

SOCIOLOGY

**PHD SOCIOLOGY &
MPHIL**

***Course Handbook
2013-2014***

SCHOOL OF SOCIAL SCIENCES

THE FACULTY OF HUMANITIES

THE UNIVERSITY OF MANCHESTER

Welcome to the Discipline of Sociology at Manchester University!

Those of you reading this booklet will have diverse backgrounds and will be coming here for different reasons. Some of you will have studied at Manchester as undergraduates and will feel you already know the University and Discipline Area well. Others, the majority of you, will be new to the University and possibly to the United Kingdom and will perhaps be unsure how research degrees are organised here. This handbook along with the ***School of Social Sciences Research Student Handbook 2013-2014***, clarify the organisation of research degrees and provide essential background information.

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FUNDAMENTAL APPROACH TO POSTGRADUATE STUDIES

The Discipline of Sociology seeks to maintain postgraduate research programmes of international calibre and repute, with matching resources, facilities and attainments. This is based on a number of principles.

- Research students are normally expected either to have achieved a good pass at Masters degree level prior to acceptance for PhD registration, or to obtain a Masters degree as part of their initial training. Research students will obtain a good understanding of the relevant research literature, the main findings and the research designs used from such Masters courses. We do not require students to have conducted any research prior to acceptance, but they should have an appreciation of the process involved (e.g. choice of methodology, research design, data collection and analysis etc.).
- Emphasis is placed on students planning and undertaking a systematic and feasible programme of research. The training programme provides a basic grounding in all aspects of research, together with the opportunity to take specialised courses, including those provided by our research centres. Each student also receives systematic support through regular meetings with a supervisor and attendance at the compulsory seminar on research practice.

- Postgraduate students are seen as an integral and essential part of the DA's overall research activities. The type and the subject matter of the research undertaken will be closely linked to the research experience and plans of staff within the DA.

The DA has a range of ongoing research activities and events, such as guest speakers, one-day seminars and conferences. You are encouraged to attend these events as they are part of the intellectual culture of the DA. The DA also has links with other centres (such as The 'Real Life' centre, CCSR, CRESC) that run a range of events that are open to sociology PhD students. You may also attend seminars in other DAs within the School of Social Sciences.

PRACTICAL INFORMATION

Contact points to note:

COURSE DIRECTOR/PHD TUTOR:

Dr. Graeme Kirkpatrick

3.050 Sociology, Arthur Lewis Building,

phone: (0161) 275 3710

e-mail: graeme.kirkpatrick@manchester.ac.uk

GRADUATE ADMINISTRATOR: Ms Ann Cronley

2.003 Postgraduate Office, the Arthur Lewis Building,

phone: (0161) 275 4747 fax: (0161) 275 0968

e-mail: ann.cronley@manchester.ac.uk

The organisational centre of the Sociology Research programme within the School of Social Sciences is Room 2.003 (2nd floor), Arthur Lewis Building (located between Manchester Business School and Manchester Museum), Oxford Road.

This is the place where you:

- hand in assessed work for Sociology units;
- leave messages for teaching staff if you have been unable to contact them by email or telephone;
- inform Ann Cronley about illness/absence from lectures;

The Postgraduate Office will also try and give you as much support as you need so please let us know as soon as a problem arises. We hope to provide a friendly and supportive environment for all the postgraduates studying within the DA. The office is open for student enquiries Monday to Friday from 10am to 4pm.

If you are experiencing any problems that you feel are affecting your studies you should contact Ann or Graeme Kirkpatrick. As the PhD tutor Graeme is your first port of call should you encounter any academic difficulties or if there are issues relating to your work that, for any reason, you want to discuss with someone outside your

supervisory team. This includes difficulties with the supervision process itself, should these arise.

We are also keen to receive student feedback on any aspect of the support we provide for PhD students. We are always looking to improve what we do and for this to happen we need to hear from you. In addition to meeting with students individually, please let your student representatives know if you think anything is going wrong or not being done well enough.

THE SOCIOLOGY DA

We are one of the largest groups of sociologists in the UK doing some of the most innovative and exciting research to be found anywhere in the world. We place a high value on theoretically-informed empirical research across a wide range of substantive areas of national and international importance. We are committed to using a range of quantitative and qualitative methods in the pursuit of evidence in research. In the most recent Research Assessment Exercise, 40% of our research activity was ranked at the 6* level, the highest proportion of any sociology return in the country. The Times Higher Education Supplement ranks Manchester top for sociology in the RAE, and, although numerous ranking systems have been devised, Manchester comes top in all but one of the most common (where we come second). We also had the second largest sociology return (49.2 'full time equivalent' members of staff). The head of the Sociology DA is Professor Wendy Bottero.

The research interests of our teaching staff are diverse, covering a wide variety of interests and specialisms, including sociological theory, quantitative and qualitative research methods, sociology of culture, sociology of consumption and sustainability, social network analysis, sociology of race and racism, the study of the family and personal life, sociology of technology, and media studies. Our sociology is therefore diverse. It is inter-disciplinary, theoretically sophisticated, methodologically rigorous, and critical. This makes us an exciting centre in which to pursue doctoral research.

Beyond our individual areas of specific expertise, members of the Manchester DA share a distinctive orientation to sociology which informs our diverse activities and helps to integrate graduate students into a cohesive DA culture. On this basis, we strive to provide an attractive and stimulating environment for post-graduate students. All staff have advertised office hours and you are welcome to make contact with them to discuss your research interests.

Full details of research interests can be found on our staff web pages at:
<http://www.socialsciences.manchester.ac.uk/disciplines/sociology/research/>

Sociology is host to several research centres:

- *Morgan Centre for the study of Relationships and Personal Life*, directed by Professor Jennifer Mason, Professor Carol Smart and Professor Sue Heath.
- *Mitchell Centre for Social Network Analysis*, directed by Professor Martin Everett
- *Realities*, directed by Professor Jennifer Mason
- The *Cathie Marsh Centre for Census and Survey Research (CCSR)*, directed by Professor James Nazroo
- The *Iqbal Ullah Race Relations Archive*, directed by Chris Searle

Staff are also closely involved in research based in other centres located in the Faculty including:

- The *European Work and Employment Research Centre*, located in Manchester Business School, Co-director, Professor Colette Fagan.
- The *Centre for Research on Socio-Cultural Change (CRESC)*, Professor Fiona Devine, Co-director.

The DA runs a research seminar series of visiting speakers, attended by staff and postgraduates. There are also numerous seminar series hosted by other disciplines and the research centres, to which staff and postgraduates are invited. The DA has between 40 and 50 doctoral students at any given time. It has regular success in both the ESRC and the University's own doctoral studentship competitions.

Sociology is also a partner in the North West Doctoral Training Centre (NWDTC) which joins with the Universities of Lancaster and Liverpool in administering ESRC applications and grants and in providing training courses. Many of these courses will be available to all students within the DA. The DTC runs a rolling program of events, including conferences, seminars and day-schools that you can participate in. Details of these can be found on the NWDTC web-site (<http://www.nwdtc.ac.uk/>).

THE STRUCTURE OF THE RESEARCH DEGREE

As a new research student, you will either be starting directly from an undergraduate degree, or you will have already obtained a Masters, either at Manchester or elsewhere. Our notes below differ according to whether you are a recent graduate or someone who already has a Masters degree.

For those starting from undergraduate studies without a Masters qualification:

Our post-graduate research degree structure is based around a model in which students spend the first year on a Masters course before upgrading to a PhD. This has the advantage of ensuring that all our research students are trained in a wide variety of research methods. It also means that you get two degree qualifications. All new research students, even those who have been accepted to carry out a PhD, will therefore be embarking on a Masters degree in the first instance.

Students who wish to undertake a four year programme of work leading to a PhD will normally be registered for the **MSc in Sociological Research** in the first instance. Their first eight months of study will be taken up almost entirely with the taught research methods courses and over the summer they will write a short dissertation. In the Research Design course unit that forms part of this degree students are required to prepare one 3,000 word assessment essay consisting of a Ph.D. research proposal. On satisfactory completion of the year's work, they will be transferred to the PhD degree and will also be awarded the MSc in Sociological Research to certify their satisfactory completion of the coursework element.

There are other Masters Degrees offered by Sociology and it may be possible to register for one of these rather than for the MSc in Sociological Research if that is your preference. The two other Masters degrees which are likely to be of particular interest here are the MA in Sociology, and the MA in Applied Social Research. In practice there is little difference in the course units students take as part of these degrees, compared to the MSc in Sociological Research. The major issue to consider is probably what type of qualification you would find most helpful for presenting yourself to employers.

Those students with 1 + 3 Studentships from the Economic & Social Research Council must take the MSc in Sociological Research because the methods training content of this degree has ESRC recognition. Successful applicants on the 1 + 3 route are funded by the ESRC for their MSc in Sociological Research year and then for a further three years of PhD, subject to satisfactory assessment marks and progress during their MSc course. Students funded by the ESRC can also take Sociology courses in the universities of Liverpool and Lancaster, our partner organisations within the NWDTC

If you already have a Masters degree:

Normally, you will be admitted directly to a 3 year PhD programme, and will not need to take extensive training courses in your first year. However, this will depend on the nature of your Masters degree, and the extent to which it has prepared you for your proposed research. Any uncertainties about this issue can be cleared up during induction or through discussion with your supervisor or the PhD Director. Even if you have already completed a Masters you may still want to take some research training, perhaps in a specialist area or to increase the breadth of your skills. There is plenty of support for this within the DA and if it applies to you your supervisor will be able to offer relevant guidance.

MPhil

The MPhil degree can be awarded for original research under individual supervision, after a minimum registration of one year (two years part-time), and submission of a thesis of around 50,000 words. It is possible to upgrade to PhD at the completion of the MPhil course, subject to satisfactory progress reports, a detailed plan of work to be undertaken for the PhD, and a successful outcome from your annual progression review meeting (see below). The PhD Director and Postgraduate School Director will recommend your upgrade to PhD to the Graduate School of Social Sciences.

SUPERVISION

Responsibilities of the Supervisor

The supervisor's role is of critical importance to the success of a doctoral project. An offer of acceptance for doctoral studies is always made only after the identification of willing and suitable members of staff to undertake the supervision. Students will normally have two supervisors. Supervision involves providing research support and advice on the structure and progression of the thesis, and can extend to liaising with other staff who may have specific expertise helpful for a particular stage of the research.

The function of supervisors is to:

- provide guidance relating to all aspects of the research
- co-ordinate with each other to ensure the best support for the research
- assist in planning the research programme, including identifying relevant classes and training in requisite techniques
- maintain contact with the student through regular meetings (the frequency of meetings being appropriate to the research being undertaken and agreed in advance);
- be accessible to the student at other appropriate times
- be responsive to difficulties raised by the student

- give detailed advice on the necessary completion dates of successive stages of the work so that the thesis may be submitted within the agreed timescale
- request written work or reports as appropriate
- return written material with constructive criticism and in reasonable time
- ensure that for degrees where an oral examination is required the student is adequately prepared by arranging for the student to present his or her work to staff and graduate seminars
- ensure that the student is made aware when progress is not satisfactory
- facilitate the mid-year and annual progression review process (see below) in accordance with established Graduate School procedures
- make students aware of other researchers and, where appropriate, relevant research going on in the DA and Graduate School
- encourage and support the student in publishing their research and seeking other public impacts
- provide pastoral support and advising students of University support services when necessary
- bring to the attention of the students the health and safety regulations and academic rules, regulations and codes of practice of the University.

While the student is responsible for the detailed execution of the research, the supervisor is expected to play a significant role in ensuring successful completion within the time period agreed at the time of acceptance. This is usually achieved by agreeing effective deadlines.

The frequency of meetings between researcher and supervisor will depend on the stage of the research, however, typically for a full-time student, **meetings should be at least once a fortnight**. At each meeting targets are set for the next meeting, which then provides the basis for discussion. Further details of the arrangements for supervision are contained in the **School of Social Sciences Postgraduate Research Student Handbook 2013-2014**.

Responsibilities of the Student

It is a good idea to discuss the type of supervision and ground rules of contact at the first meeting with your supervisors. You need to discuss questions such as frequency and deadlines. There is also a PhD Tutor (Dr Graeme Kirkpatrick), who is available to give general advice and support.

As a student in the DA, you have responsibilities and these include:

- pursuing the programme with a positive commitment, taking full advantage of the resources and facilities offered by the academic environment
- maintaining regular contact with your supervisors, and (where relevant) other staff and research students
- discussing with your supervisors the type of guidance and comment believed to be most helpful, and agreeing a schedule of meetings with them
- successfully completing any training programme arranged within the prescribed time period
- maintaining the progress of the work in accordance with the stages agreed with the supervisors, including in particular the presentation of written material as required, in sufficient time to allow for comments and discussion before proceeding to the next stage

- providing a report on progress in the middle and at the end of each year, in accordance with our advertised review procedures (see below) and in line with agreements you make with your supervisors relating to these
- agreeing with the supervisors the amount of time to be devoted to the research and the timing and duration of holiday periods
- deciding when to submit the thesis. You should take account of your supervisor's opinion but must recognise that it is only advisory. You must also ensure that appropriate notice of intent to submit a thesis is given, in accordance with the published University procedures
- checking the completeness and accuracy of the text of the thesis submitted. (Failure to check the thesis carefully may result in the thesis being failed or cause a delay in the award of a degree).

It is important that you feel able to take the initiative in raising problems or difficulties that may arise. Bear in mind that prompt discussion and resolution of problems can prevent difficulties and disagreements at a later stage. If, for any reason, you wish to change your supervisor, you should take the matter up with the supervisors in the first instance. Then you should contact the PhD Tutor.

REVIEWS AND ASSESSMENT OF PERFORMANCE

All full-time students are expected to complete their degrees in three years, or four years if there are particular difficulties. You should bear this deadline in mind throughout your research here. As a DA we will lose studentships if we do not ensure that the majority of our PhD students complete on time. Therefore if we feel that any student is falling behind we will take steps to ensure that he or she is counselled and supported. In the last resort, we sometimes have to suspend or terminate the studies of students who are in severe difficulty.

In order to ensure that doctoral research is progressing well we have a system of reviewing and monitoring. Your work on the PhD will be reviewed twice a year, once by your supervisory team then again by a research panel. The continuation and annual review panel consists of your supervisor, co-supervisor and one other academic from within sociology. You will be asked to prepare and submit work in preparation for the review meeting. The purposes of the review are as follows:

- To provide assessment of the student's progress and whether they are likely to complete a satisfactory PhD thesis in the required time.
- To provide the student with feedback on their work from the perspective of an academic other than their main supervisor(s).
- To enable the student to develop skills that are useful in a PhD viva – an ability to present and defend their work.
- To enable both students and supervisors to raise any concerns they have about the supervisory process

Continued registration on the PhD pathway is subject to the successful outcome of the continuation and annual review process. The purpose of the six monthly review is to highlight any concerns so that these can be addressed in time for the annual review.

You will be asked to submit different documents depending on the stage you are at in your research. After your first six months you will be asked to produce a short summary of your research activity and a plan in which you describe how you envisage the work progressing. This will form the basis of the review meeting with your

supervisor and you will reach agreement with them on what you are aiming to achieve by the end of your first year. After this meeting you should all complete the six month review form on e-Prog as a record of this.

The Continuation and Annual Review Panel is composed of the supervisor(s) and one other academic from within sociology who is independent of the supervisory team. Your supervisors will co-ordinate this meeting once a year, usually before the Summer break. For this you will be required to submit the following to your supervisor, normally at least 2 weeks in advance of the meeting:

- (a) one draft chapter or piece of work written for the PhD such as a literature review (max 8000 words, plus bibliography) and
- (b) a brief report which includes: a statement of research aims; overview of work completed during year; plans for completing the PhD research within the timetable; provisional list of thesis contents.

These documents are circulated, together with a copy of the completed 6 month report form, to each member of the student's PhD Review Panel. The student's writing and report should form the basis of the panel's discussion. This meeting is minuted by the PhD supervisor and the minutes are then approved by all participants (including the student) before being sent to the postgraduate secretary. There will also be an opportunity for the student and external reviewer to discuss in private how supervisions are going. The external reviewer will also have a short discussion in private with the supervisor(s) This report is then lodged on e-Prog alongside the 6-monthly report and forms the basis for progressing to the second year of research.

The basic format of the six monthly and annual reviews remains the same in the second year. However, at this stage there will be variation depending on the nature of your research. For some people progress will be measured through fieldwork and you will be asked to provide reports summarising this and explaining what you have been doing. For other projects the review will focus on draft chapters. The emphasis throughout will be on keeping the research on track and identifying problems before they arise. In the final year the six monthly review will take the form of a 'completion support meeting', which is held with the PGR Director or their nominated representative. This has a particular focus on the timetable towards completion. The completion and annual review towards the end of the third year can also take the form of a 'mock viva'. However, if it is likely that you will need a fourth year (or at least some months more) to complete, this review should be focused on the timetable towards submission. At this stage, the supervisor has to confirm to the Graduate office that you have completed all your primary research in order to be progressed into 'submission pending' and the writing up year.

PART-TIME STUDENTS

Part-time doctoral students make a valuable contribution to the DA. Doing a PhD part-time is a particularly challenging project because it involves 6 years of dedicated work. As with full-time students, there is a programme of review and progression that applies to part-timers. Throughout your time with us you will complete, with your supervisor, a series of '6 month report forms' on the e-Prog system (see below, next section), enabling us to track your progress and to identify any problems as and when they arise.

Working on a PhD part-time can be an isolating experience as well as one that imposes particular intellectual demands. It is important to maintain regular contact with your supervisor. How this works in practice will vary as the project evolves but a good rule of

thumb is that you should be meeting with them for 1-2 hours at least once a month. You may need more meetings during the early, 'setting up' phase of the project and fewer once you are involved in fieldwork. Because part-timers tend not to spend as much time in the university it is particularly useful to agree on clear goals for the research and to establish some milestones with your supervisor.

At the end of your first year there will be a formal panel review. In preparation for this you will be asked to produce a document that reflects the reading and preparation you have done and indicates how you expect the work to proceed in the year ahead. This work will be assessed by a panel that includes at least one academic with expertise in your area who is not part of your normal supervision team.

The purpose of this meeting is to assess your progress so far, make positive suggestions regarding future development and, where necessary, to highlight difficulties and steps that the reviewers consider necessary to ensure the project remains on course.

A similar review occurs at the end of the second year and this review involves a significant assessment element, in that your progress will be measured against the goals agreed at the previous review. Achieving these goals to the satisfaction of the panel is a requirement for progression to the third year of doctoral work. For this you will be required to submit the following to your supervisor, normally at least 2 weeks in advance of the meeting:

- (c) one draft chapter or piece of work written for the PhD such as a literature review (max 8000 words, plus bibliography) and
- (d) a brief report which includes: a statement of research aims; overview of work completed during year; plans for completing the PhD research within the timetable; provisional list of thesis contents.

These documents are circulated, together with a copy of the completed 6 month report form, to each member of the student's PhD Review Panel. These documents form the basis of the panel's discussion. This meeting is minuted by the PhD supervisor and the minutes are then approved by all participants (including the student) before being sent to the postgraduate secretary. There will also be an opportunity for the student and external reviewer to discuss in private how supervisions are going. The external reviewer will also have a short discussion in private with the supervisor(s) This report is then lodged on e-Prog alongside the 6-monthly report and forms the basis for progressing to the second year of research.

The basic format of the six monthly and annual reviews remains the same for the next three years of the part-time PhD. However, as your project develops there will be variation depending on the nature of your research. For some people progress will be measured through fieldwork and you will be asked to provide reports summarising this and explaining what you have been doing. For other projects the review will focus on draft chapters. The emphasis throughout will be on keeping the research on track and identifying problems before they arise. In your final year the six monthly review will take the form of a 'completion support meeting', which is held with the PGR Director or their nominated representative. This has a particular focus on the timetable towards completion.

The completion and annual review towards the end of the final, sixth year can also take the form of a 'mock viva'. However, if it is likely that you will need a seventh year (or at least some months more) to complete, this review should be focused on the timetable of submission. At this stage, the supervisor has to confirm to the Graduate

office that you have completed all your primary research in order to be progressed into 'submission pending' and the writing up year.

e-PROG

Review of progress for all students will be facilitated through a web-based system called **eProg**. eProg is a University-wide system for postgraduate researchers to record and monitor progression throughout their programme and to manage skills training activities. E-Prog enables academic staff and their PhD students to record and track key milestones throughout the student's programme, from the point of registration to thesis examination. You can use it to record developments at each meeting you have with your supervisor, including specific agreements reached on deadlines, etc. The system also provides access to an extensive catalogue of skills training activities across the University.

Accessing eProg

eProg can be accessed via *My Manchester* 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. You can access, complete and save information at any time prior to the review 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.
- **Online forms:** Students will be required to complete online progression forms which are tied to individual milestones, some of which are based on the review procedure described above. These forms provide a formal record of meetings or discussions between you, your supervisor and (where appropriate) the PhD tutor. It also provides an opportunity for any issues or problems to be raised.
- **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)

RESEARCH METHODS TRAINING

Methods training for post-graduates is organised at faculty and school level (details below). There is also a rolling programme of methods related events, including short courses, conferences and one-day events organised by research centres based in the school. You should check the 'Real Life', CRESC and Mitchell Centre web pages regularly for information about these. There will also be events organised by the NWDTC, again you should check the website for these.

Faculty of Humanities Training courses

There are a range of skills and abilities that will improve the quality and efficiency of a PhD student's research and ultimate success. Research students registered in the Faculty of Humanities participate in the Faculty's skills training audit, skills training and personal development planning.

The **Online Skills Audit** is useful for PhD students in that they may not realise the many skills that they have already acquired and those that will be useful for them to gain. The audit allows you to analyse your particular training needs and design a training programme suited to your requirements. You can complete an Online Skills Audit at <http://www.manchester.ac.uk/humanities/postgraduateskillsaudit> Further details can be found in the *School of Social Sciences Postgraduate Research Student Handbook*.

Sociology methods training courses

For those students who do not already have a Masters covering research methods training units, the first and second terms will be involved in the training programme. Information about this programme is contained in the MSc in Sociological Research Programme Handbook.

Research students and MSc students who are funded by the ESRC are required to attend the Sociology Postgraduate Research Seminar.

SOCY60510: Title: Sociology Research Workshop (non credit bearing)

Semesters 1 and 2

Mondays, 2-4pm, fortnightly (commencing 23rd September)

Room/Venue: To be confirmed

Convenor: Professor Jennifer Mason

Email: Jennifer.mason@manchester.ac.uk

Administrator: Ann Cronley, Arthur Lewis Building
(0161) 275 4747 ann.cronley@manchester.ac.uk

Communication:

Please regularly check the following:

- Your university email

- The blackboard page for this course. Please note that as the structure of the course is flexible and negotiated, there may be changes in the advertised programme, and there will certainly be additions to it. These will be posted on Blackboard.
- The Sociology Postgraduate hub, and the PhD Seminar blog within it

Classes

The course consists of fortnightly 2-hour workshops in semesters 1 and 2. There will also be two symposia linked to the course – a half day in December, and a full day in June.

Attendance

All Sociology PhD students are required to attend this research workshop, and are encouraged to attend the day symposium. CCSR and ISC PhD students are also invited to attend the workshops and symposium.

If you are unable to attend a session please let Jennifer (the convenor) know, ideally before the session takes place.

A course outline and timetable of workshops will be available at the Faculty of Humanities website

<http://www.humanities.manchester.ac.uk/postgraduate/research/development/>

Qualitative Research Methods – Workshop Format

The School of Social Sciences co-ordinates a suite of 5 credit workshop-based course units in **qualitative research methods** and these are offered by several of the disciplines in the School of Social Sciences and beyond. These are designed to meet the needs of postgraduate research students and ESRC funded 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.

At the end of the course, students will have:

- 1 A solid and advanced understanding of the philosophies underpinning qualitative research.
- 2 Hands-on knowledge and experience of at least three methods of qualitative data gathering and analysis.
- 3 Hands-on knowledge and experience of the manner in which qualitative research findings are presented and discussed.
- 4 A solid and practically-attuned understanding of the ethical issues arising in qualitative research.
- 5 A good understanding of the qualitative research process as a whole.

Full details of the QRM workshops including timetable, reading lists, assessments and Introduction to Quantitative Methods (IQM) can be found in the Qualitative and Quantitative Research Methods handbook which is available at the following link:

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

Other Sociology Course Units 2013-2014

The full list of Sociology course units on offer for the 2013-2014 session can be found here:

<http://www.socialsciences.manchester.ac.uk/postgraduate/taught/modules/>

Assessment requirements do vary from unit to unit and when you hand in your assessment essay to the postgraduate reception counter **you must obtain a receipt**. These essays are treated as examination material and are not returned to students. Please make a copy of your essays before handing them in to the Office. Late work will be penalised at the rate of 5% per day after the essay deadline date. Please inform the lecturer immediately if you encounter acute unanticipated circumstances that prevent your completing your essay on time. You **MUST** approach the lecturer before the deadline. In exceptional circumstances, and preferably on receipt of medical or over evidence, an extension may be negotiated.

Methods training in second and third years

After the first year, it is assumed that core study skills have been acquired. However, a small proportion of time is allocated to further research training, in addition to the main work of producing the research and writing the thesis.

The training emphasis in the second and third years is on communication skills (such as paper and conference presentations). There is also some time spent on training which is more specific to the research context than in the first year. The following kinds of issues are discussed in seminars and workshops:-

- Presenting at internal workshops to develop presentational and communication skills. It is expected that all PhD students will make one presentation in each of their second and third years of study.
- Attending and giving papers at external conferences & seminars. It is expected that all PhD students will give one external presentation during their PhD study. Students may apply to the Sociology Conference Fund for financial assistance to attend conferences.
- Seminars on how to prepare for the viva; how to develop research articles for publications; the importance of a curriculum vitae and how central the university's Research Assessment Exercise is to employment.

ETHICS

In carrying out their work, social researchers inevitably face ethical dilemmas which arise out of competing obligations and conflicts of interest. Research proposals involving human subjects in the Social Sciences 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. Ethic approval must be obtained before you carry out your research.

Information about the School of Social Sciences Ethical Approval Process and the associated forms can be found at

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

When you have decided which is the appropriate form, in discussion with your supervisor, you will complete and submit it to the School of Social Sciences postgraduate reception. When ethical approval has been confirmed, your Ethics milestone will be completed on the eProg system. The deadline date for when you should submit your ethics form can be found on your eProg progression record.

FACILITIES FOR RESEARCH STUDENTS

Arthur Lewis Building

Sociology PhD students have access to desk space with computing facilities, shelf space and lockers on the 3rd floor of the Arthur Lewis Building. Depending on the numbers of students, those who intend to come in regularly (3 or more days a week on average) will ideally be allowed to have a named desk (although in their absence other students may still use the desk). But there will be approximately 10 desks which are designated as 'hot desks' which are used on a first come first served basis. This policy will be subject to review if it doesn't prove flexible enough. Please try to keep desks relatively clear so other students can use them.

Occasional notices will be pinned on the noticeboard outside 2.003 Postgraduate Office. There is also a dedicated PGR noticeboard in the Sociology open space. However, perhaps the most effective means of providing information is by the website and email. Please ensure that you check your university email regularly since we use this to communicate with you collectively and individually. There will be a post tray by the Sociology staff pigeonholes on the 3rd floor for any mail that arrives for research students so please check this regularly also. There is also a dedicated space on the Manchester intranet for Sociology postgraduate students. This is a space where events that might be of interest to you are posted, but you can also use it to prompt debates with your fellow students. This can be accessed through Blackboard, or the University portal.

Printing

A central printing account is automatically created for you at the same time as your University computing account. If you are not a Teaching Assistant and will be paying for your printing, you can credit your account by using one of the print kiosks- the nearest one for Sociology is in the ground floor computer cluster, Arthur Lewis Building or by using the online [ePayments system](#) (via 'e-payments' under 'my library' in 'My Manchester'). The computers in the open-plan area of ALB that is set aside for PhD students should all be connected to printers. When you go to print you'll find there is a menu of printers to choose from.

PhD students who are Teaching Assistants will get access to free printers. They will be added to the 'free printer' list and should then [Contact the Service Desk](#) or phone 0161 306 5544 (internal extension 65544) and give IT Services their location i.e. Arthur Lewis Building 3rd floor, Quad C and code on PC (H002814) for example, and the name of the nearest free printer to your location. IT Services should then add the requested free printer to the menu of printers for you to choose from. cluster printers (they contain monosingle, monodouble, duplex single etc in their titles.

If you encounter problems using computers, telephones, etc then speak to your supervisor in the first instance. For more technical computer issues (software etc) contact the ICT service desk on x65544. They also have an online 'knowledge base' with a 'contact service desk' button here:

<http://servicedesk.manchester.ac.uk/portal/ss>

ICT's 'new users guide' may be useful, it's here:

<http://ict.humanities.manchester.ac.uk/ithelp/newusers/index.html>

Photocopying facilities

Photocopying Facilities are available in the John Rylands Library. In addition, PhD students may use the Discipline of Sociology's photocopy and printing facilities and this will follow the system in the libraries where students buy a card and have it credited. The nearest print robot can be found in the Arthur Lewis Building, Ground Floor, G8 Resource Area. When photocopying extracts from books and articles, students must conform to the copyright regulations, which are displayed beside the photocopier.

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 sosresources@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/>

Support for Postgraduate Students

The University Of Manchester Library

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

The University of Manchester Library, one of the best-resourced academic libraries in the country, provides you with the resources and support you need throughout your programme.

The Library houses all the essential text books, across various sites, and has an extensive online collection of e-books, e-journals and research databases.

Facilities

The Main Library holds the principle collections for social sciences, including social anthropology, and offers group study rooms, individual study spaces and computer clusters. Wi-Fi is available throughout the building and a cafe lounge can be found on the ground floor.

The Alan Gilbert Learning Commons provides a state of the art 24/7 learning environment, offering flexible open learning spaces, multimedia facilities, computer clusters and bookable group study rooms plus runs a wide range of study skills workshops throughout the academic year.

In addition to the main sites, there are a number of specialist libraries located across the campus which may hold texts for your area and provide study facilities.

For details of Library locations, facilities and opening hours see the library website.

Getting Started: Quick Guide

You will need your student card to access all library sites around campus and your central university username and password to access the electronic resources.

Use Library Search to find books, eBooks, online journals and articles.

The Library Subject Guides are a very useful starting point for finding information on relevant library resources for your subject area. There are guides for all subject areas including Economics, Philosophy, Politics, Sociology, Social Anthropology and Social Statistics. Use these guides to find out which databases to use, how to reference, how to keep up to date with research and access online training tutorials.

My Manchester My Library tab has quick links to all of the Library's resources and services available,

Training and Research Support

The Library runs a series of information skills sessions and skills clinics throughout the year. Details of sessions, times and how to book are available via the My Learning Essentials Training Calendar.

For general enquiries or support with finding, accessing or using the electronic resources contact the library in person, via phone or online.

See the Enquiries and Feedback page or complete the Library Request form via MyManchester.

Library News and Updates

Keep up to date with the latest library developments via Facebook or Twitter.

Manchester Computing

Support for PG Students

The Training and Information Service provided by campus IT Services provides a comprehensive range of courses tailored to suit the requirements of postgraduate students. We recognise that different degree Courses may require a diverse range of skills and have addressed this by providing both taught courses and self teaching materials which can be accessed and downloaded from our web-site. Our service is in addition and aims to complement, the faculty and school-led provision, which is specifically tailored to a student's course.

European Computer Driving Licence

We encourage students to register for the European Computer Driving Licence (ECDL). The university is a British Computer Society (BCS) accredited test centre that is administered by IT Services staff. The ECDL enables students to gain a practical vocational computer qualification in addition to their degree. The ECDL is an internationally recognized qualification that is a valuable enhancement to a student's CV when seeking employment. To obtain this qualification, students are required to pass seven modular tests covering a wide variety of computer skills. These tests are computer-based and results are obtained immediately upon completion of each test. The ECDL certificate is awarded upon the successful completion of all 7 tests.

Introductory, primer and test sessions take place regularly in the training rooms in the Kilburn Building in Oxford Road.

IT Courses

Our open Course Calendar offers postgraduate students a wide variety of IT courses for them to improve and update their computing skills. These range from a variety of Microsoft Office 2003 courses, from Word courses to enable students to create and manage long documents, such as a thesis, to courses on referencing and bibliographic software, such as Endnote and Reference Manager. We also offer an extensive programme of courses on web page creation, design and publishing. Programming courses cover C, C++ and Java languages. Other courses available are designed to equip postgraduates with research skills, including (for UoM students only) the statistical evaluation software SPSS.

We also host national online information research database access courses (MIMAS), national high performance computing courses (CSAR, HPC) and advanced web courses (Netskills).

For further details of our courses and training materials please visit our website at: <http://www.manchester.ac.uk/itservices/trainingcourses>

Additional Funding

The ESRC give their funded students an allowance each year as a research support training fund. Please see details here

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

Original receipts are required to cover all claims. In addition, students are encouraged (subject to availability, funding and training) to apply to be Teaching Assistants and teach paid undergraduate classes and you can find information and an application form here

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

Careers Guidance

University of Manchester Careers Service has recently been voted best in the UK by employers and students (again)

Services for Postgraduates

Postgraduates are active users of the Careers Service and are encouraged to access all our services. <http://www.careers.manchester.ac.uk/>

- Vacancies – many recruiters do not specify whether they want applications from postgraduates, even when they are happy to accept postgraduate applications. However, in addition to general vacancies, in the last year we have advertised vacancies from over 175 organisations where they specifically invited applications from PhDs.
- Printed resources – in addition to the general resources for all students, we have developed handouts specifically for postgraduates, such as “CVs for Research Students” and “Interviews and Assessment for Research Students”
- Website – includes extensive careers information and an on-line vacancy service, available to all our students.

- Recruitment events – we run 8 recruitment and information fairs, and a programme of talks, workshops and employer presentations, all open to postgraduates.
- Other publications – we have a regular careers column in the Manchester student newspaper, where we have published articles on careers information specifically for postgraduates.

University Language Centre

Information about The University's English Language Centre including the dates of tests and information about other support can be found at <http://www.langcent.manchester.ac.uk/ielts/>

Associations

The Social Research Association

The Social Research Association is a national organisation whose central aim is to advance the conduct, development and application of social research. Membership is open to any person interested or involved in social research, including students. Members receive a regular newsletter and are entitled to reduced rates at the many training courses and seminars organised by the SRA. Anyone interested in joining should contact the Administrative Office, SRA, **Social Research Association** 24-32, Stephenson Way, London NW1 2HX Tel: 0207 388 2391, Email: admin@the-sra.org.uk or visit the website at <http://www.the-sra.org.uk/>

The British Sociological Association

The BSA represents the interests of professional sociologists. Membership is open to students at reduced rates, which includes a full subscription to *Sociology* or *Work, Employment and Society*, the BSA's own journals, and regular newsletters. The BSA organises an annual conference, with reduced rates for students, and also runs summer schools and other activities aimed specifically at postgraduate students. Anyone interested in joining the BSA should visit their website at <http://www.britisoc.co.uk/>

Ahmed Iqbal Ullah Race Relations Archive

<http://www.manchester.ac.uk/aboutus/ahmediqbal/>

The Ahmed Iqbal Ullah Race Relations Archive commemorates the life of Ahmed Iqbal Ullah and is designed to make a contribution to the struggle for racial justice and harmony in Britain. The Archive named in his memory is designed to make materials about race relations in the Greater Manchester area, in Britain and around the world available to schools, pupils, members of the local ethnic minority communities and other residents of the area, as well as to researchers and academics. The goal is to encourage and facilitate the production of local histories and life stories at the archive for others to see and emulate. These stories will add to the academic material and help to produce a truthful picture of the experience and contribution of the area's ethnic minority communities and to challenge the racist stereotypes which, unfortunately, are still all too common in the media and still used by unscrupulous politicians playing the race card in elections. Challenging these myths and telling the truth will enhance the

self-image and confidence of young people from ethnic minority communities and provide alternative visions for young whites.

Eating

Nearby catering facilities

The main refectory, on Oxford Road provides a wide variety of meals and snacks. *Eats* is a contemporary restaurant in University Place, and you will also find a shop and café there too. There is a vegetarian cafe located in the basement of the Postgraduate Society building next to the John Ryland's Library. *Christie's*, in the old science library across from the refectory provides meals, drinks and cakes in a more upmarket environment, reflected in slightly higher prices. There are numerous pubs and places to eat along Oxford Road in either direction, including a good value refectory in the Royal Northern College of Music, and a vegetarian cafe, *On the Eighth Day*, opposite All Saints Park, not to mention Rusholme's curry houses in the opposite direction.

ADDITIONAL PRACTICAL INFORMATION

You will find many of the information handbooks and forms (including Notice of Submission Forms, guidance on format of theses etc) at this site which will contain the most up-to-date information

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

Fieldwork Abroad

Fieldwork abroad is permissible under the regulations of the University, but these trips need to be formally approved by the School Postgraduate Committee. Approval is dependent upon adequate supervision arrangements in the field and typically this is achieved by agreement with an institution near to where the fieldwork will take place. Students who are on university approved fieldwork are also covered by the university travel insurance. <http://documents.manchester.ac.uk/display.aspx?DocID=1730>

If you intend to carry out fieldwork that involves travelling away from the university you may be eligible for support from the school fieldwork bursary. Details of what counts as fieldwork and the rules of eligibility for this scheme, as well as the relevant forms can be found here:

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

Granting Extensions/Interruptions to the PhD/MPhil Programme:

To apply for an extension you must:

1. Extension/Interruption applications should be made on the 'Application for Extension to Submission Date' or 'Application to Interrupt Programme' form available from the School website at:
<http://www.socialsciences.manchester.ac.uk/intranet/pg/forms/>
2. Where relevant applications must be accompanied by documentary evidence e.g. certification by a qualified doctor specifying nature of illness, duration and impact

on ability to study, letter from qualified counsellor, copy of police incident report etc.

3. Applications must be submitted to Ann Cronley or Marie Waite, School of Social Sciences.
4. Your application will then be considered by the Director of Graduate Studies, Professor Mark Elliott.
5. The student will be formally notified of the outcome of their application in writing.

Late Submission:

For all new starters from September 2012, late submission will no longer be available. If students are unable to submit their thesis within the required timeframe but have exceptional mitigating circumstances, the student will still 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. Forms are available at:

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

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. For students who register for their submission pending period after 1st October 2012, 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. The total maximum period allowable for submission pending is one year.

Submission Pending Application forms are available at:

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

Student representation on Discipline Committees

Postgraduate students are entitled to a representative on the DA Board, which advises the Head of Discipline on academic matters. This representative is also a member of the School of Social Sciences Graduate Committee and the Faculty of Humanities Graduate Committee which considers strategic, academic and administrative postgraduate matters for discussion. We strongly welcome postgraduate representation and take postgraduate concerns very seriously. Student representatives are elected at the start of each academic year. The role of representatives is threefold: to liaise between staff and students on matters of concern to either; to provide two-way feedback on programme and teaching quality; and to promote active student involvement in programme development. The representatives attend the meetings of the graduate committees to represent the views of the students, and may also present any views and issues directly to the Programme Director/Postgraduate Tutor at any point during the year.

FEEDBACK

We aim to provide the best supervision, support and facilities for all our doctoral students. If you are not satisfied, or have encountered difficulties that you think we need to address, there are a number of communications channels you can use to bring things to our attention. Each cohort or year group has a student representative, who speaks on their behalf on the DA's management committee and on the staff-student committee (see above for more on the duties of the rep within the DA). The reps should be elected at the start of each academic year and the staff student committee meets twice a year, although in case of really pressing matters of concern it can be convened at any time by request of the reps. You are always welcome to speak to the PGR director on your own behalf.

SOCIOLOGY STAFF

All teaching staff keep regular office hours for student consultation (although they can often be contacted at other times too); staff can be contacted by phone or by e-mail. All staff e-mail addresses are of the following format:

<firstname.surname@manchester.ac.uk>

e.g., dale.southerton@manchester.ac.uk

E-mail will often prove to be the most effective means of making contact with academic staff. Unless indicated in a different building, all room numbers below are for the Arthur Lewis Building.

DIRECTORY OF ACADEMIC STAFF AND RESEARCHERS

	TEL EXT*	ROOM	EMAIL
Prof Claire Alexander	54799		claire.alexander@manchester.ac.uk
Dr Andrew Balmer	52488	Quad A, 3rd floor	Andrew.balmer@manchester.ac.uk
Dr Elisa Bellotti	52921	3.047	elisa.bellotti@manchester.ac.uk
Prof Alice Bloch			alice.bloch@manchester.ac.uk
Dr Stanley Blue			Stanley.blue@manchester.ac.uk
Dr Wendy Bottero (Head of DA)	50267	3.037	wendy.bottero@manchester.ac.uk
Dr Bridget Byrne	52503	3.053	bridget.byrne@manchester.ac.uk
Dr Anasthasia Chalari	52511	3.039	anasthasia.chalari@manchester.ac.uk
Prof Nick Crossley	52517	3.057	nick.crossley@manchester.ac.uk
Professor Fiona Devine (Head of SoSS)	52508	G.33	fiona.devine@manchester.ac.uk
Dr Gemma Edwards	54902	3.028	gemma.edwards@manchester.ac.uk
Dr Anna Einarsdottir	63524		anna.einarsdottir@mbs.ac.uk
Dr David Evans	50258	3rd floor	david.evans-2@manchester.ac.uk
Professor Martin Everett	52515	3.031	martin.everett@manchester.ac.uk
Professor Colette Fagan	52512	3.029	colette.fagan@manchester.ac.uk
Pr Dm Janet Finch			
Dr Kevin Gillan	66909	3.042	kevin.gillan@manchester.ac.uk
Dr Natalie Hammond			natalie.hammond@manchester.ac.uk
Professor Brian Heaphy	50266	3.035	brian.heaphy@manchester.ac.uk

Professor Sue Heath	52493	3.030	sue.heath@manchester.ac.uk
Dr Virinder Kalra	52275	3.038	virinder.kalra@manchester.ac.uk
Dr Paul Kelemen	52507	3.046	paul.kelemen@manchester.ac.uk
Dr Graeme Kirkpatrick	53710	3.050	graeme.kirkpatrick@manchester.ac.uk
Professor Yaojun Li	50274		yaojun.li@manchester.ac.uk
Professor Jennifer Mason	52494	3.034	jennifer.mason@manchester.ac.uk
Dr Vanessa May	50263	3.036	vanessa.may@manchester.ac.uk
Dr Pauline McGovern	50272		pauline.mcgovern@manchester.ac.uk
Dr Peter McMylor	52492	3.054	peter.mcmylor@manchester.ac.uk
Professor James Nazroo	52495		G29 Humanities Bridgeford Street james.nazroo@manchester.ac.uk
Dr Richie Nimmo	52463	3.052	richie.nimmo@manchester.ac.uk
Dr Petra Nordqvist	50262		petra.nordqvist@manchester.ac.uk
Dr Helen Norman	66935		helen.norman@manchester.ac.uk
Ms Susan O'Shea			susan.oshea@manchester.ac.uk
Prof. Christopher Phillipson			Christopher.phillipson@manchester.ac.uk
Prof. Hilary Pilkington			hilary.pilkington@manchester.ac.uk
Dr Tej Purewal	66917	3.052	tej.purewal@manchester.ac.uk
Professor Wes Sharrock	52510	3.058	wes.sharrock@manchester.ac.uk
Dr Katy Sian			katy.sian@manchester.ac.uk
Dr Paul Simpson	53630	3.049	paul.simpson-2@manchester.ac.uk
Professor Carol Smart	50262		carol.smart@manchester.ac.uk
Dr Helene Snee	66930		helene.snee@manchester.ac.uk
Professor Dale Southerton	50260	3.033	dale.southerton@manchester.ac.uk
Dr Gindo Tampubolon	66932		2.13E HBS gindo.tampubolon@manchester.ac.uk
Dr Nick Thoburn	52496	3.051	nicholas.j.thoburn@manchester.ac.uk
Dr Penny Tinkler	52509	3.055	penny.tinkler@manchester.ac.uk
Mr Sivamohan Valluvan			Sivamohan.valluvan@manchester.ac.uk
Professor Alan Warde	53630	3.049	alan.warde@manchester.ac.uk
Dr Sophie Woodward	52463	3.052	sophie.woodward@manchester.ac.uk

- To ring from outside the University, the direct numbers are (0161) 275 and last four numbers of internal extension i.e. 2516. To ring internally within the University, extensions are five digits i.e. 52516.

PLAGIARISM

Plagiarism is the theft or use of someone else's work without proper acknowledgement, presenting the material as if it were one's own. Plagiarism is a serious academic offence and the consequences are severe.

Guidelines on plagiarism

1. Coursework, dissertations and essays submitted for assessment must be the student's own work, unless in the case of group projects a joint effort is expected and is indicated as such.
2. Unacknowledged direct copying from the work of another person, or the close paraphrasing of somebody else's work, is called plagiarism and is a serious offence, equated with cheating in examinations. This applies to copying both from other students' work and from published sources such as books, reports or journal articles. Plagiarised material may originate from any source. It is as serious to use material from the World Wide Web or from a computer based encyclopaedia or literature archive as it is to use material from a printed source if it is not properly acknowledged.
3. Use of quotations or data from the work of others is entirely acceptable, and is often very valuable provided that the source of the quotation or data is given. Failure to provide a source or put quotation marks around material that is taken from elsewhere gives the appearance that the comments are ostensibly one's own. When quoting word-for-word from the work of another person quotation marks or indenting (setting the quotation in from the margin) must be used and the source of the quoted material must be acknowledged.
4. Paraphrasing, when the original statement is still identifiable and has no acknowledgement, is plagiarism. Taking a piece of text, from whatever source, and substituting words or phrases with other words or phrases is plagiarism. Any paraphrase of another persons' work must have an acknowledgement to the source. It is not acceptable to put together unacknowledged passages from the same or from different sources linking these together with a few words or sentences of your own and changing a few words from the original text this is regarded as over-dependence on other sources, which is a form of plagiarism.
5. Direct quotations from an earlier piece of the student's own work, if unattributed suggests that the work is original, when in fact it is not. The direct copying of one's own writings qualifies as plagiarism if the fact that the work has been or is to be presented elsewhere is not acknowledged.
6. Sources of quotations used should be listed in full in a bibliography at the end of the piece of work and in a style required by the student's discipline. The recommended style for the bibliography is

DEVINE, F. (1998) 'Class Analysis and the Stability of Class Relations', *Sociology* 32: 23-42.

MORGAN, D. H. J. (1996) *Family Connections: An Introduction to Family Studies*, Cambridge: Polity Press.

This permits citation in the text as follows: (Morgan 1996: 22). A footnote is then unnecessary. When footnotes are necessary for other reasons - like making a minor substantive point - they should appear at the end of the text and before the

bibliography. (This style of referencing has been adapted from the Notes for Contributors which appears in each issue of the BSA journal, *Sociology*).

7. Plagiarism is a serious offence and will always result in imposition of a penalty. In deciding upon the penalty the University will take into account factors such as the year of study, the extent and proportion of the work that has been plagiarised and the apparent intent of the student. The penalties that can be imposed range from a minimum of a zero mark for the work (with or without allowing resubmission) through the down grading of degree class, the award of a lesser qualification (e.g. a pass degree rather than honours, a certificate rather than diploma) to disciplinary measures such as suspension or expulsion.

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.

International Students on a Tier 4 visa:

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 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