teaching Block: Emerging Church MEC1
Oct 11-15	Teaching Block: Leadership and Renewal LRM1
Nov 2 (2009/10 intake)	Submission of an annotated bibliography and an outline for the argument for your dissertation for discussion at Dissertation Conference
Nov 1-5	Teaching Block: Children's and Youth Mission CYM1
Nov 8-12	Teaching Block: Wesleyan Theology and Spirituality WTS1
Nov 16-17	Research Conference at Cliff College
Nov 22-26	Teaching Block: The World of Work MWW 1 Teaching Block: Celtic Mission and Spirituality CMS1
/2011	
Jan 10-14	Teaching Block: Evangelism MAE3
Jan 24-28	Teaching Block: Emerging Church MEC2
Feb 7-11	Teaching Block: Leadership and Renewal LRM2
Feb 21-25	Teaching Block: Mission and Religious Pluralism MRP1
Mar 7-11	Teaching Block: Children's Mission CCM1
Mar 7-11	Teaching Block: Youth Mission YYM1
31 March	Deadline for Dissertation (2008/09 students)
April 4-8	Teaching Block: Wesleyan Approaches to the Spiritual Life WTS2
Apr 14 (2010/11 intake)	Submission of initial research proposal

April 14 (2009/10 intake)	Submission of a detailed outline of your dissertation work
May 3-4	Research Conference at Cliff College
May 16-20	Teaching Block: Mission and the World of Work MWW2
June 8-9	Day Conferences:
Aug 19 (2009/10 intake)	Submission of Final Research Proposal

20011/12 Dates	
12-16 Sept 2011	Teaching Block: Evangelism MAE1
26-30 Sept	Teaching Block: Emerging Church MEC1
10-14 Oct	Teaching Block: Leadership and Renewal LRM1
31 Oct - 4 Nov	Teaching Block: Children's and Youth Mission CYM1 Teaching Block: Wesleyan Theology and Spirituality WTS1
8-9 Nov	Research Conference at Cliff College
21-25 Nov	Teaching Block: The World of Work MWW1 Teaching Block: Celtic Mission and Spirituality CMS1
9-13 Jan 2011	Teaching Block: Evangelism MAE3
23-27 Jan	Teaching Block: Emerging Church MEC2
6 - 10 Feb	Teaching Block: Leadership and Renewal LRM2
20-24 Feb	Teaching Block: Mission and Religious Pluralism MRP1
5-9 March	Teaching Block: Children's Mission CCM1 Teaching Block: Youth Mission YYM1
31 March	Deadline for Dissertation (2009/10 students)
24-28 April	Teaching Week: Wesleyan Approaches to the Spiritual Life WTS2
1-2 May	Research Conference at Cliff College
14-18 May	Teaching Block: Mission and the World of Work MWW2
14-15 June	Day Conferences:

ASSESSMENT

Assessment of 30 credit taught course units is normally by an assignment of 6000 (minimum 5,400 not including footnotes 6,600 with footnotes) words. All Masters students are required to complete a dissertation of 12-15,000 words after they have passed their taught course units, and specific rules apply to its format and preparation. These rules and procedures must be followed. Please see Appendix 4 which details the exact format required. The rules and procedures are the same for assignments and dissertations.

Students must submit two hard copies of each assignment to the Postgraduate Administrator on or before the due date. A header sheet must accompany each copy. Each assignment needs an abstract of 200 words or less. This is a summary of the argument of the assignment and not an introduction. In addition to the header sheet, a title page that also contains the student's anonymous marking code is helpful. Overseas students may submit their assignment by email to the Postgraduate Administrator.

Assessed Assignments

You must observe the deadlines set by Cliff College. If you fail to submit any work by the deadline without special permission of the Department, the Examiners' Meeting will penalise you according to the rules set out below.

A request for a two-week extension to the submission date can be granted, on the grounds of ill health or personal reasons, by the Department. An extension to the submission date greater than two weeks can only be granted when unforeseeable circumstances, such as medical problems or unexpected and severe personal difficulties, make the timely submission of essays impossible.

Requests for an extension to essay submission dates

- 1. Requests for extensions based on a student's employment situation or on computer or other equipment failure will be entertained only in exceptional unforeseen circumstances.**
2. Requests for extensions of two weeks or less must be made, in writing, to the MA Programme Leader. Individual members of staff are not entitled to grant extensions on their own.
3. Requests for extensions of longer than two weeks must be made, in writing, to the Postgraduate Administrator, with supporting evidence as required. Students should alert the MA Programme Leader of their request. The Postgraduate Administrator will notify the student of the decision.
4. Only under exceptional circumstances will a retrospective extension be approved, and requests for such extensions must be made, in writing, to the Postgraduate Administrator.

Students who request an extension to one (or more) of their assessed essays must be aware that they must have passed all the taught components (i.e. 120 credits) of the programme before they can submit their dissertation for examination. The dissertation will only be examined upon confirmation of a pass in all of the assessed essays.

Penalisation for late submission of assignments

Assignments submitted after the agreed deadline shall be penalised according to the following scale:

5 marks to be deducted from work submitted one day late.

1 mark to be deducted for each additional day late.

Assignments more than three weeks late shall be given a mark of 0 and can be submitted only as a resubmission. A piece or pieces of assessed work that results in a fail mark as a result of a late submission will be returned to the student as failed work to be resubmitted and can achieve a maximum mark of 50 upon resubmission.

Results

Assignment results will normally be given within six weeks of submission and dissertation results within eight weeks of submission. Students will be notified of their provisional grades. All grades are provisional until confirmed by the External Examiner and the Examiners' Meeting.

Pass, Fail and Distinction

Pass Marks

(a) To obtain a pass for a Masters programme will require the student to obtain both an average of 50% on the taught element, and 50% on the dissertation element.

(b) To obtain a pass for a Postgraduate Diploma or Certificate will normally require the student to obtain an average of 40%.

(c) Students admitted to the Postgraduate Diploma or Certificate programme who achieve average marks of 50% or more, after completing a minimum of 60 credits, may upgrade to the Masters programme.

(d) The Department shall, on report from the Examiners' Meeting, recommend to the University the award of the degree of Masters or Postgraduate Diploma or Postgraduate Certificate for those students who have completed all requirements of the regulations and satisfied the Examiners' Meeting. The awarding certificate will include the title of the programme.

Distinction

(e) A distinction may be awarded to a student who has consistently achieved excellence in the assessments of a Masters, Postgraduate Diploma or Postgraduate Certificate programme.

(f) The student will obtain the following in order to be awarded a distinction:

(i) An average first assessment of 70% or more in the taught component of the programme with no mark below 50% in any compulsory course unit.

(ii) A mark of 70% or more for the dissertation.

(iii) A Pass at first assessment in components of the programme where only a Pass/Fail is recorded.

Merit

(g) Merit may be awarded to a student who has consistently achieved good marks in the assessments of a Masters, Postgraduate Diploma or Postgraduate Certificate programme.

(h) The student will obtain the following in order to be awarded a merit:

(i) An average at first assessment of 60% or more in the taught component of the programme with no mark below 50% in any compulsory course units.

(ii) A mark of 60% or more on the dissertation.

(iii) A Pass at first assessment in components of the programme where a Pass/Fail is recorded.

Resubmission

Candidates who fail a course unit are normally allowed to resubmit that subject on one occasion only. An MA resubmission can gain a maximum of 50 marks. A Diploma or Certificate resubmission can gain a maximum of 40 marks.

There are three possible courses of action regarding a resubmission and students will be asked to indicate which response they wish to make.

1 Resubmit the revised assignment with 4 weeks of receiving the original mark.

2 Resubmit the revised assignment according to a timescale agreed with the MA Programme Leader.

3 Seek to use the pass by compensation rule. A compensated pass for the failure of taught components of a Masters programme will be applied if the student has an overall average of more than 50%, but no mark below 40%. If a student fails more than 30 credits, no compensation can be applied.

Students are only allowed to resubmit one piece of work in their programme. They are allowed, in addition to a successful resubmission, to have a pass by compensation.

Dissertation

Please see Appendix 4 for regulations and notes of guidance for the presentation of dissertations.

1. Notification of title

Cliff College will make arrangements to discuss the title of the proposed dissertation with students and the details for the final notification of the agreed title are made in Cliff College. This is accomplished through the approval of a research proposal as part of the research skills training.

2. Format and length

The approved format for all written work is detailed in Appendix 4.

3. Submission of dissertation

Dissertations **must** be submitted to the Postgraduate Administrator on or before the final deadline (below). Failure to do this could mean that your degree result will not come before the Examiners' Meeting at the appropriate time and you will not graduate at the scheduled Graduation Ceremony.

4. Ethical Approval for dissertation

All MA students at Cliff College must complete the ethical approval declaration form (appendix 9 in the handbook) after submitting their Research Proposal. Before completing the form, please consult the MA programme leader and the ethical guidelines (appendix 10 in the handbook).

If the project involves research on human subjects, and/or if the research poses a likelihood of danger to the researcher, you will have to complete a full Research Ethics Application Form. This will be examined by the Research Ethics Committee for a final decision. There are detailed Guidance Notes and an application available on the Cliff College Postgraduate website page. You also may be required to attend relevant training sessions. If your research involves ethical issues, you may not begin that part of your project until you have received official approval.

Requests for an extension to the submission date for dissertations

Requests for an extension to the submission date for dissertations is the same as for requests for an extension to the submission date for assessed essays (see above).

Dissertations submitted late, without formal approval for an extension, will be subject to the following penalties:

- 5 marks for work 1-5 working days late.
- 3 marks for each additional week late.

No student submitting the dissertation late without an extension may qualify for a distinction, unless there are significant mitigating circumstances, approved in advance by the MA Programme Leader (e.g. sickness supported by medical evidence or compassionate grounds).

Final deadline

Full-time students who first register for an MA programme in September 2010 must submit their dissertation by 31 March 2012 except by special permission of the MA Programme Leader. Part-time students who commence their course in September 2010 must submit by 31 March 2013 except by special permission of the MA Programme Leader.

Resubmission

A dissertation that gains a mark of less than 50 is deemed to have failed. A student may graduate with a Postgraduate Diploma or receive permission to resubmit their dissertation. This permission is given at the discretion of the Examiners' Meeting. If a student is resubmitting they will be required to pay a university registration continuation fee and a dissertation resubmission fee. A student will retain their Dissertation Supervisor during their period of resubmission.

Plagiarism

Students are responsible for ensuring that the work that they submit (in essays or dissertation) is their own. Where the work of other researchers has been used, this should be clearly acknowledged. Plagiarism is the theft or expropriation of someone else's work without proper acknowledgement, presenting the material as if it were one's own. This includes material from websites as much as from printed sources.

Cliff College and the University of Manchester take a severe view of such practices. The Department will review any such cases according to the relevant circumstances. A first case of plagiarism will normally be dealt with by the award of a mark of 0, a note of this retained in the student's records and the need for a resubmission with a maximum mark of 50 awardable. A second case by the same student is a more serious matter. The ultimate sanction for cases of plagiarism is a mark of 0 for that unit with the requirement to retake that unit, with the resultant fees necessary, in order to complete the postgraduate programme.

Completion of the Header Sheet is a declaration that the work submitted is your own and does not infringe any plagiarism regulations. See Appendix 6 for Guidelines on Plagiarism

Medical and personal problems

Please note that it is most important that you inform the Postgraduate Administrator of any illness or other personal difficulty, such as bereavement or family crisis, which may affect your academic performance. If you are ill you should produce a letter from your doctor.

If you do not inform the Postgraduate Administrator of any illness or difficulty before work has to be submitted, or before the Examiners' Meeting meets and results are published, the Examiners' Meeting will not take such evidence into account afterwards. Medical or other special pleas will not be accepted after examination results are published.

Appeals

If a student feels that a particular piece of work merits a different mark they may submit a request in writing to the MA Programme Leader, giving specific reasons. The Postgraduate Appeals

Committee will meet to discuss each individual case and respond in one of the following ways:

- 1 The committee may judge that an appeal is not warranted and advise the student accordingly.
- 2 The committee consider the appeal to have some merit but wish to retain the existing mark. The committee will forward this, with reasons stated, to the External Examiner for consideration.
- 3 The committee may revise a mark and forward this, with reasons stated, to the External Examiner for consideration.
- 4 The committee may forward their deliberations, without suggesting an alternative mark, to the External Examiner for consideration.

The External Examiner's decision is final and binding in all cases.

Students should note that an appeal will result in a mark being confirmed, upgraded or downgraded.

See Appendix 3 for University Appeals Procedures.

Withdrawal from Programme

If, after consultation with the MA Programme Leader, you decide, for whatever reason, to withdraw from a programme of study you must inform the Postgraduate Administrator, in writing, of the reason and date of your withdrawal. Fees for the full academic year remain payable.

Full Requirements for Graduation

After successful completion of the required number of taught units and a dissertation where necessary, in order to graduate it is necessary for a student to have paid fees in full, to have no outstanding library issues, to have submitted one bound copy and one electronic copy of their dissertation (if applicable) and to have complied in full with all requirements of Cliff College and the University of Manchester.

INDUCTION AND RESEARCH TRAINING

Induction

There will be an induction to the course and college facilities during the student's first teaching block.

Research Training in Master's Programmes

Research training is an essential part of the postgraduate programme at Cliff. Although research is naturally focused on particular issues or "content", effective, imaginative research depends on a number of skills which may be picked up informally or taught formally. The aim of the postgraduate programme at Cliff is to make sure that you acquire all the skills you need, and that you update and upgrade your skills when necessary. This more formal approach to the acquisition of skills should make you into a better researcher, and also make you more aware of the important skills you acquire in the course of doing postgraduate work.

The mid-semester Research Conferences are mandatory for all British based students. Overseas students must access the on-line materials from the conference and find additional support to meet the learning outcomes of the conference.

Tutorial Support

During each teaching block students will have one 25 minute tutorial, primarily to discuss their forthcoming assignment. Before the tutorial students are asked to complete a Tutorial Preparation Form and use this for the basis of their discussion. This form assists students to select an appropriate question, articulate some main points to be made and highlight a number of key sources.

In addition to this formal tutorial time, students are invited to arrange additional tutorial times outside of teaching blocks by contacting the MA Programme Leader. During teaching blocks the postgraduate staff make themselves available at coffee and meal times to facilitate informal conversations related to students' work and general progress.

PART-TIME STUDENTS' RESEARCH PROGRAMME



RESEARCH SKILLS PROGRAMME
DEPARTMENT OF
POSTGRADUATE STUDIES

Year One	
FIRST SEMESTER TEACHING WEEK SEMINAR	Introduction to Research
AUTUMN RESEARCH CONFERENCE	RESEARCH QUESTIONS AND METHODS
November	Finding focus, good questions and hypotheses Introduction to research methods Tutorials
SECOND SEMESTER TEACHING WEEK SEMINAR	Writing a Research Proposal
April	Submission of initial research proposal
SPRING RESEARCH CONFERENCE	THE ELEMENTS OF A DISSERTATION
May	Day 1: 'Speed Dissertation' exercise in small groups Day 2: Guest lecture Day 2: Tutorials to discuss initial research proposal
August	Submission of final research proposal

Year Two	
FIRST SEMESTER TEACHING WEEK SEMINAR	Sources and Arguments
November	Submission of annotated bibliography
AUTUMN RESEARCH CONFERENCE	THINKING THEOLOGICALLY ABOUT RESEARCH
November	Approaches to theological reflection Approaches to theological method Tutorials on sources and arguments
SECOND SEMESTER TEACHING WEEK SEMINAR	Writing a Dissertation
April	Submission of dissertation outlines
SPRING RESEARCH CONFERENCE	PRESENTATION OF DISSERTATION OUTLINES
May	Day 1: Tutorials Day 2: Guest lecture Day 2: Colloquia for research presentations

Year 3 Writing Up	
Autumn Research Conference	
November	Guest lecture Dissertation presentations
March	Submission of final dissertation

THE UNIVERSITY OF MANCHESTER FACILITIES

The following are some facilities of the University of Manchester that may be of interest to postgraduate students at Cliff College. Please familiarise yourself with www.manchester.ac.uk which details the full range of services the university offers.

The Burlington Society

A Society for postgraduate and mature students.

Web: <http://burlington.man.ac.uk>

Careers Services

The University Careers Service has many services which are particularly designed for postgraduates.

Web: <http://www.careers.manchester.ac.uk/>

Disability Support Office

The Disability Support Officer offers help and advice for students with additional support needs as a result of a disability, medical condition or specific learning difficulty, e.g. dyslexia.

Web: <http://www.campus.manchester.ac.uk/disability/>

Harassment

The University of Manchester and Cliff College seek to create a studying environment which is free of harassment, and which protects the dignity of female and male students irrespective of their sexual orientation, racial or ethnic background, religion or disabled status. Personal harassment takes many forms. It is uninvited and unwanted actions which cause offence and/or embarrassment, fear, stress or tension. It can be an isolated act such as a comment or wilful gesture, or it can take the form of repeated behaviour against a person. Examples of sexual, racial and other forms of harassment are outlined in the University Policy Statement on Harassment, see web:

<http://www.staffnet.manchester.ac.uk/documents/display/index.htm?id=101958&off=RegSec->HR->EqualityDiversity>

Health and Safety

With respect to VDU usage, we offer the following general advice:

If you have any problems with your eyes when using a VDU, please arrange an appointment for an eye test. If using a VDU for a long period, you are advised to take a five minute break from the machine once every hour, moving away from the screen and walking around the room, relaxing your arms and shoulders, as well as your eyes.

International Society

Support for overseas students is provided by the International Society.

This is a thriving centre for international students in the Manchester area.

Email: int.soc@manchester.ac.uk

Web: <http://www.campus.manchester.ac.uk/ssc/internationalteam/internationalsociety/>

Library

The John Rylands Library at the University of Manchester is a major international resource for theological studies. The following link will take you to the Religions and Theology specialist pages at the JRULM website. A wealth of information is available here on library stock, electronic resources and web links related to our subject area.

Web: <http://www.library.manchester.ac.uk/>

How to Join: During the first teaching block the Cliff College Librarian will supply each student with a letter of introduction and a library membership form. A student can take the completed form, along with the letter of introduction, to the library where they will be issued with a temporary reader's card and their official library card will be available for collection at the library after 3-5 working days. Alternatively a student can fax or post the completed form to the library and their card will be available for collection at the library two working days after receipt of the form. The address is

Membership Department
The John Rylands University Library
Oxford Road
Manchester M13 9PP
Fax no: 0161 2737488 Tel: 0161 275 3716

(Correspondence should be marked 'For the Attention of the Membership Desk, Reception Department')

Student Health Centre

The Student Health Centre for the University provides an accessible occupational health service for all students. A doctor and nursing staff offer advice and support on health problem affecting studies. The Student Health Centre is located at:

184 Waterloo Place
Oxford Road
Manchester M13 9PG
Telephone: (0161) 275 2858

Students should be aware of university regulations pertaining to absence from study through ill health and for other reasons. Please see:

Web: <http://www.campus.manchester.ac.uk/medialibrary/policies/workattendancesstudents.pdf>

Pastoral Care and General Advice

If you have problems of a personal nature, which may affect your academic performance, please talk to the MA Programme Leader. If you need any general information, particularly in relation to your registration or the regulations governing your course, please arrange to talk to the Postgraduate Administrator, either by calling in at the Postgraduate Office during normal opening hours for students or by making a prior appointment.

Central Academic Advisory Service

The University's Central Academic Advisory Service is open to all University of Manchester students. It is a confidential service and is available to students to discuss any matters relating to their academic work or issues affecting their academic progress.

Web: <http://www.campus.manchester.ac.uk/academicadvisoryservice/>

Counselling Service

The University's Counselling Service provides confidential individual counselling for all students who are seeking help with personal problems affecting their work or general well-being.

Web: <http://www.studentnet.manchester.ac.uk/counselling/>

Policies and Procedures

For a comprehensive and definitive listing of University policies and procedures relevant to both students and members of staff visit the University website at

Web: <http://www.manchester.ac.uk/policies/>

APPENDICES

Here follows a number of appendices. In most cases students are directed to the relevant web page on the University of Manchester website. **Students must access these pages and familiarise themselves with the content.** In some cases additional Cliff specific detail is given. This is to be read as supplemental to the University of Manchester regulations. This list is intended to be indicative of areas where students need to familiarise themselves. It is not exhaustive of all University of Manchester regulations. Students are directed to <http://www.manchester.ac.uk/policies/>

APPENDIX 1

Regulations for Postgraduate Taught Programmes

For all regulations pertaining to the taught Master of Arts please refer to:
<http://www.campus.manchester.ac.uk/medialibrary/tlao/MAP/pgt-regs-final-aug06.doc>

ORDINANCES AND REGULATIONS FOR THE DEGREES OF MASTER OF ARTS, POSTGRADUATE DIPLOMA AND POSTGRADUATE CERTIFICATE

1. The University may award the following degrees in accordance with the regulations: Master of Arts (MA), Postgraduate Diploma (PGDip), Postgraduate Certificate (PGCert)
2. Students for the above degrees will pursue satisfactorily an approved programme of advanced study, as either a full or part-time student.
3. These ordinances and regulations provide a general framework for all taught postgraduate degrees listed above, and should be read in conjunction with detailed notes for guidance and programme specific regulations.
4. Regulations for student complaints and appeals are provided in the University's General Regulations, XVII and XIX respectively.

REGULATIONS

1. Progression and Assessment

- (a) Regulations for work and attendance are outlined in the Handbook
- (b) Students will normally successfully complete the taught component of the Masters degree before they can progress to the dissertation.
- (c) A student can only resubmit one assignment during their programme.
- (d) The maximum mark to be awarded for resubmitted coursework will normally be 50% for the Masters degree and 40% for the Postgraduate Diploma.
- (e) The Masters degrees have exit points for the award of a Postgraduate Certificate and a Postgraduate Diploma. These will correspond to 60 and 120 credits respectively. Students who do not achieve the required pass mark in the taught element for a Masters degree, but who do achieve the required pass mark for a Postgraduate Diploma or Certificate, may be awarded a Postgraduate Diploma or Certificate, as appropriate, provided they have completed the requisite number of credits.
- (f) Any student who submits a piece of assessed coursework (including the dissertation) after the submission deadline, without being granted an extension, may receive a mark of zero.

- (g) Students may, in exceptional mitigating circumstances, and with prior permission of the Department, be allowed to re-take the entire programme subject to all outstanding fees being paid.
- (h) A compensated pass for the failure of taught components of a Masters programme will be applied if the student has an overall average of more than 50%, but no mark below 40%. If a student fails more than 30 credits, no compensation can be applied.
- (i) A compensated pass for the failure of taught components of a Postgraduate Diploma programme will be applied if the student has an overall average of more than 40%, but no mark below 30%. If a student fails more than 30 credits, no compensation will be applied.
- (j) A compensated pass for the failure of taught components of a Postgraduate Certificate programme will be applied if the student has an overall average of more than 40%, but no mark below 30%. If a student fails 30 or more credits, no compensation will be applied.
- (k) Programmes may employ stricter compensation rules, as approved by the Faculty, for example where professional bodies require it.
- (l) Students who fail on resubmission of a taught unit will be deemed to have failed the programme
- (m) Students who fail their MA level dissertation may be eligible for a Postgraduate Diploma. Students who have passed a minimum of 60 credits may be eligible for a Postgraduate Certificate.

2. Dissertation

- (a) The dissertation will be submitted by the agreed deadline (normally 31 March in the academic year following the successful completing of the taught units) unless an extension has been granted. The maximum period for an extension to submit a dissertation will normally be four months for a full-time programme and eight months for a part-time programme.
- (b) At the recommendation of the Examiners' Meeting, students will normally be allowed one resubmission of a failed dissertation or project and this will normally be within four months of the date of the publication of the result. The Examiners' Meeting may, exceptionally, decide not to allow resubmission and the Department will agree that the grounds for not allowing a resubmission are justified.
- (c) Students who achieve a dissertation mark of between 40-49% may accept the award of Postgraduate Diploma with no further work required or resubmit the dissertation on one occasion, at the discretion of the Examiners' Meeting. A student achieving a mark below 50% for a resubmitted dissertation will be awarded a Postgraduate Diploma.
- (d) The maximum mark to be awarded for resubmitted dissertations or projects will normally be 50% for the Masters degree and 40% for the Postgraduate Diploma.
- (e) A student may exceptionally be required to attend an examination, orally or otherwise, in the subject of their dissertation or project report, or a related matter.

3. Examiners' Meeting

- (a) There is one Examiners' Meeting each year, at which the marks for the taught components are confirmed, where the marks for the dissertations are confirmed and the final awards recommended. The External Examiner will be present, will confirm all the marks and be consulted when decisions on awards and classifications are made. This meeting will normally be chaired by the University Advisor.

6. Recommendation for award

Pass Marks

- (a) To obtain a pass for a Masters programme will require the student to obtain both an average of 50% on the taught element, and 50% on the dissertation element.
- (b) To obtain a pass for a Postgraduate Diploma or Certificate will normally require the student to obtain an average of 40%.
- (c) Students admitted to the Postgraduate Diploma or Certificate programme who achieve average marks of 50% or more, after completing a minimum of 60 credits, may upgrade to the Masters programme.
- (d) The Department shall, on report from the Examiners Meeting, recommend to the University the award of the degree of Masters or Postgraduate Diploma or Postgraduate Certificate for those students who have completed all requirements of the regulations and satisfied the Examiners' Meeting. The awarding certificate will include the title of the programme.

Distinction

- (e) A distinction may be awarded to a student who has consistently achieved excellence in the assessments of a Masters or Postgraduate Diploma programme.
- (f) The student will obtain the following in order to be awarded a distinction:
 - (i) An average at first assessment of 70% or more in the taught component of the programme with no mark below 50% in any compulsory course unit.
 - (ii) A mark of 70% or more for the dissertation.
 - (iii) A Pass at first assessment in components of the programme where only a Pass/Fail is recorded.

Merit

- (g) Merit may be awarded to a student who has consistently achieved good marks in the assessments of a Masters or Postgraduate Diploma programme.
- (h) The student will obtain the following in order to be awarded a merit:
 - (i) An average at first assessment of 60% or more in the taught component of the programme with no mark below 50% in any compulsory course units.
 - (ii) A mark of 60% or more on the dissertation.
 - (iii) A Pass at first assessment in components of the programme where a Pass/Fail is recorded.

4. Graduation

Graduation normally takes place at the end of June annually at Cliff College during which ceremony the appropriate awards will be conferred by the University of Manchester.

Students must wear the appropriate academic gown and be suitably dressed when participating in the graduation ceremony.

APPENDIX 2

Guidance Notes for Examiners

For regulations pertaining to the marking of assignments and dissertations please refer to:
<http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/assessment/sectionb-thepracticeofassessment/policyonmarking/>

In addition to conforming to this policy Cliff College adopts the following regulations:

Supplementary Marking Criteria for Cliff College Markers

Marking criteria describe broadly the levels of achievement expected from students in order to gain marks in specified bands or classes (e.g. the typical characteristics of a Third Class piece of work).

According to the LTSN (Learning and Teaching Support Network) Generic Centre, the essentials of good marking criteria are that they:

- match the assessment task and learning outcome;
- enable consistency of marking;
- can pinpoint areas of disagreement between assessors;
- help students to achieve the learning outcomes;
- be used to provide useful feedback to students.

Marking criteria should also help to ensure use of the full marking range with truly outstanding work being awarded appropriately high marks and vice versa. It is not appropriate to award a mark of 70 or above to a piece of work that has a significant number of spelling mistakes, poor grammar or a significant number of errors in referencing.

In order to promote greater consistency, and specifically to encourage more generous marking of truly outstanding work and avoid any arbitrary capping of marks in the 70-75% range, the College offers these generic criteria for marking **postgraduate** coursework and dissertations. These are intended as general guidance and reference should always be made to the University of Manchester/Cliff College Regulations and Assessment materials.

Generic Postgraduate Marking Criteria

85-100% Work displaying some or all of the following features, depending on the nature of the assignment or task:

- Publishable quality
- Outstanding research potential
- Ability to plan, organise and execute independently a research project to the highest professional standards
- Exceptional degree of creativity, originality and independence of thought
- Ability to make informed judgements, develop original insights, and construct productive hypotheses in the absence of complete data
- Highest professional standards of competence, expression and presentation (written, oral, visual)
- Ability to assemble information from different sources to produce exceptionally well-organised and original answers
- Ability to analyse data critically and formulate questions which lead to original lines of enquiry
- Ability to evaluate critically existing methodologies and suggest new approaches to current research or professional practice
- Flexibility of thought, and the ability to employ different approaches to the solution of highly complex and novel problems
- Ability to evaluate published or publicly-presented work critically and to the highest professional standards
- Penetrating analysis of primary sources of literature and information
- A exceptionally high level of understanding of current research techniques and how they can be applied most effectively to investigate challenging new problems
- Outstanding levels of accuracy and technical competence

70-85% Work displaying some or all of the following features, depending on the nature of the assignment or task:

- Excellent research potential
- Ability to plan, organise and execute independently a research project to a very high professional standard
- Very high professional standards of competence, expression and presentation (written, oral, visual)
- High degree of creativity, originality and independence of thought
- Ability to assemble information from different sources to produce very well-organised and original answers
- Ability to analyse data critically and formulate questions which may lead to productive lines of enquiry
- Flexibility of thought, and the ability to employ different approaches to the solution of complex and novel problems
- Ability to evaluate published or publicly-presented work critically and to a high professional standard
- Ability to analyse primary sources of literature and information critically
- Very high levels of accuracy and technical competence

N.B. Candidates may be eligible for the award of a Distinction..

60-70% Work displaying some or all of the following features, depending on the nature of the assignment or task:

- Very good professional standard of competence, expression and presentation (written, oral, visual)
- Clear evidence of the potential to undertake original research given appropriate guidance and support
- Evidence of some creativity, originality and independence of thought
- Ability to assemble information from different sources to produce well-organised and insightful answers
- Ability to analyse data critically

- Flexibility of thought, and the ability to solve complex, though not entirely original problems
- Some ability to evaluate published or publicly-presented work
- Some ability critically to analyse primary sources of literature and information
- Good degree of accuracy and technical competence

N.B. *Candidates may be eligible for the award of a Pass with Merit.*

50-60% Work displaying some or all of the following features, depending on the nature of the assignment or task:

- Sound knowledge and understanding of the relevant literature and other key sources of information
- Ability to produce satisfactory answers to problems and questions
- Ability to construct coherent and relevant answer to questions, though with few signs of originality
- A competent professional standard of organisation and expression
- Ability to engage in research involving a moderate degree of originality, when provided with close supervision and support
- Satisfactory degree of competence and technical accuracy

40-50% Work displaying some or all of the following features, depending on the nature of the assignment or task:

- Basic knowledge and understanding of some of the essential literature and other key sources of information, but answers are either incomplete or not entirely coherent
- Shows some grasp of the problem or topic but lacks clarity in written or oral presentation
- Little evidence of independent thought
- Little or no evidence of originality in answers
- Work which is just below an acceptable basic professional standard

N.B. *The new College regulations prescribing the minimum requirements for a postgraduate award specify that, for the overall assessment of a postgraduate course-unit (or equivalent element), a mark in this category (i.e. 40-50%) indicates a 'marginal fail'.*

20-40% Work displaying some or all of the following features, depending on the nature of the assignment or task:

- Fragmentary knowledge and understanding of the essential literature and other key sources of information, yielding answers which show only a limited degree of understanding
- Shows little grasp of the problem or topic, and lacks clarity in written or oral presentation
- Almost no evidence of independent or original thought
- Work that is clearly below an acceptable basic professional standard

0-20% Work displaying some or all of the following features, depending on the nature of the assignment or task:

- Almost entirely lacking in evidence of knowledge and understanding of the essential literature and other key sources of information, yielding answers which, at best, show only the most rudimentary understanding of the question
- Shows almost no insight into the problem or topic
- Confused and incoherent written or oral presentation
- Totally devoid of independent or original thought
- Work that is far below an acceptable basic professional standard

(with acknowledgement to Royal Holloway University of London Educational Development Centre)

MARKING POLICY

In all circumstances the marking policy of the postgraduate department will be consistent with the relevant regulations of the University of Manchester.

A 'mark' is understood as the Cliff College award for a piece of work which may have been marked once, or marked twice, or marked twice and moderated by the MA Programme Leader. Any such mark is only provisional until ratified by the Examiners' Meeting.

Anonymous Marking

All assignments, except dissertations, will be marked anonymously.

Double Marking

A minimum of 20% of all assignments and dissertations will be double marked in any year. Each student will have at least one assignment double marked in their first year.

High Marks

Any assignment or dissertation gaining a mark of 70 or above will be second marked.

Low Marks

Any assignment or dissertation that gains a mark between 35 and 51 will be second marked.

Moderation of Marks

Difference of less than 10 marks

Where an assignment or dissertation has been double marked and the difference between two marks is less than 10, an average of the two marks will normally be awarded. Where necessary the mark will be rounded up to the next whole number.

Where an assignment has been awarded two marks that straddle the pass grade the MA Programme Leader will moderate and award a mark.

Difference of 10 or more marks

Where an assignment or dissertation has been double marked and the difference between two marks is 10 or more the MA Programme Leader will moderate and award a mark.

External Examiner (EE)

The EE will see all assignments and dissertations that gain a mark of 70 or above.

The EE will see all assignments and dissertations that gain a mark of 51 or below.

The EE will see a selection of assignments and dissertations that gain marks between 52 and 69.

The EE will see a minimum of 20% of all assignments and dissertations.

The decision of the Examiners' Meeting is final and binding in all cases.

Every mark awarded for an assignment or a dissertation is provisional until ratified by the Examiners' Meeting which normally meets annually in June.

APPENDIX 3

Academic Appeals

If a student feels they have valid grounds for appealing a mark or a decision they communicate this in writing to the MA Programme Leader stating the issue and where they feel they have been unfairly treated. This will be considered by the MA Programme Leader and the result communicated to the student within one month of a written appeal being received.

Following completion of the above procedures, a student may write to the Registrar and Secretary of the University of Manchester in connection with the appeal or complaint if s/he feels that his/her case has not been dealt with appropriately. The University of Manchester must receive a letter from the student outlining why s/he does not believe the case to have been dealt with appropriately within one calendar month of the date on which Cliff College formally notified the student of its decision. The Registrar and Secretary of the University of Manchester will check, on the basis of documentary material, that the investigation was conducted properly and fairly, and that the published procedures were followed correctly, but will not reinvestigate the appeal or complaint afresh.

There are no further stages in the appeals or complaints procedure beyond those detailed above. Students who believe that their case has not been dealt with properly by Cliff College or by the University of Manchester or that the outcome is unreasonable may be able to complain to the Office of the Independent Adjudicator for Higher Education (OIA) if the complaint is eligible under its rules and once all the above procedures have been concluded. [Note: information about the role of the OIA and the procedure for submitting complaints can be obtained from the OIA website: www.oiahe.org.uk.]

For additional regulations pertaining to the University of Manchester Appeals procedure, please refer to: <http://www.campus.manchester.ac.uk/medialibrary/policies/academicappeals.pdf>

APPENDIX 4

Assignments and Dissertations

REGULATIONS FOR THE PRESENTATION OF ASSIGNMENTS AND DISSERTATIONS

Failure to follow the instructions below may result in the dissertation being rejected by the Examiners. Candidates are advised not to follow blindly the format of dissertations in departments or libraries; these may have been produced under earlier rules for presentation, which are not now acceptable. Candidates are also advised that examiners can and will reject a dissertation if the quantity of typographical errors indicates careless proof-reading.

Cliff College Assignments

Assignments are normally 6000 (minimum 5,400 not including footnotes 6,600 with footnotes) words in length, excluding appendices and bibliography. An accurate word count must be given on the header sheet. The assignment word count must fall within the given word allowance. Each assignment must have an abstract of no more than 200 words.

Cliff College Dissertations

An MA Dissertation is 12-15,000 words in length, excluding appendices and bibliography. An accurate word count must be given. The dissertation must be at least 12,000 words excluding footnotes and no more than 15,000 words including footnotes. The dissertation word count must fall within the given word allowance.

General Regulations for Presentation of work

1. All assignments and the dissertation must be written in English (unless permission has been granted otherwise); quotations, however, may be given in the language in which they were written.
2. Two hard copies of each assignment with a completed header sheet are to be sent to the Postgraduate Administrator by the advertised deadlines. Faxed copies or email attachments are not acceptable except by prior exceptional agreement.

Two comb bound copies of the dissertation are required to be submitted to the Postgraduate Administrator by the deadline (usually 31 March). Normally copies will be bound with a clear plastic front cover and a hard card rear cover.

The copies must be submitted in typewritten or printed form on paper of international standard size A4 (210 x 297mm). No other paper size is acceptable for the main text of a thesis. Only one side of the paper should be used and this should appear as a right-hand page. Paper of a larger size may be used for maps, plans, diagrams or other illustrations forming part of the dissertation if the supervisor agrees that this is desirable. Where such large sheets are used or non-paper materials are submitted as part of a dissertation they should be placed in a pocket inside the back cover of the dissertation or, if substantial, in a separate volume or folder bound and lettered: supplementary items cannot be accepted in any other form.

All copies must be clearly legible, whether originals or copies.

3. Candidates are reminded of the importance of proof-reading their dissertation carefully, so as to eliminate any errors which may exist in the text. If a candidate presents a dissertation containing minor errors which, though trivial individually, are so numerous as to suggest gross carelessness, or so intrusive as to distract the reader's attention from the argument of the dissertation, the examiners will be fully justified if they refer the dissertation for revision and re-submission, rather than passing it subject to minor corrections being made.
4. A dissertation may embody reprints of material published by the candidate as sole or joint author.
5. Double spacing with a minimum font size of 12 must be used for the main text; single-spacing may be used for large indented quotations, footnotes and references.
6. To allow for eventual binding the margin at the binding edge of any page must be not less than 40mm; other margins must be not less than 15mm. Page numbers must fall within these limits.
7. Page numbering must consist of one single sequence of Arabic numerals (i.e. 1, 2, 3) throughout the dissertation, beginning with the title page, and ending with the last page of the thesis. All pages must be numbered, without exception; thus the one sequence will include not only text but also the preliminary pages, diagrams, tables, figures, illustrations, appendices, references etc, and will extend to cover all volumes in a multi-volume thesis. Roman numerals **must not** be used for page numbering or footnotes.
8. The following items (a-d) **must** be included as preface pages of the dissertation in the order given:

(a) a short abstract of the contents of the dissertation.

(b) a title page giving: the full title of the dissertation; a statement as follows: 'A dissertation submitted to Cliff College for the degree of Master of Arts (Mission and Evangelism/Leadership, Renewal and Mission/Emerging Church as appropriate) awarded by the University of Manchester in the Faculty of Humanities'; the year of presentation; the candidate's name; and the full name and address of Cliff College.

A dissertation, which is resubmitted, must bear the year of resubmission on both the spine and the title page and not the year of the original submission.

(c) a list of contents, giving all relevant subdivisions of the dissertation and a page number for each item.

(d) a declaration stating:

EITHER: that no portion of the work referred to in the dissertation has been submitted in support of an application for another degree or qualification of this or any other university or other institute of learning;

OR: what portion of the work referred to in the dissertation has been submitted in support of an application for another degree or qualification of this or any other university or other institute of learning.

9. The preliminary pages may also include the following:

Lists of tables, figures, diagrams, photographs etc. If a dissertation contains tables it is recommended that a separate list of each item, as appropriate, be provided **immediately after the contents page(s)**. Such lists **must** give the page number of each item on the list.

Dedication, acknowledgement, list of abbreviations, keys and similar, these should normally appear after the compulsory pages listed in paragraph 3 above. Short items may be combined on the same page.

10. After being notified of successful submission one hard bound copy of the dissertation and one electronic copy must be submitted to the Postgraduate Administrator by the advised date. The hard bound copy of the thesis must be sewn and hard-bound in cloth and must be in black: dissertations in any other form cannot be accepted. On the spine the following must be inscribed in gold: the degree for which the dissertation is submitted, the name of the candidate, the year of submission and, if the dissertation is in two or more volumes, the volume number and the total number of volumes. These should run from the top of the spine as follows:

Front Cover

MA <i>(at top)</i>	Gilbert K. Chesterton <i>(centred)</i>	Vol. I of II <i>(as and if appropriate)</i>	1998 <i>(at bottom)</i>
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Back Cover

The forename(s) and surname/family name on the spine and title page must be the same as those in which the candidate is currently registered or was last registered at the University. Give first forename in full, other forenames (if any) as initials, then surname.

11. Candidates should use footnotes as their consistent form of reference.

12. General guidance on bibliographic citations and references is given in British Standard Recommendation BS 1629 and on the presentation of tables and graphs in BS 7581. Guidance is also given in International Standard ISO 690. Copies of these documents are available in the University Library.

Referencing and Bibliographies

Use of Footnotes

Footnotes should primarily be used for documentation and for citation of original or secondary sources. Footnotes can also be used to remove unnecessary details from the text and keep the argument clear. The footnote number is usually placed at the end of the point in the text to which they refer, **usually at the end of a sentence unless there is more than one reference** in the sentence. They should not contain substantive arguments. Footnotes should be used:

- (a) to qualify a statement where some of the evidence suggests an alternative interpretation to that given in the text;
- (b) to explain briefly points of technical details;
- (c) for brief bibliographical notes, especially where controversial topics are under discussion;
- (d) to give the original source of quotations to reinforce the argument in the text.
- (e) to reference the source of the assertion you make in the text.

Footnotes should be given at the bottom of each page of text and not at the end of the relevant chapter or at the end of the thesis.

Form of References

References should document the information offered to allow the reader to check the evidence on which an argument is based quickly, easily and accurately. A work should normally be quoted or referred to in a satisfactory scholarly edition. If a work is published both in Britain and abroad, the British edition should be used unless there are special reasons for doing otherwise. If an edition other than the first is used, this should be stated. If an unrevised reprint is used (such as a modern facsimile reprint of an out-of-print work or a paperbound reissue of an earlier book), the publication details of the original edition as well as of the reprint should be given. Details of original publication should also be provided where an article from a journal is reprinted in an anthology of criticism: a reader looking for the article in a library is often more likely to find the journal than the anthology.

It is important that uniformity of the reference system should be maintained throughout the assignment and thesis.

- (a) Titles
 - (i) Printed books and periodicals. These should always be given in italics following the order of initials, surname, book title in italics, within brackets comes the city or town of publication, colon, the publisher without details such as 'Ltd' and finally the year of publication e.g.

S.F. Skuce, *The Faiths of Ireland* (Dublin: Columba, 2006), p. 27.

Shortened Version. This is to be used when a work is referenced for the second time, and each subsequent usage. Normally this will include surname, short version of title and page number e.g.

Skuce, *The Faiths*, p. 27.

- (ii) Articles in journals. If quoting from an article in a journal or magazine the article author is followed by the article title, the journal name in italics, the volume number, the year of publication and then the particular page/s in question, e.g.

J. Koessler, 'Investing in Small Church Futures', *Leadership*, 15/3 (1994), p. 28.

Shortened Version: Koessler, 'Investing in Small Church Futures', p. 28.

- (iii) Articles or chapters in Books. The first reference should be given in full in a form similar to the following example:

N.H. Snaith, 'Punishment' in A. Richardson (ed), *A Theological Word Book of the Bible* (London: SCM, 1957), p. 183.

Second reference: Snaith, 'Punishment', p. 183.

- (iv) Where a book has more than one author it is customary to give the author details in full as they appear on the book. The '&' sign is normally used, e.g.

S.B. Bevans & R.P. Schroeder, *Constants in Context: A Theology of Mission for Today* (Maryknoll, NY: Orbis, 2004)

Note: Where a USA publisher is cited it is normal to use the town of publication and the state. Students use the state where the town of publication is not well known. When the state is being detailed, the official abbreviation must be used. A list of these can be accessed from www.acronymfinder.com/stateabbreviations.asp.

- (v) Where you are quoting a book or article where the author is quoting a second author and it is primarily the secondary quote you wish to use you should attempt to find the original quote and reference that. However if you have been unable to physically locate the book or article containing the original quote it should appear as follows:

Stott argues that mission is 'everything the Church is sent into the world to do.'¹

1 Cited in J.A. Kirk, *What is Mission? Theological Explorations* (London: DLT, 1999), p. 57. (I have been unable to locate Stott's original volume from which Kirk quotes.)

However, it is normally preferable to use the original footnote reference to find the original source of the quote and so it would better read:

Stott argues that mission is 'everything the Church is sent into the world to do.'²

²J. Stott, *Christian Mission in the Modern World* (London: Falcon, 1975), p. 30.

(vi) The Internet. This must in the first instance include the **full** internet address and the date accessed e.g. www.cliffcollege.org/news_index.html, accessed on 27 Jan 2006. Other information should also be included if available. Author of the article, name of the article, name of the publication or web site. It is best not to use unattributable web sources as authoritative or scholarly sources unless official statements from organisations.

³ J. Birch, 'What is the Relevance of the Celtic Church Today?'
http://www.faithandworship.com/Celtic_Christianity_today.htm, accessed on 2 February 2010

Shortened Version. This is to be used when a work is referenced for the second time, and each subsequent usage. Normally this will include surname, short version of title and page number e.g.

⁴ Birch, 'Relevance?'
http://www.faithandworship.com/Celtic_Christianity_today.htm,

(vii) ebooks. These are referenced as normal books except that instead of page number the location number is given e.g.

⁵ S. Emery-Wright, *Empowering Young People in the Church* (Cambridge: Grove Books, 2009), Kindle locations 77-78

(b) Page references

- (i) These should be given as p. 32 or pp. 32-66 where one volume works are concerned.
- (ii) Where works are cited in more than one volume, the reference should appear as S.F. Skuce, *The Faiths of Ireland*, Vol. 2 (Dublin: Columba, 2006), p. 36.

Quotations

Quotations should be given using single quotation marks, e.g. 'John Wesley was not a Methodist'. Use double quotation marks for quotes within a quotation, e.g. 'The Cliff College motto is "Christ for all, all for Christ"'.

Quotations longer than two lines should be indicated in the text as a separate paragraph indented on both sides. No quotation marks should be used with indented quotations.

The footnote reference needs to be given against all quotations. The footnote reference number should come outside the full stop.

Language

Students are expected to use language that is academic and inclusive. The use of phrases such as ‘don’t’ is not appropriate.

Dates

These should appear both in the body of the text and in the footnotes as 2 October 1789, and not October 2nd, 1789.

Capitals

In general these should be used as sparingly as possible, e.g. ‘The archbishop of Canterbury’, the king of France’. Note, however, that where individual holders of such titles are referred to, capitals are usually employed, e.g. ‘Archbishop Lanfranc’, or ‘King George II’.

Abbreviated Titles

In all references to printed authorities after the first, the shortest intelligible title should be used. In the case of a thesis it will be found convenient to draw up a list of such works with their full description followed by their abbreviated titles. This list should be incorporated in the thesis immediately after the title page or, in the case of an assignment, in a section below the bibliography, e.g.

List of Abbreviated Titles Used in Footnotes

Dictionary of National Biography cited as *DNB*

English Historical Review cited as *EHR*

Latin abbreviations such as ‘ibid’, ‘op cit’, ‘f’ and ‘ff’ are not to be used.

Bibliography

The bibliography must contain a comprehensive list of the printed authorities to which the reference is made. The list should normally be organised in alphabetical order. Where more than one work for a given author is included then these works are arranged in order of date from earliest to latest. Page numbers are not to be used for books, but must appear for journal articles or chapters within collections.

In an alphabetical bibliography the surname of the author or editor whose surname governs the alphabetical position will precede the forename(s) or initial(s). Do not reverse the normal order for collaborating authors or editors other than the first quoted, e.g.:

Skuce, S.F. *The Faiths of Ireland*, 2nd edn (Dublin: Columba, 2007)

A journal article will appear in the bibliography as it appears in a footnote with the exception that the page range of the article rather than the page quoted from will be used, e.g.

Koessler, J., 'Investing in Small Church Futures', *Leadership*, 15/3 (1994), pp. 27-36

Articles or chapters in Books. The first reference should be given in full in a form similar to the following example:

Hope, D.M, 'The Medieval Western Rites' C. Jones, G. Wainwright, E. Yarnold & P. Bradshaw, (eds) in *The Study of Liturgy*, 2nd edn (London: SPCK, 1992), pp. 264-283

A translated book:

Bede, *A History of the English Church and People*, 2nd edn, trans L.S, Price (Harmondsworth: Penguin, 1983)

Web sites. These should be listed after the books following the guidelines discussed above in the references explanation except that the surname comes first if one is available. If there is no surname the web sites should be listed after the alphabetical listing of websites.

Bible Referencing

Students should refer to Biblical texts by chapter and verse in the text itself such as John 3:16.

Write the name of the biblical book in full when you are referring to the book itself or to a chapter e.g. 1 Samuel 16 or the book of Genesis.

When you are referring to a verse or several verses, abbreviate the biblical book by name e.g. 2 Sam 21:8-11.

When you quote a text verbatim, you put the reference in brackets after the closing quotation mark, e.g. 'Prepare to meet your God, O Israel' (Amos 4:12). Do not use a footnote for directly quoted biblical references.

The only reference to a Bible in the Bibliography should be a statement of what Bible/s have been used throughout the work. It is normally expected that students will use the same translation throughout the work. No other publisher's details for the Bible translation used should be given. However, where more than one version is used, it is normal to indicate that one version is normally used, but where alternatives are employed then these are indicated e.g.

All quotations are from the New International Version unless otherwise indicated. Quotations marked 'ESV' are from the English Standard Version and those marked 'NRSV' are from the New Revised Standard Version.

Binding of the dissertation

After being notified of successful submission, students on taught Master's programmes must submit one hard bound copy and one electronic copy of their dissertation to the Postgraduate Administrator in the following format: Standard hard binding, sewn, gold lettering on spine, covers coloured black.

It is necessary to submit the hard bound and electronic copy within the short timescale advised by the Postgraduate Administrator. This is a condition of graduation.

Cliff College's publishers offer a binding service. For details of their costs and procedures please contact peter@moorleys.co.uk

Details and prices for the John Rylands University Library Binding Service can be found at the following URL: www.library.manchester.ac.uk/usingthelibrary/binding/.

Most universities have a binding service that can bind a dissertation to the required specification.

For guidance pertaining to the writing of assignments and dissertations please refer to: <http://www.humanities.manchester.ac.uk/studyskills/assignments/>

For regulations pertaining to the submission of dissertations please refer to: <http://www.campus.manchester.ac.uk/medialibrary/researchoffice/graduateeducation/g-pres-diss-pgt.pdf>

APPENDIX 5

Disciplinary Procedures

For regulations pertaining to University of Manchester disciplinary procedures please refer to: <http://www.campus.manchester.ac.uk/medialibrary/policies/studentconductdiscipline.pdf>

APPENDIX 6

Plagiarism

For regulations pertaining to plagiarism please refer to: <http://www.campus.manchester.ac.uk/ssc/examinations/exampoliciesinformation/plagiarism/>

APPENDIX 7

Header Sheets

All assignments and the dissertation must be accompanied by a completed Header Sheet. These are double sided and available from www.cliffcollege.ac.uk or from the Postgraduate Administrator.

APPENDIX 8

Alumni Association

All completing students are invited to join the Cliff College Postgraduate Alumni Association. This is a way to keep in touch with your classmates and the college. You will be informed of conferences and events at Cliff College, in particular the Alumni conference held annually in June at Cliff College.

There is an annual membership fee of £20.

To join please complete the form below and send with your membership fee to the treasurer,
Mr Michael Dew
Oxford Place, 41 Oxford Road, Mistley, Manningtree, Essex C011 1BT
E-mail: pfedew@supanet.com

Cliff College Postgraduate Alumni Association Membership Application Form

Name:

Address:

Telephone number:

Email:

Postgraduate Qualification and Date of Award:

I enclose a £20 membership fee. Cheques made payable to 'Cliff College Postgraduate Alumni Association'.

APPENDIX 9

Ethical Approval Pre-Screening Declaration for Taught Postgraduate Students (MA, MusM)

Cliff College Post Graduate Taught programme

Ethical Approval Pre-Screening Declaration for Taught Postgraduate Students (MA, MusM)

All MA students at Cliff College must complete this form after submitting their Research proposal. Before completing the form, please consult the MA programme leader and the ethical guidelines (appendix 10 in the handbook).

If the project involves research on human subjects, and/or if the research poses a likelihood of danger to the researcher, you will have to complete a full Research Ethics Application Form. This will be examined by the Research Ethics Committee for a final decision. There are detailed Guidance Notes available on the University of Manchester PG Ethics website and you may be required to attend relevant training sessions. If your research involves ethical issues, you may not begin that part of your project until you have received official approval.

Student Name:

Student ID Number:

Title **of** **Dissertation:**
.....
.....
.....

Declaration: I confirm that I have consulted the Cliff Policy on Ethics in Research and I understand that Ethical Opinion from a University Research Committee is required for **any** research involving human subjects.

- We confirm that the proposed research project raises **no** ethical issues.
- There are ethical issues involved in the proposed research project. We will complete an Application form for consideration of ethical approval and return this to the PGT Administrator.
- We confirm that the proposed research project raises no risk issues.

Student signature: **Date:**.....

Programme Leader signature: **Date:**

APPENDIX 10

Ethical Approval for Research Involving Human Participants: Guidelines for postgraduate taught students

In carrying out their work researchers inevitably face ethical dilemmas which arise out of competing obligations and conflicts of interest. All research proposals involving data collection involving human participants normally requires prior ethical approval to ensure the safety, rights, dignity and well-being of the participant and those of the researcher. This is why you are required to declare whether or not this applies to your dissertation / project topic and, if so, how these ethical issues are to be addressed. In doing so, you are providing assurance that you have read the guidelines and considered whether your proposed dissertation / project research raises ethical issues which require the attention of the School's ethical committee and /or the University's Senate Committee on the Ethics of Research on Human Beings.

Ethical approval should not be considered as a bureaucratic obstacle; it is a mechanism for ensuring and demonstrating that the design of your research respects the rights of those who are the participants of the research.

Who does this apply to?

All postgraduate taught students (researchers) must secure ethical approval for any research they conduct involving human participants or human data or material before undertaking their research.

Examples of activities for which approval is required include questionnaire and interview based research involving sensitive or confidential issues, telephone interviewing or recording by audio or video tape and contact with participants who are children or considered as potentially vulnerable adults.

How do I obtain Ethical approval?

Application for ethical approval must be made via the relevant School ethics committee (or equivalent) full details of which are produced in the programme handbooks.

Where you will be conducting research involving NHS patients or staff, or working on NHS premises approval must be sought via an NHS Research Ethics Committee. The relevant form can be obtained from the COREC (Central Office for Research Ethics Committee) website: <http://www.corecform.org.uk>

What happens if I have not applied for or obtained ethical approval?

Failure to follow the School's procedure for ethical approval may leave you and the University open to legal action without the protection of an insurance policy and may result in disciplinary action.

What research does it cover?

All research involving human participants or human data or material must have ethical approval. Research where the information about human participants is publicly and lawfully available e.g. information published in the census, population statistics published by the government, personal letters and diaries etc held in public libraries do not require ethical approval.

Working with children

- You must satisfy yourself that the research you propose to undertake is worthwhile and that the techniques proposed are appropriate.
- You must satisfy yourself that there is a need to involve children and be able to justify this to the committee(s).
- You should ensure that you have familiarised yourself with and comply with the relevant legal position where it is intended to conduct research with children.

- Where your research involves children every effort should be made to gain informed consent from the child and his / her parents (or legal equivalent)
- In certain cases research that involves vulnerable people may require Criminal Records Bureau (CRB) Disclosures. The CRB offers a means to check the background of researchers to ensure that they do not have a history that would make them unsuitable for work involving children.

Working with potentially vulnerable adults

- You must satisfy yourself that the research you propose to undertake is worthwhile and that the techniques proposed are appropriate.
- You must satisfy yourself that there is a need to involve potentially vulnerable adults, e.g. older persons or those with severe learning difficulties and be able to justify this to the committee(s).
- You should ensure that you have familiarised yourself with and comply with the relevant legal position where it is intended to conduct research with potentially vulnerable adults.
- In cases where your research involves vulnerable adults every effort should be made to secure their informed consent. However, in cases where this seems impossible or where the participants are considered not competent to give their consent to the research the issue of honesty and consent may need to be managed via proxies, who should either be those with a duty of care or who can provide disinterested independent approval.
- In certain cases research that involves vulnerable people may require Criminal Records Bureau (CRB) Disclosures. The CRB offers a means to check the background of researchers to ensure that they do not have a history that would make them unsuitable for work involving vulnerable adults.

Recruiting Participants

Participants should enter into the research freely and willingly and know and understand what they are agreeing to when they take part.

- No one should be made to participate in a research study against their will.
- Those recruiting participants should ensure that no undue influence is exerted in order to persuade the participant to take part in the research.
- Participants should be made aware that participation is entirely voluntary; that refusal will attract no sanction, and that they will not be required to give reasons for refusal; that if they agree to participate in the study, they are free to leave the study at any time without being required to give reasons for leaving.
- Wherever possible anonymity and confidentiality should be maintained.
- It is inappropriate to offer volunteers excessive payments which might induce them to participate in a study against their better judgement. Small payments may be made in order to compensate participants for their time and inconvenience. Out-of-pocket expenses may also be met.

There are a variety of ways for recruiting participants:

- mail out
- email
- telephone
- advertisement
- recruitment carried out by third party (e.g. employer, doctor)
- recruitment carried out by researchers
- contact details obtained from public documents (e.g. phone book)
- contact details obtained from private sources (e.g. employee list, membership database)

- participants from a previous study
- snowball (participants suggest other potential participants)
- personal contacts

Information Sheet & Consent Form

Informed consent entails giving as much information as possible about the potential research so that the prospective participants can make an informed decision about their possible involvement. Normally this information should be supplied in written form (information sheet) and signed off (consent form) by the research participant(s). The primary objective is to conduct research openly and without deception.

- Written information should be supplied to participants making clear that the research is for a student project. It should be written in terms that an ordinary person rather than a specialist in the field can understand i.e. avoid technical jargon. The information provided should be accurate and concise, specific to the proposed research and appropriate for the social and cultural context in which it is being given.
- You must take time over this as it is essential to explain what you are asking participants to do and the possible implications so that they can make an informed decision whether they wish to take part.
- You should consider whether the participant will be able to read the information you provide and consider how to deal with problems of illiteracy or where the participant is not fluent in the language used.

The information sheet should include the following:

1. the name of the researcher(s)
2. an explanation of what you, the researcher, is hoping to achieve by the research
3. what is going to be done by you, the researcher
4. an explanation of the risks, pain or discomfort, if any, that the participant may experience
5. a clear explanation of what the participant is expected to do during the study
6. a statement that the participant is not obliged to take part, and may withdraw at any time
7. a clear statement of payment arrangements for compensation for the participants time and inconvenience and any out-of-pocket expenses
8. consent statement (this can be separate to the information sheet)

Other information can also be included such as:

- a. duration of the study
- b. location of the study
- c. anticipated outcomes in respect of publication of findings

Having understood the above the participant gives their consent to take part in the study by signing a consent form (www.humanities.manchester.ac.uk/infoforstaffstudents/academicsservices/pgteaching/) and is given a copy of both the information sheet and the consent form to keep. Sufficient time must be provided between the request to take part and the signing of the consent form, in order to ensure that the participant has read the information sheet and had the opportunity to ask questions about the research.

- You should be willing to answer any questions put to you by (potential) participants.
- Participants should understand how far they will be afforded anonymity and confidentiality and should be able to reject the use of data-gathering devices such as tape recorders and video cameras.

- You should inform the participant of their rights under any copyright or data protection laws. Where your research is recorded using audio or video recordings you should obtain the appropriate copyright clearances where necessary.
- You have a responsibility to ensure that the physical, social and psychological well-being of the participant is not adversely affected by the research.
- You should clarify whether, and if so, the extent to which the participants are allowed to see transcripts of interviews and notes and to alter the content, to withdraw statements, to provide additional information or to add glosses on interpretations
- Clarification should also be given to participants regarding the degree to which they will be consulted prior to publication. Where possible, participants should be offered feedback on findings, for example in the form of a summary report.
- It is important that participants should not be offered payments in order to persuade them to take part in any research in which they would not ordinarily take part, although reasonable compensation for time and inconvenience and expenses incurred may be made.
- You should take all reasonable steps to ensure that no harm occurs to participants by virtue of their participation in the study.
- Consent is only valid for procedures set out on the information sheet. Should any of the information included on that sheet change during the course of the study, new consent should be sought; participants are free to refuse consent and withdraw from the study if they wish.
- Under certain survey conditions a signed consent form may not be needed e.g. when adult participants are mailed a questionnaire, return of the questionnaire can be considered to indicate consent. However the researcher must provide proof that the participants will be adequately informed of the purpose of the study, the extent of the participant's involvement and how the data will be handled with respect to confidentiality. In the case of a postal survey a copy of an abbreviated information sheet or cover letter should be submitted with the application for ethical approval.

Obligations on researchers

- It is expected that, in addition to the above, you will abide by any guidelines issued by professional bodies to which you belong or which govern research in your area. Where such guidelines conflict with the above, the advice of the School's ethics Committee should be sought.
- Researchers should never present others' work as their own. Nor should they knowingly misrepresent the findings of their research or the work of others. See also plagiarism (<http://www.campus.manchester.ac.uk/staffnet/policies/>)
- Any study should be stopped immediately on request or if the participant shows any sign of distress and should not recommence without the agreement of the participant (or his/her parent or person acting in loco parentis)
- Should you need to use participants for your research obtained via an NHS source, ethical approval must be sought from the Central Office for Research Ethics Committee (<http://www.corec.org.uk>)

Confidentiality of information obtained during research

The confidentiality of information supplied by research participants and the anonymity of respondents must be respected.

- You should not give unrealistic guarantees of confidentiality and anonymity, where given such guarantees must be honoured, unless there are clear and overriding reasons to do otherwise, for example in relation to the abuse of children. You should be aware that legal challenge may

preclude the honouring of such a guarantee. Passing on confidential information without the express permission of the participant should not be undertaken lightly and legal and professional advice should be sought immediately if this is contemplated.

- Appropriate measures should be taken to store research data in a secure manner. You should be aware of your obligations under the Data Protection Act. Where appropriate and

practicable, methods for preserving anonymity should be used including the removal of identifiers, the use of pseudonyms and other technical means for breaking the link between data and identifiable individuals.

- Data and results obtained from the research should only be used in the way(s) for which consent has been given. Informed consent is the most important part of the Data Protection rules for researchers.

What happens if I want to publish the research?

- You must tell the proposed participant in advance if you have any intention of publishing the results of the study.
- You must explain the extent to which, if at all, any identifying information about the participant will appear in the publication.
- If identifying information about the participant is intended to be published you must obtain and keep specific written agreement from the participant.
- Preferably these issues should be addressed on the initial information sheet that is issued before participant gives their consent.

Informing research participants of results of research

It is appropriate for research participants to be able to receive feedback on research they have been involved in, where this is possible. You should consider the issue of informing the participants of the results of the research or where they may be able to get access to this information (although participants may not be able to be given their individual results).

Whilst these guidelines are not exhaustive, they indicate a set of obligations to which researchers should normally adhere. Responsibility for both interpretation and compliance rests with the researcher.

Further sources of information

Source of information / act	URL
Economic and Research Council (ESRC)	http://www.esrc.ac.uk
Arts, Humanities Research Council (AHRC)	http://www.ahrc.ac.uk/images/4_94629.doc
British Sociological Association	http://www.britisoc.co.uk/new_site/index.php
Association of Social Anthropologists	http://www.theasa.org/
Political Studies Association	http://www.psa.ac.uk/
Criminal Records Bureau (CRB)	http://www.disclosure.gov.uk
Central Office for Research Ethics Committee – COREC (NHS)	http://ww.corec.org.uk
The Human Rights Act (1988)	http://www.hmso.gov.uk/acts/acts1988/19980042.htm
Data Protection Act (1988)	http://www.opsi.gov.uk/ACTS/acts1998/19980029.htm

	http://www.informationcommissioner.gov.uk/
UK Copyright Act (1988)	http://www.opsi.gov.uk/acts/acts1988/Ukpga_19880048_en_1.htm
Race Relations Act (1976)	http://www.homeoffice.gov.uk/documents/204501/
Race relations (Amendment) Act 2000	http://www.opsi.gov.uk/ACTS/acts2000/20000034.htm
Disability Discrimination Act (1995)	http://www.opsi.gov.uk/acts/acts1995/1995050.htm
Freedom of Information Act (2000)	http://www.opsi.gov.uk/ACTS/acts2000/20000036.htm http://www.informationcommissioner.gov.uk/
Communications Act (2003)	http://www.opsi.gov.uk/acts/acts2003/20030021.htm
University of Manchester Code of Practice for Dealing with Allegations of Misconduct in Research Disability Discrimination Act Policy Equality & Diversity Policy Freedom of Information Act Policy Health & Safety Policy Harassment, Discrimination & Bullying Policy Intellectual Property Policy (guidance on) Plagiarism and other forms of academic malpractice	http://www.campus.manchester.ac.uk/staffnet/policies/
University's data protection policy	www.campus.manchester.ac.uk/recordsmanagement/dataprotection/

University Contact: Dr Timothy Stibbs, Secretary to the Senate Committee on the Ethics of Research on Human Beings (Email: timothy.stibbs@manchester.ac.uk)

Glossary of Definitions:

Consent – the voluntary agreement of a person or group, based on adequate knowledge and understanding of relevant material, to participate in research. Informed consent is one possible result of the informed choice process, the other possible result is refusal.

Confidentiality – the obligations of persons to whom private information has been given is not to use the information for any purpose other than that for which it is given.

Deception – this occurs when research participants have essential information withheld and / or initially misled about procedures and purposes, including studies where participants are deliberately given misleading info about the purposes of the study.

Ethics – the study of morals and values; that is, the study of right & wrong, justice and injustice, virtue and vice, good and bad and related concepts and principles.

Ethical / Unethical – right or morally acceptable / wrong or morally unacceptable.

Harm – that which adversely affects the interests or welfare of an individual or a group

Research – this involves systematic investigation to establish facts, principles and knowledge.

Research participant – living individual (or group of living individuals) about whom a researcher conducting research obtains data through intervention or interaction with the person or identifiable private information.

Risk – the function of the magnitude of a harm and the probability of its occurrence

Voluntary – free of coercion, duress or undue inducement.