

POLITICS

**THE POSTGRADUATE
RESEARCH STUDENT
HANDBOOK**

Guide to PhD & MPhil Programmes

2013 – 2014

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List of Abbreviations

MANCEPT	Manchester Centre for Political Thought
IPEG	Institute for Political and Economic Governance
SoSS	School of Social Sciences
DA	Discipline Area
NWDTC	North West Doctoral Training Centre
HoDA	Head of Discipline Area
ESRC	Economic and Social Research Council
AHRC	Arts and Humanities Research Council
ORS	Overseas Research Scholarship
MPhil	Master of Philosophy (Research)
PhD	Doctor of Philosophy
RD	Researcher Development
PGR (students)	Postgraduate research (students)

Welcome to the Graduate Centre in Politics

Welcome to the Graduate Centre in Politics and thank you for choosing to study with us. The University of Manchester is the largest single-site university in the UK. The Research Assessment Exercise (RAE) 2008 confirmed the University's place among the research elite in the UK. By 2015, The University of Manchester aims to be among the top 25 universities in the world.

Politics at Manchester is one of Europe's top centres for research and teaching, bringing together one of the largest groupings of politics staff in the UK and covering almost all areas of the discipline. Politics is based in the Arthur Lewis Building together with Sociology, Economics, Philosophy, Social Anthropology and Social Statistics, the other disciplinary areas in the School of Social Sciences, and offers postgraduate students excellent resources and the opportunity to become part of the research culture in Politics alongside academic members of staff.

Politics performed well in the in the 2008 Research Assessment Exercise with 50 per cent of its research activity being identified as 'world leading' or 'internationally excellent'. We also scored top marks of 24 in the most recent external evaluations of teaching, held in 2001. With such extensive and high quality teaching and training resources, we are able to offer you a cutting-edge research environment in which to conduct your research and graduate training. Our PhD and MPhil student body is among the largest in the country and we are proud to welcome students from all over the globe. Our large graduate centre will give you opportunities to make new friends, debate aspects of your research with a substantial peer group, and begin making those networks that will stand you in good stead throughout your careers.

We pride ourselves on continuously re-evaluating and improving the way in which we facilitate doctoral research. An exciting new development this year is our collaboration with Liverpool and Lancaster Universities as the ESRC's North West Doctoral Training Centre. This will further enhance our research training programme, particularly in the area of methods, via the Methods NorthWest unit. Also, as a result of enhanced University investment in new academic appointments, we have expanded the number of staff across the range of sub-disciplines in which we specialise. We will welcome any feedback you have on this guide, your experience of joining Politics and any other aspect of your time studying here.

We very much hope that you will enjoy your time in Manchester. I look forward to meeting you all and wish you every success in your research.

Dr Dimitris Papadimitriou
Politics Graduate Director

How to Use this Handbook

This handbook gives information specific to Politics.

Most of the procedures that concern you and many of the opportunities that are available to you are the same across the School of Social Sciences. These are explained in the *School of Social Sciences Postgraduate Research Student Handbook* and it is vital that you read that handbook, too. Information contained in it is not repeated here.

Crucial information to be found in the *School of Social Sciences Postgraduate Research Student Handbook* includes:

- details of the responsibilities of the supervisors and of your responsibilities
- advice on where to turn for pastoral care and general advice
- information on research training and the Researcher Development Programme
- further information on progress and review
- information regarding plagiarism
- information on the process relating to dealing with ethical issues in your research
- information on policies and procedures (e.g. relating to fieldwork, interruptions, changes of thesis title, changes in supervision arrangements, applications for extensions, submission and examination procedures).
- practical issues (e.g. access to buildings and computing facilities, health and safety, photocopying facilities and useful contacts)

For those of you taking a Masters course prior to your three thesis writing years, please also read our MA handbook. Again, this must be read in conjunction with the *Faculty of Humanities, School of Social Sciences Student Guide for Taught Masters, Postgraduate Diploma and Postgraduate Certificate*.

These documents are available on our website.

For the most up-to-date information on Politics, please go to our website:
<http://www.socialsciences.manchester.ac.uk/disciplines/politics/postgraduate/>.

Documents, forms and further information can also be found on the School of Social Sciences postgraduate student intranet:
<http://www.socialsciences.manchester.ac.uk/intranet/pg/>

The Faculty of Humanities website is also an important source of information and can be located here <http://www.humanities.manchester.ac.uk/postgraduate/>

The Graduate Centre

Politics is one of six Discipline Areas in the School of Social Sciences. The School is itself one of seven Schools which together make up the Faculty of Humanities. The Graduate Centre is run by the Graduate Team.

Director of the Graduate Centre

Dr Dimitris Papadimitriou, Room 4.019, Arthur Lewis Building

Tel: 0161 275 4888

Email: dimitris.papadimitriou@manchester.ac.uk

Office hours: By appointment

PhD Director

Dr Cristina Masters, Room 4.022, Arthur Lewis Building

Tel: 0161 275 1308

Email: cristina.masters@manchester.ac.uk

Office hours: By appointment

PhD Recruitment and Admissions

Dr Richard Child

Room 4.034, Arthur Lewis Building

Tel: 0161 275 4978

Email: richard.child@manchester.ac.uk

Office hours: By appointment

MA Director

Dr Nick Turnbull, 4.024 Arthur Lewis Building

Tel: 0161 275 4833

Email: nick.turnbull@manchester.ac.uk

Office hours: TBA

Administrator

Ann Cronley, PG Office, 2nd floor, Arthur Lewis Building

Tel: 0161 275 4747

Email: ann.cronley@manchester.ac.uk

You should also know about the head of our Discipline Area:

Head of Politics

Professor Andrew Russell

Email: andrew.russell@manchester.ac.uk

Communication

The Graduate Team is responsible for the day to day running of the Graduate Centre and they are always on hand to listen, advise and help.

Please ensure that the Graduate Centre 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.

To visit the Postgraduate Administrative team, please report to the Postgraduate Reception in room 2.003, 2nd floor. To visit an academic member of staff, you can either report to the reception point on the 4th floor or book an appointment through the SOHOL system.

It is crucial that you read your student email on a daily basis as this is the primary way we will contact you.

Please also check the Postgraduate Research student pigeonhole and the Postgraduate Research notice board (both located on the fourth floor) on a regular basis.

The North West Doctoral Training Centre

From October 2012 Politics at Manchester will be co-ordinating aspects of its PhD provision with its counterparts at Liverpool and Lancaster Universities as the Politics in a Global World Pathway of the ESRC's North West Doctoral Training Centre, see <http://www.nwdtc.ac.uk/aboutus/principles.html>

The NWDTC will particularly enhance the skills and training aspects of doctoral studies through the Methods NorthWest unit. For more details of the training opportunities on offer, see <http://www.methodsnorthwest.ac.uk/>

Keeping on Track

Supervision

Your supervisory team will consist of two supervisors, the main supervisor and the co-supervisor. They are responsible for agreeing a suitable programme of research work with you and overseeing your progress. They are also available to give advice on your studies, including training needs. You will be asked to sign the 'Student/Supervisor Guidelines for the School of Social Sciences' at the beginning of your studies to ensure that you are aware of your supervisors' responsibilities towards you but also your responsibilities towards them.

In addition, you also have an Advisor to provide general advice and support. The PhD Director takes this role for all PhD and MPhil students. If you are in the '1' year of a '1+3' scheme, your Advisor is the MA Director. In instances where either the MA or PhD Director is a student's supervisor, the Director of Graduate Studies undertakes this role.

Your offer letter from the School of Social Sciences will have explained who will act as your supervisors for the duration of your studies. It is important that the student and supervisors establish a positive 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 on average once a fortnight.

If you wish to discuss your supervisory arrangements please contact the PhD Director or (if s/he is your supervisor) the Graduate Director.

We urge you to also read the relevant information in the *School of Social Sciences Postgraduate Research Student Handbook*, which gives detailed information on these arrangements.

Review of Progress

Your supervisors will, amongst other things, give you guidance on the nature and standard of work expected to make appropriate progress on your research degree programme. They will give constructive feedback on your work and advise you on how to improve. It is particularly important that you are made aware if progress should not be satisfactory and that advice and guidance is given to facilitate improvement.

The School of Social Sciences operates a system of regular monitoring of progress in order to provide students with an opportunity to receive feedback on their performance and identify and address difficulties should they arise. The following sets out the relevant procedures for Politics.

Please note that the schedule will be adjusted for part-time students, students who have started at a time other than September and those students who have taken an interruption.

Fieldwork is not a reason to delay or not hold a review meeting, though the meeting may be held by email, conference call or some other suitable means. If you have any questions about these arrangements, please contact the PhD Director.

Years 1 and 2

Mid Year Progress Review (normally in January): Students and supervisors will be required to complete a Mid Year review form covering aspects such as progress to date, satisfaction with supervision, obstacles to research and objectives for the future. This report will be signed by the student, supervisors and PGR Director.

Continuation and Annual Review Meetings (normally May/June): Approximately 8-9 months into their programme, each student will have a Continuation Review, conducted by a Continuation Panel comprising of two members of staff that are independent of the supervisory team in Year 1 and normally one member of staff in Year 2. Each student will submit

- a) a report from student and supervisors (as in semester 1)
- b) a research proposal that includes a timeline for submission
- c) one chapter or equivalent (e.g. a literature review)

to the Continuation Panel.

The Continuation Panel will evaluate the student's work, provide constructive written feedback on the work reviewed, and arrange an ORAL EXAMINATION to decide whether progression/upgrade is recommended. The duration of the oral examination will be approximately 30 minutes where the reviewer(s) can ask substantive questions with regard to the work submitted and for further clarification and added details. The supervisory team and PGR director will be present for this component but not involved in the Q&A. The reviewer(s) and supervisory team will then confer and decide progression and/or any remedial action such as the resubmission of work. The oral examination is an opportunity to develop oral communication skills, viva training, and to ensure supervisors, reviewer(s), and students have a structured forum for communication.

Following the above, supervisors and students will hold a Formal Annual Review. For the meeting students and supervisors will consider the following:

- a) the written and oral recommendation of the Continuation Panel
- b) progress on the student's research training to date
- c) outcomes of any taught components of their programme

- d) the student's PDP (including skills audit) and/or CV (CV required in Year 2) [On Personal Development Training (PDP) please consult the *School of Social Sciences Postgraduate Research Student Handbook*]
- e) milestones for the next academic year, which will be agreed.

The student and supervisors will complete the Annual Review Form which will be sent to the PGR Director, who will make a decision on the student's continuation on the research degree programme.

Formal requirements for progress into Year 3 will normally include a compulsory presentation to a relevant research group in Politics. If such a presentation is not feasible, for example because the student is on extended fieldwork or on an institutional exchange in Year 2, the PGR Director must be informed of this and this requirement must be fulfilled in Year 3.

Students who fail to achieve the required standard will be offered one opportunity to revise the work and resubmit according to regulations but will not be permitted to register for the following year until the Continuation Review and Annual Review panels are satisfied that the student has made adequate progress.

Year 3

Completion Support Meeting (normally in December): The Graduate Director and PGR Director will hold a meeting to discuss goals and a work plan for the remaining preparation of the research for submission, but also to address any barriers that might inhibit timely completion. Students will submit a work plan with a timeline for submission in advance of the meeting. The PGR Director will produce a summary of the meeting that will be agreed and signed by the student and then circulated to the supervisors. Further meetings may be arranged as necessary.

Mid Year Progress Review (normally in January): as in Years 1 and 2.

Annual Review (normally in June): The purpose of this meeting will be to check the progress of the student and to ensure that they are on course to complete supervision by the end of Year 3 (Year 6 for part-time students) and to submit their thesis before the end of Year 4. This meeting will also cover career advice. A CV must be submitted to the supervisors in advance of the meeting.

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.

Accessing eProg

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

Components of eProg

eProg is made up of the following components:

- Personal timelines: Each student has a personalised bespoke timeline which provides a visual representation of forthcoming key milestones and information that make up your programme of study.
- 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.
- 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.
- 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
- Help and support: Help and advice on how to use eProg and useful links to online training (in Blackboard)

Student responsibilities

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

Supervisor and advisor responsibilities

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

Submission Pending Period

Any students who have not submitted within the first 6 months of the submission pending period will be asked to produce a timetable for submission to be countersigned by their supervisors. The PGR Director will call meetings if necessary.

Should there be a need for students to carry out further research during their writing up year, the student should be advised that they must apply for an extension and pay full fees pro-rata.

For further information about progression and review of PGR students please consult the *School of Social Sciences Postgraduate Research Student Handbook*.

Transferable Skills Training

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 (starting in October) 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. Please consult your induction timetable for further information.

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-Sessional academic writing, the University's English Language/Academic Support programme includes individual tutorial support for academic writing through academic writing consultations. To receive consultation, you must book an appointment in advance. This service is available during term-time throughout the academic session.

Please contact Rachel Sinnott (rachel.sinnott@manchester.ac.uk) for copies of the In-Sessional class timetable, test dates, and information on the academic writing consultations. These also can be found at <http://www.ulc.manchester.ac.uk/english/academicsupport/courses/> Classes commence the beginning of October and students will be informed at the end of their test where and how to sign up for any recommended classes but details will also be added to the ULC noticeboards at the beginning of October.

Research Training

A PhD degree is awarded by the University of Manchester for 'research and training'. Training is, therefore, mandatory for all PGR students. This training should comprise general research methods training, specialist research training and transferable or generic skills training. Detailed information on all these aspects can be found in the *School of Social Sciences Postgraduate Research Student Handbook*. The Faculty of Humanities has also designed specific training for postgraduate researchers. Please see:

Researcher Development Programme

(<http://www.humanities.manchester.ac.uk/researcherdevelopment/>)

ArtsMethods@Manchester: Research Methods in the arts, languages & cultures
(<http://www.artsmethods.manchester.ac.uk/>)

Your research training requirements will be assessed in consultation with your supervisors at the start of your degree programme and regularly thereafter. If you do not already hold a research route Masters, you are normally required to take Qualitative Research Methods (QRM), Introduction to Quantitative Research Methods (SOCS70511) and Philosophy of Social Science.

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 following two courses. The first course – POLI 70081 PhD Research Design – is compulsory for PhD students in their first year. The second course – POLI 70092 – PhD Seminar is compulsory for all students throughout the duration of their studies. PhD Research Design is designed to help you fine-tune your research programme, and the PhD Seminar module provides a forum for the identification and development of skills necessary for the successful completion of the PhD and beyond.

Information on these modules and module timetables can be found on the Social Sciences intranet at <http://www.socialsciences.manchester.ac.uk/intranet/pg/>

Research Environment

Politics prides itself on its vibrant research environment in which our PGR students are fully integrated. You will find a wide range of activities and events which will be of interest to you, both within Politics and outside it. These not least provide additional opportunities for feedback and training to our PGR students. PGR students are expected to play an active part in the various research activities within the School. This will also assist your personal development as part of the PDP process.

As with many things, you are likely to get more out of your PGR training the more you put it. We therefore urge you to participate in the activities on offer. We require you to give one paper during your second year (normally to your research cluster), but we would strongly recommend that you make use of the many other opportunities to present your work, meet people with shared research interests and discuss their and your work and experiences. Participation in research clusters or other research groups is one of the best ways to learn how research works, what is expected from you if you want to present your own work at conferences and workshops, and to receive additional feedback on your work.

Your supervisors (and your Continuation Panel) will give you detailed and constructive feedback even if you do not ask for it. There is, however, also a world of expertise out there that you can tap into. Other PGR students and academics working in your field can comment on your work when you present it and may at times be willing to read your written work. The sooner you start participating in seminars and workshops, the easier it will be to figure out how to engage in research activities, to learn additional skills and to obtain useful feedback on your own research. We also believe that taking part in these research activities is a lot of fun. Writing a PhD thesis can be a lonely process. Workshops and seminars will bring you into contact with like-minded individuals and can be stimulating even when they are not on your precise research topic.

If you are planning a career in academia being a part of the research environment is particularly crucial. You will need to show that you are able to present papers at conferences and that you are able to publish your work. Contacts within academia will also be vital. Your supervisors will be happy to give you advice on what is appropriate at different stages of your research degree programme.

Research Clusters

Within the continuum of research that stretches across this substantive and methodological range within Politics we recognize a number of clusters of distinctive research strength which bring together significant numbers of researchers. These clusters relate to:

- Analytical Political Theory,
- Comparative Public Policy,
- Electoral Politics,
- Global Political Economy, and
- Poststructuralism and Critical Thought.

While these clusters represent the largest concentrations of research excellence, there are other areas in which high quality research is underway including: European Politics, East Asian Politics, Political History, Historical Materialism, the Politics of Gender, and the Politics of War and Terrorism.

As PGR students you will be associated with a research cluster, normally the cluster that your supervisors are a part of. You may be part of more than one cluster. If you are in any doubt as to which cluster is most appropriate for you, please discuss this with your supervisors. You are expected to actively participate in the activities of your cluster. There may also be other groupings and research centres that are relevant to your research and that you will be able to get involved in.

Some research clusters, and some elements of research within the 'continuum', relate to the work of broader research groups that cross disciplinary and School boundaries at Manchester. For example, there are connections between the research cluster on Comparative Public Policy and the Institute of Political and Economic Governance (IPEG), and between the research cluster on Electoral Politics and the Democracy, Citizenship and Elections Research Network (DCERN), just as there are links between researchers in Politics and the Jean Monnet Centre of Excellence in European Studies (JMCE) and the Centre for Chinese Studies (CCS), and other bodies.

Information about the clusters and links to other research centres can be found at <http://www.socialsciences.manchester.ac.uk/disciplines/politics/research/>

Brave New World

The Brave New World conference series is now established as a leading international forum dedicated exclusively to the discussion of postgraduate research in political theory. The conference offers a great opportunity for postgraduates from many different countries and universities to share experiences, concerns and research interests, to exchange stimulating ideas and to make new friends - all in a financially accessible and highly informal setting. Participants have the chance to meet and talk about their work with eminent academics, including members of faculty from the University of Manchester and guest speakers, who will deliver keynote addresses at the event.

Guest speakers in previous years have included Brian Barry, Simon Caney, Ian Carter, G.A. Cohen, Cecile Fabre, Gerald Gaus, Peter Jones, Chandran Kukathas, Kasper Lippert-Rasmussen, Catriona McKinnon, Susan Mendus, David Miller, John O'Neill, Onora O'Neill, Michael Otsuka, Christopher Norris, Bhikhu Parekh, Carole Pateman, Anne Philips, Thomas Pogge, Henry Shue, Quentin Skinner, Adam Swift, Philippe Van Parijs, Andrew Williams, and Jonathan Wolff.

Brave New World 2010 was the Fifteenth Annual Postgraduate Conference organised under the auspices of the Manchester Centre for Political Theory (MANCEPT) and supported by the Mind Association, the Analysis Trust and the Aristotelian Society. The guest speakers in 2010 were:

Roger Crisp (University of Oxford)
Leif Wenar (King's College London)

Jean Monnet Centre of Excellence

The Jean Monnet Centre of Excellence aims to provide a portal website for European Studies-related activities and research in Greater Manchester and the North West of England. The Centre aims to develop a platform to strengthen the intellectual community in European Studies, while also facilitating local and regional links with practitioners, researchers, students and others interested in European affairs.

For more details on our activities see:

<http://www.socialsciences.manchester.ac.uk/jeanmonnet/>

Political Perspectives

Political Perspectives is a peer-reviewed electronic journal for postgraduate research in political studies edited by postgraduate students at the University of Manchester. The journal's primary aim is to engender intellectual conversations across politics and facilitate graduate students on their pathway to publication. The journal places strong emphasis upon providing assistance by providing constructive and detailed feedback on manuscripts to authors <http://www.politicalperspectives.org.uk/>

Peer Review Network

The Peer Review Network (PRN) operates across the Politics Discipline Area to offer support to all members of staff, post-doctoral fellows and PhD students in matters relating to research. We aim to utilise the collective experience and resources of the group to assist each other at every stage of the research process - including grant applications, book proposals, journal submissions, and more general matters of research strategy.

PRN services

The principal service offered by the PRN is to undertake a provide advice and constructive criticism on draft journal submissions, book proposals or grant proposals. PRN can also offer some more specialist services on request, such as:

- offering advice on organisational aspects of a grant application or on research methods issues;
- offering advice on publication strategy generally;

- offering advice on particular technical issues, e.g. quantitative methods, normative analysis;
- offering advice on “what to do next” after adverse referees’ reports from a journal.
- PRN may also, from time to time, organise group events - for example offering relatively new members of staff general advice on funding applications or research strategy.

PRN 'rules'

1. Use of the Peer Review Network is voluntary!
2. Peer review will not be anonymous on either side, as this is impractical within the Discipline Area.
3. The peer review process is dependent on the cooperation of colleagues in offering timely support and advice when asked. Our aim is for a maximum 3-4 week turnaround.
4. The Peer Review Network offers guidance to postgraduate students in collaboration with the Politics Graduate Team. Normally the supervisor/s of a postgraduate student should be the first port-of-call for offering advice; the PRN should be seen as supplementing the supervisory process.

For more information see

<http://www.socialsciences.manchester.ac.uk/disciplines/politics/research/peer/>.

Other reading groups, research centres and networks

You can also find information about reading groups, research groups, projects, centres and networks and other research activities run from within or associated with Politics at <http://www.socialsciences.manchester.ac.uk/disciplines/politics/research/> and at <http://www.socialsciences.manchester.ac.uk/disciplines/politics/postgraduate/research/environment/>. We would very much encourage you to explore this wider research culture. These groups organise seminars and workshops to which research students are welcome. The list of such groups is long and covers a wide range of research areas such as gender, political and economic governance, poverty, democracy, historical materialism, the environment and love, to mention just a few examples.

Looking beyond Manchester

Web Profiles

As part of your career development, you should post your own web profile on the internet. We will ask you to provide information for this at the beginning of the semester.

<http://www.socialsciences.manchester.ac.uk/disciplines/politics/postgraduate/research/Current/>

Vitae

You may also be interested in Vitae, a service supported by Research Councils UK (RCUK). The site holds a wealth of information for researchers about events, conferences, career development and many other issues, with a dedicated section for postgraduate researchers.

For more information see <http://www.vitae.ac.uk/1218/Postgraduate-researchers.html> or <http://www.vitae.ac.uk/policy-practice/1748/North-West-Hub.html>

Learning Resources

On the upper floors in the open plan areas, there are computers for use by Postgraduate Research students. Politics 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** (i.e. 2nd floor Social Anthropology, 3rd floor Economics and Sociology, 4th floor Politics and Philosophy). 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 of Social Sciences 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: <http://www.dso.manchester.ac.uk/>
Second Floor, University Place ([Building 37 on the campus map](#))

Tel: 0161 275 7512/8518 Email: dso@manchester.ac.uk

Text: 07899 663 512

Fax: 0161 275 7018

Health and Safety

Accidents and Emergencies

All accidents at work or study must be reported. Please see the information and contact details at <http://www.campus.manchester.ac.uk/healthandsafety/index.htm>

There are first aid boxes located at main reception points in all buildings on campus and in some discipline areas. Contact details of first aiders for each building are listed on the First Aid notices located on each floor of the building.

<http://www.staffnet.manchester.ac.uk/services/occupational-health/first-aid/>

General Health and Safety Issues

If you are concerned about any health and safety matters in any of the buildings you use, please contact Karen Egan, as above. Copies of the School Health and Safety Policy are displayed on notice boards throughout the Arthur Lewis Building.

Smoking Policy

All University of Manchester buildings are non-smoking.

Fire Alarms and Emergency Evacuation Procedures

You will be using many of the university buildings over the duration of your course. 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 Course Administrator and the School Disability Co-ordinator (see SoSS website for contact details) of this fact.

The fire alarms are tested weekly, check the notices in each building for specific times. **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.

Applying for 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/>
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 of police incident report etc.
3. Applications must be submitted to Ann Cronley, School of Social Sciences.
4. Your application will then be considered by the School Director of Graduate Studies.
5. The student 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 the student from working altogether or considerably affects his/her 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; victims of crime; accommodation crises; court cases; accident or sports injury.
- Jury Service
- Delays in obtaining ethical approval

The following will not 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.

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 Course. The course 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 using the Campus Solutions system
- Report briefly on the attendance and work of each student at the end of each semester
- 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 includes liaising with academic staff on matters relating to preparation, teaching, administration and assessment.

Please also see the information on the SoSS Teaching Assistants' Website

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

and the Politics TA Website

<http://www.socialsciences.manchester.ac.uk/intranet/pg/gta/politics/index.html>

Student Representatives

Student Representatives are elected each year to represent research students in their 1st, 2nd and 3rd years (1 from each). Elections will be held by electronic ballot during the opening weeks of the first semester of the new academic year. 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.

To find your students representative see

<http://www.socialsciences.manchester.ac.uk/intranet/pg/pgr/reps/>

Funding Support

The Norman Chester/Politics Fund

This fund is designed to make a *contribution* to the cost of conducting fieldwork (or other research-related expenditure) or to the expenditure associated with presenting a paper at a scholarly conference/workshop. Applications are only eligible from Doctoral students whose fees are up to date. Each student may apply to the fund once in each year and is eligible for a grant up to three times during the period of their registration. Applications will not *normally* be considered for more than £250. Further details of when to apply, how and by what date will be provided in due course to all students. Our funding for this comes from an endowment from Norman Chester and a contribution from the Politics discretionary budget.

<http://www.socialsciences.manchester.ac.uk/intranet/pg/funding/>

Hardship Fund

The graduate team has established a hardship fund to help students suffering financial distress. The fund is designed to make a *contribution* to student finances. Applications will only be considered from students whose fees have already been paid, who have made good progress with their research, and who will submit on time. It should also be noted that funds cannot be used to pay for research activities (applications for this purpose should be directed to the Norman Chester/Politics fund) or to pay fees. The limited nature of our funds dictates that we will not normally make awards of over £500. Further details of when to apply, how and by what date will be provided in due course to all students via email.

Submission of Thesis

Details and forms for the PhD Thesis submission process can be found at <http://www.socialsciences.manchester.ac.uk/intranet/pg/examprocess/>

Late Submission

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 2012, 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 2012 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/>

Guidance to Students on Plagiarism and Other Forms of Academic Malpractice Introduction

Warning: 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.

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 penalised. 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 dont's**:

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 criticise 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 seek to 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.

Politics Staff Telephone & Email List – 2013/2014

For individual staff teaching and research profiles, please visit the Politics Staff Profile webpages at <http://www.socialsciences.manchester.ac.uk/disciplines/politics/about/staff/>

Name	Room Number	Telephone Number	Email
Annesley, Claire	4.012	54879	Claire.Annesley@manchester.ac.uk
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Wilson, Japhy		66684	Japhy.wilson@manchester.ac.uk
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Zevnik, Andreja	4.034	54899	Andreja.Zevnik@manchester.ac.uk

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

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