THE POSTGRADUATE RESEARCH STUDENT HANDBOOK

Your guide to PhD & MPhil programmes

in

Philosophy

2013 – 2014

CONTENTS

1. **Welcome**

Welcome to the Graduate Centre in Philosophy! Thank you for choosing to study with us.

Central to our vision for the future of Philosophy here at Manchester, is a vibrant and successful graduate student community. Our aim is to make Manchester a world leader in philosophical research, and we want you as graduate students here to be a part of that vision. The Centre runs a number of regular events to nurture our graduate research community: the weekly PhD Seminar offers a chance to present your own research and discuss papers with your peers; the weekly Research Seminar, with papers by members of staff at Manchester and elsewhere, allows for a free and informal exchange of ideas between staff and postgraduate students; and the annual graduate conference, which we hope you will all help to make a success in semester 2 of this year.

This handbook contains all of the information that you need for your Doctoral programme. You should read this handbook in conjunction with the **School Postgraduate Research Student Handbook 2013/14**. Therein you will find important information about, among other things, the School of Social Sciences, the facilities available to you, registration information, timetabling of research courses, library resources, plagiarism, computing and printing, health and safety, photocopying, post and transcripts.

PGR Student handbooks, forms and guidance can be found on the Soss PG Intranet at

http://www.socialsciences.manchester.ac.uk/intranet/pg/

For the most up-to-date information about the Philosophy Discipline, please go to our website:

http://www.socialsciences.manchester.ac.uk/disciplines/philosophy/

The Faculty of Humanities website is also an important source of information and can be located here

http://www.humanities.manchester.ac.uk/postgraduate/

We very much hope that you will enjoy your time with us in Manchester. I look forward to seeing you all soon.

Joel Smith
Postgraduate Research Director

2. <u>The Graduate Centre Team</u>

Philosophy is one of six discipline areas in the School of Social Sciences. The School is itself one of 10 Schools which together make up the Faculty of Humanities.

Key members of the Philosophy postgraduate team are:

Director of PGR (Postgraduate Research) Programmes in Philosophy
Dr Joel Smith, Room 4.032, Tel: 0161 275 1760 (51760 from internal phone)
(Joel.Smith@manchester.ac.uk)

Director of PGT (Postgraduate Taught) Programmes in Philosophy
Dr Catharine Abell, Room 4.030, Tel: 0161 275 1283 (51283 from internal phone)
(Catharine.abell@manchester.ac.uk)

Philosophy Postgraduate Administrator
Ann Cronley, Room 2.003, Tel: 0161 275 4747 (54747 from internal phone)
(Ann.cronley@manchester.ac.uk)
Postgraduate Reception hours: 10.00-4.00

Head of Philosophy
Professor Thomas Uebel, Room 4.046, Tel: 0161 275 4621 (54621 from internal phone)
(Thomas.e.Uebel@manchester.ac.uk)

3. Philosophy Staff List 2013-14

Room	Name	Position	Email	Phone
4.030	Catharine Abell	Senior Lecturer	catharine.abell@manchester.ac.uk	51283
4.027	Tim Bayne	Professor	tim.bayne@manchester.ac.uk	tba
4.048	Helen Beebee	Samuel Hall Professor	helen.beebee@manchester.ac.uk	51755
4.041	Sean Crawford	Lecturer	sean.crawford@manchester.ac.uk	51756
4.044	Chris Daly	Professor	christopher.daly@manchester.ac.uk	54892
4.049	Julian Dodd	Professor	julian.dodd@manchester.ac.uk	53196
	Eve Garrard	Honorary Research Fellow	eve.garrard@manchester.ac.uk	
	Paul Knights	Research Associate	Paul.knights@manchester.ac.uk	
4.043	David Liggins	Senior Lecturer	david.liggins@manchester.ac.uk	66947
4.049	Cynthia Macdonald	Professor	cynthia.macdonald@manchester.ac.uk	53196
	Graham Macdonald	Honorary Research Fellow	Graham.macdonald@manchester.ac.uk	
	Phillip Meadows	Lecturer in Philosophy	Phillip.meadows@manchester.ac.uk	
4.045	John O'Neill	Professor	john.oneill@manchester.ac.uk	54853
	Michael Rush	Lecturer in Philosophy	Michael.d.rush@manchester.ac.uk	68029
4.047	Michael Scott	Senior Lecturer	michael.scott@manchester.ac.uk	53875
4.036	Joel Smith	Lecturer	joel.smith@manchester.ac.uk	51760
4.028	Thomas Smith	Lecturer	thomas.smith@manchester.ac.uk	57886
4.033	Graham Stevens	Senior Lecturer	graham.stevens@manchester.ac.uk	54886
4.046	Thomas Uebel	Professor	thomas.uebel@manchester.ac.uk	54621

4. Health and Saftey

Accidents and Emergencies

All accidents at work or study must be reported to the Resources Officer for SOSS, Lucy Jones, telephone 51757, email: lucy.jones@manchester.ac.uk

General Health and Safety Issues

If you are concerned about any health and safety matters in any of the buildings you use, please contact Lucy Jones, as above.

Smoking Policy

The majority of University of Manchester buildings are now non-smoking.

Fire Alarms and Emergency Evacuation Procedures

You will be using many of the university buildings over the course of your programme. You must, therefore, familiarise yourself with the University of Manchester fire alarm procedures and emergency evacuation points by consulting the signs displayed in each building you use.

On no account should you use the lifts in an emergency

If for any reason you will need help to leave any building in the event of an emergency, you should inform your Programme Administrator and Lucy Jones, telephone 0161 275 1757, of this fact.

The fire alarms are tested weekly: **If you hear an alarm at any other time you must leave the building immediately by the nearest exit and on no account use lifts in an emergency**. Once outside you must move as far away from the building as possible so as not to obstruct the emergency services and for your own safety.

5. Introduction to the Graduate Centre

Semester Dates 2013-2014

Semester 1 starts	16 September 2013
Winter graduation	9–13 December 2013
Christmas break starts	13 December 2013
Christmas break ends	13 January 2014
Semester 1 ends	26 January 2014
Semester 2 starts	27 January 2014
Easter break starts	4 April 2014
Easter break ends	28 April 2014
Semester 2 ends	6 June 2014
Summer graduation	7–18 July 2014

Communication

The Graduate Team is responsible for the day to day running of the Graduate Centre and are always on hand to listen, advise and to help. Please ensure that the Graduate Office has your current address, student e-mail address and phone number. If these details change, please let us know as soon as you can so that we are able to get in touch with you should the need arise.

> **Remember**: Please provide us with your student email address – this is the primary way in which we correspond with you

It is important that you read your student email on a daily basis. You will have received information on how to register for an email address and computing facilities during registration week. You are required to register for your email address and return your address form to the Graduate Centre by no later than the first Friday of semester 1.

Please also check the student mail box (located on the 4th floor of the Arthur Lewis Building) and the Graduate Office notice board (next to the Graduate Office 2.003) on a regular basis.

The Research Seminar

You are strongly encouraged to attend our fortnightly Research Seminars. In addition to emails, you will find information about these on the notice boards as well as on our website. These seminars, at which guest speakers and members of our own academic staff present papers, take place most Wednesdays at 4pm. Members of the School may arrange other informal seminars from time to time - information will be made available via email about these as they arise.

Learning Resources

On the upper floors in the open plan areas, there are computers for use by Postgraduate Research students. Philosophy is located on the 4th floor of the building. Therefore, you must access the computers on the 4th floor. Access is 24 hours a day and 7 days per week and access to the area is by the swipe card system (student ID cards**). Students are not allocated to specific desks or computers; it is a shared space**. There is also wireless access in these areas for you to use your laptops.

A network printer is located in the Office Service Areas on the fourth floor (i.e. the Politics and Philosophy discipline floor). Postgraduate students are able to purchase cards to gain credit on the system at the print robots throughout the campus. The nearest print robot can be found in the Arthur Lewis Building, Ground floor, G8 Resource Area.

Further Facilities: For information on learning resources, including Library and Computer facilities see the **School Postgraduate Research Student Handbook**.

Room Booking in Arthur Lewis Building: If you wish to book a room in the Arthur Lewis Building for a meeting with fellow students, reading groups etc, you can email sossresources@manchester.ac.uk or, if you have staff status as a Teaching Assistant etc, you can use the online booking form at http://www.socialsciences.manchester.ac.uk/staff/room/.

Disability Support

Please see the Disability Support Office webpage at: www.manchester.ac.uk/disability

Telephone: 0161 275 7512/8518 or Text: 07899 663 512 or Fax: 0161 275 7018

Email: dso@manchester.ac.uk

Student Representatives

Student Representatives are elected each year to represent MA (2) and research students in their 1st, 2nd and 3rd years (1 from each). Student Reps hold their position for one academic year, but can be re-elected in subsequent years (though, of course, they will represent different years!). Student reps meet with the graduate team in specially convened meetings. Details of these will be posted once the election has taken place.

The Graduate Team works closely with Student Reps to ensure that students concerns are discussed and measures are put in place to resolve any issues that may arise. The Student Reps also work with the Graduate Team to organise the PGR Christmas and end of year parties as well as other social events.

Funding Support

The Peter Goldie Memorial Fund provides a yearly award of approximately £1000 to help fund PhD students who want to attend a philosophy conference or spend a brief period of time studying at another university. Details will be circulated in September.

Further assistance with funding for research expenses (e.g. conference expenses, etc.) may be available under certain circumstances. Enquiries should be directed to the PGR Director for Philosophy, Dr Joel Smith (joel.smith@manchester.ac.uk).

6. Postgraduate Teaching Assistants

Teaching Assistants are responsible for assisting academic staff in the delivery of high quality education to undergraduate students on an hourly paid basis. If you have been selected to act as a Teaching Assistant you will have to attend the Graduate Teaching Assistants training sessions which will give an introduction to teaching, learning and assessment and concentrate on effective teaching in large and small group situations. Some of the key points to bear in mind are:

Preparation
- Prepare sufficiently to carry out the stated aims and objectives of the tutorial/exercise class which you are leading

Teaching
- Facilitate and/or lead group discussions, either in small groups or with the whole class
- Facilitate discussion around the theme of the class/tutorial
- Ensure the smooth running of equipment necessary to achieve the aims of the class/tutorial (e.g. computers, software packages)
- Obtain from the course lecturer, or provide, suitable additional teaching materials as relevant to the stated aims of the class/tutorial
- Aim to maintain a conducive atmosphere and environment for the achievement of the aims of the class/tutorial

Administration

- Keep records of student attendance
- Hold an office hour once a week or once a fortnight as appropriate for each course, notifying tutees accordingly
- Distribute, and arrange for return of, course evaluation questionnaires for each tutorial group taught

Assessment

- Mark essays or other forms of formative assessment as required by the course programme

Teaching Assistants are responsible to the course co-ordinator for the unit that they are assisting. This may include liaising with academic staff on matters relating to preparation, teaching, administration and assessment.

For further information visit:

http://www.socialsciences.manchester.ac.uk/intranet/pg/gta/

7. Events and Organisations

The leading organisation for philosophical research in the UK is **The British Philosophical Association**. For more information about the association and membership details see:

http://www.bpa.ac.uk/

Also the British Postgraduate Philosophy Association, here

http://www.bppa-online.org/

Graduate Conference

Since 2005-6 we have held an annual Graduate Conference, *Open Minds*. This highly successful event provides a supportive and stimulating environment for postgraduate students and those recently awarded their PhD to share and discuss their work. Graduate Students are strongly encouraged to participate in this event both by submitting papers, and by assisting with the organization of the conference.

For more info contact Joel Smith (joel.smith@manchester.ac.uk)

Philosophy research students may also be interested in events held in Politics:

Brave New World Conference

Brave New World is an Annual Postgraduate Conference in Political Theory organised and run by postgraduate students under the auspices of the *Manchester Centre for Political Thought (MANCEPT)*. The Brave New World conference series provides an excellent forum exclusively dedicated to the discussion of postgraduate research in political theory.

8. Keeping on Track

Supervision & Supervisory Boards

A key feature of the University's policy for supervision is that all students have access to a supervisory team. The aim of the supervisory team is to achieve maximum clarity in the supervisory process to ensure a student's requirements and issues are addressed throughout their research programme. As a minimum, the team consists of a main supervisor (responsible for agreeing a suitable programme of research work with the student and overseeing its progress), and a PhD board (consisting of the supervisor/s plus one or two other academics from the same broad field who meet the student and discuss work at least once a semester). In addition to the PhD panel, the Director of Graduate Studies is available to provide general advice and support throughout the PhD.

Members of a PhD board do not meet a student with the same frequency as the main supervisor, nor do they read all of the student's work. They are, nevertheless, actively involved in the supervisory process by making themselves fully aware of the research programme and by reading portions of the student's work. Their role is to be available to the student for consultation and advice on academic matters relating to the programme and to offer support and guidance on non-academic matters.

Your offer letter from the School of Social Sciences will have explained who will act as your supervisor for the duration of your studies; and the members of your supervisory board will be allocated by the Postgraduate Research Director shortly after you arrive. It is important that the student and supervisor establish a healthy working relationship with clear expectations of each other and a planned programme of work. The frequency with which you meet your supervisor will vary but will be at a minimum of at least once a fortnight.

For further supervisory information please refer to
http://www.humanities.manchester.ac.uk/humnet/acaserv/pgresearch/students/dean.html

eProg

Review of progress will be facilitated through **eProg**. eProg is a University-wide system for postgraduate researchers to record and monitor progression throughout their programme and manage skills training activities. The eProg system offers an online platform for academic staff and their PGR students to record and track key milestones throughout the student's programme, from the point of registration to thesis examination. The system also provides access to an extensive catalogue of skills training activities across the University.

<u>Accessing eProg</u>

eProg can be accessed via the *Student Portal* or by going to
www.eprog.manchester.ac.uk

<u>Components of eProg</u>

eProg is made up of the following components:
- o Personal timelines: Each student has a personalised timeline which provides a visual representation of forthcoming key milestones and information that make up your programme of study.
- o Progression: Each student has their own progression area which provides a detailed list of milestones and skills training activities with the dates or deadlines attached.
- o Online forms: Students will be required to complete online progression forms which are tied to individual milestones. These forms provide a formal record of meetings or discussions between you, your supervisor and your advisor. It also provides an opportunity for any issues or problems to be raised. All forms and the deadlines by which they must be completed can be found on your eProg progression page. You can access, complete and save information at any time prior to these meetings and we recommend that you do this so that information is available to review before each meeting takes place. At the meeting your supervisor or advisor will complete the remainder of the form with their comments and feedback. This provides us with a record that you are making satisfactory progress.

- o Skills training: A skills training area where students can search training events across the University, book onto any courses of interest events and view courses they are registered for or have attended

- o Help and support: Help and advice on how to use eProg and useful links to online training (in Blackboard)

<u>Student responsibilities</u>
Your responsibilities as a student are:
- to meet with your supervisor and advisor to review progress and to complete the appropriate online forms
- to attend/complete all mandatory skills training components

<u>Supervisor and advisor responsibilities</u>
The supervisor's and advisor's responsibilities are:
- to meet or liaise with their students in a timely manner to discuss student's progress and to submit the appropriate online progression forms
- to encourage attendance of their students at all required skills training events

Contacts
For queries related to specific milestones on your programme, please email
ann.cronley@manchester.ac.uk

For queries relating to eProg please contact eprog@manchester.ac.uk

Granting Extensions/Interruptions to the PhD/MPhil Programme:

1.   Extension/Interruption applications should be made on the 'Application for
     Extension to Submission Date' or 'Application to Interrupt Programme' form
     available from the School website at:
     http://www.socialsciences.manchester.ac.uk/intranet/pg/forms/

2.   Where relevant, applications must be accompanied by documentary evidence e.g.
     certification by a qualified doctor specifying nature of illness, duration and impact
     on ability to study, letter from qualified counsellor, copy police incident report etc.

3.   Applications must be submitted to Ann Cronley or Marie Waite, School of Social
     Sciences.

4.   Your application will then be considered by the Director of Graduate Studies,
     Professor Mark Elliot.

5.   You will be formally notified of the outcome of their application in writing.

Circumstances that might be considered as grounds for applying for an extension
include:
   - Illness which either prevents you from working altogether or considerably affects
     your ability to work effectively.
   - a short-term absence from the University i.e. as a result of illness for 7 days or
     less where the absence occurred within the two week period immediately
     preceding the deadline for the submission of a piece of coursework or the
     delivery of an assessed presentation.
   - Serious personal problems; illness/death of close relatives including attendance
     at funerals; being a victim of crime; accommodation crises; court cases; accident
     or sports injury.
   - Jury Service.
   - Delays in obtaining ethical approval.

The following will <u>not</u> be regarded as grounds for applying for an extension to the
submission date:
   - any event that could have reasonably been expected or anticipated e.g.
     weddings, holidays, moving house.
   - inadequate planning and time management.

- pressures of paid work (in exceptional circumstances extension requests will be considered where there has been a temporary but substantial increase in workload which was imposed at short notice and which couldn't have reasonably been foreseen. This will require written confirmation from the student's employer).
- having more than one examination or other compulsory assessment or presentation etc. on the same day.
- computer or printer failure resulting in loss of data.
- failure to submit specified items of coursework through misreading of a published submission date.
- difficulties with English language (including delays in proofreading).
- travel delays.
- normal pregnancy (excluding standard maternity leave entitlement).

The above lists are not exhaustive, nor does the existence of acceptable grounds guarantee that an extension to the submission date will be granted. Students are expected to take reasonable action to minimise disruption to their studies.

Late Submission Fee:

If a thesis is not submitted before the end of the PhD degree or submission pending period and no extension has been approved, the student's candidacy automatically lapses. The student cannot subsequently submit unless further approval is granted by the University**.**

Doctorate and MPhil degree students who have not submitted their thesis by the end of the registered period of their degree (which includes the submission pending period), but have exceptional mitigating circumstances, will be entitled to apply to extend their programme or submission pending period. In the absence of mitigating circumstances, late submission of theses will not be permitted. For further details, please see the *School of Social Sciences Postgraduate Research Student Handbook.*

Submission Pending Fee

Submission pending refers to the period where a student has completed all supervised research and is preparing the thesis. Doctoral and MPhil students who have not already submitted their thesis within the prescribed period of study permissible for the degree are required to register for the submission pending period. Students are required to pay a submission pending fee of £225. The total maximum period allowable for submission pending is one year.

From 1st October 2013, a new policy comes into effect whereby the partial refund for early submission will no longer be available. Any student who enters the submission pending period before 1st October 2013 will still be entitled to a refund if they submit their theses within the first six months of Submission Pending. For all other students, there will be a flat administration fee for Submission Pending of £225, regardless of the length of duration of the submission pending period and no refund will be provided for early submission.

Submission Pending Application forms are available at:
http://www.socialsciences.manchester.ac.uk/intranet/pg/researchforms/

Procedural Reminders:

Fieldwork – All research students going on fieldwork MUST apply directly to the School office for approval before they leave the University.

Upgrade from MPhil to PhD – All students who are upgrading from the MPhil to the PhD MUST be formally approved by the School.

Changes to Thesis Title – All changes to a student's thesis title MUST be formally approved by the School.

Request to Submit Early – Students MUST formally apply to the School for approval to submit early.

Request to Change Programmes – Students MUST formally apply to the School for approval to change their programme.

All cases, relevant forms, guidance and notes can be downloaded from:

http://www.socialsciences.manchester.ac.uk/intranet/pg/

9. **What we Require of You**

Skills Audit
Information about the skills audit will be given to PhD students during induction week meetings.

Foreign Language Training
If you need to undertake Foreign Language Training to do your research, you can take relevant course units at the University. Please see the Language Centre website for details at: http://www.langcent.manchester.ac.uk/

English Language Training
The Language Academic Support Programme is offered to registered international students. These classes on academic writing, grammar, academic speaking and pronunciation are available for 20 weeks and can be up to 5 hours of tuition per week. Registration is via a diagnostic test which is compulsory for all postgraduate students registering on a programme in the School of Social Sciences for whom English is an additional language. Further details can be found on the Registration Timetable.

Students who have already registered with a department of the University, and require advice regarding their level of English should go for testing. Where appropriate, after testing, recommendations will be made for attendance of the In-Sessional (part-time)

programme in English for academic purposes. Please note that it is not necessary to register in advance for the test.

In addition to the In-Session academic writing, the University's English Language/Academic Support programme includes individual tutorial support for academic writing through academic writing consultations and a 'drop-in' service.

Please contact Rachel Sinnott (rachel.sinnott@manchester.ac.uk) for copies of the In-Sessional class timetable, test dates, information on the academic writing consultations and the 'drop-in' service. These also can be found at
http://www.ulc.manchester.ac.uk/english/academicsupport/courses/

Personal Development Planning

Personal Development Planning (PDP) is an active and continuous process of self-appraisal, review and planning of professional and personal development. In other words, you look at what you can do and what you have done, think about what you need to do and would like to do next, figure out how you will do it and then congratulate yourself for having done it. You then start the process all over again.

PDP is a **process** not a single document or product. PDP is a collection of active documents that should be revisited regularly to enable you to evaluate your own progress and learning. If approached in a professional manner, your experience of PDP at the University of Manchester should be the beginning of a life-long process of self-reflection and action in which you identify and set goals that make you the control-centre of your own development.

PDP provides the student with the opportunity to – **Plan, Reflect,** & **Record -** their progress throughout the period of their research.

PDP is premised on the idea that a student is more than their research. The components of PDP result in a portfolio for the student to reflect upon and use as a source of reference. The PDP provides the student with the opportunity to set their own development goals. It also provides the student with the opportunity to reflect on their increasing skill set and to comment on the quality of the research experience.

Over the course of the research, a PDP builds into a comprehensive record of a student's development and achievements, which can be used as the basis for a CV upon thesis completion.

For further details see *Personal Development Planning – A Guide for Postgraduate Research Students in the School of Social Sciences, Faculty of Humanities*.

PhD Course Units

In addition to any training requirements set out in your offer letter, or worked out in consultation with your supervisor, all of our PhD students are *required* to take the PhD Seminar, PHIL60290, throughout the duration of their studies. This is timetabled for 16.00 – 18.00 on Wednesdays on a fortnightly basis in G.019, Ground Floor, Arthur Lewis Building.

We also strongly encourage you to attend the Visiting Speaker Programme and the "Work in Progress" seminars.   Further details of these programmes will be circulated in the first week of term. If you are unable to attend any of the above, please try to inform either the Convenor of the PhD Seminar or the Chair of the Visiting Speaker and Work in Progress Seminars.

PLAGIARISM

The University of Manchester is committed to combating plagiarism. In the School of Social Sciences a percentage of all work submitted for assessment will be submitted for checking electronically for plagiarism. This may be done in two ways:

i. Phrases or sentences in your assessed work may be checked against material accessible on the world wide web, using commonly available search tools. You will not be informed before this checking is to be carried out.

ii. The University subscribes to an online plagiarism detection service specifically designed for academic purposes. You will be notified by your course unit director or programme director if your work is to be checked in this way and you will be asked to submit an electronic version of your work. This requirement for your work to be provided electronically may be **additional** to requirements for you to submit your work in `hard copy'. The request for you to submit your work electronically may be made to you either prior to the required submission date for your work or after you have submitted.

Guidance to Students on Plagiarism and Other Forms of Academic Malpractice
Introduction
1. As a student, you are expected to cooperate in the learning process throughout your programme of study by completing assignments of various kinds that are the product of your own study or research. For most students this does not present a problem, but occasionally, whether unwittingly or otherwise, a student may commit what is known as plagiarism or some other form of academic malpractice when carrying out an assignment. This may come about because students have been used to different conventions in their prior educational experience or through general ignorance of what is expected of them.

2. This guidance is designed to help you understand what we regard as academic malpractice and hence to help you to avoid committing it. You should read it carefully, because academic malpractice is regarded as a serious offence and students found to have committed it will be penalized. At the very least a mark of only 30% would be awarded for the piece of work in question, but it could be worse; you could be awarded zero (with or without loss of credits), fail the whole unit, be demoted to a lower class of degree, or be excluded from the programme.

3. Academic malpractice includes **plagiarism, collusion, fabrication** or **falsification** of results and anything else intended by those committing it to achieve credit that they do not properly deserve. In addition to the advice that follows, your School will give you advice on how to avoid academic malpractice in the context of your discipline. It will also design assessments so as to help you avoid the temptation to commit academic malpractice. Finally, you should take note that work you submit may be screened electronically to check against other material on the web and in other submitted work.

4. **Plagiarism** is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It also includes 'self-plagiarism' (which occurs where, for example, you submit work that you have presented for assessment on a previous occasion), and the submission of material from 'essay banks' (even if the authors of such material appear to be giving you permission to use it in this way). Obviously, the most blatant example of plagiarism would be to copy another student's work. Hence it is essential to make clear in your assignments the distinction between: 1 the ideas and work of other people that you may have quite legitimately exploited and developed, and 2 the ideas or material that you have personally contributed.

5. To assist you, here are a few important **do's and don'ts**:

Do get lots of background information on subjects you are writing about to help you form your own view of the subject. The information could be from electronic journals, technical reports, unpublished dissertations, etc. Make a note of the source of every piece of information at the time you record it, even if it is just one sentence.

Don't construct a piece of work by cutting and pasting or copying material written by other people, or by you for any other purpose, into something you are submitting as your own work. Sometimes you may need to quote someone else's exact form of words in order to analyse or criticize them, in which case the quotation must be enclosed in quotation marks to show that it is a direct quote, and it must have the source properly acknowledged at that point. Any omissions from a quotation must be indicated by an ellipsis (…) and any additions for clarity must be enclosed in square brackets, e.g. "[These] results suggest… that the hypothesis is correct." It may also be appropriate to reproduce a diagram from someone else's work, but again the source must be explicitly and fully acknowledged there. However, constructing large chunks of documents from a string of quotes, even if they are acknowledged, is another form of plagiarism.

Do attribute all ideas to their original authors. Written 'ideas' are the product that authors produce. You would not appreciate it if other people passed off your ideas as their own, and that is what plagiarism rules are intended to prevent. A good rule of thumb is that each idea or statement that you write should be attributed to a source unless it is your personal idea or it is common knowledge. (If you are unsure if something is common

knowledge, ask other students: if they don't know what you are talking about, then it is not common knowledge!)

6. As you can see, it is most important that you understand what is expected of you when you prepare and produce assignments and that you always observe proper academic conventions for referencing and acknowledgement, whether working by yourself or as part of a team. In practice, there are a number of acceptable styles of referencing depending, for example, on the particular discipline you are studying, so if you are not certain what is appropriate, ask your tutor or the course unit coordinator for advice! This should ensure that you do not lay yourself open to a charge of plagiarism inadvertently, or through ignorance of what is expected. It is also important to remember that you do not absolve yourself from a charge of plagiarism simply by including a reference to a source in a bibliography that you have included with your assignment; you should always be scrupulous about indicating precisely where and to what extent you have made use of such a source.

7. So far, plagiarism has been described as using the words or work of someone else (without proper attribution), but it could also include a close paraphrase of their words, or a minimally adapted version of a computer program, a diagram, a graph, an illustration, etc taken from a variety of sources without proper acknowledgement. These could be lectures, printed material, the Internet or other electronic/AV sources.

8. **Remember:** no matter what pressure you may be under to complete an assignment, you should never succumb to the temptation to take a 'short cut' and use someone else's material inappropriately. No amount of mitigating circumstances will get you off the hook, and if you persuade other students to let you copy their work, they risk being disciplined as well (see below).

9. **Collusion** is any agreement to hide someone else's individual input to collaborative work with the intention of securing a mark higher than either you or another student might deserve. Where proved, it will be subject to penalties similar to those for plagiarism. Similarly, it is also collusion to allow someone to copy your work when you know that they intend to submit it as though it were their own and that will lay both you and the other student open to a charge of academic malpractice.

10. On the other hand, collaboration is a perfectly legitimate academic activity in which students are required to work in groups as part of their programme of research or in the preparation of projects and similar assignments. If you are asked to carry out such group work and to collaborate in specified activities, it will always be made clear how your individual input to the joint work is to be assessed and graded. Sometimes, for example, all members of a team may receive the same mark for a joint piece of work, whereas on other occasions team members will receive individual marks that reflect their individual input. If it is not clear on what basis your work is to be assessed, to avoid any risk of unwitting collusion you should always ask for clarification before submitting any assignment.

11. **Fabrication or falsification of results** - For many students, a major part of their studies involves laboratory or other forms of practical work, and they often find themselves undertaking such activity without close academic supervision. If you are in this situation, you are expected to behave in a responsible manner, as in other aspects of your academic

life, and to show proper integrity in the reporting of results or other data. Hence you should ensure that you always document clearly and fully any research programme or survey that you undertake, whether working by yourself or as part of a group. Results or data that you or your group submits must be capable of verification, so that those assessing the work can follow the processes by which you obtained them. Under no circumstances should you seek to present results or data that were not properly obtained and documented as part of your practical learning experience. Otherwise, you lay yourself open to the charge of **fabrication** or **falsification** of results.

12. **Finally…**If you commit any form of academic malpractice, teaching staff will not be able to assess your individual abilities objectively or accurately. Any short-term gain you might have hoped to achieve will be cancelled out by the loss of proper feedback you might have received, and in the long run such behaviour is likely to damage your overall intellectual development, to say nothing of your self-esteem.

You are the one who loses.

Tier 4 Visa Attendance Monitoring – for the attention of Tier 4 Visa holders only.

As your Tier 4 sponsor, the University of Manchester must monitor your attendance and be assured that you are fully engaged with your course of study or research. We also need to ensure that you we have up-to-date contact contact details for you. If you leave Manchester for any reason during your studies we also need to know this.

You must attend the census points in addition to complying with the attendance requirement of your programme of study.

Attendance at lectures and tutorials is mandatory and this is recorded on campus solutions.

When are the census points?

The Census Dates for 2013/14 for all active Tier 4 students are as follows:

Census Point	Dates	Venue
October 2013	30 September – 8 October 2013	**New students** - at central registration **Returning students** – SoSS Postgraduate Office, 2nd Floor Arthur Lewis Building
January 2014	13 January – 24 January 2014	Postgraduate Office, 2nd Floor Arthur Lewis Building
May 2014	14 May – 27 May 2014	Postgraduate Office, 2nd Floor Arthur Lewis Building
July 2014	18 July – 25 July 2014	Postgraduate Office, 2nd Floor Arthur Lewis Building

Please note:

• Please enter these dates in your diary. You must report in person on one occasion during each census period with your student card to the PG Reception Desk on the 2nd Floor of Arthur Lewis building during the dates specified.

• You must ensure that your current term-time address, telephone number and other contact details are correct and up to date at all times. How do I do this – click here.

• If you are going to be away from Manchester during any period of your registration you need to let your administrator know by completing this form.

• You will receive a reminder e-mail from the School about each census point. You must check your University e-mail account regularly. Failure to check your e-mail account is not a valid reason to be absent from a census point.

• If you cannot attend in person during the dates specified, please let the school know by completing this online form.

- If you cannot attend due to illness you must provide a copy of a medical certificate to your Programme Administrator

- If you are unable to attend the census you should report in person to the School as soon as possible after you return to campus.

- Students who are recorded as interrupting their studies are not expected to attend during their period of interruption

What happens if I cannot attend a census point?

The School must be able to confirm your presence to the UKBA by the end of each census point in the academic year. If you do not attend a census point when required and you do not provide a valid explanation for your absence you will be deemed to be "not in attendance".

Those students identified as "not in attendance" will be reported to the UKBA and the University will cease to sponsor the student's Tier 4 visa. The Tier 4 visa will then be curtailed and the student will be required to leave the UK within 60 days

Further information

For more information on Tier 4 visas:

www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/

Your responsibilities as a tier 4 student are outlined in the crucial guide here.

If you have any concerns about the attendance monitoring census points, or your Tier 4 visa status, please contact pbs@manchester.ac.uk