MANCHESTER 1824

The University of Manchester

Faculty of Humanities

School of Law

PROGRAMME HANDBOOK
2014-15

FOR
POSTGRADUATE RESEARCH STUDENTS

(PhD and MPhil)

September 2014

CONTENTS

*All of the information in this handbook, and very much more, is on the University's Blackboard site – via your student portal (**My Manchester**), accessible by username and password. The site also contains links to other information of use to Law students. Students are required to become familiar with these sources of information.*

WELCOME TO THE FACULTY OF HUMANITIES

As Dean of the Faculty of Humanities, I would like to extend a warm welcome to all students in The University of Manchester. The Faculty of Humanities is one of four faculties in the University and consists of five Schools. We offer an unprecedented range of innovative programmes at undergraduate and graduate level, embracing disciplines as diverse as business and management, social sciences, law, education, languages, arts and environment and development.

This rich mix of opportunities makes study at The University of Manchester an exciting and stimulating experience, where you will benefit from the experience of leading scholars in your field and also from being part of a large, diverse and international student community.

Within the Faculty we are committed to providing a student experience of the highest standard. During this year we will be asking you how effective we are in meeting your needs and fulfilling your aspirations. I urge you to participate in this conversation, and use every opportunity to let us know how we can improve the quality of education we provide.

In this Handbook you will find material specific to the programme of study or the discipline area in which your studies will be based.

Keith Brown
Dean and Vice-President, Faculty of Humanities   **September 2014**

Please see Appendix 2 of this handbook and the following link for more information on the Faculty:

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

WELCOME to the SCHOOL OF LAW

Welcome to the School of Law, University of Manchester. During your postgraduate studies here in Manchester, you have the opportunity to study in a first rate Law School, with personal contact with staff and fellow students from around the world. The Law School benefits from having one of the largest and most diverse postgraduate communities. This not only enhances your experience both socially and academically, but also adds to the research culture of the School allowing us discuss ideas at a truly international level while helping inform future leaders of the legal profession. Manchester itself provides the huge variety of social opportunities of a big city. The University itself offers many opportunities for you to gain new experiences through its Student Union. Do take full advantage of what is before you and enjoy your academic and social life. We want the Law School to be a central and positive part of your Manchester experience. In addition to our extra-curricula offerings we believe our courses are both relevant to the modern world and intended to develop the minds of our extremely talented graduate students.

Legal education has been provided at Manchester since 1872 and we are proud to offer the best of modern and traditional styles of legal education. Manchester's Law School has always been very highly rated and this is evidenced by external assessments of the quality of our teaching and research. In recent years we have grown to become a multi-disciplinary Law School. We cover a broad range of law-related studies: for example criminology, socio-legal studies, medical law & ethics, as well as traditional legal scholarship. Being part of the Faculty of Humanities facilitates links with colleagues in related disciplines, such as Politics, Sociology and Economics.

Being a postgraduate student is in many ways different from undergraduate studies. You have the freedom to specialise, but you will be expected to go beyond merely understanding the essentials and gain a real in-depth knowledge based on extensive reading around the subject. For some coming from other legal traditions there are the added challenges of familiarising yourselves with English and European sources of law and also English teaching styles. Do expect to be asked challenging questions and to have to defend your position. You may hold any belief so long as you have evidence to support your position.

Now it's up to you! Use your time well and you'll have a most rewarding and fulfilling time as a graduate student in the School of Law and University of Manchester. The Law School is here to help you at every stage. We want you to succeed and hopefully in a few years time you will look back warmly on your experience with us and want to keep in touch so we can share in the satisfaction the successes your career may bring.

Professor Toby Seddon   **September 2014**
Head of School

1 THE RESEARCH ENVIRONMENT

Students are only ever offered a place on a research degree programme where the School is confident that the prospective student can be provided with a fully supportive research environment. The School therefore endeavours the following to its research students:

- Supervisory arrangements specified within the University's code of practice are met or exceeded and that prospective supervisors have the relevant experience and related record of published research. See: http://www.campus.manchester.ac.uk/researchoffice/graduate/code/supervision/.

- Students are provided with appropriate access to library and computing facilities which, as a minimum will include individual access to a computer with e-mail and internet access and printing facilities.

- Students should have appropriate access to facilities regardless of mode of study (full time, part time, distance learning, submission pending).

- Over the course of their programme, research students are provided with the appropriate skills training through the Researcher Development Framework (see section 3 of this handbook).

- The School will foster research groupings with a critical mass of researchers and research students in the same or related disciplines that enable students to interact with peers.

- The School will foster an active research environment internally which enables students to participate in research seminars, participating both as listeners and presenters. Students will be encouraged to participate in external symposia, conferences and workshops and publish within respected and, where possible, refereed journals and publications.

- Research resources available to the student will be sufficient to allow the student to complete their research degree on time.

- Students are expected to respect the research environment and maintain the expected standard for other research students.

- The School will provide sufficient and appropriate student support and welfare services.

2   GENERAL INFORMATION

2.1   Holliday Periods during Academic Year 2014-15

As a research student, the concepts of 'terms' or 'semesters' do not really apply, as you are expected to be studying throughout the whole year. However, it may be useful to know the following dates for the 2014-15 academic year:

- The academic year (semester one) officially begins on *Monday, 15th September 2014*
- The week commencing *Monday, 27th October 2014* is a 'reading week' for the School, in which no lectures or seminars take place for undergraduate or taught postgraduate students. The School has a reading week every October/November, likely to be over the equivalent dates for 2015.
- The University's Christmas/New Year holiday will be *Friday, 12th December 2014* to *Friday, 12th January 2015* (though the University will remain open and staffed until 24th December and then again from 5th January).
- Semester two of academic year 2014-15 starts on *Monday, 26th January 2015*.
- *20th March* to *13th April* is the University's Easter holiday in 2015.
- The School's teaching for 2014-15 (lectures and seminars) finishes on *5th June 2015*.
- The University is closed for UK Bank Holidays.

2.2   Staff of the School

Academic staff of The School of Law with responsibilities relevant to postgraduate research (PGR) students are:

ROLE	MEMBER OF STAFF
Head of School	*Professor Toby Seddon*
Director of Research	*Professor Nicola Glover-Thomas*
Director of Postgraduate Research (and Deputy Director of Research)	*Professor Tom Gibbons*
Programme Director for Law/CSEP/Criminology Students	*Mr. David Booton*
Programme Director for Bioethics and Medical Jurisprudence PhD programme	*Dr. Charles A. Erin (Semester 1)* *Dr. Alexandra Mullock (Semester 2)*

The School of Law website at http://www.law.manchester.ac.uk/ gives full details of the Law School, its staff, their e-mail addresses and other contact details. The rooms of members of staff are on the second, third and fourth floors of the Williamson Building.

The administration of the School's postgraduate research programmes is undertaken by the School's Postgraduate Research (PGR) Office, situated in room 3.45 of the Williamson building. Administrative staff of The School of Law with responsibilities relevant to postgraduate research (PGR) students are:

ROLE	MEMBER OF STAFF
Programme Administrator for PGR programmes	*Mrs. Jackie Boardman (working week: Monday-Wednesday)*
PGR Recruitment, Admissions and Student Support Administrator	*Ms. Holly Dewsnip (working week in PGR office: Wednesday-Friday)*
PGR Co-ordinator	*Mr. Stephen Wadsworth (working week: Monday-Friday)*

2.3   Other School Administrative Offices

The PGR Office is the first point of enquiry for research students. Enquiries on any matters which are not covered in this handbook should be directed to the PGR Office staff in ***room 3.45 of the Williamson building*** at lawpgr@manchester.ac.uk (or telephone 0161 275 4792)

For your information, the Law School's other administrative offices are located as follows:

Finance Office	Room 3.09
Staff Resources Office	Room 3.51a
Teaching Support Office	Room 3.05
Recruitment and Admissions Office (UG, PGT and PGR)	Room 3.51b
Head of School Administration	Room 3.49

The full contact details for administrative staff are on the Law school web site at http://staffprofiles.humanities.manchester.ac.uk/StaffList.aspx?ou=I4116.

2.4   Communications

There will be many important notices for you during your programme. You will receive all such communications either by e-mail, using your university e-mail address, or via the noticeboards outside room 3.45 in the Williamson Building and on the fourth floor outside the PGR Research rooms. It is important that you check your university e-mail regularly.

The notice boards referred to above are for School notices, and must not be used for other material, such as personal communications between students.

The most effective way to communicate with your supervisors and administrative staff is *via* e-mail. To avoid the risk of your e-mails being ignored or filtered please do not use personal

e-mail addresses (such as yahoo or hotmail) when communicating with University staff members. Always use your University e-mail address.

General information about the School is given on the website http://www.law.manchester.ac.uk/.

Student Portal/ Student Intranet: At http://www.studentnet.manchester.ac.uk/ you will find the Student Portal and Student System Self Service, as well as other information and links to access useful services. The Student Portal brings online services together in one place so you can access from here your e-mail, calendars and library services for example (and much more).

2.5   Postgraduate Research Study Rooms

All School of Law postgraduate research students are entitled to use of a desk and computer in one of the School's rooms designated for this purpose. However, there is only a limited number of spaces and therefore, those students who wish to take up this opportunity should contact PGR co-ordinator, Stephen Wadsworth, as early as possible (stephen.wadsworth@manchester.ac.uk, tel. 0161 306 1266) and **before** they start to use the facilities.

The following notes will help you deal with any 'housekeeping' issues:
- You will be given a keypad code to the door when you are allocated to a PGR room. Do not give this code to anyone else.
- Paper and toner for printers can be obtained on request from the PGR Office (room 3.45).
- I.T. problems should be reported by telephoning extension 65544, or via the I.T. Services website: http://www.itservices.manchester.ac.uk/
- Please keep the room tidy.
- Report any problems to the PGR Office (room 3.45).

The School also has a common room for its postgraduate students – room 4.45 of the Williamson building. As well as providing a social space within the School, the common room also provides scanning facilities and full kitchen facilities for postgraduate students.

2.6   Student/Library Card and Access to Williamson Building

Once you have completed registration online a student card can be collected from Student Services.

The 'standard' access to the Williamson building is from 8.30am and the main door is shut at 5.30pm. It is possible to leave the building later than 5.30pm but it is not possible to gain access after this time. **You should contact the PGR office at lawpgr@manchester.ac.uk with the following details if you would like 24-hour access to the Williamson building:**

- *Your name as it appears on your student ID card;*
- *Your card ID number (which will be your student ID plus one digit); and*
- *The expiry date on your student ID card.*

2.7   Health and Safety

There is an online course in health & safety matters available that all new students need to complete. You will be contacted by the PGR office with details of how to access and complete this course in the early weeks after your initial registration.

Accidents and Emergencies - all accidents at work or study must be reported to the PGR Office. There are first aid boxes located at main reception points in all buildings on campus. Contact details of first aiders for each building are listed on the green notices located on each floor. In the event of a serious accident, you may need to call the emergency services (999) but please get help from the office too.

Health and Safety Policy and General Issues - the School Health and Safety Policy is downloadable from our intranet at http://www.law.manchester.ac.uk/manlaw/healthnsafety.html.
If you are concerned about any health and safety matters in any of the buildings you use, please contact the PGR Office in the first instance.

Smoking Policy - University of Manchester buildings are non-smoking.

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

The fire alarms are tested weekly: check the notices in each building for specific times. **If you hear an alarm at any other time you must leave the building immediately by the nearest exit and on no account use lifts in an emergency**. Once outside you should move well away from the building, so as not to obstruct the emergency services, and for your own safety. Do not return to the building unless the building attendants signal that it is safe to do so.

2.8   Learning Resources

I.T. Computer Account:

To access any of the University's I.T. facilities, you require a computer user account. Your account details (including a username and password) can be obtained by using the I.T. Account Manager system available on the computers based in the University PC clusters.

You will need your University student identity number as you will be asked to enter this number during the I.T. Sign Up process. The accessibility option in the I.T. Account Manager will only be configured and activated with approval from the Disability Support Office. http://www.itservices.manchester.ac.uk/computeraccount/

Access to PCs and I.T. Support

The University I.T. account you get as a registered student provides an e-mail account, personal data storage space, access to the University and Eduroam wireless networks and a printing account. You will also be able to use the PCs provided in the many open access clusters including those in the University Library.

IT support[1] is available at walk-up service desks in the University Library and the Joule Library, via the online knowledge base which provides answers to commonly asked questions and by telephone on 0161-306-5544 (internal x65544) or e-mail at *it-servicedesk@manchester.ac.uk*.

The University provides an extensive portfolio of software[2] including bibliographic, qualitative analysis, and statistical software and many subject specialist applications.

If you require higher computing power for your work then an account on one of the Compute Intensive Facilities[3] can be arranged. Additional personal storage space and shared storage can be made available.

The MyManchester portal[4] brings together access to many of these services and other University facilities. Many of the services can be used online from off campus. See the connection pack[5] web site for information on how to use your own 'phone, tablet or computer to access University services.

The iManchester app provides access to a large amount of University information on your mobile phone. More information on this and the other IT services mentioned can be found on StudentNet[6]. Full details are available in the service catalogue[7].

[1] IT Support : www.itservices.manchester.ac.uk/contacts/

[2] Software portfolio : ict.humanities.manchester.ac.uk/facilities/software/ProposedClusterSoftware2014-2015.html

[3] Computer Intensive Facilities : www.itservices.manchester.ac.uk/research/services/

[4] MyManchester Portal : my.manchester.ac.uk

[5] Connection Pack : ict.humanities.manchester.ac.uk/ithelp/newusers/it-connection-pack/index.html

[6] StudentNet : www.studentnet.manchester.ac.uk/it-services /

[7] Service Catalogue : www.itservices.manchester.ac.uk/servicecatalogue/

2.9   The University of Manchester Library

The principal law book collection is in the **University of Manchester Library** where there is a very substantial collection of books and periodicals.   Diverse collections relevant to criminology and socio-legal studies are also based here – the main library building on campus. The University Library of Manchester is one of the finest of its kind and one of the four big academic libraries in the country. Founded in 1851, it includes the world famous John Rylands Library in Deansgate. It contains over three million books, and some eight thousand periodical titles are received. Manuscript volumes number over seventeen thousand, and archival items exceed two million. In addition, more than six hundred thousand titles are held in microform. The Law collection is housed in the main library building on campus, as are collections relating to the other social sciences.

It is very important for students to familiarise themselves with the layout of the Library straight away. **Mr. Ian Fishwick is the member of the library staff who has a specialised knowledge of the law, criminology and socio-legal studies collections   (contact at telephone 0161 306 1521; e-mail: Ian.Fishwick@manchester.ac.uk).**

Please be considerate in the use of materials both in the University Library and any School Library. Return books to their proper place on the shelves when you have finished working from them, so that others may use the books. Any theft of books or damage done to books is, of course, regarded as a very serious matter both by the School and by the University. Disciplinary action will be taken against any student who misuses the library facilities.

2.10   Interlibrary Loans

If a particular book is needed by a student and is not to be found in the libraries in Manchester, it can usually be obtained from another library in Britain or overseas, *via* the Library's Inter-Library loans service. The PGR office can provide up to 8 inter-library loan vouchers each year to an individual student.

2.11   Printing and Photocopying Allowances

PGR students in The School of Law will receive an annual £40 photocopying allowance.

Those students who request and are assigned their own workspace in the School will be able to print material from their workspace, for which they will not personally be charged.

PGR students who do not request their own workspace in the School will receive an annual £40 printing allowance in addition to the photocopying allowance.

Enquiries about these allowances should be made to Jackie Boardman in the PGR Office.

Students in receipt of allowances will be able to print and photocopy in the University of Manchester Library. As an indication as to how far the allowances will help you throughout the academic year, to photocopy or print one A4 black-and-white sheet of paper in the University Library (JRUL) the prices – as of writing - are 5 pence (£0.05) for printing, and 6 pence (£0.06) for photocopying. There are also scanning facilities in the University Library from which material can be copied on to a USB memory stick/drive.

The School also has a small scanner for student use in the School Postgraduate Common Room referred to above (room 4.45 of the Williamson building).

2.12   Student Representation and Consultation in the School

Student representatives from the postgraduate research programmes are elected by the student body, to serve on the School's PGR Committee to represent the interests of students. The elected students act as a channel of communication between the staff and the student body. Further details are posted on the noticeboards: elections are held in late-September for postgraduate student representatives. The School's PGR Committee is ultimately responsible for all of the Law School's postgraduate research degrees. Its meetings are held about six times per year. Please contact the School PGR Office if you would like to know the scheduled dates of the Committee's meetings for the current academic year.
The Law School Board is the senior policy-making body of the Law School. PGR student representatives are also able to attend meetings of the School Board and act as a channel of communication between this Board and the PGR student body.

Student representatives for academic year 2014-2015 will be elected by the end of September 2014.

2.13   Employment during studies

The University regulations do not allow full-time students to be in full-time employment:

PhD Ordinances and Regulations

"4. Except in so far as relaxation is granted in accordance with the Regulations:

a. *for full-time study the degree shall be continuous, extending over such period as may be prescribed by the Regulations; and students will be required to devote their whole time to the degree and to attend in the University at all appropriate times;"*

Note, under the Regulations 'relaxation' is only granted on the grounds of interruptions, and so full time employment falls outside of the relaxation exemption and is, therefore, not permitted under the above clause. Students who undertake full-time employment whilst on a full time programme may be asked to change mode of study, interrupt their studies, or in extreme cases withdraw from their current programme. It is the student's responsibility to keep their supervisors informed of their employment status (Supervision policy for Postgraduate Research Degree, 4.3.d and 4.3.o).

Full-time students should not undertake more than 180 hours of extra-curricular work in each 12-month period of their study.

2.14   The University Language Centre

The University Language Centre provides courses and language learning resources for students from a wide variety of disciplines wishing to include a modern languages element within their studies. It also offers a wide range of courses and services for international students for whom English is not a first language.

Foreign language courses - offered as part of the Language Centre's Language Experience for All Programme (LEAP). These courses are available to students from across the University and may be studied on a credit or on a non-credit basis. Currently there are 18 languages, ranging from the main international languages (e.g. *French, Spanish, Arabic, Chinese*) to a number of lesser taught languages (e.g. *Japanese, Urdu, Persian, Turkish, Greek*), offered at various levels. For more information on the full range of languages and levels that are available, please consult the University Language Centre website (link below).

English Language Programmes - If English is not your native language, you may wish to enquire about the wide range of credit bearing and non-credit bearing English courses available through the University Language Centre. International students who would like advice on how they can improve their academic writing may also make use of the one-to-one writing consultation service (link below).

Face to Face - This is a reciprocal language learning scheme, in which students can meet with native speakers of the language they are learning. International students find that this is a good way to meet home students and to become more integrated into the University. Home students can prepare themselves for study abroad by finding out about their partners' home universities and cultures.

Tandem Programme - This programme is similar to Face to Face, but is more formal and provides credits within the Language Experience for All Programme (LEAP), which counts towards a University degree. It is fully monitored, assessed and supported via practical workshops.

Open Learning Facilities - The University Language Centre's open learning facilities, situated in the Samuel Alexander Building, offer**:**

- A well stocked library of materials in text, audio, video, DVD and CD-ROM formats
- Materials in some 60 languages
- A suite of TV/VCR presenters fed by a range of satellite and terrestrial channels
- A suite of dedicated multimedia PCs for computer aided language learning.
- Support and advice for learners from expert staff and through on-line resources

A full guide to the University Language Centre's courses, services and its language learning resources is available at: http://www.langcent.manchester.ac.uk.

2.15   Careers Service

As a current student you may access all the services provided by the Careers Service who can help you with:
- exploring your career options and ideas
- looking for part-time or vacation work
- finding out about specific jobs and sectors
- starting your own business
- developing and improving the skills employers are looking for
- finding graduate jobs, internships
- applications and interviews

You do not have to wait until the final year of your studies to make use of the opportunities/ advice available to you via the Careers Service.

The Careers Service is located in Crawford House, Booth Street East (campus map reference 31 - http://www.staffnet.manchester.ac.uk/campus-life/travel/maps/).

Careers information and appointment line: 0161 275 2829
Other enquiries: 0161 275 2828
http://www.careers.manchester.ac.uk/students/

2.16   The University of Manchester Alumni Association

The University of Manchester Alumni Association is the main point of contact for the University's global network of over 240,000 active former students that gives us the opportunity to continue our valued ongoing engagement with you after you leave the University. It also offers benefits and services to current students. You will be invited to the *Your Manchester Insights* events programme - an exciting lecture series designed to showcase the excellence, relevance and topicality of research going on at the University.

A significant number of our graduates also interact with current students. For example the CEO of Avanta Enterprises Janette Faherty (BA Politics and Modern History 1971) has delivered a session to current students on 'Women, Leadership and Entrepreneurship' while Director of Public Health for NHS Manchester David Regan (MSc Community Medicine 1988) led a talk on 'Leadership and Public Health'. Recently we've also had talks and mentoring sessions with Managing Director of Morgan Stanley David Buckley (BSc Electrical and Electronic Engineering 1984) and Sir Terry Leahy (BSc Management Science 1977) who until this year was Chief Executive of Tesco plc.

Manchester graduates can be found in all walks of life and include some very famous and senior names such as: Mathew Horne (known for his role as Gavin in the BBC3 comedy *Gavin and Stacey*); Ed Simmons and Tom Rowland (musicians – The Chemical Brothers); Ben Elton (comedian and writer), Alex Garland (writer), Meera Syal (writer/actor); Benedict Cumberbatch (known for his role as Sherlock Holmes in the BBC drama); Anna Ford (Broadcaster); Dame Betty Kershaw (President of the Royal College of Nursing); George Maxwell Richards (President of Trinidad and Tobago) and Jennifer Vel (youngest member of the Seychelles National Assembly).

You automatically become a member of the Alumni Association once you have graduated, you just need to register with the University's interactive alumni community website 'Your Manchester Online' http://www.manchester.ac.uk/yourmanchester.

| 3.
INFORMATION ABOUT
THE POSTGRADUATE RESEARCH PROGRAMME
IN THE SCHOOL OF LAW |

3.1   Supervision in the School of Law

Your research will be supervised by a supervisory team of three people at the University. You will be supervised by a 'Main Supervisor' and a 'Co-Supervisor', normally providing equal guidance and support but the former responsible for formal record-keeping. The Programme Director (as mentor/adviser) completes the supervisory team of three.

Your supervisors will most likely be members of the School where you are registered but, if your research requires it, the School may arrange for supervision by someone outside the School or the Faculty. While you should always feel free to consult any member of staff who may help you with your research, your most important academic contact will naturally be your supervisors.

The responsibilities of supervisor and student are outlined in the following **Student/Supervisor Agreement**:

Student/Supervisor Agreement

A good relationship between research student and supervisor is a vital factor in successful completion of a PhD programme. It is therefore essential to clarify and negotiate/re-negotiate expectations of student and supervisor from time to time. This document is intended to help you and your supervisor to begin this process.

The student-supervisor relationship is dynamic so these expectations can be adapted accordingly as the student becomes more independent in your study and the research consequently develops.

It is important to note that the aim of this agreement is not to prescribe the way in which the you should work, but to simply establish some basic guidelines to ensure that the relationship between you and your supervisor develops smoothly and each can be confident in what he or she expects from each other.

You can expect your supervisor to:

- Guide and advice on the research project.
- Meet with you as appropriate. University guidelines advise full-time students and supervisors to meet every fortnight during academic semesters (although this may become less frequent as the research progresses) and part-time students to meet once a month. You will also need to make appropriate arrangements for meetings over holiday periods.
- Ensure you are aware of the requirements for progression.

- Help you solve any problems you have within the School/Faculty/University.
- Monitor your progress and guide you towards submitting your thesis in the required time.
- Give feedback on your work, usually within two weeks as far as possible.
- Discuss the role of conferences and other professional networks within your research area.
- Advise and guide you on publishing in peer-reviewed journals and preparing and submitting papers.
- Help you prepare for the oral examination of the thesis.

As a student, you are expected to:

- Accept responsibility for your own research activity and learning, including informing the supervisor if you are experiencing difficulties. If it is not possible to raise difficulties with your supervisor you should consider talking to your co-supervisor or to the PGR Director or administrative staff.
- Undertake a Skills Audit annually with your supervisor and attend appropriate training programmes in accordance with University regulations.
- Discuss progress with the supervisor regularly.
- Seek permission for any periods of absence from the University aside from normal holidays.
- Keep records of your supervision meetings and training/skills development on eProg (see section 3.2 below)
- Agree deadlines with the supervisor for the submission of written work and maintain progress in accordance with the deadlines agreed.
- Submit the thesis within the required time period.

Your supervisory team is normally made up of a main supervisor and a co-supervisor.

Responsibilities of Co-Supervisors

- Be available to the student for consultation and advice on academic matters relating to the programme.
- Offer support and guidance on non-academic matters as appropriate.
- Meet with the student at least twice a year – one meeting with both the student and main supervisor in attendance, and once as part of the student's annual review of progress.
- Make themselves fully aware of the research programme that has been agreed between the student and the main supervisor.
- Be a point of contact for the student if the supervisor/student relationship breaks down.

In addition to the supervisory team, you can also consult the School's Programme Director for Research Students. The Programme Director is responsible for providing some academic and pastoral support, monitoring student progress and giving advice accordingly. The Programme Director can also act as a point of contact for the student if the student/supervisor relationship breaks down.

In addition, it is useful for both the student and the supervisor to have an idea of the work expected to have been completed by the end of each year of your PhD:

By the end of year 1 (full-time) or year 2 (part-time) of your PhD, you typically should:

- have attended the equivalent of two weeks research skills training (pro rata for part time students), fully appropriate to the particular needs of the individual's research programme.
- completed research methods training or other training appropriate to your research project as agreed by the PGR Director.
- have undergone a full and comprehensive review of progress.
- have submitted an Ethical Declaration Form to the PGR Office and received ethical approval (if required) for the research project.

By the end of year 2 (full-time) or year 4 (part-time) of the PhD programme, you typically should:

- have completed most of the relevant reading for your study, have generated/collected most of the data required.
- have undertaken the equivalent of two weeks research skills training (pro rata for PT students), fully appropriate to the particular needs of the individual's research programme.
- have undergone a full and comprehensive review of progress.

By the end of year 3 (full-time) or year 6 (part-time) of the PhD programme, you typically should:

- have presented a paper at the School PGR conference.
- have completed the research.
- have written, drafted and redrafted your PhD thesis.
- have undertaken the equivalent of two weeks research skills training (pro rata for PT students), fully appropriate to the particular needs of the individual's research programme.
- have undergone a full and comprehensive review of progress.
- have submitted a finished thesis for examination, held a mock viva with a supervisor, been examined and passed a PhD!

Submission Pending:
If required, a student may be allowed to register in the first instance for a further six months to complete the writing up of a thesis whose research has been essentially completed. The thesis can be submitted at any time during the submission pending period. If a submission pending period is necessary then progress reviews will continue, the frequency of which would be agreed by your supervisor and PGR Director.

3.2   eProg

It is a requirement that your progression as a research student is recorded and monitored. The University has an online resource to do this, called *eProg* **(accessed via the University Portal). Most of the activity that you undertake on eProg will be done in co-operation with your supervisors. This allows you to record and track key milestones throughout your progression on your programme of research. You will learn about the practicalities of eProg and how to access the system during your induction.**

Full details of the eProg system, its benefits and uses, and support available can be found in *appendix 1* **of this handbook.**

To chart and document your PhD/MPhil progress, the following should be undertaken on eProg throughout your research programme:

- *Introductory Planning:* At the first meeting between supervisor(s) 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 the student with guidance about the nature of the research and the standard expected, the planning of the research degree, literature and sources, attendance at training courses where appropriate and requisite techniques.
- *Expectations:* this a form to be discussed between and completed by student and supervisor within the first month of each annual registration to record expectations for the year.
- *Mid-year review:* each year, in the 5th month of your annual period of registration, there will be a form to complete for student and supervisor to record whether progress at that point seems to be satisfactory.
- *Annual review:* in the 9th month of study each year, there will be an annual review of your progress (see section below, on page). All of this activity is recorded on eProg.
- *Researcher Development:* every year, student and supervisors) should discuss and reflect on training needs through this eProg milestone.

Records of supervision meetings should be regularly kept on 'Additional Meeting' forms in eProg. An '*Additional meeting form*' link appears within the two paragraphs of text at the top of your progression page on eProg, and you can make use of this link as many times as you like throughout the year to record the content and outcomes of useful supervision meetings. Once submitted, an additional meeting forms will populate your progression page in chronological order.

In addition to these eProg forms requiring student and supervisor input, there are monthly forms for supervisors only to complete to record your attendance/engagement here at the University for the month.

As well as being a system to record progression, eProg also contains a University-wide searchable Training & Development catalogue, with sessions to be booked on easily online.

Student responsibilities
Your responsibilities as a student are:
- to meet with your supervisors to review progress and to complete the appropriate online eProg forms;
- to attend/complete all mandatory skills training components.

Supervisors' responsibilities
The supervisors' responsibilities are:
- to meet or liaise with their students in a timely manner to discuss student's progress and to submit the appropriate online progression forms;
- to encourage attendance of their students at all required skills training events.

3.3   PhD progress and review

It is a requirement of the University that formal mechanisms are in place so that each student's progress towards submission of a high quality thesis within the permitted timeframe of the programme is continually reviewed.

It is a requirement of the University that formal mechanisms are in place to ensure that all student's progress on their programme, with a view to submitting a high quality thesis, within the permitted timeframe. 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. The University policy on this can be found at:
http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/progressandreview/.

As a <u>general rule of thumb</u>, full-time students in the School of Law should be looking to have written 25,000 words towards their final thesis by the end of year 1 (by the end of year 2 for part-time students). A further 25,000 words should have been written by the end of year 2 for full-time students, and year 4 for part-students. By the end of year 3 or year 6 for full-time and part-time students respectively, the full 80,000 words of the PhD thesis should have been written.

Progress reviews are held twice a year and are called **Mid Year Review** and **Annual Review**. You can check the deadlines for the Mid Year reviews in your 'My Progression' page in eProg. The Annual Reviews will be held in month 9 of the year of study in all years except your final year when it will be held in month 11.

Regular monitoring of progress provides an opportunity for students to receive feedback on their performance and to identify and address difficulties as they arise.

Mid Year Review

The ***Mid Year Review*** is an interim review to discuss any issues and to prepare for the Annual Review. These reviews are undertaken between supervisors and student 5 months into the student's annual registration.

Annual Review

- **Terminology**

Annual review and annual review meeting – the progress review to determine progression to the next year of study
Independent reviewer (IR) – The Independent Reviewer may be from your subject area or from outside. Their role is to provide a view independent from the supervisory team and will therefore not be involved in supervising your work between panels.
Panel – comprises of two independent reviewers
School Level PGR Director – the PGR Director that overseas all PGR activity in your school

- **Responsibilities**

Your responsibility in terms of the Annual Review is to attend the Annual Review Meeting unless you have mitigating reasons to not be in attendance; to submit the work required on time; to engage with the process; to complete your sections of the Annual Review form before the Annual Review meeting in a timely manner allowing the panel enough time to consider all inputs on the form. The review will also require you to submit a 5,000-word sample of the writing towards your thesis that you have completed within the year of study in which the review takes place. You should also ensure you are available following the Annual Review meeting to discuss the outcome with your supervisors.

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 for the next year of study until the School's PGR Committee has confirmed that your academic progress is satisfactory.

Annual, reviews will take place 9 months into your annual registration. You must keep this month free from holidays to retain some flexibility in arranging a review meeting with your review panel. You will be contacted by the PGR Office when precise dates have been finalised (usually a period of two weeks within the relevant month).

- **Annual Review panel membership and presentations**

There will be an Annual Review meeting in which you will be asked to present the progress of your research to date. The Annual Review meeting will take place with a panel of two independent reviewers. The panel will then make a recommendation, the final outcome of which will be ratified by the School PGR Committee.
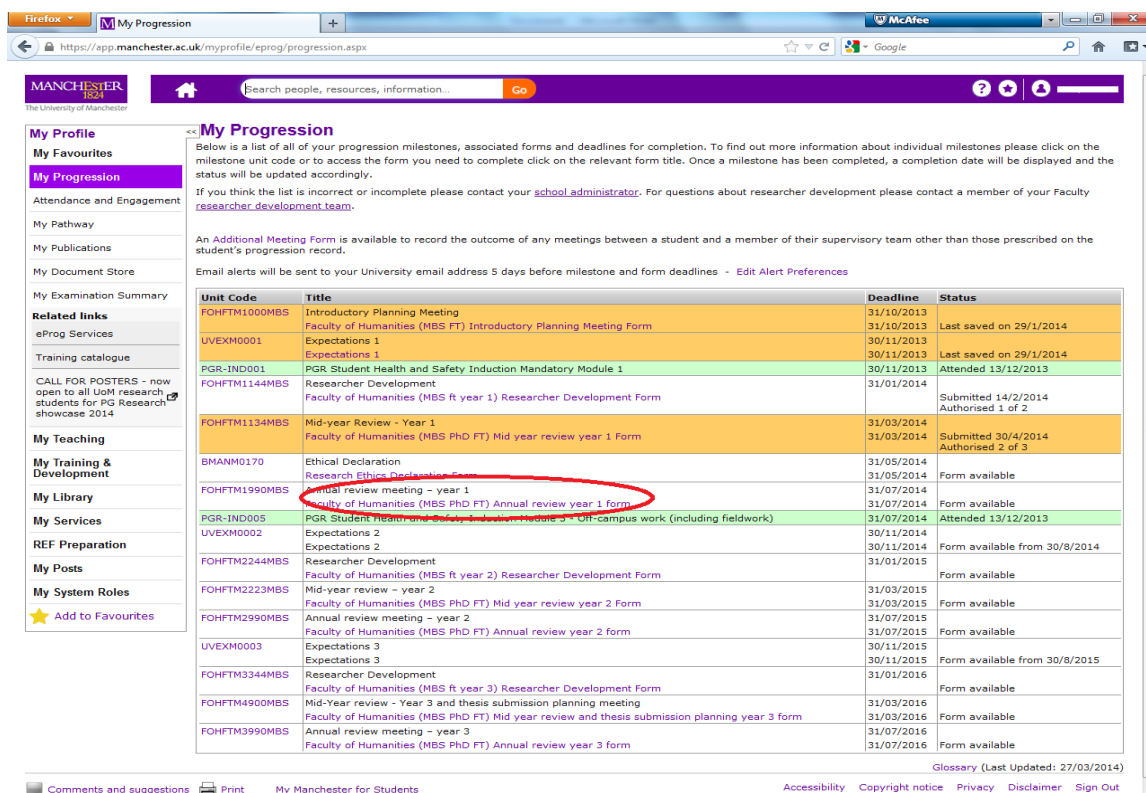
You must be in attendance for your Annual Review and this cannot be held remotely.

- **Completing the Annual Review form in eProg**

To access your annual review form, click on either 'My eProg progression' in My Manchester:
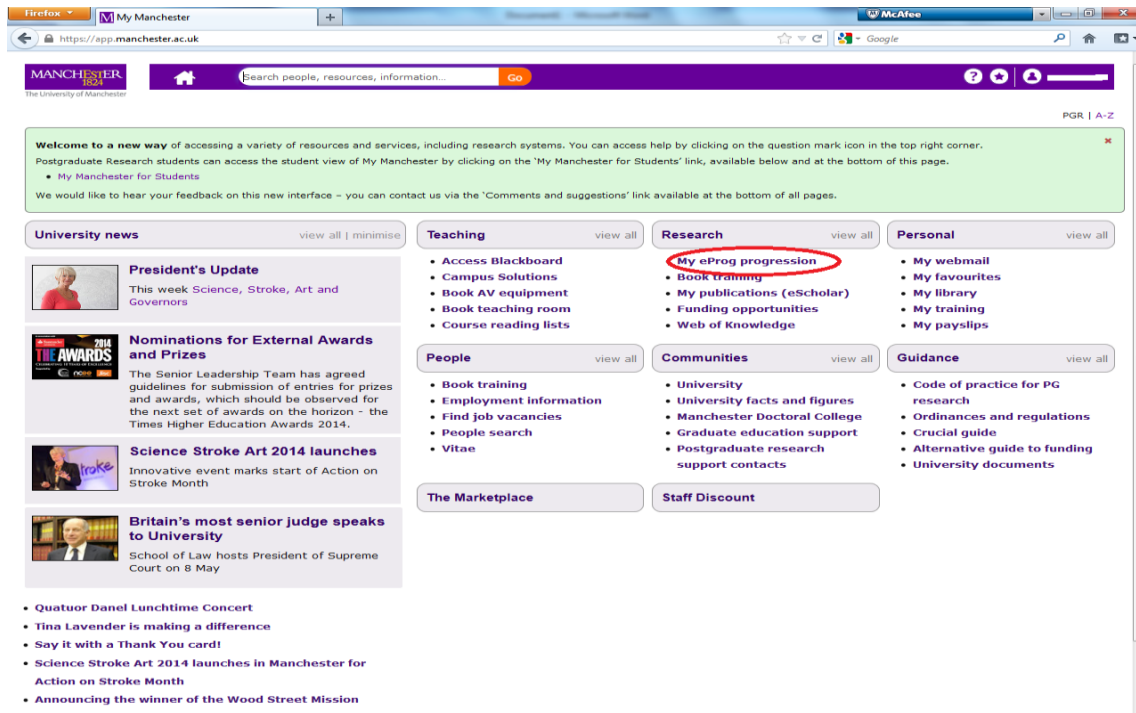
Or on your name in the top right hand corner of eProg and then select 'My progression' from the left hand menu:

To access the form click on the link, see screenshot above. Once you have completed all of your sections in the form you should select the 'save and notify supervisor' button at the bottom of the form. This notifies your supervisor that the form has been completed by you and is ready for their input.

Once the Annual Review process has been completed, the form is fully completed and all parties are in agreement with its content your supervisor will submit the form. Once the form has been submitted the compulsory authorisations on the form will need to be completed. An eProg authorisation is a signature to confirm that the form is complete and all relevant parties have read its content. To authorise the form you need to input your central account username and password, these are the same details you used to log into eProg. The authorisations are at the bottom of the form, please see screenshot below. Once submitted and all compulsory authorisations are complete the Annual Review milestone will become 'green'.

- **Work to be submitted**

The written piece of work (of 5,000 words) to be submitted for the Annual Review must be submitted to your supervisors before the review so that you can be given feedback and support to revise the work accordingly before it is submitted for final consideration. The writing sample should not be anything prepared especially for the review, but rather an extract of the writing that has been completed during the year towards the final thesis.

- **Uploading a document to the form**

If you have been asked to submit a piece of work for consideration at your Annual Review you can upload this to the Annual Review form. Once uploaded it will become accessible to your panel and a copy will be saved in your document store in eProg (My Document Store is in the left hand menu below My Profile). The boxes highlighted in the screenshot below are to be used to upload documents and once you have uploaded the document you should select the 'save' button at the bottom of the form:

Please remember these simple guidelines when you upload documents into eProg either via the document upload boxes within the eProg forms or directly into the document store.

1. Do not use 'double extensions' when uploading documents into eProg, for example:
   MyFilename.doc.pdf
   MyFilename.docx.doc

2. Do not use multiple dots within filenames, for example:

MyFilename.05.02.2014.pdf

My.Filename.05.02.14.ver.2.doc

3. As a general rule when naming files there are a number of special characters that should be avoided, these include:\ / : * ? " < > |

4. The file size should not be more than 20MB.

The box below lists the file types that are accepted:

fileExtension	contentType
accdb	
aiff	audio/x-aiff
au	audio/basic
avi	video/x-msvideo
bin	application/octet-stream
c	text/plain
c++	text/plain
cc	text/plain
csv	text/plain
doc	application/msword
docx	
dump	application/octet-stream
eps	application/postscript
gif	image/gif
h	text/plain
hin	chemical/x-hin
htm	text/html
html	text/html
ibooks	application/x-ibooks+zip
jar	application/java-archive
jpeg	image/jpeg
jpg	image/jpeg
kin	chemical/x-kinemage
mov	video/quicktime
mpa	video/mpeg
mpe	video/mpeg
mpeg	video/mpeg

- **Researcher development training**

Successful completion of agreed researcher development training will also be fully considered as part of the Annual Review process.

- **Supervisory meeting records**

Every student and supervisor are able to keep a record of supervision meetings in eProg using the *additional meeting form* which is accessible at the top of your 'My Progression' page. The agreed form is submitted by one of the supervisors. You are advised to agree between you at the very earliest opportunity how this will be achieved and how often you will record supervisory meetings.

This will help you to organise and manage your research programme and will provide a structured framework in which your progress and targets can be discussed, planned and recorded at regular supervision meetings between you and your supervisor.

A complete record will assist you in the preparation of a CV and provide your supervisors and the school with an overview of your achievements.

- **Final outcome of the Annual Review**

Formal progress review meetings are treated as examinations. A summary report of the Annual Review Panel's meetings will then be submitted to the School PGR Committee for consideration. The Panel will recommend whether or not you will be permitted to progress to the following year and will highlight any problems, training gaps or study needs. The Committee will decide whether sufficient progress has been made at that point to proceed with the next year's registration at the end of the current 12-month registration period, or not. **The PGR Committee's final decision will be communicated to students and supervisors within 3 weeks of the student's Annual Review Meeting.**

- **Unsatisfactory progress**

If your progress is assessed as unsatisfactory by an Annual Review panel you may be required to have your progress assessed again before the end of your 12-month registration period and to address issues raised by the initial Annual Review in the meantime.

Repeated non-attendance of scheduled formal progress review meetings, failure of a piece of work on second submission or repeated non-submission of review material without the presentation of mitigating circumstances will lead to the case being referred to the School PGR Committee for consideration and possible withdrawal.

The review processes are there to ensure that a PhD submission will ultimately happen that is timely (i.e. within one year for full-time MPhil students, within 3 years for full-time Ph students, and in twice the time for their part-time counterparts). **It is particularly important that all research students should understand the rules for submitting their thesis on time.**

Important note: Once the dates have been set for annual review meetings, they can only be altered in exceptional circumstances (such as illness) and only with supporting documentation. A student will not be allowed to progress to the following year unless they have completed the annual review process and the required research training.

3.6   Postgraduate research training in the School of Law and Faculty of Humanities

In addition to the research support that will be provided by your supervisory team, there are three additional layers of training available to you:

1. *FACULTY OFFERINGS:*

The first is provided by the Faculty of Humanities, under their 'Researcher Development Framework' (RDF). See section 4 of this handbook for full details of this.

The array of training offered through the RDF is extremely impressive and certainly addresses many of the needs identified by our PGR students in recent consultations. Have a look through the tool to identify, with your supervisors, which courses will be appropriate for you over the coming year, and book them now. Via this framework, the Faculty offerings include professional development and social science/arts-based methods training. Do not over-commit yourself for courses now that might be more useful to you next year.

2. *DEDICATED IN-SCHOOL TRAINING:*

We acknowledge that there are a range of training issues which are highly specific to students in law, criminology and bioethics. In consequence we have developed a series of workshops and seminars that are appropriate to the needs of our students. These sessions are put on over the course of the year, and you will be informed of them a couple of weeks in advance each time. You should with your supervisors if the session is relevant for you to attend. In cases of training sessions that the School believes are crucial to all its PGR students (or perhaps all students from a particular year of the programme) then the initial notice of the training will include that information.

3. *ACCESSING 'TAUGHT' MRes, CSEP AND LL.M MODULES:*

Within the School of Law, there are various MRes (Criminology) methods courses, CSEP (Healthcare Ethics) courses and LL.M (Law) courses that may be useful for you to 'audit' - that is, attend without assessment or credit, or even dip in and out of, if appropriate.

You can find a list of these modules here: http://www.law.manchester.ac.uk/postgraduate/taught/courses/modules/index.html. If you think there is a module that will be helpful for your doctoral research, first discuss this with your supervisors, and then check this out with the Directors for each programme (Jon

Shute for the MRes, Yenkong Hodu for LL.M programmes, or Sarah Devaney for CSEP programmes). You will also need to obtain permission from the course co-ordinator for the module.

Further information about research training, the level of training expected of research students, and the Faculty of Humanities' Researcher Development Framework can be found in section 4 of this handbook (below).

3.7   PhD-in-Progress sessions

 "PhD-in-Progress" sessions are organised by students of the Schools themselves. The main motivation of the seminars is for students to be able to present significant progress of their research to their fellow students, and to receive feedback in a reasonably informal setting. The School provides use of its facilities for these seminars.   Information about each upcoming session will be placed on the noticeboards around the third and fourth floors of the Williamson building.

3.8   Law School Postgraduate Research Conference

A one-day conference is held each October which all PGR students are expected to attend. All students are also expected to make a presentation of an aspect of their work-in-progress to the conference at least once during the full period of their registration and usually during their third year of study. This event is also attended by academic staff from the Law School.

The annual conference is a prestigious event involving debate and discussion on a wide range of legal topics drawn from the current work being carried out by the School of Law's postgraduate research population and is designed to promote the research culture in the Law School, to provide an opportunity for you to gain fluency and confidence in presenting your work to your peers at an event worthy of putting on your CV, and to strengthen scholarly and communicative links between students and with staff.

3.9   Postgraduate Research (PGR) Support Awards

The School encourages active participation in conferences among the PGR student population, and indeed many do present papers to national and international conferences each year. Students can apply to the School for PGR Support Awards for research activities such as conference attendance or other travel essential to their research.   Other circumstances may exceptionally be considered, but students should understand that successful applications will primarily be for conference or essential research travel.

Students can receive up to £2,000 in total through these support funds throughout their three years of full-time study or six years of part-time study, within certain parameters each year.

Applications will be accepted at five different times in the academic year – in the months of September, November, February, April and June. Further details will be communicated in due course. Students wishing to apply or to enquire of further information for these PGR Support Awards should e-mail lawpgr@manchester.ac.uk for further details.

3.10   Complaints Procedure

If a student wishes to make a complaint about any aspect of School life, such complaint should in the first instance be made to their supervisor. If this is for some reason inappropriate, the student should speak to the appropriate Programme Director for Postgraduate Research dependent on the student's programme of research), and if the issue is still unresolved, the matter should be taken to the Director of Postgraduate Research. You may e-mail any of these people for an appointment.

If a student is dissatisfied with the response, then he/she should submit the complaint in writing to the Head of School. The written complaint should set out the nature of the complaint, the steps already taken together with details of the response received, and a statement setting out why the complainant remains dissatisfied.

Complaints will be dealt with positively, constructively and in confidence (with the proviso that an individual against whom a complaint is made has the right to be supplied with a copy of the complaints). The Law School treats all complaints seriously and will deal with them without recrimination. Where, however, a complaint is shown to be frivolous, vexatious or motivated by malice, disciplinary action may be taken against the complainant.

Students who wish to speak to someone outside the Law School may like to go to the Faculty of Humanities or the central administration. The Student Services Centre in the John Owens building can advise. The full University policy on Complaints by students may be found on the University's policy web pages
(http://www.campus.manchester.ac.uk/studentnet/policies/).

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4   TRAINING AND RESEARCHER DEVELOPMENT

A PhD degree is awarded by the University of Manchester for 'research and training.' It is highly recommended that all doctoral students undertake a suitable programme of training and development based on both the needs of the 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. Students are invited to complete a training needs analysis (the 'Researcher Development Form') in discussion with their Supervisors in order to agree a training and development plan. Training and development needs will also be discussed and assessed at mid-year and annual review panels.

Training and Development activity can be divided into three areas:

1) General research methods training – grounds students in the basic methods, techniques and concepts relevant to their discipline.

2) Specialist research training – 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.

3) Researcher Development and reflective practice – 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 through methods@manchester and artsmethods@manchester. The Faculty of Humanities also has a dedicated Researcher Development team who provide workshops, online resources and advice to support researcher development and reflective practice.

The next section of this Handbook focuses on the Researcher Development Programme and provides background on some of the national agendas, outlines training provision for students and major requirements within the Faculty of Humanities. For details of the Faculty programme or to access online resources please visit: http://www.humanities.manchester.ac.uk/researcherdevelopment/.

For more information about Researcher Development please contact the Humanities Researcher Development Team: humanities-training@manchester.ac.uk".

The Researcher Development Framework (RDF)

In 2010 the national organisation Vitae (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.

It is recommended that researchers familiarise themselves with the Researcher Development Framework at a very early stage in their research programme in order to plan and reflect upon their professional development as a researcher. All workshops in the Researcher Development Programme are mapped according to the RDF. As the RDF is a national framework it enables researchers to record their professional development in a way that is recognised by other academic institutions and employers.

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. For more details please see www.methods.manchester.ac.uk or email 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 and cultures at the University of Manchester. For more details please se www.artsmethods.manchester.ac.uk or email artsmethods@manchester.ac.uk

Personal Development Planning (PDP) for researchers

The University of Manchester's PGR Code of Practice defines Personal Development Planning (PDP) 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." PDP takes a holistic view of development, as opposed to focusing only on the research process. In the Faculty of Humanities, PDP may be structured by the following elements:

1) A Research Diary – research reflections, records and evidence of training

2) Records of meetings with supervisors

3) Formal reviews – interim and annual

4) Researcher Evaluation and Reflection

The components of PDP 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. The recording of personal development activities such as training plans and reports to Review panels is done through the eProg system https://www.eprog.manchester.ac.uk 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. The Researcher Development Framework provides a comprehensive overview of all the areas in which PDP for researchers can take place. Your PDP portfolio should ultimately provide you with a fully rounded record of your individual progress.

In addition to keeping a formal record on eProg, your PDP should also provide space for you to reflect, periodically, on the distance you have travelled in terms of professional development overall. For this reason, some elements of PDP remain confidential and in the ownership of the researcher.

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 record 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

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

- PGR Doc Blog: http://pgrdocblog.blogspot.co.uk/#

- Humanities Researchers Twitter Feed @HumsResearchers

- Vitae events and workshops: http://www.vitae.ac.uk/

- 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

- eProg support: eprog@manchester.ac.uk

- artsmethods@manchester: www.artsmethods.manchester.ac.uk

- methods@manchester: www.methods.manchester.ac.uk

5   ETHICAL ISSUES

5.1   Ethical Issues

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. 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).
- The Faculty of Humanities provides support to researchers by holding workshops on the purpose of adhering to ethical procedures. Students are encouraged to attend these sessions to gain an overview of Research Ethics procedures. Please visit the Faculty training website for further information: www.humanities.manchester.ac.uk/researcherdevelopment

5.2   Submitting Ethical Declarations: The Process

A full-time PhD student should be aiming to submit their ethical declaration form after 7 months of study.   A part-time PhD student should be aiming to submit their ethical declaration form after 19 months of study.

Any student carrying out research, should read the **School of Law's Ethical Policy Protocol and Risk Assessment** document and complete the School's **Project Title, Ethics and Risk Assessment Form** (both of these documents are available – as all other ethics-related documents and forms - from the PhD programme Blackboard pages).

Screening of Project Title, Ethics and Risk Assessment Form

This process requires you and your supervisor to confirm that you have agreed on an appropriate title for your project and that you have addressed any ethical considerations and risks.

There are six possible outcomes for this process:

- Your research falls within the standard parameters described in the School's ethics template Student Research Projects with Consenting Adults and you are free to undertake your research, providing you abide by the conditions set out in the template.
- Your research falls within the standard parameters described in the School's ethics template for Student Projects with Children and Young Adults and you are free to undertake your research, providing you abide by the conditions set out in the template.
- Your research will take place outside of the EU and therefore a full UREC application will have to be submitted
- Your research does not fall within the templates, ethical approval cannot be granted by the School of Law and you will need to complete an application form for approval of the research project for submission to the University Research Ethics Committee (UREC).
- Your research will involve NHS patients or staff, or working on NHS premises or your research involves adults who cannot consent themselves due to limited mental or physical capacity and approval must be sought via an NHS Research Ethics Committee
- Your research does not involve work with human participants: therefore no ethical clearance is required and you can go ahead and start your research project.

In ALL six cases you must start with the Project Title, Ethics and Risk Assessment Form, and the appropriate template describing the conditions under which the research will be carried out. Templates can be found on the following page from the School's Blackboard site for PR students. You may also need to get a Disclosure and Barring Service (BS) check - see the section on DBS checks. Note that this can take up to 6 weeks. Ethical approval is conditional on obtaining a satisfactory DBS check.

When you and your supervisor have completed and signed your form, your supervisor will pass the form to the PGR Office, who will send this on to the appropriate person in the School. He/she will review it, approve it if appropriate and pass it to the PGR Programme Administrator, who will then e-mail you to confirm whether you have approval or not.

After you have submitted your form, you may still change the title of your project with the agreement of your supervisor. If a change to the title has ethical or risk implications, you will need to complete and resubmit another form for ethical approval.

If it is decided that your research project does NOT fall within these Law templates or your research is being carried outside the UK, you must apply for full ethical review by the University Research Ethics Committee (UREC) or if appropriate an NHS Research Ethics Committee.

UREC Application

It is vital that when completing the UREC form that both you and your supervisor have read and understood the following:

- o UREC Application Guidance document
- o Ethics Approval Guidelines
- o Further Guidance to completing the UREC Form - question by question

Again, all of these are available from the School's student intranet at: http://www.law.manchester.ac.uk/manlaw/ethicsandrisk/index.htm.

Your supervisors will review and provide feedback on the UREC form, which can be downloaded from the above web address, prior to its submission via the PGR Office.

UREC Process

- UREC form, risk assessment and other relevant documents, received by School Ethics Advisory Committee for screening.
- The screening process is to confirm that the paperwork has been completed correctly, that the project has been reviewed, has a sound rationale and design, that the risks to the researcher have been identified, and that the researchers have appropriate experience and/or training to conduct their roles in the research. The committee may contact you for further information or clarification. The application will be countersigned by the Chair of the panel or the Chair's nominee
- Once the screening process is completed then the UREC form is sent to the University Research Ethics Committee.
- You and your supervisor will be invited to attend the committee meeting at which your UREC application is to be considered.
- UREC will notify you when they have approved your project, or with outstanding queries. In this case, the clarification will be considered at their next available meeting.
- **Only when you have received ethical approval** from UREC are you able to proceed with any data collection (including pilot data).

Safety and Risk Assessment

The ethics template requires you to make a risk assessment of your project. The School's generic risk assessment documents are listed below. If your project does not fall within these generic risk assessments you will have to complete a full risk assessment form, with guidance from your supervisor, outlining the specific risks you anticipate and the measures you plan to take to address them. Submit this risk assessment with your Project Title, Ethics and Risk Assessment Form. If one of the generic templates fits your project in most, but not all, respects, you can use the full risk assessment form to state which generic assessment mainly applies and to then specify the risks associated with your project that fall outside the generic assessment, and the measures you plan to take to address them.

Insurance

Ethical approval must be obtained in order for your insurance cover to be effective. Also if your project involves specific kinds of risks (usually related to medical research), you may need to get special approval from the University Insurance Office. Download the Insurance form for more information and to check if your project might need special approval (http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=11970).

Disclosure and Barring Service (DBS) check

If you complete an ethical approval form for a project that involves working with under-18s (or adults with learning difficulties), you will need to obtain satisfactory Disclosure and Barring Service (DBS) clearance. The Disclosure and Barring Service (DBS) helps organisations make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

To do this, contact Deborah Nash (PA to Head of Faculty Administration, deborah.nash@manchester.ac.uk, External number: 0161-306-1102). She will give you a CRB application form and instructions on how to proceed. MAKE SURE SHE KNOWS THAT YOU ARE FROM THE SCHOOL OF LAW.

When completed, she will send the forms off. Both you and she will get a reply from the DBS (this can take about 6 weeks). Deborah Nash will then notify Jackie Boardman in the PGR Office that a satisfactory DBS clearance has been received for you.

Any ethical approval you may have received before this point is conditional on the relevant Office receiving this notification.

6   POLICIES AND PROCEDURES FOR RESEARCH STUDENTS

The School of Law 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 University overall, for the regulation of the degree programmes offered, and it is through the Faculty that academic qualifications are awarded.

In this section of the handbook we highlight some areas from the PhD Regulations that are likely to concern students during or shortly after their period of registration, and to explain the difference between PhD and MPhil.

The PhD Degree

Length of the prescribed programme

According to current regulations, the period of registration at this University for the degree of PhD is three years (full-time) or six years (part-time). For the first year (full-time) or first two years (part-time) students are on probation, and a positive recommendation from the School is needed if they are to proceed beyond that period. At the end of their prescribed programme, postgraduate research students who have not already submitted their thesis within the prescribed period of study allowed for the degree will be required to seek permission to register for the submission pending period and pay a fee of £225.   The student is required to discuss their plans for submission with the PGR Programme Director.

The MPhil Degree

The MPhil is a Master's level research degree obtained by writing a shorter thesis (50,000 words) than that required for the PhD. It is normally taken as an end in itself, although where the level of research develops to a standard beyond what was originally envisaged it is open to the candidate to apply for transfer to PhD rather than submit for MPhil.

Length of the prescribed programme

The period of MPhil registration is one year full-time or two years part-time. There is no probationary period, although where appropriate programmes and examinations may be prescribed as a preliminary to preparation of a thesis.

6.1   Special Permissions

During the course of your degree studies, there may be changes in circumstances that could lead to adjustments to your programme of studies. In most cases, these changes require a formal approval from the School or Faculty postgraduate research committee. Some of them may affect the programme end date, some of them may lead to the School making additional or special arrangements or to report the changes to the relevant authorities.

The following matters must be brought to the School/Faculty for approval:

- Application to interrupt the degree
- Change of thesis title
- Change in supervision arrangements
- Change of mode of attendance
- Application to submit thesis early
- Application to extend the deadline for thesis submission
- Permission to submit the thesis in a language other than English
- Permission to exceed the prescribed thesis word limit
- Application to undertake fieldwork/study away from the University

The University Policies

For interruption, extension, study leave, fieldwork, sick and parental leave, please refer to the Policy on Circumstances Leading to Changes to Postgraduate Research Study [http://documents.manchester.ac.uk/display.aspx?DocID=8162].
And Graduate Education website:
http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/changestodegrees/

How to apply

Students need to complete an application form available from the School PGR Office. Where appropriate, evidence must be provided to support the application. Depending on the nature of the permission applied for, the decision may be taken by the School PGR Committee or Faculty PGR committee as appropriate in accordance with relevant University regulations and policies:

Postgraduate Ordinances and Regulations
[http://www.staffnet.manchester.ac.uk/services/rbess/graduate/ordinancesandregulations/]

PGR Code of Practice [http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code]

Application must be made before the beginning of the proposed change, or if this is not possible, immediately after a situation arises. Retrospective applications will only be considered in the most exceptional circumstances.

The School PGR office will confirm the outcome of the application to the student and supervisor when a decision has been made.

Students in receipt of official funding

Research Council funded students must 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.

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

Students in receipt of other funding including School, Faculty, University award (studentship, bursary) or that provided by other external funding bodies must seek advice from the funding provider about relevant rules, regulations and the eligibility to change their study.

Students with immigration permission

Students must make sure that they are in compliance with UKVI requirements before applying for a change to their study. For advice, please see http://www.studentnet.manchester.ac.uk/crucialguide/academic-life/immigration/

Student with disability or difficulty

Students may require additional support or adjustments to their studies if they have a disability or long-term difficulty affecting their ability to study. This could be:
- specific learning difficulties (such as dyslexia)
- mental health difficulties (such as anxiety)
- medical conditions (such as epilepsy and arthritis)
- deaf and hard of hearing
- blind and partially sighted
- autism/Asperger syndrome etc.

If you think you might benefit from support, you should contact the Disability Support Office (DSO) to have an assessment before applying for changes to the programme. DSO can be contacted at http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/support/disabled-students/

7 PRESENTATION OF THE THESIS

7.1 Presentation of the Thesis

The thesis should be presented in the manner put forward in the following publication:

The University's "Guidance Notes for the Presentation of Theses" can be found at http://www.campus.manchester.ac.uk/researchoffice/graduate/code/submissionandexamination/ .

Please note that the School recommends that you submit your thesis in soft-binding. This is in your own best interests, since most theses require at least some revision after examination. In addition to the two soft-binding copies you will be asked to submit an electronic version of your thesis via the **Manchester e-Scholar portal**.

7.2 What is Manchester E-Scholar?

Since August 2009, the University of Manchester has adopted the mandatory submission of electronic thesis for all Doctoral-level students. This means that all Doctoral-level students are now required to submit an electronic version of their thesis in addition to a bound paper copy.

For more information on how to submit your thesis electronically please visit the e-Scholar website: http://www.escholar.manchester.ac.uk/etd/index.html

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8

SUBMISSION AND EXAMINATION PROCEDURES, PHD AND MPHIL

8.1   Timing of submission

Students normally give Notice of Submission only after completing the prescribed period of registration. **If a full-time research student wishes to make the submission of their thesis more than three months before the end of their prescribed period of study, then formal approval of that will need to granted by the School. (Similarly for a part-time student wanting to submit more than six months before the end of their prescribed period of study.)** Students registered for full-time degree can submit up to one year early, part-time students can submit up to two years early.

8.2   International Students and the Standard of written English

Theses must achieve a universally acceptable standard of writing. Students who have had problems with their standard of English will therefore be advised, prior to submitting their thesis that they should have it professionally proof-read and corrected. The final draft of the thesis is to be submitted to the supervisor prior to forwarding to the proof-reader.

No allowance should be made for English not being the first language in the marking of the thesis.

The student is required to pay the proof-reading costs.

8.3   Procedures for submission of a PhD thesis in an alternative format (suitable for publication or dissemination)

Students at The University of Manchester are entitled to request permission to vary the standard PhD thesis format to allow a candidate for the degree of PhD to incorporate in his/her thesis, sections that are in a format suitable for submission for publication or dissemination. Apart from the different formatting, the thesis must conform to the same standards expected for a normal PhD thesis and, for instance, include the detailed critical analysis of the methodologies, data, information and other types of output expected of a Doctoral candidate and remain an original contribution to the field of research by the student, regardless of the form of the thesis. Apart from the variation in format described in   the   Guidance   on   the   Presentation   of   Theses   found   at http://www.campus.manchester.ac.uk/researchoffice/graduate/code/submissionandexami nation/ , the thesis must otherwise conform to the regulations governing a standard thesis.

The process is as follows:

1) Candidates wishing to submit a thesis in this format must first prepare a written request giving an outline of the proposed thesis structure. This will be submitted for approval by the supervisor and the School's PhD Programme Director to the Faculty Postgraduate Office who will examine the conformity to the principles and details of the regulations. Candidates must prepare this request as early as possible and before the end of year two for full time students and the end of year four for part time students. The request should specify why the alternative format thesis is more appropriate for the research project and demonstrate how they will take full advantage of the alternative format.

2) Once the student has obtained the permission of the School and Faculty Office to submit the thesis in the alternative format, the Faculty/School gives the student 2 signed copies of the form headed Permission to submit a PhD thesis in an alternative format (suitable for publication or dissemination), **with further copies retained by the Faculty and the School concerned. A copy of the form is available from the School PGR Office.**

3) A question is added to the Notice of Submission Form, asking the student if s/he has written permission from the Faculty concerned for the thesis to be in the alternative format. This, together with the above form, enables the School to identify the correct guidance notes to be sent to the examiners.

8.4   Submission

The School has responsibility for the handling and processing of PhD theses.

Notice to submit a thesis must be made through eProg. *Instructions on how to do this can be obtained from the School PGR Office as and when required*. Examiners cannot be appointed until this form has been completed and submitted on eProg by the student.

Two hard (soft-bound) copies of the thesis must be submitted to the School's PGR Office as well as an electronic version submitted via *eScholar*.

A PhD thesis submission shall consist of one electronic copy in Portable Document Format (PDF) with a plain-text metadata record, and two paper copies downloaded and printed directly from the submitted electronic copy. Please note that this is compulsory for all PhD students. For further information on how to submit your thesis electronically please visit:

http://www.escholar.manchester.ac.uk/etd/index.html

8.5 Dates for Submission of Theses

The student must ensure that a Notice of Submission form is submitted on eProg six weeks before the date they intend to submit the thesis (which must be within the submission deadline – so, for a full-time PhD student for example that would be a maximum of 4 years from the date of first registration).

The University of Manchester holds two graduation ceremonies a year, one in July and one in December. Please note that should there, for any reason, there be a delay in the administration of your result and award of the research degree, you may attend the next available graduation ceremony.

A PhD thesis may be presented at any time within one year of completion of the period of registration but candidates who have received approval from the School PGR Office for an extension to the submission date should realise that the work will be judged by standards applicable at the time of examination: candidates will not receive credit for work which, because of delay in preparation, has become out-of-date.

Theses will be accepted on any day on which the University is open, and arrangements will be made for them to be examined as expeditiously as possible. Similarly, once the award of the degree has been recommended, the result will be published shortly thereafter. Postgraduate degree results differ from undergraduate results in that they are published all the year round, rather than appearing just at the time of graduation ceremonies.

Every effort is made to complete the examination process as quickly as possible, and the University normally expects examiners to make their reports and set up the oral examination within eight to twelve weeks of receiving the thesis. The University cannot, however, provide any absolute guarantee that this timetable will be adhered to. Factors such as difficulty in finding a suitable examiner, or problems over fixing a date for the oral examination, may unavoidably delay the process. Fortunately delays of this kind occur only in a small minority of cases.

Theses submitted beyond the submission deadline will be rejected.

8.6 Appointment of examiners

Examiners are appointed within the candidate's School and approved by the School PGR Committee. Two examiners (normally one internal and one external) will be appointed in all cases, their function being to make a recommendation to the School about the award of a research degree.

8.7   Consultation of candidates in the appointment of nominated examiners

Research students should be consulted when deciding upon appropriate examiners, although they do not necessarily have the right to veto any particular nomination. Students unhappy with the choice of Examiners should put their objections in writing to the School PGR Office.

Substantial grounds for objecting to a particular examiner might be:

- That the candidate has had too close a connection with either examiner, on either a personal or professional basis.
- That there is felt to be too close a relationship between the examiners themselves (e.g. they are partners/relatives or they are directors of the same company).
- That there is evidence of dispute between an examiner and the candidate.

8.8   Criteria for award of degree

A successful PhD thesis must show evidence of originality and independent critical judgment and constitute an addition to knowledge (such as can reasonably be achieved within the period of registration). Original research is not a basic requirement for the degree of MPhil in the way that it is for the PhD, although naturally it is not ruled out, but the candidate must demonstrate full knowledge of existing scholarship in the field specified by the thesis title, show competence in the relevant methods of research, and present material with clarity and evidence of independent judgment.

8.9   Oral examination (or 'viva')

The oral examination is more commonly referred to as the 'viva'. All candidates for the degree of PhD and MPhil will be required to attend an oral examination. (In exceptional circumstances however, the internal and external examiners may agree to dispense with the oral examination for an MPhil thesis.) The external examiner should liaise with the internal examiner on the timing of the examination of the thesis. The internal examiner may also consult the candidate's supervisor and the candidate about the oral examination arrangements.

Through the viva, the examiners satisfy themselves that the thesis is the candidate's own work, and clarify any ambiguities in the thesis. It also allows the candidate to relate the thesis to a broader field of study, and to demonstrate a knowledge and appreciation of adjoining fields which is up to the standard expected for the award of the degree.

Vivas must be held on University premises and will be attended by all the examiners. It is the internal examiner's responsibility to book a room and to notify the School PGR Office. The candidate will be informed of the arrangements in writing no less than ten working days in advance.

8.10   The Examination Report and Recommendation

The examiners submit a joint report in support of their recommendation to the School. In exceptional circumstances, examiners may submit separate reports with the permission of the appropriate Graduate Office. In the case of the PhD they may recommend the following:-

(a) that the candidate be awarded the degree of PhD with no corrections to the theses (recommendation Ai);

(b) that the candidate be awarded the degree of PhD subject to minor corrections being made to the thesis (recommendation Aii);

(c) that the candidate be invited to revise and resubmit the thesis for the degree of PhD. A candidate will be permitted to resubmit on only one occasion. A fresh examination of the thesis, normally by the original examiners, is required and may include further oral examination (recommendations Bi, Bii or Biii)*;

(d) that the candidate be awarded the degree of MPhil (recommendation Ci);

(e) that the candidate be awarded the degree of MPhil subject to minor corrections (recommendation Cii);

(f) that the candidate be invited to revise and resubmit the thesis for the degree of MPhil. The candidate will be permitted to resubmit on only one occasion.   A fresh examination of the thesis, normally by the original examiners, is required and may include further oral examination (recommendation Ciii);

(g) that no award be made to the candidate and no resubmission be permitted (recommendation Civ).

The most important point is that examiners can only pass a thesis which requires almost no amendments or corrections. Thus, many theses are referred and that outcome does not mean that such theses have failed.

*Where a thesis has been referred, revision will be subject to one of three sets of conditions: first, resubmission without further research and without a further oral examination; second, resubmission without further research but with a further oral examination; and third, with further research and with a further oral examination. In all cases where a thesis is referred for resubmission, the examiners will provide written guidance which details their criticisms and the changes required. A fee will be charged for all theses re-submitted for examination.

In the case of the MPhil the examiners may recommend the following:-

(a) the examiners may pass the thesis and recommend the award of an MPhil degree;

(b) the examiners may pass the thesis subject to minor corrections being made to the satisfaction of the Internal Examiner

(c) the examiners may refer the thesis i.e. withhold the award and require specific changes or corrections with permission to resubmit after revision;

(d) the examiners may reject the thesis without permitting resubmission.

8.11   Submission and confidentiality of examination reports

Examiners are asked to ensure that there is no unnecessary delay between the examination of a thesis and their submission of a report.

Examiners' reports are confidential to the Faculty and School but are available to the student under the Data Protection Act 2000. Students should bear in mind that examiner reports are recommendations only and the final decision on the award rests with the Faculty of Humanities.

8.12   Guidance for revision

Resubmission procedures are identical as those for submission except that students must pay a fee. Students must again submit a Notice of Submission form six weeks before they wish to submit. Candidates should make enquiries with the School PGR Office as to resubmission fees that are in operation at the time across the University.

It is important that candidates who are required to resubmit their theses will be made aware of any points which the examiners require to be covered in the resubmission. Candidates are expected to liaise with the supervisor regarding the nature of the revisions required. It may also be necessary for the candidates to meet with the internal examiner if further guidance is required on the examiner's statement of corrections. When conducting the examination for a resubmitted thesis, examiners will pay particular attention to the manner in which the candidate has revised the thesis in response to their original report.

For the re-submission of the thesis, only awards of A (pass, or pass with minor corrections) or C will be made. No further major corrections – an award of B for a first submission – are allowed following the re-submission.

Please   refer   to   the   University   policy   for   the   full   information:
http://documents.manchester.ac.uk/display.aspx?DocID=7447.

8.13   Appeals procedure

Research 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 Regulations Governing Academic Appeals at Postgraduate Research Level, in the event of an appeal, and notwithstanding their confidential nature, the examiners' reports would be made available later to the Graduate Appeals 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 personal tutor, supervisor, programme director or other appropriate person in the School. If the matter remains unresolved, the student may invoke the formal appeal procedure.

8.14   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 School PGR Office within 7 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 School 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.

8.15   Number of appeals possible

There must be a limit on the number of times an appeal can be made. The candidate is permitted to appeal against the appointment of either or both the internal and external on one occasion only. The matter of appointing replacement examiners is an issue for the School PGR Committee.

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.

9 AN A-Z OF PRACTICALITIES

An A-Z of Practicalities

For information on the following, please refer to the 'Crucial Guide' for students at:
http://www.studentnet.manchester.ac.uk/crucial-guide/

- The University of Manchester Accommodation Office
- Athletic Union
- The Burlington Society
- Careers Service
- Student Guidance Service
- Counselling Service
- Disability Support Office
- Equality and Diversity Office
- Harassment
- The University Language Centre
- Student Services Centre
- Student's Union
- Student's Union Advice and Information Centre

Your Address

It is essential that your School PGR Office have your local address (and telephone number if you have one) and an emergency contact name and address. If you have an email account other than your University one, you should also make sure these offices have details of it. If you have not completed an address form at Registration or were unable to give a local address, please remember to let us have this information as soon as you have a fixed address.

Health and Safety

With respect to VDU usage, we offer the following general advice:

If you have any problems with your eyes when using a VDU, please arrange an appointment for an eye test.
If using a VDU for a long period, you are advised to take a five minute break from the machine once every hour, moving away from the screen and walking around the room, relaxing your arms and shoulders, as well as your eyes.

The University's policy on Health and Safety is available at:
http://www.healthandsafety.manchester.ac.uk/policy/

International Society

William Kay House
327 Oxford Road
Manchester M13 9PG
Telephone: (0161) 275 4959
Fax: + 44 (0) 161 275 7696
Email: Int.Soc@manchester.ac.uk
Web: http://www.internationalsociety.org.uk/

International Students Welfare Officer

Ms Gerry Bell
Student Services Centre
Burlington Street
Telephone: (0161) 275 5000

Medical Services and Ill Health:

Student Occupational Health Service

184 Waterloo Place
Oxford Road
Manchester M13 9PG
Telephone: (0161) 275 2858
Web: http://www.campus.manchester.ac.uk/healthandsafety/studentOH.htm

The Student Occupational Health Service for the University provides an accessible occupational health service for all students. A doctor and nursing staff offer advice and support on health problem affecting studies.

(a) It is a requirement of your registration with The University of Manchester that you register with a local general practitioner. A list of GP practices can be obtained from the Student Health Centre, any University hall of residence or a local Pharmacy. According to guidance issued by the General Medical Council it would not be regarded as good practice for a family member to be the registered GP or to offer treatment except in the case of an emergency.

(b) **You should always consult your GP (or for emergencies the Accident and Emergency Department of a hospital) if your illness is severe, if it persists or if you are in any doubt about your health**. You should also consult your GP if illness keeps you absent from the University for more than 7 days including weekends. If you do consult a GP and they consider that you are not fit for attendance at the University, then you should obtain a note from the doctor to that effect or ask them to complete Part III of the University form 'Certification of Student Ill Health' copies of which are available at local GP surgeries. You should hand this certificate to your

programme director, tutor or subject area office as appropriate at the earliest opportunity.

(c) If your condition is not sufficiently serious to cause you to seek medical help, then the University will not require you to supply a doctor's medical certificate unless you are absent from the University due to illness for more than 7 days (in which case see b. above). You must however contact your subject area as soon as possible and self-certify your illness (that is complete and sign the "Certification of Student Ill Health" form to state that you have been ill) as soon as you are able to attend your subject area. You should do this if your illness means you are absent from the University for any period up to 7 days (see d.i) or if you are able to attend the University but your illness is affecting your studies (see d. ii and iii).

(d) The following sub-paragraphs explain what you should do if your illness affects your attendance at compulsory classes or if you consider that your performance in you studies/examinations has been impaired.

   i. If you are unwell and feel unable to attend the University to take a compulsory class, assessment or examination then you **must** seek advice by contacting your subject area immediately, in person, through a friend or family member, by telephone or by email. This is to ensure that you understand the implications of being absent and the consequences for your academic progress, which might be quite serious. **You must do this as soon as possible so that all options can be considered and certainly no later than the day of your compulsory class, assessment or examination**. If you do not do this then you will normally be considered have been absent from the class without good reason, or to have taken the assessment or examination in which case you will be given a mark of zero. You must also complete and hand in a "Certification of Student Ill Health" form on your return.

   ii. You may be unwell but are able to proceed with an assessment or examination and yet you feel that your performance will have been impaired. If you wish this to be taken into account as an extenuating circumstance, you **must** inform your subject area about this on the day of the assessment or examination and hand in to your subject area a completed "Certification of Student Ill Health" form. If you leave this until later it will not normally be possible to take your illness into account when assessing your performance.

   iii. If, as a consequence of your illness, you wish to seek an extension to a deadline for submitting assessed coursework, you **must** complete a "Certification of Student Ill Health" form and discuss it with the appropriate person in your subject area. The application for extension must be made BEFORE the deadline and not retrospectively.

   iv. You may be under occasional and ongoing medical attention that affects your studies. If so, you should obtain a letter from your physician which should be given to your subject area before the end of the January, May/June or

August/September examination period, as appropriate, if you wish your condition to be taken into account as an extenuating circumstance.

Please note that it is most important that you inform your subject area and your supervisor of any illness or other major personal difficulty that may affect your academic performance. If you do not inform your subject area or supervisor of any illness or difficulty before work has to be submitted, or before the examiners meet and examination results are published, medical or other special pleas cannot be taken into account afterwards.

Notes:
Certification of Student Ill Health forms are available in all schools/subject areas and halls of residence.

Your subject area will give you guidance on the effect of any absence from your studies or if you consider your illness has affected your studies. If you have repeated episodes of ill health, which is affecting your studies, your subject area may refer you to the Student Health Centre.

If you are found to have been deceitful or dishonest in completing the Certification of Student Ill Health form you could be liable to disciplinary action under the University's General Regulation XVII: Conduct and Discipline of Students.

The use of the "Certification of Student Ill Health" forms by GPs as described above has been agreed by the Manchester Local Medical Committee. A GP may make a charge for completing the form.

Withdrawal from a Degree
If, after consultation with your supervisor or postgraduate officer, you decide, for whatever reason, to withdraw from a programme of study you must inform the School PGR Office, in writing, of the reason and date of your withdrawal.

Other useful contact telephone numbers

Security Control	(0161) 275 2728
St Peter's Chaplaincy	(0161) 273 1465
Sugden Sports Centre	(0161) 306 4026
Nightline	(0161) 275 2983/4

Useful contact telephone numbers for organisations outside the University

NHS Direct	0845 46 47
National Aids Helpline	0800 567123
George House Trust (Aids Helpline)	(0161) 274 4499
Alcoholics Anonymous	0845 7697555
National Drugs Helpline	0800 776600

Manchester Rape Crisis	(0161) 273 4500
Samaritans (Manchester)	(0161) 236 8000
Manchester City Council	(0161) 234 5000
Manchester Citizens Advice Bureau	0161 834 9057
Victim Support & Witness Service Manchester	0845 4568800
Brook Advisory Centre	0800 0185023 (020 7950 7700 24hrs)
(contraception and abortion advice)	
Manchester Gay & Lesbian Helpline	(0161) 235 8035
MIND in Manchester	(0161) 272 8204
(for mental health information and advice)	

10   APPENDICES

Appendix 1   eProg

Appendix 2   The Faculty of Humanities

APPENDIX 1 -

eProg

What is eProg?

eProg is a University wide system that is specifically designed to help to structure and breakdown the PGR programme and monitor progress, both for supervisors and 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** - You can book researcher development training via eProg and keep a record of all training you have attended (this is also visible to your supervisors) which is useful when writing CV's or job applications.

How do I access eProg?

You will be expected to use eProg regularly throughout your studies, it is particularly crucial for thesis submission and recording meetings with your supervisor.

You can access eProg directly www.manchester.ac.uk/eprog or via My Manchester at https://app.manchester.ac.uk/Default.aspx (Research tab at the top and select 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. You will have access to your eProg record whilst you are an active student.

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.

How do I use eProg?

eProg is made up of the following components and can be accessed by clicking on your name in the top right hand corner of eProg:

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

- **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 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) once the form has been submitted by your supervisor.

- **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.

Colour Coding – what does it mean?

There are 4 colour codes used in eProg to denote when a student milestone has been completed.

🟢	**Green**	The form has been **completed, attended or submitted**
🟠	**Amber**	The **form is overdue**, has been **saved** at least once, but it has not yet been submitted or has been submitted but not authorised by all roles
🔴	**Red**	The **milestone or form is overdue** and has not yet been saved or submitted
No Icon	**White**	The milestone or form has **not yet** been **submitted** and is not yet **overdue**

eProg Milestones

To find out more information about individual milestones please click on the milestone unit code or to access the form you need to complete click on the relevant form title in 'My Progression'. Once a milestone has been completed, a completion date will be displayed and the status will be updated accordingly.

- **Expectations Milestone:** This milestone should be completed at the start of every year of study and repeated annually thereafter (bi annually for part time students). It supports you and your supervisory team in explicitly discussing and recording key expectations in relation to your research programme to avoid unnecessary delays in

the future, 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 and Engagement 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 agree with your supervisor very early on how often you will be recording supervisory meetings. A record of a supervisory meeting should record 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 eProg 'My progression' page. You can complete the form and then select the 'save and notify supervisor' button at the bottom of the form to notify your supervisor that the form is awaiting their comments. Once completed and submitted (by your supervisor) the form will be saved in chronological order in your '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 you and your supervisor in jointly reviewing your training needs and identifying training requirements to address those needs. The form is completed by you and can only be submitted by your 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. **My Examination Summary** area can be found in 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. The expected end date is recorded in your 'My Profile' page in eProg.

Help and support

There is help and guidance available for eProg on the eProg Crucial Guide page - https://my.manchester.ac.uk/d/crucial-guide/academic-life/courses/eprog/. 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.

APPENDIX 2 -

The Faculty of Humanities

What is the role of the Faculty of Humanities?

Universities all over the world have traditionally divided their academic activities into faculties. Faculties consist of academic units based on a particular discipline or on a grouping of disciplines employing similar methodologies. This is the approach that has been followed in the University of Manchester, and these sub-faculty disciplinary units are known as Schools. The Faculty plays an important role within the University, 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 the Faculty that academic qualifications are awarded. The designation Humanities distinguishes this Faculty from the other three science-based faculties – Engineering and Physical Sciences; Medical and Human Sciences; and Life Sciences.

The Faculty of Humanities encompasses academic areas as diverse as Arts, Education, Social Sciences and Business & Management and is the largest Faculty in the University. With a total income approaching £190m per year over 16,000 students and some 1200 academic staff, it is equivalent to a medium-sized university in the UK. The vast majority of the disciplines in the Faculty already have international reputations and is proof of the University's commitment to, and ambitions for, these areas.

Based on any analysis of the results of the 2008 Research Assessment Exercise (RAE), Manchester is amongst the country's top four or five major research universities and is proving competitive with University College London and Imperial College and just behind Oxford and Cambridge. 65% of research staff (amounting to 1,193 full time equivalent staff) at the university are judged to be carrying out research which is 'world leading' (4*) or 'internationally excellent' (3*). For the Faculty of Humanities as a whole, 22% of activity was classed as world leading and further 40% as internally excellent.

The Faculty has five Schools: Arts, Languages and Cultures (SALC); Education, Environment and Development (SEED); Law (School of Law); Social Sciences (S0SS); and Manchester Business School (MBS). The formation of these schools has provided opportunity for increased collaboration throughout the Faculty and for regional, national and international engagement.

What does the Faculty do?

The Faculty is the interface between the discipline-based Schools and the University. The Faculty is headed by a Dean, who also holds the title of Vice-President of the University and as such is a member of the University Senior Executive Team. The Dean is supported in the

Faculty by a team of Associate Deans, all of whom hold a particular portfolio, and these are listed below. The Dean and Associate Deans constitute the academic management of the Faculty. They are supported in their work by a Faculty administrative team, organised along functional lines (e.g. academic administration, planning, and estates matters). The administrative team is answerable to the Director of Faculty Operations, while working on a day-to-day basis with the Associate Deans and other administrative colleagues in the Faculty and in the Schools. The emphasis is on team-working across school and faculty boundaries.

The work of the Faculty, through its administrative team involves the following:

- preparing and implementing Faculty policies, strategies, procedures and regulations within a University framework;
- planning and resource allocation;
- co-ordinating and developing activities to respond effectively to institutional or external initiatives or activities, encouraging best practice across Schools and facilitating the seamless operation of processes across School, Faculty and University boundaries;
- monitoring and evaluating the performance of Schools;
- quality assurance and enhancement;
- facilitating inter- and multidisciplinary activities;
- the delivery of operational services that are best undertaken centrally.

<u>Dean and Vice-President</u>   Professor Keith Brown

<u>Associate Deans</u>

Research   Professor Colette Fagan

Postgraduate Research   Professor Maja Zehfuss

Teaching, Learning and Students   Dr Fiona Smyth

External Relations   Professor James Thompson

<u>Assistant Associate Deans</u>

Postgraduate Research   Dr Judith Aldridge

Teaching, Learning and Students   Professor Matthew Jefferies and

                                       Professor Judith Zolkiewski

<u>Director of Faculty Operations</u>   Russell Ashworth

Faculty Governance

In common with other faculties, the Faculty of Humanities is governed through a combination of bodies representing schools, staff and students. There are two bodies on which staff from all areas of the Faculty, academic and support staff, are represented. These are the *Faculty Assembly*, held at least once a year for all staff in the Faculty, and the *Faculty Committee*. The Faculty Assembly is consultative and involves all staff, whereas the Faculty Committee is advisory and has members by virtue of the office they hold (e.g. Associate Deans and Heads of Schools) as well as an elected element. The *Faculty of Humanities Policy and Resources Committee (HPRC)*, consisting of the Faculty Officers (Dean, Associate Deans, Head of Faculty Administration and Heads of Schools) assists the Dean on issues of policy and resourcing. The Dean also has an *Advisory Group* comprising the Associate Deans and the Director of Faculty Operations, which meets at the Dean's request.

There are a number of Faculty committees, whose purpose is to co-ordinate essential academic functions and formulate policy and regulatory frameworks for approval within the Faculty. These cover Undergraduate and Postgraduate matters (taught as well as research programmes), Teaching & Learning, and Research. Membership of these Committees is normally on the basis of a position held within the School, e.g. all School Postgraduate Research Directors are members of the Postgraduate Research Committee. The Faculty also has a Library Committee to consider issues that affect relations between the Schools and the University Library.

What will the Faculty mean to you as a Student?

Most students spend their time at university blissfully unaware of the Faculty and what it does. This is because for students, the focus of their involvement is the disciplinary grouping, i.e. the School within which their studies are based, or in the case of students on interdisciplinary programmes, the office which is responsible for administering their programme. Students may have contact with the Faculty if they have a problem that cannot be resolved at a local level within the School or Programme Office, e.g. breach of regulations, appeals or disciplinary matters. Otherwise it is entirely possible to complete a course of study without ever interacting directly with the Faculty. As a student, you need to know that the Faculty has a monitoring and co-ordinating role *vis-à-vis* the Schools and is the body with which the University interacts on a formal level. In addition, as has been stated above, students are represented on the Faculty bodies which make decisions about its activities.