

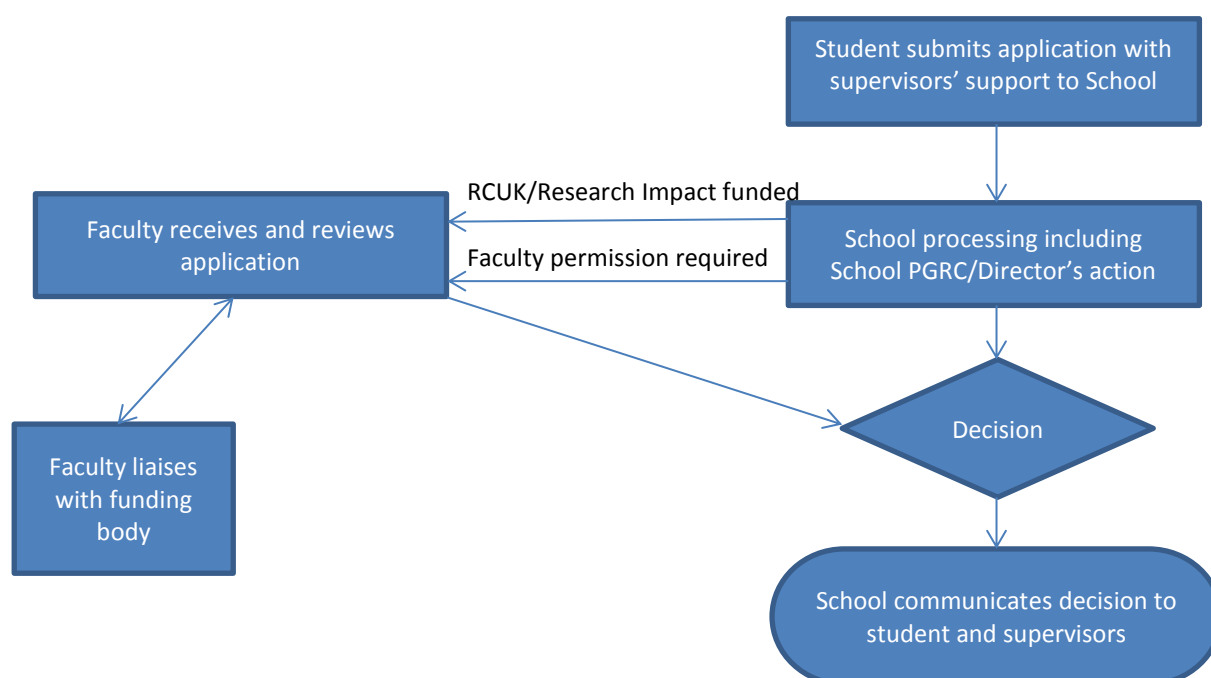
## Faculty of Humanities

### Special Permissions Guidelines 2017

The purpose of this guide is to clarify the different roles of the Faculty of Humanities and its constituent schools regarding the consideration of special permissions to postgraduate research (PGR) students including interruption, extension, thesis word limit increase, early submission, etc. The Faculty can also be consulted on any exceptional circumstance cases which cannot be resolved through the standard policies.

This guide is for use by School PGR Administrators and PGR Directors in the Faculty of Humanities.

#### Summary of process



The guide needs to be referred to in parallel with:

- The University Policy on changes to PGR degree: <http://documents.manchester.ac.uk/display.aspx?DocID=8162>
- The University PGR Funding Processes and Guidance: <http://www.staffnet.manchester.ac.uk/services/rbess/graduate/processandguidance/p/rogression/>
- For ESRC-funded students, ESRC Guidance and Information for ESRC-funded students: <http://www.esrc.ac.uk/skills-and-careers/studentships/esrc-students/>
- For AHRC-funded students, AHRC funding guide: <http://www.ahrc.ac.uk/skills/phdstudents/currentawardholders/>
- For all research council-funded students including EPSRC: <http://www.rcuk.ac.uk/funding/grantstcs/>

Faculty will try to make a decision and communicate it to the School within 10 working days of receiving the complete application and supporting evidence

These guidelines are applicable to all PGR students in the Faculty of Humanities.

## **1. Interruption**

- Interruptions of up to 6 months can be granted to students by their respective schools. If a student applies to interrupt for longer than 6 months in the first instance, the School can only grant a maximum of 6 months (providing there is appropriate supporting evidence) and the student will have to reapply for a further interruption at the end of the 6 months.
- All applications for a subsequent interruption should be submitted to the Faculty for consideration
- Maternity leave of up to one year can be granted by the School
- Students should be advised to take an interruption for the most relevant and shortest period of time

### **RCUK funded students:**

RCUK funded students should be flagged up on the application form and students should be made aware that should their interruption(s) go beyond 12 months, approval from their funding body will need to be sought first. The School should provide AHRC/ESRC funding guideline/regulations to the student at the time of application. Once the application is received by the Faculty, the Faculty will contact the research council and will inform the School of the outcome.

Where applicable, stipend payments schedule on CS must be suspended or amended to take into account the interruption period. Please refer to the University [PGR Funding Processes and Guidance](#). There are some exceptions where stipend payments may not need to be suspended such as 13-week sick leave and funded maternity leave periods.

Je-S must be updated accordingly as soon as the interruption has been approved.

### **Documents requested and procedure:**

Faculty should receive the completed application form together with supporting evidence (where applicable) and relevant justification for the interruption.

The Faculty will send the outcome of the application to the School. School will inform the student and supervisory team of the outcome and record it on the student system.

### **Overpayment of stipend:**

Any overpayment to the student must be recuperated as soon as possible by the School by liaising with the student to arrange repayment.

For AHRC, EPSRC, ESRC or Research Impact Scholarship-funded students, the School should also inform the Faculty PGR Office of the repayments received.

## **2. Extension to Prescribed Programme Period and Extension to Thesis Submission/Re-submission deadline**

- Extensions for a maximum of 6 weeks can be considered by the School. Applications for an extension above 6 weeks must be considered at Faculty level.
- All applications for a subsequent extension should be submitted to the Faculty regardless of the length or the number of extensions granted to that point
- Permission for an extension longer than 6 months will not be granted except in exceptional circumstances
- If a student has been granted permission to extend the prescribed programme period, the length of submission pending period they are entitled to will be reduced accordingly as per section 2.1 of the [Policy on Circumstances Leading to Changes to PGR Study](#). For example, following a 3-month extension to the prescribed programme period, the maximum period of submission pending the student is permitted to register for would be 9 months.
- Students should be advised to extend their studies for the most relevant and shortest period of time

### **Progress reviews**

The [Policy on the Progress and Review of Postgraduate Research Students](#) states that formal progress meetings should take place twice a year. Therefore, students who have been granted a 6-month extension to the prescribed programme are required to have a formal progress review during the extension period. Likewise, students who, under exceptional circumstances, have been granted an extension longer than 6 months are required to have formal progress review(s) at least every 6 months. This is to review and record the student's progress, identify any issues and to determine if the student has made satisfactory progress and if the student can apply for submission pending where applicable. The Faculty recommends that students with 6 months extension to programme should have a formal progress review in month 4 or 5.

A progress review milestone for the extension period must be completed within eProg. The deadline for the progress review is to be confirmed by the School and the School should liaise with Claire Smith at [claire.smith@manchester.ac.uk](mailto:claire.smith@manchester.ac.uk) to arrange for the progress review milestone/s and form/s to be attached to the student's record.

#### **RCUK funded students:**

Funding status should be flagged up on the form and students should be made aware that extensions may require their funding body's approval in the first instance. The School should provide AHRC/ESRC funding guideline/regulations to the student at the time of application.

Je-S must be updated accordingly by the School administrator as soon as the extension has been approved.

#### **Documents requested and procedure:**

The Faculty should receive the completed application form together with relevant evidence (if applicable), and relevant justification for the extension. A summary of work done to date and a timeline of milestones still to complete must be attached. Students may use the template in the appendix below to outline the summary and timeline of their work.

The Faculty will send the outcome of the application to the School. School will inform the student and supervisory team of the outcome and record it on the student system.

### **3. Thesis Word Limit Increase**

- Applications to increase thesis word limit will be considered by the School in the first instance
- Applications to increase up to 10% of the thesis word limit as prescribed in the [Presentation of Theses Policy](#) can be considered at School level by the PGR Director. Applications to increase more than 10% should be sent to Faculty for approval with a statement from the School PGR Director.
- Justification of why the increase is crucial must be provided by the student along with a supporting statement from their supervisor(s)
- Students should submit their application to increase the thesis word limit no less than 6 weeks prior to their submission/re-submission date

#### **RCUK funded students:**

There is no requirement by research councils to seek their approval or to report permissions to increase thesis word limit.

#### **Documents requested and procedure:**

The Faculty should receive the completed application form together with relevant justification from the student and the supervisor(s).

The Faculty will send the outcome of the application to the School to inform the student and supervisory team of the outcome.

#### **4. Late Submission**

This Late Submission guide aims to assist schools in considering applications for late submission of thesis and outline procedures involved. The guide is provided for School administrators and PGR directors only. It is intended to provide reference where there is no policy/guideline relating to late submission at school level.

##### **Criteria:**

- Only students who started their programme before September 2012 may apply for late submission
- A student's thesis must not be examined if submitted beyond the agreed deadline and without prior approval by the University, either through School or Faculty committee/chair's action
- Where permitted under the [Policy on Circumstances Leading to Changes to Postgraduate Research Study](#), an application should be made to the School for permission to extend the thesis submission deadline in the first instance. If it is rejected, the student should be advised to submit the thesis within their original deadline.
- Applications for late submission will only be considered for thesis submission within 12 months of the student's original thesis submission/re-submission deadline ie if the student's original thesis submission deadline is 30 September 2016, permission for late submission cannot be granted for a thesis submission beyond 30 September 2017
- Schools reserve the right to reject any applications for late submission of thesis

##### **Procedure:**

- Application should be made to the School
- Applications are considered by Schools but may be referred to Faculty if necessary
- If an application is made with the thesis already completed and ready to submit, the School should determine whether the thesis is of appropriate standard for examination and make a decision on the late submission application accordingly.
- If an application is made prospectively, evidence of thesis progress and a proposed submission date must be provided. Permission for late submission should not be granted for more than two months in advance of the proposed submission date in order to discourage prospective applications to submit late without substantial evidence that the thesis is near completion.
- If a permission to submit late is granted, the School should communicate the approved new deadline to the student. The student will be required to give notice of submission as appropriate and be advised that they may not be entitled to provision of supervision, access to the University facilities and resources beyond their original thesis submission deadline. Under exceptional circumstances, schools may authorise access at their discretion. A supervisor will be appointed upon receipt of notice of submission. Excluding those whose first submission was administered outside eProg), the student will be able to give notice of submission through eProg once that their CS record has been re-activated.
- No extension to the late submission deadline may be granted
- £500 late submission fee should be charged. This is payable online at <http://estore.manchester.ac.uk>

##### **Student record:**

- As students reaching this stage are already lapsed/out-of-time/withdrawn, their Campus Solutions record should be recorded as WADM or DISC
- When a permission to submit late is granted, use RADM to readmit the student on the system. The Expected End Date should not be changed.

- When the thesis is submitted, add a row DATA > LSUB and DATA > SUBM
- Following thesis examination, Schools should follow the normal procedure to record the submission process and subsequent examination result

## 5. Other changes to the programme

The following permissions do not require Faculty approval except where the student is funded by RCUK.

- Change of Degree
- Change of Programme
- Change of Mode of Attendance
- Change of Supervisor(s)
- Change of Thesis Title
- Early submission of thesis
- Fieldwork

### **RCUK funded students:**

ESRC students can apply for NWDTC or NWSSDTP funding for internships, Overseas Institutional Visits, UK or overseas fieldwork and Difficult Language Training. Please refer to <http://www.nwdtc.ac.uk/currentstudents/guidelines/> or <https://nwssdtp.ac.uk/current-students/> respectively and contact the Faculty if you have any questions.

AHRC students can apply for International Placement Scheme (<http://www.ahrc.ac.uk/funding/opportunities/archived-opportunities/international-placement-scheme-2017/>) directly via AHRC and Travel/Conference funds via the NWCDTP (<http://www.nwcdtp.ac.uk/current-students/funding-for-current-students/>). Please contact the Faculty if you have any questions.

RCUK-funded students cannot change their mode of attendance during the final year of the prescribed programme period. If there are exceptional circumstances, please refer the case to the Faculty. Change to mode of attendance affects stipend level for full award RCUK-funded students. Amendments must be made on CS and Je-S accordingly.

For early submission of thesis, RCUK and University funded students' stipend payments must be terminated upon thesis submission except where prior approval from the funder has been granted.

Changes such as degree, programme, mode of attendance, project title/summary and supervisory team must be reported on Je-S at the time of change.

For RCUK, Research Impact Scholarship funded students, please refer to the Faculty for changes to the research area or thesis title.





## APPENDIX 1

### Contact details

#### SCHOOL ADMINISTRATORS

**AMBS:** Helen Mcmanamon [helen.mcmanamon@mbs.ac.uk](mailto:helen.mcmanamon@mbs.ac.uk) x 56550  
**SALC:** Amanda Mathews [Amanda.mathews@manchester.ac.uk](mailto:Amanda.mathews@manchester.ac.uk) x53602  
**SALC:** Joanne Marsh [joanne.marsh@manchester.ac.uk](mailto:joanne.marsh@manchester.ac.uk) x 52603  
**SEED:** Debbie Kubiena [deborah.kubiena@manchester.ac.uk](mailto:deborah.kubiena@manchester.ac.uk) x 53466  
**SEED:** Monique Brown [Monique.brown@manchester.ac.uk](mailto:Monique.brown@manchester.ac.uk) x 50817  
**LAW:** Helen Davenport [helen.davenport@manchester.ac.uk](mailto:helen.davenport@manchester.ac.uk) x57551  
**SOSS:** Bernie O'Connor [bernadette.oconnor@manchester.ac.uk](mailto:bernadette.oconnor@manchester.ac.uk) x 54627

#### FACULTY ADMINISTRATORS

Joanne Kaiserman [joanne.kaiserman@manchester.ac.uk](mailto:joanne.kaiserman@manchester.ac.uk) x50287  
Nichola Ellis [nichola.ellis@manchester.ac.uk](mailto:nichola.ellis@manchester.ac.uk) x50284 (ESRC)  
Carole Arrowsmith [carole.douguedroit@manchester.ac.uk](mailto:carole.douguedroit@manchester.ac.uk) x61114 (AHRC)  
Anusarin Lowe [anusarin.lowe@manchester.ac.uk](mailto:anusarin.lowe@manchester.ac.uk) x53275 (Special permissions)  
Claire Smith [Claire.smith@manchester.ac.uk](mailto:Claire.smith@manchester.ac.uk) x 61115 (eProg)

#### RCUK FINANCE MANAGERS

Wayne Ferris [Wayne.Ferris@manchester.ac.uk](mailto:Wayne.Ferris@manchester.ac.uk) x66876

#### Student Services Centre

Patrick Ryan [Patrick.ryan@manchester.ac.uk](mailto:Patrick.ryan@manchester.ac.uk) x58548 (Funding)  
Tracy Gallimore [Tracy.gallimore@manchester.ac.uk](mailto:Tracy.gallimore@manchester.ac.uk) x 52302 (Fees)

#### Campus Solutions Student Records Maintenance Guide:

<http://www.campus.manchester.ac.uk/planningsupportoffice/SSO/ssusersguide/index.html>

#### Campus Solutions Research Student Research Student Management Guide:

[http://www.campus.manchester.ac.uk/planningsupportoffice/SSO/ssusersguide/pdf/RSM\\_FIN\\_AL%28May2017%29.pdf](http://www.campus.manchester.ac.uk/planningsupportoffice/SSO/ssusersguide/pdf/RSM_FIN_AL%28May2017%29.pdf)

#### PGR Regulations and Ordinances:

<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/>

## APPENDIX 2

### Work plan for extension to programme/thesis submission deadline

Please indicate how much work you have completed (in terms of both empirical research and writing) and how much remains to be completed. You may wish to use the form below.

Supervisors should indicate that they agree with your assessment of work completed/remaining to be done.

	Title	Anticipated length	Words: first drafted	Words: final drafted
Chapter 1				
Chapter 2				
Chapter 3				
Chapter 4				
Chapter 5				
Chapter 6				
(continue if needed)				
<b>For students conducting empirical research</b>				
	<b>Anticipated/total amount to collect</b>	<b>Amount collected</b>	<b>Analysis complete (yes/no)</b>	
Data collected				

## **APPENDIX 3**

### **Studentship/award overpayment**

#### **Procedures for Schools**

1. Contact student
2. Liaise with account manager
3. Liaise with University Income or School Finance Office when payment is expected and confirm account and IE codes to receipt the repayment
4. Check that repayment has been made within 4 weeks of notification
5. If student cannot repay in one payment, a repayment plan over a fixed period may be agreed. For RCUK students, please refer to Faculty if such cases occur.
6. For RCUK students, Je-S must be updated accordingly

#### **Email/letter template**

Dear...

Due to the recent change to your programme (eg retrospective interruption/change of mode of attendance, discontinuation), we have been made aware that your maintenance grant has been overpaid as a result.

Repayment can be made by credit/debit card through [eStore](#)

Please contact ... in the School PGR office to arrange the repayment as soon as possible.

Kind regards