

FACULTY OF HUMANITIES  
**SCHOOL OF SOCIAL SCIENCES**



**POSTGRADUATE RESEARCH  
STUDENT HANDBOOK**  
2013/2014

For Students and Supervisors

This handbook is, as far as possible, accurate and up to date when published; but the matters which it covers are naturally subject to change from time to time and the University reserves the right to make such changes without notice. Remember to check: <http://www.socialsciences.manchester.ac.uk/intranet/pg/handbooks/> for any updates to this handbook which may occur during the year.  
Version September 2013.

## Contents

<b>1</b>	<b>Welcome to the School of Social Sciences .....</b>	<b>3</b>
<b>2</b>	<b>Administration.....</b>	<b>3</b>
<b>3</b>	<b>Registration.....</b>	<b>5</b>
	Your entry on the school website.....	6
	Student Letters .....	6
	Blackboard .....	6
<b>4</b>	<b>Student Representation.....</b>	<b>6</b>
<b>5</b>	<b>Eprog .....</b>	<b>7</b>
<b>6</b>	<b>Postgraduate Researcher Development – Methods and Research Training.....</b>	<b>10</b>
<b>7</b>	<b>Policies and Procedures for PGR Programmes.....</b>	<b>16</b>
	Matters for the School Postgraduate Committee.....	16
	Special Permissions.....	<b>Error! Bookmark not defined.</b>
<b>8</b>	<b>The Arthur Lewis Building .....</b>	<b>20</b>
<b>9</b>	<b>IT Facilities .....</b>	<b>22</b>
	Photocopying .....	23
	IT Support .....	23
	Telephone.....	23
	Post.....	23
	Email .....	23
<b>10</b>	<b>Language Skills.....</b>	<b>24</b>
<b>11</b>	<b>Tier 4 Visa Attendance Monitoring – for the attention of Tier 4 Visa holders.....</b>	<b>24</b>
<b>12</b>	<b>Academic Progress and Review .....</b>	<b>26</b>
	Progression and Monitoring.....	26
<b>13</b>	<b>Ethical Approval .....</b>	<b>29</b>
<b>14</b>	<b>Research Training in the School of Social Sciences .....</b>	<b>30</b>
<b>15</b>	<b>Appeals Procedure .....</b>	<b>32</b>
<b>16</b>	<b>Conduct and disciplinary matters.....</b>	<b>33</b>
	Student Complaints .....	33
	Plagiarism/academic Malpractice .....	33

# 1 Welcome to the School of Social Sciences

Welcome to the School of Social Sciences (SoSS), based in the Arthur Lewis and Humanities Bridgeford Street buildings. SoSS is a leading centre of research and higher education that came into existence in October 2004 as a constituent part of the Faculty of Humanities in the new University of Manchester. The School can trace its origins to the establishment of a Faculty of Commerce in the Victoria University of Manchester in 1903 which, in its most recent form, became the Faculty of Social Sciences and Law in 2000. Although new, the School therefore has a long and prestigious history. Winners of two Nobel Prizes in Economics – Sir Arthur Lewis and John Hicks – held Chairs at Manchester, and current members of SoSS are leaders in their field.

SoSS brings together six distinct discipline areas: Economics, Politics, Philosophy, Social Anthropology (including Visual Anthropology), Sociology, and Social Statistics.

We are certain that you will find the School of Social Sciences a welcoming and inspiring environment, both academically and socially, in which to undertake your studies.

## 2 Administration

### School of Social Sciences Postgraduate Office

Room 2.003, 2nd Floor, Arthur Lewis Building

**Visit us from 9am – 4pm, Monday to Friday**

*(10am – 4pm out of semester)*

Name	Role	Location	Email and Telephone Number
Dr Mark Elliot	Postgraduate Director, School of Social Sciences	Room G.27a, Humanities Bridgeford Street Building	<a href="mailto:Mark.Elliot@manchester.ac.uk">Mark.Elliot@manchester.ac.uk</a> 0161 275 4257
Mrs Bernadette O'Connor	Postgraduate Manager	Postgraduate Office	<a href="mailto:Bernadette.o'connor@manchester.ac.uk">Bernadette.o'connor@manchester.ac.uk</a> 0161 275 4627
Ms Ann Cronley	Postgraduate Administrator: Philosophy Politics Sociology	Postgraduate Office	<a href="mailto:Ann.cronley@manchester.ac.uk">Ann.cronley@manchester.ac.uk</a> 0161 275 4747
Mrs Marie Waite	Postgraduate Administrator: Economics Social & Visual	Postgraduate Office	<a href="mailto:Marie.waite@manchester.ac.uk">Marie.waite@manchester.ac.uk</a> 0161 275 4869

	Anthropology Social Change Social Statistics		
Mrs Kimberley Hulme	For queries regarding payment of your ESRC/AHRC/ or University Studentship.	Postgraduate Office	<a href="mailto:Kimberley.Hulme@manchester.ac.uk">Kimberley.Hulme@manchester.ac.uk</a> 0161 275 2501
Ms Jill Chandler	Disability Support Co-ordinator	Postgraduate Office	<a href="mailto:Jill.Chandler@manchester.ac.uk">Jill.Chandler@manchester.ac.uk</a> 0161 275 4823
Full details of <a href="#">contacts</a> in the Postgraduate Office can be found here			

The table below lists our current training programmes and their research directors. Information regarding Discipline Area training programmes can also be obtained from your Programme Handbook and your PGR Administrator, also listed in the table below.

Discipline Area/ Research Centre	Postgraduate Director	PGR Administrator
Economics	Professor Horst Zank (PhD Coordinator) <a href="mailto:Horst.Zank@manchester.ac.uk">Horst.Zank@manchester.ac.uk</a> 0161 275 4872	Marie Waite <a href="mailto:Marie.Waite@manchester.ac.uk">Marie.Waite@manchester.ac.uk</a> 0161 275 4869
Institute for Social Change	Professor Yaojun Li <a href="mailto:Yaojun.Li@manchester.ac.uk">Yaojun.Li@manchester.ac.uk</a> 0161 275 0274	Marie Waite <a href="mailto:Marie.Waite@manchester.ac.uk">Marie.Waite@manchester.ac.uk</a> 0161 275 4869
Philosophy	Dr Joel Smith <a href="mailto:Joel.smith@manchester.ac.uk">Joel.smith@manchester.ac.uk</a> 0161 275 1760	Ann Cronley <a href="mailto:Ann.Cronley@manchester.ac.uk">Ann.Cronley@manchester.ac.uk</a> 0161 275 4747
Politics	Dr Cristina Masters <a href="mailto:Cristina.Masters@manchester.ac.uk">Cristina.Masters@manchester.ac.uk</a> 0161 275 1308	Ann Cronley <a href="mailto:Ann.Cronley@manchester.ac.uk">Ann.Cronley@manchester.ac.uk</a> 0161 275 4747
Social Anthropology	Professor Peter Wade <a href="mailto:peter.wade@manchester.ac.uk">peter.wade@manchester.ac.uk</a> 0161 275 3991	Marie Waite <a href="mailto:Marie.Waite@manchester.ac.uk">Marie.Waite@manchester.ac.uk</a> 0161 275 4869
Social Statistics	Professor Tarani Chandola <a href="mailto:tarani.chandola@manchester.ac.uk">tarani.chandola@manchester.ac.uk</a> 0161 306 6903	Marie Waite <a href="mailto:Marie.Waite@manchester.ac.uk">Marie.Waite@manchester.ac.uk</a> 0161 275 4869
Sociology	Dr Graeme Kirkpatrick <a href="mailto:graeme.kirkpatrick@manchester.ac.uk">graeme.kirkpatrick@manchester.ac.uk</a> 0161 275 3710	Ann Cronley <a href="mailto:Ann.Cronley@manchester.ac.uk">Ann.Cronley@manchester.ac.uk</a> 0161 275 4747

All information relating to postgraduate research (PGR) in the School of Social Sciences (SoSS) is available on our [SoSS Student intranet pages](#). Please familiarise yourself with the sections on this site and check the site regularly for updates. All relevant forms, policies and procedures are published on the intranet.

**Director of Postgraduate Research** The PGR Director has ultimate responsibility for all academic matters pertaining to PhD and MPhil students within the School and he plays a key role in overseeing the administration of PGR affairs. The Director works closely with the Postgraduate Manager, Subject Area PGR Directors and Postgraduate Administrators. Among the Director's main duties are:

- taking a lead on strategic initiatives and planning;
- ensuring implementation of policies and procedures pertaining to PGR;
- Chairing and guiding the Postgraduate Research Committee (PGRC);
- representing Soss at Faculty and University level regarding PGR matters;
- dealing with student matters beyond the remit of the postgraduate administrative staff e.g. student appeals;
- taking a lead role in PGR induction.

### 3 Registration

#### General

The School and your Discipline Area will arrange your [induction programme](#) and you will have received information regarding this directly from our admissions team.

You are required to register each year for their programme of study. **You are not permitted to register until you have successfully progressed to the next year of study following the annual review process.** Your registration at the University of Manchester is governed by University Ordinance XVI. You are required to register annually and pay all tuition fees in respect of your degree programme. If you fail to register your registration will lapse and you will no longer be a member of the University of Manchester; the School may therefore withdraw you from your programme of study.

All students who have not already submitted their thesis within the maximum period allowed for their prescribed programme of study will be permitted to register for one further year for the sole purpose of writing up their thesis. This is known at the University as a period of 'submission pending'.

Details of your initial registration will be outlined in your offer letter. Changes to your registration e.g. switching your mode of attendance from full-time to part-time, are subject to the approval of the School of Social Sciences Postgraduate Committee [see Section 8]. Detailed information on the practicalities of registering for your programme are included in the [crucial guide](#).

### *Your entry on the school website*

The School has a web site which is edited by a member of staff in the School. Your subject area will contact you about putting your details on their website.

### *Student Letters*

The PGR Office can provide certain letters for students. However, most common letters and certificates are issued by the Student Services Centre (SSC) in Burlington Street. Letters issued by the SSC are:

- Council Tax Exemption certificates
- Academic Transcripts

These letters can also be requested online through My Manchester. You should not approach the School to issue a confirmation of registration letter; all of the required details are contained within the certificate issued by the SSC.

Any request for letters not listed above should be requested either at the postgraduate reception or by phone or email to your postgraduate administrator.

### *Blackboard*

Blackboard is the University of Manchester's Virtual Learning Environment (VLE), a web based password protected environment that can be used for communication, the delivery of teaching materials and provision of relevant information for each course unit that you take. All units have a Blackboard presence. It can be accessed by any computer which is connected to the Internet. You do not have to be on campus to see any Blackboard units that you have access to.

To access Blackboard

1. Log into My Manchester
2. 3. Click on Studies and Research tab
4. Click 'My Blackboard' home

If you have any problems with accessing Blackboard or your course units on it you should follow the instructions on Blackboard which may be to email [humanities-training@manchester.ac.uk](mailto:humanities-training@manchester.ac.uk)

## **4** [Student Representation](#)

At the beginning of the year a call will go out asking for you to become a student rep. More information on Student Representation in general and within the School and on your programme is [available](#) here.

An effective student representation system is of benefit to all parties involved. The individual student representative benefits through increased transferable skills; the wider student body

benefits through having systematic input and feedback regarding their programmes. The role of the representative in the School is:

- to liaise between staff and students on matters of concern to either party;
- to provide two-way feedback on programme and teaching quality;
- to give advice and information to other PGR students;
- to promote active student involvement in programme development;
- to assist the PGR Office with specific activities throughout the year.

Representatives will be elected at the beginning of the academic year, by their peers.

## 5 Eprog

### What is eProg?

eProg is the University wide progression monitoring system for Postgraduate Research Students (PGRs).

It is useful to think of eProg as being split into three main functions:

**PROGRESSION** - Monitoring and recording your progression from the point of registration to the point at which you submit the Notice of Submission form

**SUBMISSION TO EXAMINATION** - Monitoring and recording the submission to examination process from the point at which you submit the Notice of Submission form to the point at which your final award is ratified

**TRAINING** - The Faculty Researcher Development training teams provide eProg training for you as part of student induction

### How do I access eProg?

You will need to use eProg regularly throughout your studies, it is particularly crucial for thesis submission and recording meetings with your supervisor. You can access *eProg* via the student portal at

<https://www.portal.manchester.ac.uk/> then go to the Teaching and research tab at the top and select access eProg from the drop down menus.

If you have completed your IT Sign Up and been given a central account you use the username and password given to you to log into eProg

### The benefits of eProg to PGR students

- It helps you to stay on track to submit your thesis on time
- You can use eProg to track your progression and plan targets
- You can your supervisor can view your progression history and meeting logs at anytime and remotely
- All completed milestones and forms remain in eProg and can be referred back to
- eProg is an interactive tool for you and your supervisor and offers an online platform for you to record and track key progression milestones throughout the programme from the point of registration to examination.

- You can book training via eProg and keep a record of all training you have attended (this is also visible to your supervisors)

## How do I use eProg?

eProg is made up of the following components:

**My eProg – My details:** This provides summary information about YOU - your location, email address and other details. Students need to maintain and update the profile via the student system and you can update your details at My Manchester > <https://my.manchester.ac.uk/uPortal>.

**My eProg - My pathway (personalised timeline):** A **pathway** is a collection of compulsory **milestones** applied to a cohort for the duration of a programme. You will be enrolled onto a pathway which provides a visual representation of forthcoming key milestones and information that make up your programme of study.

**My eProg – My progression record:** Each student has their own personalised progression area which provides a detailed list of milestones, (eg. annual review), with the dates/deadlines attached. This enables you and your supervisor to manage your progression. Once completed, the status of the milestone will update to 'COMPLETED' and the completion date will appear. Further information on the specific milestones is given below.

**My eProg – My Forms:** Students are required to complete online progression forms which are tied to individual milestones. These forms provide a formal record of review meetings or discussions between you and your supervisors and if applicable other parties. 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. A form can only be submitted by a supervisor and once it has been submitted it becomes read-only. Authorisations are required on some forms (ie. you must enter your University username & password).

**My eProg – My document store:** Students can upload and manage documents (eg. meeting minutes), and make documents available to their supervisory team and/or administrators. Please note though that the 'My Document' store is not intended as a replacement to your p drive.

**My eProg - My Training and Development:** This provides a personalised list of your training and development events. It lists registered, attended and forthcoming training and development. All researchers have access to development opportunities within the Faculty.

### Milestones

**Expectations Milestone:** This milestone should be completed at the start of every student's programme and repeated annually thereafter. It supports students and their supervisory team in explicitly discussing and recording key expectations in relation to their research programme, including areas such as policies and regulations, IP/copyright, research ethics, plagiarism, data management, thesis format, authorship and career planning.

**Health and Safety Milestone:** This is a University level initiative that all students are required to complete.



**Monthly Attendance Milestones:** These monthly forms, to be completed by the Supervisor, are designed to ensure students are fully engaged with their programme and attending the University as required. Completion of the form will not necessarily require the student and supervisor to physically meet, but will help ensure student's are on track throughout their programme and aid early identification of any problems or issues.

**Records of Supervision:** You should be completing a record after every supervisory meeting and detail the date of the meeting, who was in attendance and the key points of discussion. You can do this using the additional meeting form, a link to the form is located at the top of your progression page and once completed and submitted will be saved in chronological order in you're 'My Progression' page.

**Introductory Planning meeting:** In the first meetings between supervisor and student, a planning schedule should be developed to incorporate targets and deadlines for the completion of distinct stages of work required by the research degree. The supervisor is required to provide you with guidance about the nature of the research and the standard expected, the planning of the research degree, literature and sources, attendance at taught courses, where appropriate and about requisite techniques (including arranging for instruction where necessary).

**Researcher Development** – The Researcher Development milestone is an annual milestone (but not compulsory) and supports the student and supervisor in jointly reviewing your training needs and identify training requirements to address those needs. The form is completed by the student and can only be submitted by the supervisor. By completing the Researcher Development form you can develop a tailored training programme that builds on your previous training and experience, and helps develops the skills you need to successfully complete your research degree.

**Mid year review milestones:** All students must complete a mid year review every academic year and there is a form to complete attached to these milestones.

**Annual review milestones:** All students must complete an annual review milestone before the end of the year of study. Registration for the next year is only permitted if the annual review has been completed successfully.

## **Thesis Submission and Examination in eProg**

Your thesis examination will be recorded in eProg. The submission to examination process has a number of pre-defined tasks and forms which are standard for all PGR students. The **Examination Summary** area can be found on your individual **student profile** and displays the completed and next pending task due. Tasks are listed in order of completion, with the next due pending tasks displayed at the end of the list. The first task on this page is Notice of Submission (Student) and this task will become visible 6 months before your expected end date.

### **Help and support**

For queries related to specific milestones on your programme, please contact your PGR Office. Contact details are in the Help and support page in eProg.

## **6 Postgraduate Researcher Development – Methods and Research Training**

A PhD degree is awarded by the University of Manchester for ‘research and training.’ Training is highly recommended for all postgraduate research students. A suitable training programme is based on both the needs of a researcher and the research topic. In the first instance these needs should be discussed with the supervisory team during the initial supervisory meeting and concrete objectives set. All training within the School and the Faculty of Humanities seeks to help the researcher develop him/herself as well as the thesis/topic.

General research methods training – this should ground students in the basic methods, techniques and concepts relevant to the discipline, including an introduction to the philosophy of science and pertinent issues such as gender and multiculturalism.

Specialist research training – this will comprise training in the techniques and/or methods that a student requires to carry out their particular research project. The content and level of requirement of specialist training will be unique to the individual.

Researcher Development training – this training focuses on the process of undertaking a research degree. It not only equips researchers with the skills they need during their academic careers but prepares them to integrate into the research community. The content of this training should also be unique to the student as it is undertaken on a needs basis.

General research methods training and specialist training are determined and conducted at School and discipline level, as well as [methods@manchester](mailto:methods@manchester) and [artsmethods@manchester](mailto:artsmethods@manchester), researcher development training is available across the Faculty.

### The Researcher Development Programme

This next section of the Handbook focuses on the Researcher Development Programme and provides background on some of the national agendas, outlines training provision for PGR students and major requirements within the Faculty of Humanities. The Researcher Development Programme in the Faculty will be running various workshops and courses available to book through eProg. For details of the Faculty programme please visit: [www.humanities.manchester.ac.uk/researcherdevelopment](http://www.humanities.manchester.ac.uk/researcherdevelopment)

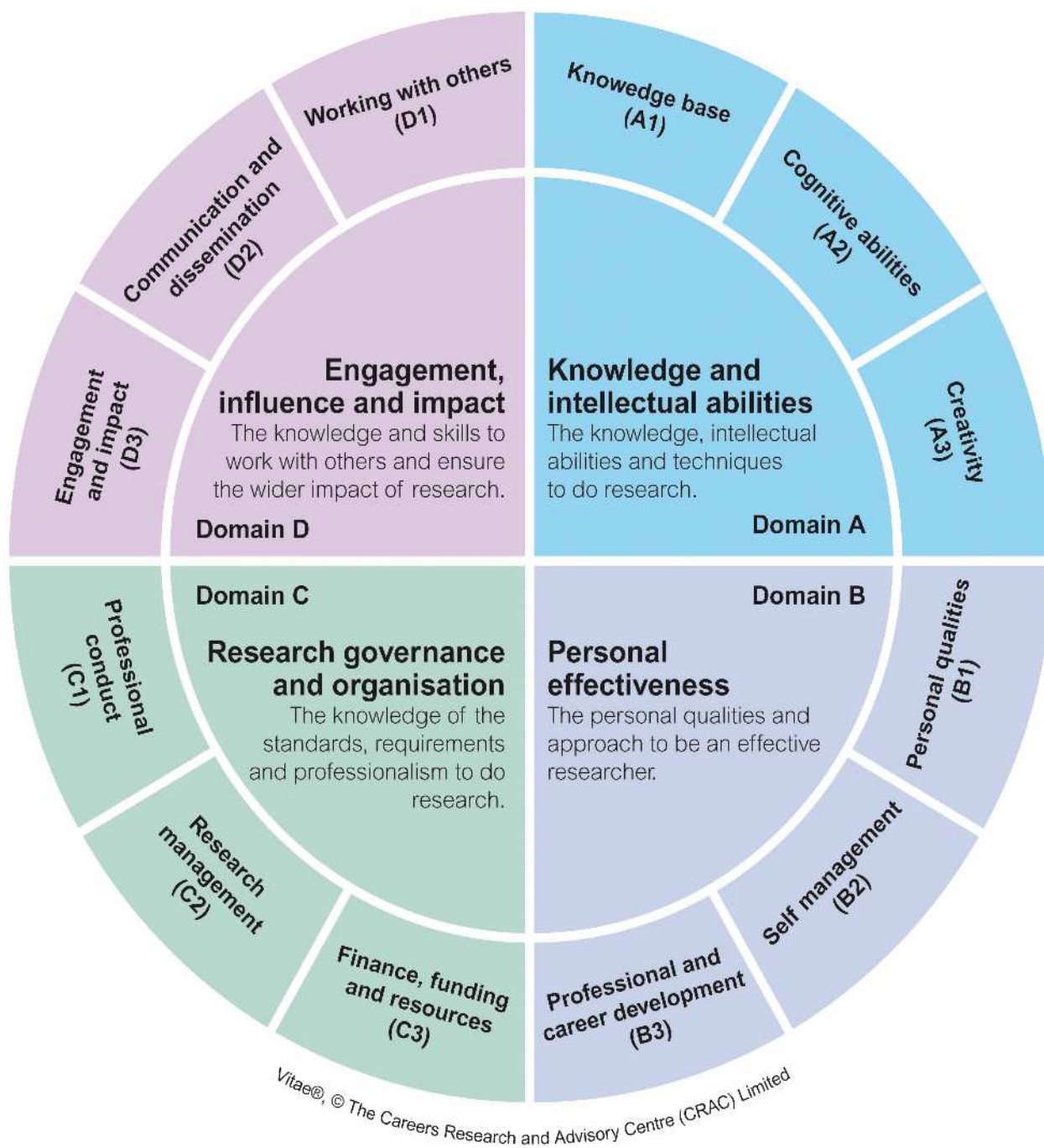
For more information about Researcher Development please contact the Postgraduate Research Development Officer, Dr. Emily McIntosh ([Emily.mcintosh@manchester.ac.uk](mailto:Emily.mcintosh@manchester.ac.uk))

### National Initiatives

The Researcher Development Programme has been based in the Faculty since 2004. Over the past few years, a number of major national initiatives in researcher development for postgraduate research students have been introduced. In 2002, the Metcalfe report to the Higher Education Funding Councils of England, Scotland and Wales, ‘Improving Standards in Postgraduate Research Degree Programme’ (Metcalfe et al., 2002) was distributed to all UK Higher Education Institutions (HEIs). The objective of this consultation document was to review good practice, to determine the role of threshold standards and to identify indicators that could be used to monitor their attainment.

The implications of the final policy directive have been linked with those contained in: the White Paper (2003), The Future of Higher Education, and the Roberts' Report (2002), Set for Success, amongst others. All of these documents emphasised the need to change the way graduate students are prepared for research, suggesting more attention be paid to enhancing the development of researchers through training in core research methods and wider related training on the research process. These are the recommendations to which the major research councils, including the AHRC and the ESRC, adhere. For more information about the research training strategy for each research council please visit the appropriate websites.

The Researcher Development Statement and Researcher Development Framework (RDF)



For an interactive version of this RDF tool please visit [www.humanities.manchester.ac.uk/researcherdevelopment](http://www.humanities.manchester.ac.uk/researcherdevelopment)

In 2010 the national organisation Vitae ([www.vitae.ac.uk](http://www.vitae.ac.uk)) published the Researcher Development Statement and Researcher Development Framework (RDF). The RDF is a major new approach to Researcher Development which promotes the development of world-class researchers. The RDF is a professional development framework for planning, promoting and supporting the personal, professional and career development of researchers in higher education. It articulates the knowledge, behaviours and attributes of successful researchers and encourages them to realise their potential. Details of the RDF can be found on the Vitae website: [www.vitae.ac.uk/RDF](http://www.vitae.ac.uk/RDF).

It is recommended that researchers read the Researcher Development Statement and Framework in full at a very early stage in their research programme to understand exactly what is required of them during their research degree. An overview of the Researcher Development Framework is available on the previous page. All workshops in the Researcher Development Programme are mapped according to the RDF and are available to book through eProg.

#### *Methods@Manchester*

Methods@Manchester is a resource that highlights the depth and breadth of methodological expertise in social sciences and humanities at the University of Manchester. The website contains useful resources both at the University of Manchester and nationwide. Regular methods-related events are held through the year, including:

What is...? talks which provide short, accessible introductory guides to key research methods. They are ideal for research students, or their supervisors, who want to find out what the method does and whether it might be useful in their research. Recordings of the What is? talks, together with more information about the topic, can be found at [www.methods.manchester.ac.uk/methods/](http://www.methods.manchester.ac.uk/methods/)

National Resource workshops highlight the research opportunities that ESRC-funded resources for social researchers offer. Methods workshops focus on particular methods and provide an opportunity for discussion and exchange.

For more details please see [www.methods.manchester.ac.uk](http://www.methods.manchester.ac.uk) or email [methods@manchester.ac.uk](mailto:methods@manchester.ac.uk)

#### *artsmethods@manchester*

The artsmethods@manchester programme, launched in October 2011, is a series of talks and workshops focussing on interdisciplinary and methodological expertise in the arts, languages & cultures at the University of Manchester. The full programme will be made available during the Postgraduate Induction but for more details please consult the website [www.artsmethods.manchester.ac.uk](http://www.artsmethods.manchester.ac.uk), the blog <http://artsmethodsmanchester.wordpress.com> and follow the Twitter feed @ArtsMethodsManc. If you have any queries please email [artsmethods@manchester.ac.uk](mailto:artsmethods@manchester.ac.uk)

#### Researcher Development Planning

What is Continuing Professional Development (CPD)?

The University of Manchester Personal Development Planning Policy (2005) defines CPD as a “structured and supported process that is undertaken by an individual to reflect upon their own learning, performance and achievement and to aid planning for their own [personal], academic and career development.” The CPD process provides you with the opportunity to

Plan, Reflect and Record your progress throughout the period of your research. The recording of progression is done through the eProg system <https://www.eprog.manchester.ac.uk>

CPD takes a holistic view of development, as opposed to focusing only on the research process. The components of CPD build into a portfolio for you to reflect upon and use as a source of reference. Records should be maintained as evidence of researcher development is accumulated through, for example, participation in training courses and attendance and presentations at conferences. Evidence can also take a range of forms such as the satisfactory completion of assignments or thesis chapters; feedback from peers, experts or research participants after a seminar, team activity or research encounter, and perhaps even involvement in voluntary work. It should ultimately provide you with a fully rounded record of your individual progress.

In addition to keeping a formal record on eProg, your CPD should also provide space for you to reflect, periodically, on the distance you have travelled in terms of professional development overall. This can be done using the Researcher Development Framework (see below).

For this reason, some elements of CPD remain confidential and in the ownership of the researcher. However other aspects of CPD, such as training plans and reports to Review panels, will be available through eProg to the supervisors, supervisory board, review panels and administrative staff, to confirm and monitor progress.

How does CPD work?

In the Faculty of Humanities, CPD is structured by the following elements:

- A Research Diary – research reflections, records and evidence of training
- Records of meetings with supervisors
- Formal reviews – interim and annual
- Researcher Evaluation and Reflection

Taken together with the structure the University provides, these four elements form the CPD process that enables researchers to reflect on their personal and professional development seriously.

*eProg*

All postgraduate researchers are registered on eProg, and relevant training will be provided during the induction to demonstrate how to use eProg during the research process. eProg has been developed to produce a record of research training and researcher development activity and it also has an online booking system for booking onto training workshops available throughout the Faculty. The eProg timeline enables researchers to view their progress with the PhD and plan ahead.

*Online CPD Tool*

Vitae have produced an online CPD tool which allows researchers to assess the current phase in their researcher development. The tool allows researchers to map their current position according to the Researcher Development Framework and to set objectives for their research which allow them to map their research career and advance in academia gaining the knowledge, behaviours and attitudes necessary to conduct first-class research. The online tool can be found here: <http://www.vitae.ac.uk/policy-practice/291411/RDF-Professional-Development-Planner.html>.

Vitae have launched a new fully online version of the Excel CPD tool, please visit the Vitae ebsite for more details [www.vitae.ac.uk](http://www.vitae.ac.uk) \*\*

### *Using the Online CPD Tool*

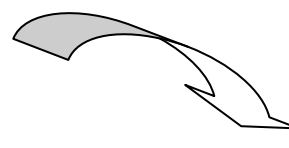
The online CPD tool is a working document that can be downloaded as a Microsoft Excel spreadsheet and used to catalogue any research methods and researcher development activities that you undertake during your research project. For example, you can record any new knowledge that you have gained from attending research methods courses and any reflections you have on the research process, such as how you plan your research. Once you have mapped your current phase according to the RDF you need to think about how best to meet your researcher development objectives (in consultation with your supervisors). The online CPD tool can run a regular report which can be saved and dated and then uploaded to eProg under the “my documents” section. The CPD tool is a working document and so you will keep different versions of the tool throughout your research programme – you can use the earlier versions to reflect upon and keep track of your development by returning to different versions of the planner.

### *Research Diary/Blog*

Maintaining a Research Diary or blog is optional and at your discretion, but it should be noted that this is an activity that many students find beneficial.

The CPD is supported by a continuous cycle of activity including (see below)

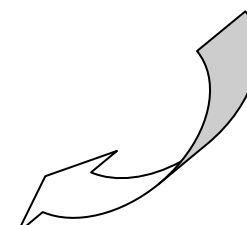
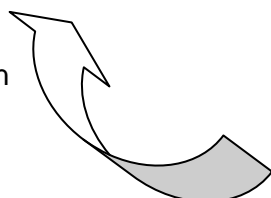
Need/Goal  
Identified



Reflect on Outcome  
Evaluate Achievement/Progress

Action Required

Action Taken  
&  
Recorded



Reflecting on every aspect of the PhD experience and your professional development helps you to become more self-aware of your overall development and progress. Through greater awareness of transferable skills and growing self-consciousness of professional development, you are enabled to assess your strengths and observe your successes. You should also be able to recognise and identify weak areas and make steps to minimise these, if not overcome them completely. This method of self-appraisal is an attribute employers approve of and you are actively encouraged by the University to undertake the process.

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

PGR researchers are also encouraged to attend a ‘GradSchool’ during the course of their programme. GradSchool programmes are funded by the joint Research Councils and are free to research council-funded students. Many of the programmes have matched funding for students not supported by the councils. Some programmes focus on specific career

and/or discipline areas, while others are generic. But all GradSchool programmes offer researchers a range of working experiences including negotiation, project management, planning and team working, during an intensive 3 or 5 day course. In addition to national programmes, a local GradSchool is held in Manchester on an annual basis and the Faculty actively encourages students to attend in either the penultimate or final year of research.

For more information on programmes available through GradSchool, go to: <http://www.vitae.ac.uk/>

If you would like to be notified when additional activities for postgraduate please email [courses@vitae.ac.uk](mailto:courses@vitae.ac.uk).

## Key Points

### The Researcher's Role in Training

Each researcher is expected, in consultation with their Supervisors, to identify their research development needs

The researcher is responsible for booking and cancelling attendance on training courses

Each student is expected to engage with the Vitae Researcher Development Framework

Each student should develop a CPD on eProg and regularly upload an up-to-date report on their progress

### The Supervisor's Role in Training

To encourage and support the training process

Assist and advise the researcher in identifying their training needs

Enquire as to the progress of training on a regular basis

Bring to the attention of the supervisory board and/or Review Panel any problems or lack of progress in a timely manner

### Other relevant information:

For Researcher Development queries email: [humanities-training@manchester.ac.uk](mailto:humanities-training@manchester.ac.uk)

Faculty Researcher Development website  
<http://www.humanities.manchester.ac.uk/researcherdevelopment>

PGR Doc Blog: <http://pgrdocblog.wordpress.com>

Humanities Researchers Twitter Feed @HumsResearchers

Vitae events and workshops: [www.vitae.ac.uk](http://www.vitae.ac.uk)

In the North West we have a regional hub of Vitae <http://www.vitae.ac.uk/policy-practice/1749/North-West-Hub-contacts.html> and the Project Officer for Postgraduate Talent NW is Dr Emma Gillaspay

The National Postgraduate Committee is run by PG students: <http://www.npc.org.uk/>

Faculty of Humanities home page contains all kinds of useful information and links – e.g. to conferences and the training page <http://www.humanities.manchester.ac.uk/>

Research Council special events: [www.rcuk.ac.uk](http://www.rcuk.ac.uk)

eProg support: [eprog@manchester.ac.uk](mailto:eprog@manchester.ac.uk)

artsmethods@manchester: [www.artsmethods.manchester.ac.uk](http://www.artsmethods.manchester.ac.uk)

methods@manchester: [www.methods.manchester.ac.uk](http://www.methods.manchester.ac.uk)

## References

Metcalf, J (2002), *The Metcalfe Report: Improving Standards in Postgraduate Research Degree Programmes* [available online at [http://www.hefce.ac.uk/pubs/hefce/2003/03\\_23.htm](http://www.hefce.ac.uk/pubs/hefce/2003/03_23.htm) accessed 05/06/09]

DFES (2003) *The Future of Higher Education* Department for Education and Skills [available online at <http://www.education.gov.uk/> accessed 05/06/09] Roberts, G. (2002) *SET for*

*Success; Sir Gareth Roberts' Report* Department for Education and Skills [available online at [http://www.hm-treasury.gov.uk/ent\\_res\\_roberts.htm](http://www.hm-treasury.gov.uk/ent_res_roberts.htm) accessed 05/06/09]

## **7 Policies and Procedures for PGR Programmes**

The school in which you are registered is responsible for the majority of day to day activities relating to your postgraduate programme. Although somewhat 'behind the scenes' the overarching Faculty of Humanities also plays an important role, since it is the Faculty which is responsible, on behalf of the Senate, for the regulation of the degree programmes offered, and it is through this that academic qualifications are awarded.

The Faculty of Humanities Postgraduate Research Office is responsible for generating and providing advice on policy and regulations that govern and support postgraduate education. The University has a formal [Code of Practice](#) for PGR which provides guidelines to students and staff about the most effective practice for each stage of a postgraduate student's life and sets out the expectations of all parties involved in the process. It provides a central reference document for policies, procedures and good practice and defines the minimum requirements for postgraduate research through full-time and part-time modes of study. The policies cover activities relating to [Supervision](#), [Progress and Review](#), [Interruptions and Extensions \(Changes to Degree\)](#), [Submission and Examinations](#) and more.

The Faculty is also responsible for advising on [appeals](#) and [complaints](#) and [conduct](#) and [discipline](#) procedures, as well as [research skills training](#) and [funding](#) matters. All registered PGR students are therefore urged to familiarize themselves with these policies during their programme by visiting:

<http://www.humanities.manchester.ac.uk/humnet/acaserv/pgresearch/index.html>

### *Matters for the School Postgraduate Committee*

The School and the Faculty Postgraduate Research Degrees Programme Committees are responsible for the administration of PhD regulations within the School. The following matters must be brought to the Committee for approval:

Applications to undertake fieldwork/study away from the University.

Applications to interrupt the degree.

Changes of thesis title.

Changes in supervision arrangements.

Applications to reduce the period of the degree.

Applications to extend the deadline for submission.

Applications to extend the word limit of the thesis.

Permission to submit the thesis in a language other than English.

Applications to undertake fieldwork/study away from the University



## **Special Permissions (for handbooks/web updates)**

From September 2013 The Faculty of Humanities has redefined the role of the Schools and the Faculty office in approving and granting special permissions. Those permissions include requests for interruptions, extensions, and word limit extensions.

In order to apply for an interruption, extension or word limit extension, PGR students will be asked to complete a standardised Faculty application form and submit it with relevant paperwork to their School Administrator in the first instance. Their School Administrator will pass relevant applications to the Faculty Office for the Associate Dean for PGR to review. Below is a summary of those permissions and the process.

Please note that Research Council funded students will need to seek advice from their School or Faculty contact in the first instance to ensure that they comply with their research council's regulations. All Research Councils applications will be flagged to Faculty. This will help identify whether Faculty should seek direct advice with the relevant research councils.

University guidance on changes to degree can be found at the link below:  
<http://documents.manchester.ac.uk/display.aspx?DocID=8162>

ESRC pre-DTC and NWDTC funding guides:

<http://www.esrc.ac.uk/funding-and-guidance/guidance/postgraduates/esrc-students/index.aspx>

AHRC funding guide:

<http://www.ahrc.ac.uk/SiteCollectionDocuments/Student-Funding-Guide.pdf>

[Link to Special Permission Application Forms.](#)

### **1. Interruptions**

Interruptions of up to 6 months can be granted to students by their respective schools. If a student requests more than 6 months in the first instance, the School can only grant a maximum of 6 months and the student will then have to reapply for a further interruption at the end of the 6 months (*Maternity/Paternity/Adoption Leave are exempted from this process*).

When a student requests a second interruption the application should be submitted to the Faculty for consideration regardless of the length.

All interruptions requested during the submission pending period should be sent to Faculty regardless of the length or the number of interruptions received to that point.

Students should apply to their School using the Faculty application form in the first instance (attaching all relevant documentation). All Applications received by the schools will be reviewed in the first instance by the relevant PGR Director. Students should be made aware

that their application will be reviewed by the Associate Dean for PGR if it is a second interruption. The Associate Dean for PGR will endeavour to make a decision on the case and communicate this to schools within 10 days of receiving the completed request.

A student may be permitted to interrupt the degree for good cause, such as illness, family crisis or bereavement. The provision for interruption is of great importance because it effectively ‘stops the clock’ and postpones the submission deadline. It is therefore very much in the student’s interest to seek a formal interruption where the progress of research has been disrupted by any misfortune. In such cases, the School should be informed of the reasons for the request and a medical certificate should be provided if an interruption is sought on health grounds. Where appropriate, students are also advised to consult their funding body before making such an application.

Please Note:

Retrospective requests will only be considered in exceptional circumstances.

Please note that non EU-International students may need to apply for an extension to their permission to stay in the UK (Visa or Residence permit) as a consequence of an interruption. The immigration application must include a letter from the appropriate Graduate Office or a member of the supervisory team stating the reasons for the interruption and the length of time required to complete the degree. This letter must be supported by relevant medical and/or other evidence.

Non- EU international PGR students will normally obtain at the start of their programme a student visa for the standard duration of the degree plus one year for writing up the thesis (if the degree allows a submission pending period) plus an additional four months. In order to extend their immigration permission for a further period as a result of an interruption, students should approach the appropriate Graduate Office to arrange a visa letter or a Confirmation of Acceptance of Studies (CAS) from the University, which will support the student’s application for a visa extension.

International students are advised to contact the International Advice Team in the Student Services Centre for further advice on visa applications (see <http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/> for contact details).

For further guidance see the policy at:

<http://www.campus.manchester.ac.uk/medialibrary/researchoffice/graduateeducation/p-change-to-prog-pgr.pdf>

## **2. Extensions to Submission Deadline**

Extensions to submission deadline for a maximum of 6 weeks can be granted by the School. Extensions above 6 weeks must be approved at Faculty level. Except in exceptional circumstances, an extension should usually not be more than 6 months. Applications to the Faculty should be made using the Faculty application form attaching all relevant documentation including a plan of work for their thesis.

All applications received by the schools will be reviewed in the first instance by the relevant PGR Director. Students should be made aware that their application will be reviewed by the Associate Dean for PGR if above 6 weeks. The Associate Dean for PGR will endeavour to make a decision on the case and communicate this to schools within 10 days of receiving the completed request.

### **3. Word Limit Extensions**

All Word Limit Extension (WLE) applications will be received by schools in the first instance. Applications +/- 10% of the word limit can be approved at School level by the PGR Director.

However if applications are for above the 10% limit, the application should be sent to Faculty for approval. Applications must be justified *in detail* by the student with the support of their supervisor(s). Applications received by the schools will be reviewed in the first instance by the relevant PGR Director. Students should submit their requests no less than 6 weeks prior to submission. The Associate Dean for PGR will endeavour to make a decision on the case and communicate to schools within 10 days of receiving the completed request.

**Please note all other requests to changes of programme/study will be dealt with at School level and all queries should be directed to your School Administrators in the first instance.**

#### **Change of thesis title**

A change in the thesis title originally approved by the School Postgraduate Committee must be approved by the Committee. Normally titles are further defined as the writing of the thesis nears completion, and such changes are approved at the same time as appointment of examiners. Students should finalise the thesis title in consultation with the supervisor before completing the Notice of Submission form.

#### **Changes in supervision arrangements**

While it is expected that a student will work with a particular supervisor throughout the period of registration, there will be occasions when a change of supervision becomes necessary, e.g. when the original supervisor leaves the University, temporarily or permanently. In such circumstances another supervisor must be allocated to the student, and the change approved by the School Postgraduate Committee.

The University's Policy on Interruptions, Extensions, Withdrawals and Terminations for Postgraduate Research Degrees (PGR) can be found at:

<http://www.campus.manchester.ac.uk/researchoffice/graduate/code/changestodegrees/>

#### **Fieldwork**

The probationary period of the degree is normally spent in attendance at the University. Subsequently the regulations allow students to spend part of the degree away from Manchester undertaking research, and many students undertake fieldwork or travel abroad as part of their degree. Written applications for a specified period away must be made to the School Postgraduate Committee well in advance of departure, but the Committee will

normally grant permission if it is assured that there has been adequate preparation and progress during the period of attendance at Manchester, and that during the period of fieldwork there will be regular contact between student and supervisor (including submission of written material where appropriate). The student must also be engaged full-time in research during this period; there must be no question of employment or other conflicting commitments. If the end of a period of fieldwork coincides with the end of the prescribed period of the degree, students will normally be expected to return to Manchester for consultation with their supervisors before writing up the thesis, and the School may extend a student's degree to ensure that such consultation takes place.

Under University regulations, students are not permitted to spend more than 50% of their total research degree away on fieldwork.

Please see <http://www.socialsciences.manchester.ac.uk/intranet/pg/researchforms/> For the Fieldwork Application Form, guidance and Risk Assessment Form if required.

### **Fieldwork Bursary**

If you are undertaking approved fieldwork, normally for a period of between three and twelve months, you can apply to the School of Social Sciences for a bursary to help with added expenses of fieldwork, if your fieldwork entails a level of cost above and beyond the normal expenses of attending the University of Manchester as a student (i.e. living expenses, expenses of travel to the University, expenses related to normal study at the University, etc.)

More information is available on our intranet at

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

### **Thesis Submission and Examination**

Students normally give Notice of Submission only after completing the prescribed period of registration. Early submission is, however, possible; on the recommendation of the supervisor, a thesis may be presented approximately three months (for full-time students) or six months (for part-time students), before the end of the prescribed degree. Thus students registered for a three-year degree may submit at any time between two and three-quarter years and four years from initial enrolment. More information available at <http://www.socialsciences.manchester.ac.uk/intranet/pg/pgr/examprocess/>

## **8 The Arthur Lewis Building**

Address

The building address is – Arthur Lewis Building, University of Manchester, Oxford Road, Manchester, M13 9PL

Locations

The building is shared by SOSS and SED and the locations are as follows:

## Ground Floor

SOSS Head of School and Head of School Administration  
SOSS Undergraduate Admissions Office  
SOSS Undergraduate Support Office  
Shared teaching rooms  
Granada Centre for Visual Anthropology library, edit suite, viewing room and technician  
Shared PGT study suites and Resources Centre  
SED laboratories  
Staff showers  
Arthur's Brew Café

## First Floor

SED – Geography, IDPM and Planning and Landscape academic staff

## Second Floor

SOSS Administration and Resources Suite (Research Office, Finance Office, Resources Office)  
SOSS Postgraduate Admissions Office  
SOSS Postgraduate Support Office  
SOSS – Social Anthropology  
SOSS – MeRC  
SOSS - RICC  
SED Head of School and Head of School Administration  
SED Student Information  
SED Administration

## Third Floor

SOSS – Economics  
SOSS – Sociology  
SOSS – Morgan Centre

## Fourth Floor

SOSS – Philosophy  
SOSS – Politics

## HUMANITIES BRIDGEOFORD STREET

### Ground Floor

CCSR

### Second Floor

IPEG  
ISC

178 WATERLOO PLACE

CRESC

SOSS and SED (School of Environment and Development) share the Arthur Lewis Building (and also Humanities Bridgeford Street). Please see the [handbook](#) for the Arthur Lewis Building.

ACCESS

Access to Arthur Lewis is via a swipe card system (University ID card) and the building is open 24 hours a day, 7 days a week.

FIRST AID AND EMERGENCIES

A first aid kit is available at the Porter's lodge in each building and also all kitchen areas in Arthur Lewis; otherwise please ring the Main University Security Office (52728).

For emergency services (Fire, Police, Ambulance), call 9999.

For the Main University Security office, call 52728.

Fire alarms are tested on a weekly basis (Tuesdays at 1.30. (Arthur Lewis), Friday 11.00a.m. Humanities Bridgeford Street)). Instructions for escape in the event of a fire or other emergency should be posted by all emergency call buttons throughout the buildings.

PGR DESK SPACE

There is open plan space for PGR students located within their discipline area. This area is equipped with computers which have a wide range of Windows-based software available from word processing, databases and spreadsheets to personnel management, project management and statistical analysis packages. and printing facilities are available to students. There are break-out areas for staff and students and there is a café on the ground floor.

Your desk space will be organised by your Discipline Area at the beginning of the academic year.

## 9 IT Facilities

Students at the University of Manchester enjoy access to a wide range of high quality IS services provided across campus.

IT Services [www.itservices.manchester.ac.uk](http://www.itservices.manchester.ac.uk)

The John Rylands University Library [www.library.manchester.ac.uk](http://www.library.manchester.ac.uk)

Full details of software available on clusters can be found at:  
<http://www.applications.itservices.manchester.ac.uk/>

Full details of library services and other electronic resources can be found at:  
[www.library.manchester.ac.uk/](http://www.library.manchester.ac.uk/)

In addition to cluster computers wireless networking is being installed across campus enabling students with wireless equipped laptops to access IS services on campus. Full details of the services offered, including a list of available locations, can be found at: [www.itservices.manchester.ac.uk/wireless/](http://www.itservices.manchester.ac.uk/wireless/)

Help and advice is available from the IT Service Desk which can be contacted by phone, via the web, email or in person. Physical Service desk support is available at John Rylands and the Joule Library. Details of opening hours and other contact details can be found at:

[www.itservices.manchester.ac.uk/contacts/](http://www.itservices.manchester.ac.uk/contacts/)

Courses are provided centrally by IT Services, see:

[www.itservices.manchester.ac.uk/trainingcourses/](http://www.itservices.manchester.ac.uk/trainingcourses/)

### *Photocopying*

The photocopiers are located in the Office Service Areas next to the pigeonholes on second, third and fourth floors. They can also be accessed as network printers. Staff will be given access codes for the machines in their area.

Photocopying is subject to copyright law, whether it is for personal use or for the provision of teaching materials.

The facilities available in the John Rylands Library will be described to you on your introductory tour of the Library.

If you are not in receipt of a Research Training Grant Support Allowance and you are in years 1-3 of your programme you will automatically receive £100 each year to assist towards photocopying and printing costs. This is paid to you by your Programme Administrator in November. Part-time students are paid pro-rata.

Whenever you make copies, you should be aware of the copyright regulations, which are displayed on all University photocopying equipment.

### *IT Support*

This is organised through the University IT Support. All problems can be logged online using the ARS system, follow link ([www.manchester.ac.uk/itservices](http://www.manchester.ac.uk/itservices) or tel: 65544 email: [it-servicedesk@manchester.ac.uk](mailto:it-servicedesk@manchester.ac.uk)).

### *Telephone*

You have the use of the telephone in the Bridge areas of Arthur Lewis for internal calls only.

### *Post*

Post will be delivered to Reception points on all floors and put into pigeonholes

### *Email*

Email is the main channel of communication. Most important information is circulated by this means. It is vital that you check your email regularly since much goes round *only* electronically and not on paper. Your email account will have been set up during your registration process.

## 10 Language Skills

The University Language Centre provides a range of English language support services for registered students, visiting fellows and international staff members whose first language is not English. These include the following:

[Online Diagnostic test](#) for registered international students;  
Timetabled [in-sessional courses](#) for international students, covering academic writing, academic speaking, pronunciation and grammar;  
[Academic writing tutorial service](#) for students wishing to discuss and improve particular aspects of their academic writing style;  
Materials development, including online resources such as [the Academic English and Skills Development Material](#) and the [Academic Phrasebank](#), to help students improve their academic English.

Up-to-date information about the above services is available on the ULC's website: <http://www.ulc.manchester.ac.uk/english/academicsupport/>

Students wishing to register for our in-sessional courses will normally need to complete our online diagnostic test. Details can be found at [www.ulc.manchester.ac.uk/english/academicsupport/testing-service](http://www.ulc.manchester.ac.uk/english/academicsupport/testing-service). In-sessional registration information can be found on the website (see in-sessional courses link above). Classes will start week commencing 7 October 2013. Registration opens on 27 September 2013.

Please contact the Academic Support Programmes Officer on 0161 275 3425 if you require any further information

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/>

Please be aware that you will be required to pay a fee if you choose to take some of the “private” courses on offer. You must therefore ensure that the course unit details are registered with your Programme Secretary. You are advised that demand for these is heavy so please register early. You will need to provide a note of support from your supervisor to indicate the relevance of such training to your dissertation to allow free registration.

## 11 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 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 <sup>nd</sup> Floor Arthur Lewis Building
January 2014	13 January – 24 January 2014	Postgraduate Office, 2 <sup>nd</sup> Floor Arthur Lewis Building
May 2014	14 May – 27 May 2014	Postgraduate Office, 2 <sup>nd</sup> Floor Arthur Lewis Building
July 2014	18 July – 25 July 2014	Postgraduate Office, 2 <sup>nd</sup> 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/](http://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](mailto:pbs@manchester.ac.uk)

## **12 Academic Progress and Review**

Academic progression and monitoring for PGR degrees is governed by the University's *Policy on the Progress and Review of PGR students (September 2007)* which forms part of the University's Code of Practice for PGR. To meet its own needs SoSS have agreed a supplementary policy on academic progression and monitoring and the requirements of this are detailed in our School Policy on "Progression and Review of PGR Students in the School of Social Sciences" available on our student intranet site.

Regular monitoring of progress provides an opportunity for students to receive feedback on their performance and to identify and address difficulties should they arise. For the University, monitoring your progress is an important aspect of ensuring academic standards of work, including written and verbal presentation, are achieved.

It is a requirement of registration that all students successfully progress via the annual review process each year. You will not be permitted to re-register until the PGR Office has received confirmation from the review panel that your academic progress is satisfactory.

### *Progression and Monitoring*

The timing and number of reviews given in this Handbook are indicative of a normal progression structure for a PGR student. It is important that all students consult their Programme Handbook for more information on the progression requirements on their programme. The School reserves the right to convene a panel to review the progress of a student at any time during their University career.

This schedule of reviews is based on a full-time student commencing his/her programme of study in September. The timeframe should be adjusted accordingly for part-time students, students who commence their studies at other times in the year, and those students who have taken an interruption.

To ensure that part-time students receive full support and guidance at regular intervals, SoSS requires that these students also submit an Annual Review Report and have an Annual Review Meeting once a year, the requirements of which should be adjusted according to their year of study.

To ensure that students on Fieldwork continue to receive support and guidance, it is expected that review meetings with students in the field will be held. These reviews will be arranged based on the resources available, for example by email, conference call etc. Fieldwork is not a reason to delay or not hold a review meeting. Depending on the length the student is in the field, the report that they produce on their return can form the basis of a review meeting.

The Continuation Review Panel comprises of one member of staff, who is independent of the Supervisory Team, the supervisors and the DA PGR Director. He/she is known as the External Reviewer.

Your timeline for progression can be viewed on your eProg record. It is a requirement of registration that all students successfully progress via the annual review process each year. You will not be permitted to re-register until the PGR Office has received confirmation from the review panel that your academic progress is satisfactory. Here we set out the minimum requirements for formal progress reviews for a student's continuation on PGR programmes within the School of Social Sciences.

## **YEAR 1**

a. January: Mid Year Progress Review. The student and supervisor are required to complete a Mid Year review form covering progress to date, satisfaction with supervision, obstacles to research and objectives for the next six months.

b. June: A Continuation Review and an Annual Review Meeting. These should take place approximately 9 months into the student's programme.

A student who fails to achieve the required standard will be offered one opportunity to revise their work and resubmit according to regulations, but will not be permitted to register for the following year until the Continuation Review Panel is satisfied that the student has made adequate progress.

## **YEAR 2**

a. Mid Year Progress Review, as in Year 1

- b. A Continuation Review and an Annual Review Meeting, as in Year 1.

### **YEAR 3**

- a. Within the first 6 months of Year 3 (or Year 6 for part-time students) the PGR Director, or their nominee, will hold a Completion Support meeting with you. The primary aim of this meeting will be to discuss goals and a work plan for remaining preparation of the research for submission, but also to address any barriers that would inhibit timely completion.
- b. Mid Year Progress Review.
- c. A Continuation Review and an Annual Review Meeting.

The supervisor must confirm to the Graduate Office that you have completed all primary research and laboratory work before you may register for the submission pending period. Should there be a need for you to carry out further primary research during your writing up year, you must apply for an extension and pay full fees pro-rata.

Students will not be permitted to register for subsequent years unless they have successfully completed the annual review process for that year.

Following the Annual Review undertaken by the Continuation Review Panel, the following outcomes are available for recommendation. They depend on the degree for which the student is registered.

Students initially registered on a doctoral degree:

- CONTINUATION - The student has met the required doctoral standards and the recommendation is made for the student to continue registration on the doctoral degree
- TRANSFER - The student has not met the required doctoral standards and a recommendation is made for the student to be transferred from the doctoral degree to MPhil.
- WITHDRAWAL – The student has not met the required standard for doctoral degrees or MPhil and the recommendation is made for the student’s registration to be terminated

Students initially registered on an MPhil:

- TRANSFER - The student has met the required doctoral standards and a recommendation is made for the student to be transferred from MPhil to a PhD.
- CONTINUATION - The student has not met the required standard for transfer to doctoral level and the recommendation is made for the student to continue on the MPhil and register for the MPhil submission pending period.
- WITHDRAWAL – The student has not met the required standard for the MPhil and the recommendation is made for the student’s registration to be terminated.

## General Information

### **YEAR 4**

If you have not already submitted your thesis within the maximum period allowed for your degree you must register for the submission pending period and pay the appropriate fee (see Crucial Guide). Students registering for the submission pending period are entitled to *limited* supervision and some use of University facilities including library and computer access. Supervision expectations in this period vary between disciplines and it is the responsibility of the student to come to an understanding with his or her supervisor about the frequency and duration of supervision meetings in this period.

You and your supervisor must keep regular contact in your submission pending year to ensure that you are on course to submit before the end of year 4. Where there are any reasons for concern, these should be raised with your supervisor/DA PGR Director at the earliest stage possible.

Students may submit their thesis at any time during the submission pending period, providing they give the relevant period of notice. The period of notice must not be less than six weeks. Students are not permitted to submit their thesis late.

If you are unable to submit your thesis within the required timeframe but you have exceptional mitigating circumstances, you can apply to extend your programme or submission pending period. In the absence of mitigating circumstances, late submission of theses will not be permitted.

## **13 Ethical Approval**

In carrying out their work, researchers inevitably face ethical dilemmas which arise out of competing obligations and conflicts of interest. Research proposals involving human subjects are coming under closer scrutiny; it is an issue that the University takes very seriously. Therefore it is important that steps are taken to ensure that safeguards are in place, not only in the interests of the participants but also those of the investigator conducting the research. This brief statement aims to alert all research students to issues that raise ethical concerns and more generally to identify good research practice. This might apply to any research student in the Faculty but is particularly relevant to students in the Schools of Social Sciences and Education whose research work involves other humans. In general, “research on human beings” will raise ethical issues and this is why you are required to declare whether or not this applies to your thesis topic and, if so, how these ethical issues are to be addressed. In doing so, you are providing an assurance that you have read this statement and considered whether your thesis proposal raises issues which require the attention of the “Senate Committee on the Ethics of Research on Human Beings”.

In particular, a research student preparing a thesis (the “researcher”) must adhere to the following fundamentals:

Researchers have a responsibility both to safeguard the interests of those involved in, or affected by, their work, and to report their findings accurately and truthfully. They need to consider the effects and consequences of their work for those they study and other interested parties.

Researchers should satisfy themselves that the research they undertake is worthwhile and that the techniques proposed are appropriate. They should be clear about the limits of their detachment from, and involvement in, their areas of study and recognise the diversity of social and other research so that they can respond reasonably and courteously to those with whom they disagree.

Researchers should never present others' work as their own. Nor should they misrepresent knowingly the findings of their research or the work of others. (See section on Plagiarism above).

Our procedures, forms and guidance notes are available from our intranet site at <http://www.socialsciences.manchester.ac.uk/intranet/pg/ethics/>

Please be aware that the University cannot guarantee that it will provide the required insurance to students who embark on their research and have not submitted an ethical declaration

## **14 Research Training in the School of Social Sciences**

The requirements of various social science specialisms are different and the student cohort's previous training experience is very variable. Research training is organised into packages of courses for groups of students with common needs, with the packages then varied according to individual need. In our terminology, each individual package is a training programme which is co-ordinated by a research director within a specific Discipline Area/Research Centre who liaises with the Graduate Office and ensures that individual student needs are met by the appropriate form of registration and enrolment in suitable training.

General research methods training and specialist training are determined and conducted at School and discipline level, while transferable skills training comes under the remit of the Faculty.

### **Research Design**

The school offers a number of generic and discipline specific courses in Research design. E.g Politics offer PhD Research Design; Economics offer Research Design for Economists. A full listing of all course units is available from each Discipline Area. Information on all our course units is available on our online database of course units available at <http://courses.humanities.manchester.ac.uk/pg/>

## **Quantitative and Qualitative Methods**

Basic training in qualitative and quantitative methods is provided in the following two courses which have been specifically designed to meet the ESRCs generic training requirements in these areas

### **Qualitative Research Methods (QRM)**

The School of Social Sciences co-ordinates a suite of 5 credit workshop-based course units in qualitative research methods. These are designed to meet the needs of postgraduate research students and ESRC funded taught Masters students, and the requirements with respect to training in qualitative methods set out in the ESRC's Postgraduate Training Guidelines. The aim is to offer a comprehensive and thorough training in qualitative research methodologies that will prepare students for PhD and/or later non-PhD research work inside or outside a University environment.

Entrants seeking 15 credits will take two two-hour introductory classes at the beginning of the first semester followed by three course units of their choice and a concluding two-hour review session at the end of the second semester.

At the end of the course, students will have:

A solid and advanced understanding of the philosophies underpinning qualitative research.  
Hands-on knowledge and experience of at least three methods of qualitative data gathering and analysis.

Hands-on knowledge and experience of the manner in which qualitative research findings are presented and discussed.

A solid and practically-attuned understanding of the ethical issues arising in qualitative research.

A good understanding of the qualitative research process as a whole.

The course guide for this suite of course units will be circulated to you at the QRM Introductory Session.

Students should visit the QRM handbook available on our website at:

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

for details on workshops, background reading, submission deadlines and updates regarding dates and venues for the course units.

### **Introduction to Quantitative Methods (IQM) SOCS70511**

This 12 week 15 credit module provides a basic level training in quantitative methods, and is designed around the ESRC training guidelines for research methods. It is already an integral part of a number of the university's RT recognised programmes within the 1+3 PG training model.

It features:

□ training in the theory and method of survey analysis. Lectures are supported by weekly lab classes providing integral hands-on learning using real government surveys (training in the software SPSS is provided).

Further details can be found in the QRM Handbook on our website at <http://www.socialsciences.manchester.ac.uk/intranet/pg/pgt/handbooks/>

## 15 Appeals Procedure

Students have the right to appeal against the decision of the examiners if they believe that there were exceptional circumstances affecting their performance of which the examiners were not made aware; or that there were procedural irregularities in the conduct of the examination; or that there was evidence of prejudice or bias or of inadequate assessment on the part of one or more examiners; or that the supervision or training of the student in respect of research for a dissertation or thesis or equivalent was unsatisfactory to the point that his or her performance was seriously affected. Examiners will be made aware, that, under the University's Academic Appeals procedures, in the event of an appeal, and notwithstanding their confidential nature, the examiners' reports would be made available later to the Postgraduate Research Committee and also, in summary form, to the candidate who is appealing. Before initiating an appeal, a student is strongly advised to discuss the matter with his or her supervisor, PGR Discipline Area Director or the Postgraduate Manager. If the matter remains unresolved, the student may invoke the formal appeal procedure.

Period within which an appeal could be raised Any appeal against the appointment of an examiner, if not resolved locally by the supervisor, must be referred to the PGR Office within seven days of the candidate being told the names of the examiners. Ideally, the period within which an appeal could be raised should not impede the 3-month timescale between submission of the thesis and oral examination (as prescribed in the University's Code of Practice). However, the candidate has to accept that an appeal may delay the examining process. The speed of the response of the PGR Office to an appeal will be dependent on the availability of the examiner(s) concerned and/or the candidate (for investigation purposes), the availability of an appropriate Committee to consider it and, depending on the nature of the appeal, consultation with any other relevant body. The decision of the appeal committee should be conveyed to the candidate in writing immediately. To ensure that fair play is maintained when the examination eventually takes place, it is recommended that, whatever the outcome of the investigation, a third, experienced examiner (either internal or external) is appointed to participate in the examination. There should be no right of appeal against the appointment of this third examiner.

The matter of appointing replacement examiners is an issue for the School Postgraduate Director. In the case of a re-submission, with the original examiners being re-appointed, there is no right of appeal against their re-appointment. Any such objection should have been made on their first appointment. Any objection and appeal raised as a consequence of their actions as examiners, on the first occasion, should be made through existing appeals procedures, which already allow for appeal after examination.

University General Regulation XIX (<http://www.studentnet.manchester.ac.uk/policies/>) defines a number of decisions affecting a student's academic progression against which students might wish to appeal. These include expulsion from the University, exclusion from a programme of study, or the result of assessment or award of a particular degree classification. There are specific grounds on the basis of which an appeal may be made and these are listed in Regulation XIX. Before proceeding to formal appeals, students are strongly advised to try to resolve the matter with an appropriate person in their School. If this fails, then the formal appeals procedure may be invoked by completing the relevant 'Appeals Form' which is



available on the website. Completed Appeals Forms should be submitted to Damien Tolan, Faculty of Humanities, Room G4, Devonshire House, University of Manchester, Oxford Road, Manchester M13 9PL (telephone 0161 306 1105, email [neil.ferguson@manchester.ac.uk](mailto:neil.ferguson@manchester.ac.uk)).

## 16 Conduct and disciplinary matters

University General Regulation XVII (<http://www.studentnet.manchester.ac.uk/policies/>) defines types of behaviour which may lead to disciplinary action being taken against students who are in breach of the regulation. Misconduct can be defined as the improper interference, in the broadest sense, with the proper functioning or activities of the University or of those who work and study in the University, or action which otherwise damages the University or its reputation. The most common form of disciplinary action is in respect of academic malpractice e.g. plagiarism, collusion or other forms of cheating. The Regulation on Conduct and Discipline of Students does not cover action against students following failure in examinations or failure to meet other academic requirements. Any student found guilty of misconduct has the right of appeal both against the finding itself, and any penalty imposed, provided that there is: evidence of procedural irregularity on the part of the University; availability of new evidence which could not reasonably have been expected to be presented at the original hearing; or the disproportionate nature of the penalty. Any enquiries about issues relating to student misconduct in the Faculty of Humanities should be referred to the Head of Faculty Academic Services in the Faculty of Humanities Office (telephone: 0161 306 1105, email: [neil.ferguson@manchester.ac.uk](mailto:neil.ferguson@manchester.ac.uk)).

### *Student Complaints*

University General Regulation XVIII (<http://www.studentnet.manchester.ac.uk/policies/>) sets out a procedure for handling complaints by students. A complaint is defined as '*an expression of dissatisfaction which merits a response*' and covers complaints about the provision of programmes or parts of programmes, services or facilities by the University, or the actions or lack of actions by University staff. The Student Complaints Procedure does not cover matters relating to assessment and progression, nor complaints involving allegations of misconduct or harassment, as these are covered by separate procedures. The Procedure allows for the complaint to be handled informally at School level, however, if that approach is unsuccessful, formal procedures can be invoked by completing a Complaints Form. Any enquiries about issues relating to student complaints in the Faculty of Humanities should be referred to the Head of Faculty Academic Services in the Faculty of Humanities Office (telephone: 0161 306 1105, email: [Damien.Tolan@manchester.ac.uk](mailto:Damien.Tolan@manchester.ac.uk) to whom completed Complaints Forms should also be submitted.

### *Plagiarism/academic Malpractice*

The School reserves the right to submit any work handed in by students for assessment to electronic systems for detecting plagiarism or other forms of academic malpractice. This includes the JISC plagiarism detection service, 'TurnitinUK', details of which can be found at: <http://documents.manchester.ac.uk/display.aspx?DocID=2870>

Intellectual Property Policy

The most current version of the policy can be found here:

<http://documents.manchester.ac.uk/list.aspx>