

**SCHOOL OF PHYSICS & ASTRONOMY**  
**Faculty of Engineering and Physical Sciences**

**PhD**  
**PROGRAMME HANDBOOK**

**2017-18**

**Disclaimer: The information contained in this handbook is correct at the time of your receiving it but the University, while retaining proper regard for the interests of students who have begun their programmes, reserves the right to alter the programmes or the timetable if the need arises.**

Revision: August 2017

## **KEY CONTACTS FOR POSTGRADUATE RESEARCH STUDENTS**

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Counselling Service	Website <a href="http://www.counsellingservice.manchester.ac.uk/">http://www.counsellingservice.manchester.ac.uk/</a>		52864
Disability Advisory and Support Service (DASS)	Website <a href="http://www.dass.manchester.ac.uk/">http://www.dass.manchester.ac.uk/</a> Email <a href="mailto:dass@manchester.ac.uk">dass@manchester.ac.uk</a>		57512
Occupational Health	Website <a href="http://www.occhealth.manchester.ac.uk/postgraduates/">http://www.occhealth.manchester.ac.uk/postgraduates/</a> Email <a href="mailto:millocchealth@manchester.ac.uk">millocchealth@manchester.ac.uk</a>		65806
Student Immigration Team	Website <a href="http://www.manchester.ac.uk/study/international/why-manchester/student-support/immigration/">http://www.manchester.ac.uk/study/international/why-manchester/student-support/immigration/</a> Email <a href="mailto:visa@manchester.ac.uk">visa@manchester.ac.uk</a>		55000
Student Services	Website <a href="http://www.studentnet.manchester.ac.uk/crucial-guide/">http://www.studentnet.manchester.ac.uk/crucial-guide/</a> Email <a href="mailto:ssc@manchester.ac.uk">ssc@manchester.ac.uk</a>		55000
Student Support	Website <a href="http://www.manchester.ac.uk/study/experience/student-life/university/student-support/">http://www.manchester.ac.uk/study/experience/student-life/university/student-support/</a> Email <a href="mailto:studentsupport@manchester.ac.uk">studentsupport@manchester.ac.uk</a>		53033/ 3781
Student Union	Website <a href="https://manchesterstudentsunion.com/">https://manchesterstudentsunion.com/</a> Email <a href="mailto:info.su@manchester.ac.uk">info.su@manchester.ac.uk</a>		52930

## **FACULTY OF SCIENCE AND ENGINEERING GRADUATE EDUCATION OFFICE**

Team who deal with your Dissertation/Thesis submission	Take your 2 copies to Address: <b>Room C4 Sackville Street Building Sackville Street</b>	Email contact for the team <a href="mailto:EPSGRADED@manchester.ac.uk">EPSGRADED@manchester.ac.uk</a>
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## 1. Introduction

The PhD programme is managed and operated in accordance with the policies, principles, regulations and procedures of the University of Manchester.

This handbook has been put together for PhD students studying in the School of Physics and Astronomy. It is intended to provide a brief description of the course aims and objectives and also the structure of the course. It also explains the management of the course and the various roles of support staff you may encounter during your studies. It is intended as a brief supplement to the information provided by the Faculty of Engineering and Physical Sciences in the Graduate Resource Book.

Information is also available on the PG Virtual Common Room in Blackboard at [https://online.manchester.ac.uk/webapps/blackboard/content/listContent.jsp?course\\_id=36109\\_1&content\\_id=3558080\\_1](https://online.manchester.ac.uk/webapps/blackboard/content/listContent.jsp?course_id=36109_1&content_id=3558080_1)

Further information can be found at the following websites

School of Physics and Astronomy website (<http://www.manchester.ac.uk/physics>)

Faculty of Science and Engineering website

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

University of Manchester website

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

Faculty of Science and Engineering Graduate Office website

(<http://www.graduateducation.eps.manchester.ac.uk/>)

Manchester Doctoral College

(<http://www.manchester.ac.uk/study/postgraduate-research/why-manchester/doctoral-college/>)

## 2. Essential Information

### Registration

If you are a new student you will be sent details of how to access your My Manchester account to enable you to register. If you are a returning student you still need to re-register for each year you are on the programme.

### Structure of the PhD Programme

You have 3-4 years to complete your PhD (if you are part-time you have up to 6 years.) The exact length of your programme is subject to your source of funding. You must submit your thesis within 4 years if you are registered full-time; late submission is not permitted except in very special circumstances. Full details of your responsibilities are detailed in the Section 5 below.

### Your Supervisory Team

Your supervisory team consists of your supervisor, at least one co-supervisor and an advisor. Your supervisor will be your main point of contact whilst you are studying. You should ensure that you meet as soon as possible after arrival, and regularly thereafter.

### End of Year Progression

You must write a report towards the end of each year explaining your progress on your research topic. There will also be an oral examination on your report. Full details of these can be found in Section 13 below.

### eProg

Your progress is monitored on eProg. You and your Supervisor should ensure that your eProg is kept up-to-date, when you pass milestones and also with your attendance

### Attendance

Attendance points are recorded monthly for **ALL** research students. If you have unsatisfactory attendance it could ultimately lead to you being excluded from the programme. Holidays should be agreed with your supervisors and the PGR Administrator should also be informed.

### Illness and Mitigating circumstances

If you have significant health, personal, or family problems that are affecting your studies it is vitally important that you inform your supervisor and the PGR admin team promptly see Section 5 below. It may be appropriate for you to apply for an interruption to your programme until your problems are resolved. Please note you cannot apply for a retrospective extension to your studies because of earlier problems. **It is ultimately the student's responsibility to ensure that they are aware of all policies and procedures relevant to their degree**



### **3. Calendar for 2017/2018 Session.**

#### **2017**

18-22 September Registration Week

25 September Semester 1 lecture courses commence

01 November Annual PhD Networking Event & Poster competition

15 December Semester 1 lecture courses finish

*18 December 2017 – 13 January 2017 - Christmas Vacation [no lectures]*

#### **2018**

15-26 January Semester 1 Examinations

29 January Semester 2 lecture courses commence

*26 March – 13 April – Easter Vacation [no lectures]*

14 May – 08 June Semester 2 Examinations

11 – 15 December 2017 Graduation

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/graduation/>)

09 - 20 July 2018 Graduation

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/graduation/>)

## 4. Course aims and Objectives

The PhD programme is designed for postgraduate students who seek to:

- Pursue a career in research and/or teaching at university level both in the UK and other countries.
- Pursue a career in industry or commerce.
- Further their professional knowledge and standing, by studying and carrying out research in physics and astronomy at the frontiers of human knowledge.

There is emphasis in the course on self-motivation, particularly when undertaking the thesis. Students are expected to build on the formal teaching, by studying preprints, published papers and conference proceedings, attending seminars, presentations and group meetings in order to expand and develop their knowledge of their field and other areas of physics.

The aims of the lecture modules are to develop and expand the students' knowledge and understanding of current physics and mathematics and to expose them to some of the techniques and tools required for them to undertake research in physics at a professional level.

The aims of the research project are to develop the student's skill to investigate observed or calculated phenomena. In addition the research project will allow the students to develop:

- The ability to work independently and constructively within a research group in the laboratory or theory environment.
- Intellectual and communication skills necessary to present and articulate research findings in verbal and written formats.
- Skills of numerical manipulation, and statistical analysis, of data using sophisticated computer software.

## **5. Your Role as a Student**

### **5.1 The University Code**

There are a series of codes laid down by the University of Manchester which highlight what conduct is expected of students and also what they should expect from their supervisors

The link to the webpage that includes this information is at

<http://www.manchester.ac.uk/research/environment/governance/conduct/> and if you scroll down to the bottom of the page there is a document that you can download.

There is also a Code of Practice which can be found at

<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/>

and the policy on supervision can be found at

<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/supervision/>

The University Code requirements for students can be summarised in three words: communication, application and motivation. As far as communication is concerned, even experienced supervisors may not be aware of some particular problems and you should take the initiative to make sure that these are communicated to the supervisor. Application and motivation are largely up to the individual but even here, supervisors can help considerably by providing an appropriate working environment. Approachability and accessibility are, of course, an important ingredient for success in research for both you and your supervisor.

### **5.2 Supervisory Team**

It is crucial that postgraduate students attend regularly and maintain a continuous dialogue with their supervisors. Attendance at the courses for which the student has registered is a normal requirement. For those students receiving financial support, it should be noted that the supervisor and Director of PG studies may be required to sign a certificate of satisfactory attendance and work in order for payments to continue.

You and your Advisor will be sent an Introductory Email in the first couple of weeks. There are no formal requirements to meet with the advisor, and no reporting of meetings is required. However, it is recommended that you meet with your advisor within a month or so of starting your PhD and to continue to meet with them from time to time to update them on your progress.

### **5.3 Attendance**

You should consult with your supervisor if you need to be away from the School for any period in excess of a couple of days and ensure that the PGR Admin team are also aware of this. Illness must also be reported to your supervisor, and you should take particular care that you comply with the regulations of your funding body in the event of protracted absence due to illness or any other reason.

Satisfactory attendance, which is determined by the Supervisor, is required at School and group seminars and workshops that are relevant to the student's research interests. You are also encouraged to attend other seminars as part of your general scientific education. You may be expected to attend some relevant lecture courses, following discussion with your supervisor, but PhD students are not normally examined on lectures. Many students also attend relevant external courses and Summer Schools. Since communication is a vital part of science, you may be asked to make a verbal presentation of the results of a literature survey concerning your project and there will be opportunities to take part in public engagement activities connected with your research. For further information please see the Attendance Monitoring section.

#### **5.4 Wellbeing, Health and Changes in Circumstances**

Your PhD will be the height of your career so far. It is crucial to look after yourself during your studies to offer the best of your abilities.

The student support team offer a range of ways to help you maintain your well being

<http://www.studentsupport.manchester.ac.uk/taking-care/>

We strongly recommend that you register with a GP if you are new to Manchester even if you are fit and healthy <http://www.choosewellmanchester.org.uk/in-your-area/find-your-nearest-gppharmacydentist/>

If you are suffering from any issues which are having an impact on your studies or if you are unhappy with the PhD Programme please inform your supervisor, advisor or the PGR admin team and we will be able to let you know the options available to you. Please do not suffer in silence.

Please also see Section 15 below for further information.

#### **5.5 Communication**

You will be given an "@postgrad.manchester.ac.uk" email address when you accept your PhD place. This is the e-mail where the University and School will communicate with you. It is your responsibility to keep up to date with the communications that arrive at this address.

Students are responsible for updating their personal details in the student system by going to 'My Manchester'. If you have problems logging in please contact 0161 275 5000 or email [selfservice@manchester.ac.uk](mailto:selfservice@manchester.ac.uk) and not the School of Physics and Astronomy. **Students must, however, inform the PGR Admin Team immediately by e-mail of any change of name made to the student system, Campus Solutions.**

## **6 Contacts and People**

## **6.1 Management of the Programme**

The day-to-day management of the programme within the School of Physics and Astronomy is handled by the Director of Postgraduate Education, Professor Philippa Browning. Decisions on the programme are made by the Postgraduate Committee, which includes representatives of each of the research group and Postgraduate Research Student Representatives. The Postgraduate Committee meet twice a year, usually in November and in March.

## **6.2 Your Research Group**

Postgraduate training in the School of Physics and Astronomy differs from undergraduate training in many ways. An important feature is that the student becomes an integral part of a research group working in their chosen field. The research group provides the kind of close support and guidance which is unfeasible at undergraduate level and which should become one of the many rewarding research experiences.

You will interact with other PG students in your research group, and usually with other academics and postdoctoral researchers. You may learn a lot through these interactions. In many cases, your PhD project may involve your participation in a wider research team, often including external collaborators.

The School also supports a peer-mentoring programme in which experienced, trained, postgraduate students act as mentors for less experienced PG students. For more details please contact your supervisor.

## **6.3 Supervisors and Co-Supervisors**

Each PhD student is assigned a Supervisor and a Co-Supervisor to help guide them through their studies. These supervisors are responsible for allocating and discussing the project and will respond to day-to-day queries on science and administration. There are codes and policies on how the supervisory team should act (see Section 5.1) but the University Code can only be a guideline whose detailed application depends on circumstances. The most important general requirements are that the supervisor is approachable and accessible, and that when advice or recommendations are given, you feel that they are constructive and fair. A very important part of the supervisor's responsibility is in helping to plan your work to match deadlines, for example, in connection with the various reports that you must complete. This implies that frequent and adequate consultation between you and your supervisor takes place. A reasonable guide to this is a minimum contact time of an hour each week. Supervisors are expected to make suitable arrangements for supervision in the event of their absence. All PhD Students are allocated a Co-Supervisor who offer support towards the research too, although the degree of involvement of the co-supervisor in the project varies.

## **6.4 Advisors**

The main role of the advisor is to provide pastoral support to the student and to monitor their progress, providing advice accordingly. If the student has any difficulties that he/she would prefer to discuss with someone other than their supervisor, they can approach their advisor in the first instance.

The advisor may have some experience in the student's research area, and, if so can provide some academic input, however, this is not a requirement of the role. The advisor may usefully offer an independent view of the project from a different perspective.

You and your advisor will be sent an introductory email during the first couple of weeks. It is recommended that you meet up with your advisor within the first couple of months of starting your course and from time to time thereafter.

## **6.5 PGR Representatives**

There is a PGR Representative from each of the research areas. The invitation to become the group PG student representative is made typically via research group PG co-ordinators who ask all eligible students if they wish to undertake this role.

The PGR Representatives are there to act as a formal way of communicating suggestions, ideas and areas of concern from PGR students to the school. The PGR Representatives are requested to attend a meeting every 3 months where they can discuss PGR student issues.

Details of how to become a PGR Representative can be found at [https://online.manchester.ac.uk/webapps/blackboard/execute/content/file?cmd=view&mode=designer&content\\_id=5103721\\_1&course\\_id=36109\\_1](https://online.manchester.ac.uk/webapps/blackboard/execute/content/file?cmd=view&mode=designer&content_id=5103721_1&course_id=36109_1)

PGR Representatives are members of the Postgraduate Committee and thus are invited to attend these meetings.

## **6.6 Research Group Administrators**

Each Research Group has an administrator who is responsible for looking after the day to day administration for PGR students. They typically can help with expense claim forms, booking travel and hotels for conferences, creating bank letters for new starters and ordering stationery

## **6.7 PGR Administration Team**

The Postgraduate Administration team is located in the Teaching and Learning Office (currently in the Braddick Library, First Floor, Schuster). The PG Manager is Mrs Mel McLoughlin and the PG Research Administrator is Mrs Amanda Aspinall [PGR-Admin-Physics@manchester.ac.uk](mailto:PGR-Admin-Physics@manchester.ac.uk). General enquiries should be addressed to Amanda Aspinall in the first instance.

The PGR Administration Team is your first point of call if you have any problems with your eProg or My Manchester records or if you need a change of circumstance form or have a problem with your stipends. The PGR Administrator will send out timely reminders regarding important dates and crucial information throughout your time at the university so please pay attention to any emails you receive from the [PGR-Admin-Physics@manchester.ac.uk](mailto:Physics@manchester.ac.uk) address. Tier 4 students will also meet the PGR Administration Team when they come in to sign the Census forms. The team can also help with CAS continuer forms.

### **6.8 Health and Safety Officer**

The Health and Safety Officer, Nicola Hutchings is responsible for ensuring the health and safety of the School of Physics and Astronomy. You will have an induction with Nicola when you first arrive as a PhD student.

### **6.9 Student Experience Officer**

The Student Experience Officer in the School of Physics and Astronomy has a key role in enhancing the student experience and research environment of all PGR students within the School of Physics and Astronomy. Areas of responsibility, organisation and support include; Careers and Employability events for PGRs, an Induction event for new students, as well as key events for continuing students, PGR student rep support and engagement and signposting for the University's PGR Wellbeing initiative. The Student Experience Officer is Sue Huzar and can be contacted at [sue.huzar@manchester.ac.uk](mailto:sue.huzar@manchester.ac.uk)

### **6.10 Student Support Officer**

The School of Physics and Astronomy has a Student Support Officer, Geraldine Garrabet. You are encouraged to discuss all issues which may affect your progress with your supervisor in the first instance, and your advisor is also available to help with personal and general academic issues.

If you have personal or serious health problems which are affecting your work, you should talk to Geraldine. Everything will be treated in confidence, but the sooner we know of problems the sooner we can help you. Don't bottle things up till a crisis is reached.

### **6.11 Student Services Centre**

The Student Services Centre (SSC) at the University is a central point for information for all students. They can advise on immigration, examinations, certificates, transcripts, sources of funding, fee payment and registration. [ssc@manchester.ac.uk](mailto:ssc@manchester.ac.uk)

### **6.12 Student Support Centre**

The Student Support Centre offer support and advice on issues affecting your student life, with signposting and referral to more specialist services. If you're not sure where to go, they

are a good place to start. Find them in the Atrium on the first floor of University Place. Contact them on 0161 275 3033/3781 or email: [studentsupport@manchester.ac.uk](mailto:studentsupport@manchester.ac.uk)

### **6.13 Students' Union and Advice Service**

The University of Manchester Students' Union is dedicated to the social, educational and welfare needs of all students.

As a student of the University you automatically become a member of the National Union of Students (NUS), which allows you to participate in events organised by the Students' Union.

The Students' Union building is the centre of student activities and includes shops, an advice service, concert venues, a cafe and a bar. The University's newspaper, radio station and over 100 societies are also based here.

For further information, visit [The Students' Union website](#).

## **7 Registration**

### **7.1 New students**

There are a number of ways a student can complete their registration. Please visit the Student Admissions and Administration website

<http://www.saa.manchester.ac.uk/registration/registration--process/how-to-register/>

### **7.2 Returning students**

If you are a returning student you still need to re-register each year at the start month of your programme by visiting [My Manchester](#).

## **8 Finance**

### **8.1 Fees**

It is important that your fees are paid in a timely manner, whether you are self-funding or are being sponsored. If your fees are delayed you may incur a late registration charge. For more details on how to pay please visit

<http://www.studentsupport.manchester.ac.uk/finances/tuition-fees/payments/>

### **8.2 Stipends**

If you are in receipt of a stipend payment you will receive a breakdown of your payments from the PGR Administrator at the beginning of the year.

Please refer to the contract you will have received from the sponsor if you are making any changes to your programme.

Your stipends will be stopped if you interrupt and also if you are in Submission Pending.



Note that in some cases (e.g. RCUK supported students), sick pay may be paid for a restricted period of time.

### **8.3 Financial help**

The Student Support website has advice on how to budget and financial advice <http://www.studentsupport.manchester.ac.uk/finances/money-matters/>.

They also have a list of funding opportunities for Postgraduate Research Students

<http://www.studentsupport.manchester.ac.uk/finances/funding-opportunities/>

UK and (possibly) EU Students can also find out information regarding the new PhD Loans here

<https://www.findaphd.com/funding/guides/uk-phd-loans-scheme.aspx>

### **8.4 Conference Travel and fieldwork**

Usually, PhD students may expect to present their results at one or more conferences during the course of their programme. In some areas, Summer Schools are offered at various stages. Some research projects may involve spending significant periods of time working at a partner institution (e.g. CERN) or shorter visits for data collection or meetings with collaborators.

RCUK funded students (EPSRC and STFC) have access to some financial support for these purposes. This is managed within the research groups. Other students may have financial support for travel for their sponsors. In the case when no support is provided by sponsors, the School allocates £1000 per student per annum to the Research Groups for conference or other research-related travel and consumables. This is allocated by Research Groups and may be distributed between students, noting that different students have different needs and these may vary from year to year.

Students with no other sources of funding may also apply to the Manchester Doctoral College for partial support for conference travel, see

[http://www.researchsupport.eps.manchester.ac.uk/funding/eps\\_mdc\\_pgr\\_conference\\_travel\\_fund/](http://www.researchsupport.eps.manchester.ac.uk/funding/eps_mdc_pgr_conference_travel_fund/)

(though the future of this is currently uncertain).

You are encouraged to apply for external financial support where possible for conference travel: for example, conference organisers and professional bodies such as the Institute of Physics

## 9 International and Tier 4 Students

The Student Services Team are your first point of contact for any issues relating to your visa, your CAS or your ATAS. They can be found at number 57? On the campus Map or you can contact the visa team on [visa@manchester.ac.uk](mailto:visa@manchester.ac.uk)

The University operates attendance monitoring census points within the academic year in order to confirm the attendance of students holding a Tier 4 Student Visa. This is to ensure the University meets the UKVI statutory requirements as a sponsor of Tier 4 students and its responsibilities in accordance with its Highly Trusted Sponsor status.

If you are a Tier 4 visa holder, you must attend these attendance monitoring census points, in addition to complying with the School's own programme attendance requirements.

### When are the census points?

In the 2017/2018 academic year, the attendance monitoring census points will be during the following periods:

Census Point	Dates	Population
October 2017	25th September - 6th October 2017	All active Tier 4 students
January 2018	15th January - 26th January 2018	All active Tier 4 students
May/June 2018	17th May - 6th June 2018	All active Tier 4 students
July 2018	16th July - 27th July 2018	All PG Tier 4 students

Please note:

- If you are a new student, registration is your first point to confirm your attendance at the University and you will not be required to attend a further census point in October 2017.
- Postgraduate taught and research students will also have an additional attendance monitoring census point in the period **16 July to 27 July 2018**
- You will receive an email from the School to confirm when and where you should attend to have your attendance confirmed. You must check your University e-mail

account regularly. Failure to check your email account is not a valid reason to be absent from a census point.

### **What if a Tier 4 student cannot attend a census point?**

If you cannot attend in person due to a valid reason which includes: illness; placement; field studies; on year abroad; research work; or any other reason connected to your programme of study, you must email the PGR Administrator on [PGR-Admin-Physics@manchester.ac.uk](mailto:PGR-Admin-Physics@manchester.ac.uk) to inform us of your absence and your inability to attend in person. In the case of illness, you must provide a copy of a medical certificate. If you are in this position you should report in person to the PGR Admin Team as soon as possible after you return to campus.

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

### **What happens if a student does not attend a census point?**

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

Those students identified as “not in attendance” will be reported to the UKVI and the University will cease to sponsor the student’s Tier 4 visa. The Tier 4 visa will then be curtailed and the student must leave the UK within 60 days.

### **Further information**

For more information on Tier 4 visas:

<https://www.gov.uk/tier-4-general-visa>.

If you have any concerns about the attendance monitoring census points, or your Tier 4 visa status, please contact [visa@manchester.ac.uk](mailto:visa@manchester.ac.uk)

## **10 Training and Development**

### **10.1 Health and Safety**

#### **September Starters**

You will have a brief health and safety induction during your welcome week with the Health and Safety Officer, Nicola Hutchings. If you are based in a laboratory it is essential that you also attend the Laboratory Induction course.

#### **Non September Starters**

You will meet with Nicola Hutchings as part of your induction on a one to one basis

In addition all PhD Students are required to complete an **Online Health and Safety course** <https://app.manchester.ac.uk/training/profile.aspx?unitid=4705&parentid=4>  
You can apply for the course via the link above or in your eProg.

## 10.2 Diversity and Equality Training

The University is taking steps to ensure its employees and students receive the appropriate training that will equip them with the necessary skills and abilities required to work in a diverse environment. We believe it's important that employees and students are aware of their personal responsibilities as a member of the University community.

This online module intends to support you to become familiar with equalities legislation; gain an understanding of the broader issues of equality and diversity; to know your responsibilities and rights as a member of staff of the University.

This interesting module will provide managers, staff and students with the support required to help them work more effectively in a diverse environment.

The training will take approximately one hour and can be stopped and restarted back at the same point by bookmarking at the relevant stage.

There are separate modules for staff and students - both are presented in a slightly different way and may concentrate on particular areas - however, both have the same aim and will cover the same areas.

Please read instructions one to six carefully before proceeding:

1. Select [Diversity in the Work Place](#) - this will take you to an external website.
2. You must select 'New Users - register here'.
3. You should then input your personal details, first name, last name and email address.
4. Using the drop down menu you should scroll down until you find your directorate/section or faculty/school. If you cannot find your section/school please [contact](#) the Equality, Diversity & Inclusion Team.
5. Once all your details are complete select 'register'.
6. Following this you will receive an e-mail from Marshalls that will confirm your registration and provide you with a temporary password. Please check your 'junk mail' folder if you cannot see your mail confirmation.

**PLEASE NOTE: As this data is held by an external third party you must not use your University Account password when registering for this site, or when prompted to create a new password - please create an alternative password.**

What will happen to my test results?

Please be assured this is not a test, it is intended to be a safe environment where you can test your existing knowledge and potentially learn something new. Although there are some helpful quizzes along the way to test what you know this is not intended to assess any individual's knowledge of equality and diversity.

The system requires your personal details to monitor the percentage of take up in each area.

### **10.3 Introduction to Research: Essentials**

New postgraduate students are expected to attend the research skills course, 'Introduction to Research: Essentials', which will address their information seeking needs. This is consistent with the Researcher Development Framework (page 4):

<http://www.vitae.ac.uk/CMS/files/upload/Vitae-Researcher-Development-Framework.pdf>

This workshop aims to give you a greater understanding of what to expect when studying a research degree, the ability to plan the first stages of your research and an awareness of the support services, training opportunities and the ethical requirements of your research. The workshop also provides an excellent opportunity for meeting and working with postgraduates from across the Faculty and offers the chance to establish peer and support networks.

The workshop covers:

- You and Your PhD (where do you fit, your research community, networks, influence, outputs and outcomes, motivations)
- Stages of a PhD (what to expect, regulations, milestones and progression, eProg, University structure)
- Supervisor Relationships (expectations, responsibilities, management)
- Academic Integrity (research conduct, Intellectual Property, authorship, plagiarism)
- Graduate Development (personal development planning, Researcher Development Framework, your skills audit, training and development opportunities, recording and reflecting)
- Project and Time Management (project planning, management, meetings, self and time management)
- Questions / Answers and Action Planning

You can book your place by going to the training calendar

<https://app.manchester.ac.uk/FEPSS8004>

### **11 eProg Electronic Monitoring of progression**

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

An eProg User Guide for Students is available at

<http://documents.manchester.ac.uk/display.aspx?DocID=21084>.

eProg can be accessed via the *Student Portal* by going to <https://my.manchester.ac.uk/uPortal/f/home/normal/render.uP>

### **11.1 Components of eProg**

eProg is made up of the following components:

- Personal timelines: Each student has a personalised bespoke timeline that provides a visual representation of forthcoming key milestones and information that make up your programme of study.
- Progression: Each student has their own progression area that provides a detailed list of milestones and skills training activities with the dates or deadlines attached.
- Online forms: Students will be required to complete online progression forms that are tied to individual milestones. These forms provide a formal record of meetings or discussions between you, your supervisor and your advisor. It also provides an opportunity for any issues or problems to be raised. All forms and the deadlines by which they must be completed can be found on your eProg progression page. You can access, complete and save information at any time prior to these meetings and we recommend that you do this so that information is available to review before each meeting takes place. At the meeting your supervisor or advisor will complete the remainder of the form with their comments and feedback. This provides us with a record that you are making satisfactory progress.
- Skills training: A skills training area where students can search training events across the University, book onto any courses of interest and view courses they are registered for or have attended.
- Help and support: Help and advice on how to use eProg and useful links to online training (in Blackboard).

### **11.2 Student responsibilities**

Your responsibilities as a student are:

- to meet with your supervisor and advisor to review progress and to complete the appropriate online forms,
- to attend/complete all mandatory skills training components.

### **11.3 Supervisor responsibilities**

The supervisor's responsibilities are:

- to meet or liaise with their students in a timely manner to discuss student's progress and to submit the appropriate online progression forms, especially monthly attendance milestones
- to encourage attendance of their students at all required skills training events.

## 11.4 Contacts

For queries relating to specific milestones on your programme or if your eProg record seems to have any errors, please contact the PGR Administrator at [PGR-Admin-Physics@manchester.ac.uk](mailto:PGR-Admin-Physics@manchester.ac.uk)

## 12 Attendance

Recording and monitoring student attendance is a University requirement as documented in The [Policy on Recording and Monitoring Attendance](#)

Attendance points for postgraduate research students will be recorded monthly via the attendance and engagement forms within the University's online progression system, eProg. It is the main supervisor's (or appropriate member of the supervisory team's) responsibility to ensure that attendance and engagement forms are completed in a timely manner for each of their students.

### 12.1 Poor Attendance

Where a student's attendance and engagement has not been recorded for two consecutive months or where a cause for concern is recorded, the PGR Administrator will contact the student and request that they attend a meeting with their Programme Director (or nominee) or Director of PG studies.

If the student fails to respond to this request to meet with the Programme Director (or nominee) or Director of PG studies, within 5 working days, and/or is absent on one further occasion, or attends the meeting but fails to provide a satisfactory explanation for not complying with the attendance requirements of the programme, the School will issue a formal warning.

The warning will indicate the steps to be taken to affect the necessary improvement in attendance, including the consequences of further poor attendance. This letter will be kept in the eProg personal document store for postgraduate research students.

In instances where the School is satisfied that circumstances exist that show good cause for the student's failure to comply with the attendance requirements, alternative action may be taken. This should include referral to relevant support services where appropriate. Information about sources of support can be found at the end of this document.

If a student fails to comply with the steps to be taken to improve attendance the School committee may refuse the student permission to proceed on their programme, with the consequences that s/he may be excluded from the programme of study.

A student who is refused permission to take any form of assessment or progress on the grounds of unsatisfactory attendance may submit an appeal against that decision within ten

working days of the notification of the decision, in accordance with the provisions of [Regulation XIX](#) (Academic Appeals).

The University expects that all students will attend every timetabled teaching or learning session or required supervisory session, unless absence has been authorised.

## **12.2 Reporting Absences**

It is crucial that you report any absences that you may have to your supervisor and to the PGR Administration Team if the absence is longer than one week.

## **12.3 Sickness**

If you are absent due to illness you should report this to your supervisor in the first instance.

If your illness is ongoing and likely to have an impact on your studies, please see the Changes to Circumstance section below. You are expected to take an Interruption if the period of illness exceeds 4 weeks. Note that the total duration of interruptions over the course of the PhD programme may not exceed 12 months

There is a Sick Leave Policy for Funded Postgraduate Research Students

<http://documents.manchester.ac.uk/display.aspx?DocID=7440> Funded Postgraduate Research students may be entitled to sick pay for a restricted period of time. Please ensure you have read your contract with your sponsor carefully. You are recommended to seek advice from Geraldine Garrabet (see Section 6.10 above) in the case of ongoing illness.

## **12.4 Holidays**

Students may, with the prior agreement of their supervisor, take up to eight weeks' holiday in each year (pro rata for parts of year), inclusive of weekends and public holidays. Students receiving sponsorship are expected to bear in mind their obligations to the sponsor and consult the policy of their sponsor when planning leave. If you are going on holiday please ensure that you also inform the PGR Admin team.

## **12.5 Prolonged absence**

If you feel that you are going to need a prolonged period of absence please speak to your Supervisor. There are a number of ways in which we can help you. Please also refer to the Changes to Circumstances section below

## **13 Course Structure**

As a PhD Student you have 3-4 years to complete your PhD research (or up to six years if you are part time), dependent on your initial registration You must submit your thesis within 4 years; late submission is not permitted except in very special circumstances.



“Submission pending” (see Section 14.4 below) allows a period of time for writing-up your thesis, if you have not completed this within your registration period. Note that “submission-pending” can only be used for writing-up, not for further research.

### **13.1 Personal Development Plan**

A research degree is about more than academic research. During your programme you will develop and acquire skills and knowledge that complement your academic work. These skills are the key to a strong CV and are what employers are looking for in potential employees.

The University supports postgraduates in developing their skills by ensuring that you are able to self-assess your own development requirements, that there are suitable training and development opportunities, and that you are encouraged to recognise your personal achievement. The process used to facilitate this is called **Personal Development Planning (PDP)**.

[http://www.researchsupport.eps.manchester.ac.uk/postgraduate\\_home/personal\\_development\\_planning/](http://www.researchsupport.eps.manchester.ac.uk/postgraduate_home/personal_development_planning/)

### **13.2 Individual Learning Plan**

In line with the very individual nature of the PhD, the School will be flexible in establishing requirements for new PhD students, in the form of an ‘individual learning plan’. At the start of the first semester the student will, in discussion with the supervisor, draw up and document a list of requirements needed to progress at the end of the first year. These can be recorded in the skills training section of eProg (described below).

In addition to the requirement of satisfactory submission and examination on a first year report, these requirements may include attendance at, and assessment of, taught modules. For students entering with a BSc, attendance at a suitable range of course modules will normally be required.

### **13.3 End of Year Progression Reports**

At the end of each year PhD students must submit a report that sets out progress achieved over the year. This is then assessed and a decision is made whether they can progress on to the next year

#### **13.3.1 First Year Report**

If you are looking to continue to the 2<sup>nd</sup> Year of your PhD it is vital you complete a 1<sup>st</sup> Year Report. Please see the “Guide to the Continuation Report” for more details of what to include

[https://online.manchester.ac.uk/webapps/blackboard/execute/content/file?cmd=view&content\\_id=3949448\\_1&course\\_id=36109\\_1&framesetWrapped=true](https://online.manchester.ac.uk/webapps/blackboard/execute/content/file?cmd=view&content_id=3949448_1&course_id=36109_1&framesetWrapped=true)

It is important that you talk to your supervisor regarding your 1st year report, there is a form on eProg which will help prompt this to happen

#### EPS Form 4 on e-Prog

- From the **1<sup>st</sup> May 2018\*** there will be a form opened to Year One PhD students in eProg called the EPS Form 4.
- This is to fill in with supervisors and establishes whether Year One PhD students will be considered for an MPhil or be asked to submit a Year One Report
- Whilst completing this supervisors can advise on how to complete the Year One Report

#### Submitting your 1<sup>st</sup> Year Report

- Once completed the report needs to be uploaded to eProg under the FEPSM1900 “Submit 1<sup>st</sup> year Report” Milestone
- Deadline for the submission of the **1st Year Report is 1<sup>st</sup> June 2018\***
- The report will be assessed by two examiners, one of whom will be from your research group and in some groups may be your supervisor. The other will be an independent internal assessor (not your advisor or co-supervisor) to be appointed by your supervisor
- You will also have an oral examination that will cover the material described in the report as well as any other topics deemed by the assessors to be relevant to the research and progress
- The two assessors will complete the “FORM 5: First Year PhD Progression Decision” which will be attached to the milestone FEPSM1900 First Year PhD Progression Decision on eProg.
- The deadline for progression decision to be complete is on **1<sup>st</sup> July 2018\***
- If the report and oral examination are satisfactory your student record will be updated to allow you to progress onto the second year
- If the report or oral examination are not satisfactory there are a number of options
  - If a revised student report is required your supervisor will advise you in writing of the revisions to made and set a deadline for the submission of the revised report.
  - If more experimental work is required your supervisor will advise you in writing of the revisions to made and set a deadline for the submission of the revised report describing this work
  - The assessors may advise that you are not allowed to progress to the 2<sup>nd</sup> year. The Examining committee will then indicate whether you are allowed to submit a thesis for the award of an MPhil degree.

\*these dates are for September starters if you did not start your programme in September please see the grid below.

	Form 4	Submit 1 <sup>st</sup> Year Report	Decision on 1 <sup>st</sup> Year Report
January	1 <sup>st</sup> Sep	1 <sup>st</sup> Oct	1 <sup>st</sup> Nov
April	1 <sup>st</sup> Dec	1 <sup>st</sup> Jan	1 <sup>st</sup> Feb
July	1 <sup>st</sup> Mar	1 <sup>st</sup> Apr	1 <sup>st</sup> May

### 13.3.2 2<sup>nd</sup> Year Reports

All 2<sup>nd</sup> Year PhD students are required to produce and upload to eProg an annual report comprising 3 elements (listed below) and take part in an interview regarding their research to progress onto their 3<sup>rd</sup> year of study

#### Work to submit

- 1) A short summary of the work accomplished since the year one review (typically 0.5 – 1 page)
- 2) A plan for work in the 3<sup>rd</sup> year (typically 0.5 – 1 page) - including a plan for writing up the thesis for those on a 3 year registration
- 3) A journal paper (draft, submitted or published) OR a conference-style poster OR a report outlining the research results. Which of these is required will be decided in discussion with your supervisor.

NB If a poster is uploaded this may then be displayed at the annual PG poster day which takes place in early November.

The submitted work must contain a statement that the work presented is your own work. The submission deadline is **1<sup>st</sup> July 2018\***

#### Interview

Students are also required to take part in an interview to progress into the third year. In order for the student to develop skills in explaining their research to non-specialists, the interview will take place with an independent internal assessor who will normally be a member of another research group. The internal assessor will be appointed by your supervisor, and added to eProg so they can access your report. The interview is normally attended by the a member of the supervisory team.

#### Decision

The formal decision on progression will be taken by the Internal Assessor, taking account of input from the supervisor, by **1<sup>st</sup> August 2018\***

\*these dates are for September starters if you started your programme at a different time of year please see the grid below

	Submit 2 <sup>nd</sup> Year Report	Decision on 2 <sup>nd</sup> Year Report
January	1 <sup>st</sup> Nov	1 <sup>st</sup> Dec
April	1 <sup>st</sup> Feb	1 <sup>st</sup> Mar

July                      1<sup>st</sup> May                                      1<sup>st</sup> Jun

### **13.3.3 3<sup>rd</sup> Year Report (only for students on a 3.5 or 4 year PhD)**

At the end of their third year a student will be required to report on the work undertaken in their third year and plans for the completion and submission of their thesis.

This will take the form of a brief written report which must contain a statement that the work presented is that of the student and the report must be approved by the supervisor.

The report will be due by the end the **1<sup>st</sup> July\*** and will be assessed by the Supervisor, confirming that it represents satisfactory progress and contains a satisfactory plan for completion of the PhD project and submission of a thesis.

**The end of 3<sup>rd</sup> Year report does not require an oral examination.**

#### **Decision**

The decision will be made on the 3<sup>rd</sup> Year Report by **1<sup>st</sup> August\***

If the report is judged to be unsatisfactory, the supervisor will produce a short written report outlining the actions to be undertaken to allow the student to submit a PhD thesis. This report will be passed to the Director of PG studies and PG Committee who will act on its recommendations.

\*these dates are for September starters if you started your programme at a different time of year please see the grid below

	Submit 3rd Year Report	Decision on 3rd Year Report
January	1 <sup>st</sup> Nov	1 <sup>st</sup> Dec
April	1 <sup>st</sup> Feb	1 <sup>st</sup> Mar
July	1 <sup>st</sup> May	1 <sup>st</sup> Jun

### **13.4 Submission Pending**

If you are nearing the end of your programme and realise that you are unable to submit your thesis on time you may be able to apply for Submission Pending. This should be established within your discussions you have with your supervisor when you talk about submitting. Ideally this should be before the Notice of Submission period ends (please see below in 14.4.1) or at the very latest before your final date of submission.

To qualify for Submission Pending you will need to complete a Submission Pending Form, please request this from [PGR-Admin-Physics@manchester.ac.uk](mailto:PGR-Admin-Physics@manchester.ac.uk)

The form is completed by the student, supervisor and is then passed on to the PG Director. You will need to complete a summary of what work has been done so far. (This is usually takes the form of a list under each chapter of your thesis) You will also need to include an outline of the work needed to complete your thesis.

You will be given a set amount of time to complete your thesis whilst you are in Submission Pending

If you are on a 36 Month PhD you will be given 12 months

If you are on a 42 Month PhD you will be given 6 months

You cannot go into Submission Pending if you are on a 4 year course.

**PLEASE NOTE THAT FOR RESEARCH STUDENTS REGISTERING AFTER SEPTEMBER 2012 THE OPPORTUNITY TO SUBMIT LATE HAS BEEN REMOVED.** Any student who misses their submission deadline (36 months, 42 months or 48 months, depending on their programme, from the date of registration or four years if in 'Submission Pending') will only be permitted to submit if there are serious mitigating circumstances.

EProg will update with your new Expected end date and will open up a Notice of Submission two months before you are due to submit. Please follow the Notice of Submission procedures as normal.

**Please note there is a fee to go into Submission Pending which is currently £225.**

## **14 Research Thesis.**

At the end of your PhD Programme you are required to submit a research thesis.

### **14.1 Thesis Advice**

**It is important that you and your supervisor come to agreement on the style and content of your thesis as soon as possible so that a well defined work programme can be established with your submission deadline in mind.**

The production of a PhD thesis is almost certainly the largest single academic and literary task you will have attempted. Few students realise how much effort goes into the production of a worthy thesis. A typical timescale is about four to six months. There are varying attitudes by both supervisors and students to reading and commenting on drafts of theses. This depends largely on the individuals concerned, but it is important to agree on the procedure early on to avoid misunderstanding. The importance of clear writing in good English cannot be overstressed.

You are strongly encouraged to write up your work in the form of reports throughout your PhD programme, and ideally to submit papers to refereed journals. As well as being good practice, this will make the final task of thesis writing considerably easier.

It is worthwhile looking at a few examples of recent theses before starting to plan your own thesis. The reader should be assumed to be a physicist in your field of research, although not an expert in the particular work described. The most useful recommendation is to make your thesis tell a good story; do not flip haphazardly from subject to subject, and keep your best results and conclusions to the end. Most complaints from external examiners centre on poor spelling, punctuation and illogical presentation of topics; it is well worthwhile having a colleague read your final draft to weed these out. Theses should be submitted in accordance with the information set out in the University's Presentation of Theses Policy, available at <http://documents.manchester.ac.uk/display.aspx?DocID=7420>

Make sure that you conform to them.

## **14.2 Journal Format**

Students may wish to opt to submit in Journal Format. The Journal Format Thesis allows you to write sections of your PhD thesis in a format suitable for publication in a peer-reviewed journal whether solely or partly authored by you. These 'papers' do not have to be already published or even submitted. Indeed some may never be submitted if data are unsuitable or inconclusive. Not all projects will produce material suitable to present in this format. The thesis should adhere to the basic principles of a traditional thesis i.e. it must still represent an original contribution to the field of research and it must be a coherent body of related work. You will still be required to sign a declaration that the thesis is your own work and that it has not been submitted for another qualification.

There is a "Journal Format PhD Theses - Guiding Principles for Students and Staff" document which acts as a supplement to the Presentation of Theses Policy above.

[file://nask.man.ac.uk/home\\$/Journal%20Format%20FAQs%20Feb%202017%20FINAL.pdf](file://nask.man.ac.uk/home$/Journal%20Format%20FAQs%20Feb%202017%20FINAL.pdf)

## **14.3 Producing your Thesis**

The guidance below refers specifically to the standard mode of submission (not Journal Format), although many of the general points apply to both formats.

### **14.3.1 Presentation**

Presentation should be of a high standard with no spelling, typographical, grammatical or punctuation errors. Tenses should be consistent and appropriate. Notation should be consistent. There must be sensible numbering of equations, tables, figures, references and other items. Jargon must be avoided. Graphs must have sensible scales and labeled axes.

### **14.3.2 Background material**

The thesis should include a description of relevant background material and literature, including theory and experimental equipment, to enable the reader to understand the

research, and to demonstrate the author's understanding. This description should not be a mere list, but show evidence of critical judgment, e.g. by explaining why certain choices were made. The main reason for the thesis is to demonstrate the author's actual work and contributions to the research undertaken. Hence the amount of background which is given should not be excessive; 20-30% of the thesis is normally regarded as a reasonable proportion.

### 14.3.3 Academic Standard

It is important that the work be described in sufficient detail so that another researcher could confidently repeat it. Most importantly, the reader must be able to assess the reliability of the conclusions, i.e. the author must convince the reader that the results can be justified and should be believed. The thesis material should be set in the context of current research; other relevant work must be cited, and if appropriate compared to that which has been undertaken.

Ideally, the content of a thesis should be suitable and ready for publication and this should be the goal. However it is realised that this may not always be possible in the time available. At the very least it should be straightforward for the supervisor, or some other colleague, to bring your work to the stage for publication.

### 14.3.4 Plagiarism.

Plagiarism is the unreferenced use of other authors' material in your assignments and thesis. **If you reference other people's work it must be acknowledged clearly.**

The University's regulations state very clearly that plagiarism is a serious academic offence and the consequences of committing such an offence are severe.

All students should read the guidance notes on plagiarism and academic malpractice which are available at: <http://www.manchester.ac.uk/policies/>

If you are in any doubt you must seek guidance from your supervisor. The induction process with which you start your programme also contains a section on plagiarism to help you. Here are some simple examples for which you need a reference:

A direct quotation from a book or article or the web

If a **book** quote:

Author (year of publication), title, publisher

If a **paper** in a journal quote:

Author (year of publication) paper title, journal title, volume, volume number, page numbers

If on the **web** quote:

Author, URL, (retrieved date)

- when you are reporting **someone else's views** but writing them in your own words: (author)
- when you are using **someone else's work** to back one or your claims: (author)

**Good advice: if in doubt, it is always better to quote the reference**

### **Further advice on Plagiarism from the Researcher Development Manager**

“Plagiarism is one of those things that most people say they understand and would never do it, while also being something most worry about. I know I've heard concerns about plagiarism involving mathematical proofs, where they thought all quoting was BAD, but in some cases, you wouldn't dream of paraphrasing a theorem. In this case, it is of course OK to quote directly as long as it is clear. I imagine there are things in Physics like that. All examiners look for is if you're trying to pass somebody else's work off as your own. And then there's the 'standard practice' as to how much quoting is used in different disciplines: e.g. greater in Humanities than Physics.

Plagiarism is covered briefly (about 10-15 minutes) in the [Introduction to Research](#) workshop, giving the top options:

1. Paraphrase (if using others' ideas, even sparingly)
2. Use your own ideas
3. Quote (if using author's exact words)
4. Cite the source (if using figures/graphs/etc.)
5. Reference (for an entire research paper)

PGRs are also given links to online materials:

1. Our Academic Writing modules which mostly covers 'How to Paraphrase':
  - a. [http://www.researchsupport.eps.manchester.ac.uk/learning\\_bytes/academic\\_writing/index.html](http://www.researchsupport.eps.manchester.ac.uk/learning_bytes/academic_writing/index.html)
2. the Library Essentials material at:
  - a. <https://www.escholar.manchester.ac.uk/learning-objects/mle/avoiding-plagiarism/>

Plagiarism is also covered in the [Academic Writing](#) workshop, where the main emphasis is to learn how to paraphrase.

I think there is also some info in the Research Integrity online modules the University has bought into to fulfil the [HEFCE Research Integrity Concordat](#):

<https://researchskills.epigeum.com>

These may be made compulsory in 2017/18 for ALL PhDs to show compliance with HEFCE



There is also some guidance from other Universities:

Newcastle: <http://www.ncl.ac.uk/students/wdc/learning/conduct/>

Monash, Australia: <http://www.monash.edu/rlo/research-writing-assignments/referencing-and-academic-integrity/citing-and-referencing>

## **14.4 Thesis Submission**

Theses should be submitted in accordance with the information set out in the Presentation of Theses Policy, available at <http://documents.manchester.ac.uk/display.aspx?DocID=7420>  
If you believe that you need more time for writing up your thesis you may be able to go into Submission Pending please see the information in 13.4 for more details.

### **14.4.1 Notice of Submission**

At least two months prior to the submission of a dissertation, a student must complete and submit a Notice of Submission Form which will automatically become available in the Examination Summary part of eProg.

You are asked to sign off a number of declarations on the Notice of Submission form. They are listed below as a checklist to ensure you are ready to submit

1. Have you checked that your thesis will have no copyright or Intellectual Property infringements?
2. Have you have read and complied with University guide lines on academic malpractice?  
<http://documents.manchester.ac.uk/display.aspx?DocID=2870>
3. Have you discussed access rights to your thesis with your supervisor ?
4. Do you understand your thesis may be subjected to plagiarism software?
5. Do you understand that your degree can not be conferred if you have any relevant outstanding debts with the University? <http://documents.manchester.ac.uk/display.aspx?DocID=2870>
6. Have you discussed your intent to submit with your supervisor?
7. Have you referred to the University's Presentation of Theses Policy?  
<http://documents.manchester.ac.uk/display.aspx?DocID=7420>
8. Have you referred to the Supervision Policy for Postgraduate Research Degrees?  
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=615>

Once you have completed and submitted your Notice of Submission form this your supervisor will receive word and they will be able to authorise your submission. This will then enable the Faculty Graduate Office to open up your submission window.

### **14.4.2 Thesis Submission Deadline**

Your submission deadline depends on the length of your PhD programme and also if you have had any interruptions.

#### **14.4.3 Submitting your thesis**

You will be notified by the Research Office Graduate Education Team when you are able to submit an electronic version of your thesis. **This is usually 3 days before your final submission date.**

You submit your electronic thesis via My Manchester in PDF format. For further information regarding this please see the below document

<http://documents.manchester.ac.uk/display.aspx?DocID=32871>

On or before your final submission date you are required to submit two printed and bound copies of your thesis to the Research Office Graduate Education Team based in C4, Sackville Street Building.

Once the team are satisfied that your print and electronic submissions adhere to all University rules and guidelines governing thesis submissions, the Administrator will acknowledge receipt of your eThesis submission.

You can find a guide to postgraduate research thesis/dissertation submission & examination in the Faculty of Science and Engineering at

[https://online.manchester.ac.uk/bbcswebdav/pid-3950287-dt-content-rid-12337209\\_1/orgs/I3039-COMMUNITY-EPS-PHYS-PG-COMMON-ROOM-1/Thesis%20Info/Sub2Exam%20FAQ%20v%203.pdf](https://online.manchester.ac.uk/bbcswebdav/pid-3950287-dt-content-rid-12337209_1/orgs/I3039-COMMUNITY-EPS-PHYS-PG-COMMON-ROOM-1/Thesis%20Info/Sub2Exam%20FAQ%20v%203.pdf)

Your Faculty support contact for submission/examination in eProg is Lee Wilkinson (Senior Project Officer – Graduate Education). If you have any concerns or problems with your electronic or physical thesis submission, please contact [EPSGRADED@manchester.ac.uk](mailto:EPSGRADED@manchester.ac.uk) or

Telephone +44 (0)161 306 8990

#### **14.4.4 After Submission**

Once you have received confirmation of your submission from the Research Office Graduate Education Team you can follow what is happening with the examination of your thesis on your Examination Summary on eProg.

The thesis will be read by an external examiner, appointed by the Faculty of Science and Engineering Graduate School on the recommendation of the supervisor and Director of PG studies, and by an internal examiner who will be a member of the academic staff, but not your supervisor, co-supervisor or advisor. The examiners will read your thesis and then give you an oral examination (a viva) before making their recommendation about the award of a PhD.

For more details about the Examination Procedure please read the following document

<http://documents.manchester.ac.uk/display.aspx?DocID=7445>

#### **14.4.5 Appeals Procedure.**

In the event that a student wishes to appeal against a mark, grading or a decision on progression, it is important that the appeal is made to the Director of PG studies in writing (or by e-mail) as soon as possible. A copy of any supporting documentation (not the original) should be supplied. The postgraduate committee undertakes to promptly consider and deal with appeals on the grounds of bias, prejudice or inadequate assessments as set out in the University Regulations. The decision on the appeal will be notified to the student by the supervisor or Director of PG studies. Thereafter, if the student wishes to take the matter further, the supervisor will refer the circumstances to the Director of PG Studies and the Head of School who may deal with the matter within the School or advise the student to contact the Faculty. Details of the Faculty of Science and Engineering appeals procedure can be found at <http://www.se.manchester.ac.uk/>

#### **14.4.6 Delay to the submission – Submission Pending**

If you are unable to submit your thesis on time you may be able to apply for Submission Pending. This should be established within your discussions you have with your supervisor when you talk about submitting. Ideally this should be before the Notice of Submission period ends or at the very latest before your final date of submission.

To qualify for Submission Pending you will need to complete a Submission Pending Form, please request this from [PGR-Admin-Physics@manchester.ac.uk](mailto:PGR-Admin-Physics@manchester.ac.uk)

The form is completed by the student, supervisor and is then passed on to the PG Director. You will need to complete a summary of what work has been done so far. (This is usually takes the form of a list under each chapter of your thesis) You will also need to include an outline of the work needed to complete your thesis.

You will be given a set amount of time to complete your thesis whilst you are in Submission Pending

If you are on a 36 Month PhD you will be given 12 months

If you are on a 42 Month PhD you will be given 6 months

You cannot go into Submission Pending if you are on a 4 year course.

**PLEASE NOTE THAT FOR RESEARCH STUDENTS REGISTERING AFTER SEPTEMBER 2012 THE OPPORTUNITY TO SUBMIT LATE HAS BEEN REMOVED.** Any student who misses their submission deadline (36 months, 42 months or 48 months, depending on their programme, from the date of registration or four years if in ‘Submission Pending’) will only be permitted to submit if there are serious mitigating circumstances.

EProg will update with your new Expected end date and will open up a Notice of Submission two months before you are due to submit. Please follow the Notice of Submission procedures as normal.

**Please note there is a fee to go into Submission Pending which is currently £225.**

## 15 Changes of Circumstance

If you are you are experiencing difficulties and need to make a change to your study please talk this through with your supervisor or adviser and request the appropriate form from the PGR Administrator. Please see the process below in 15.4

You should refer to the University's *Policy on Circumstances Leading to Changes to Postgraduate Research Study* **before** completing any change of circumstance request forms. This policy contains information for students and staff on University policy and procedures concerning the following:

- The standard duration of postgraduate research degrees
- The submission pending period
- Interruption of studies
- Unauthorised absence
- Short-term absence
- Official leave of absence for study leave and fieldwork
- Holiday leave
- Maternity, adoption and paternity leave and pay
- Extension of studies
- Withdrawal from a postgraduate research degree
- Termination of a student registration
- List of exceptional circumstances/list of non-exceptional circumstances that may/may not be acceptable in a student's application for an interruption or extension
- Documentary evidence required to support requests for changes to study

<http://documents.manchester.ac.uk/display.aspx?DocID=8162>

### 15.1 Mitigating Circumstances

Students may only request an interruption or an extension if their circumstances are considered mitigating by the Faculty of Science and Engineering PG research degrees panel. Each request for an interruption or an extension will be considered on an individual, case by case basis and any decision made will be at the discretion of the University. Students should only report circumstances that are unforeseen and/or unpreventable and that have had a serious adverse affect on their research.

Mitigating Circumstances need to be backed up by evidence, please see 15.1.3

#### 15.1.1 Examples of what may be may be considered for mitigating Circumstances

The following circumstances are typical of what **may** be considered grounds for applying for an interruption or extension. The circumstances will either prevent the student from working altogether or severely affect his/her ability to work effectively.

a. Serious physical or mental illness of the student;

- b. Death/serious illness of a partner, close family member or close friend;
- c. Unforeseeable or unpreventable events such as distress or injury caused by a serious accident; the affects of being the victim of a criminal act or the distress or serious disruption caused by fire, flood or other natural catastrophe;
- d. Serious personal problems such as relationship problems, family crises and unexpected changes to the student's source of funding (NB: students must ensure that have the necessary funds before embarking on their degree);
- e. Breakdown of *essential* equipment where a student is unable to continue research and the use of alternative equipment is not possible;
- f. Delays in obtaining ethical approval where approval has been sought in good time;
- g. Jury service;
- h. Maternity or adoption leave;
- i. Delays in progress due to unforeseen problems with the degree programme and/or working environment (eg, moving of offices/buildings, supervisor changes etc) which are outside of the student's control. NB: the problem **must** be reported to the appropriate School or Faculty graduate office at the time it occurs;
- j. Study leave necessary for the degree programme (other than official leave of absence for study at an approved institution or fieldwork)

#### **15.1.2 Examples of circumstances that will not be considered as mitigating circumstances**

- a The student or supervisor was unaware of policy and application procedures for interruptions and/or extensions for postgraduate degrees. It is ultimately the student's responsibility to ensure that they are aware of all policies and procedures relevant to their degree;
- b. Further primary research and/or laboratory work;
- c. Temporary lectureships;
- d. Voluntary service overseas;
- e. Expeditions/sport;
- f. Long-term holidays/vacations;
- g. Inadequate planning and time management;
- h. Normal pregnancy (excluding standard maternity leave entitlement);
- i. Difficulties with English language (including delays as a result of proofreading);
- j. Computer or other equipment failure or theft where use of an alternative is possible or any loss of work was avoidable, except where the work is lost through the failure of University of Manchester systems as confirmed by School or Manchester Computing staff;
- k. Change in employment conditions: requests from part-time students who are working while studying may exceptionally be considered where a change in employment conditions was unforeseen. This will not normally be an acceptable reason for students in the submission pending or resubmission periods.
- l. Lack of sufficient funds

#### **15.1.3 Evidence**

For all requests which are submitted due to ill health, ***medical evidence must be provided*** to support the case e.g. a note/letter from a doctor/hospital. Requests made on the

grounds of ill health which are not supported by evidence cannot be considered by the Faculty PG Research Degrees Panel.

For mitigation circumstances which are submitted due to equipment breakdown/research delays, details of dates and duration must be given. Where possible, dates of meetings describing the problems or evidence from the end of year report giving these events as cause for concern should be included.

## 15.2 Interruptions

If you feel that you need an interruption to your studies please talk to your supervisor in the first instance.

Any application for an interruption should, wherever possible, be made ***before the beginning of the proposed period*** of interruption. Requests for retrospective interruptions can only be considered in the most exceptional circumstances.

Students will not normally be permitted to interrupt during a period of extension or the submission pending period.

Requests for an interruption in order to undertake an internship may be made but it should be noted that the final submission deadline date normally will not be extended (students would be expected to submit their thesis/dissertation by the original deadline date).

**Students on a Tier 4 visa** – The University has to report to the UKVI any significant changes in the circumstances of study for international students to whom it has issued a Confirmation of Acceptance for Study (CAS). Further information can be found at <http://www.studentsupport.manchester.ac.uk/immigration-and-visas/during-your-studies/changes/> or via the Student Immigration Team ([visa@manchester.ac.uk](mailto:visa@manchester.ac.uk))

**Please note if you are in receipt of stipend payments you should be aware that an interruption will usually see your stipend being halted please contact the PGR Administrator for details of your individual case.**

## 15.3 Extensions

### 15.3.1 Extension of Study

- Requests for an extension of study must be submitted ***at least two months before*** the end date.
- Only delays/issues/problems which occur in the final year of study can be considered. If a student has successfully progressed to the next year of the programme, any retrospective issues cannot be taken into consideration unless these issues and their effects on progression have been clearly noted in the end of year progression form on eProg.

- In some cases (for students who started their current PGR programme before 1 September 2012), the Faculty PG Research Degrees Panel may reject an extension request but grant permission to submit late instead.

### 15.3.2 Extension of Submission Pending

- Requests for an extension of submission pending period must be submitted ***at least two months before*** the final deadline for submission.
- Only issues/problems which occur during the submission pending period can be considered by the Faculty PG Research Degrees Panel (delays/problems which occurred during the period of study cannot be taken in consideration).
- In some cases (for students who started their current PGR programme before 1 September 2012), the Faculty PG Research Degrees Panel may reject an extension of submission pending period request but grant permission to submit late instead.

### 15.4 Completing Changes of Circumstances Forms

Once a student has read the Changes of Circumstance policy and is aware of the impact the change will have on them financially and in terms of their commitments to sponsors they should request an appropriate form from the PGR Administrator.

The student and supervisor should complete the form, attach any evidence and send it back to the PGR Administrator. The form will then be sent to the PG Director for signing.

Once all parties have signed the form it will be sent off to Graduate Education Office who will take it to the Faculty PG Research Degrees Panel. The panel normally meet on the first Wednesday of each month.

### 15.5 Withdrawal

Students are permitted to withdraw from their degree at any time and for any reason, but are reminded that any tuition fees or outstanding charges must be paid. Students are advised to carefully consider any decision to withdraw and should first discuss the matter with their supervisor, advisor or other appropriate member of their supervisory team.

Students who decide to withdraw must inform the appropriate School or Faculty graduate office in writing and state their reasons for withdrawal and their last date of attendance. Either the graduate office or the Student Services Centre will then write to the student to confirm the date of withdrawal.

Tuition fees are charged on a daily basis up to and including the last date of attendance on the degree. If a refund is required, it must be requested in writing to the Student Services Centre. Refunds will not be made unless the School/Faculty have issued an official last date of attendance. Refer to the tuition fees section of the University's Crucial Guide for further information at

<http://www.studentnet.manchester.ac.uk/crucial-guide/financial-life/tuitionfees/>

[refunds/](#).

On withdrawing from the degree, registration is terminated and the student is no longer a student of the University. International students on a student visa should note that they are in breach of student visa regulations if they stay in the UK and are not registered as a student and that the University is legally required to report the withdrawal and termination of study to the government

Students who are considering withdrawing from study due to difficult personal circumstances or academic reasons are advised to consider interrupting and should speak with their supervisor, advisor or other appropriate member of their supervisory team as well as Student Support team and the Director of PG Education.

### **15.5.1 Exit Interviews**

Any PGR student who withdraws during the course of their programme will be invited to attend an Exit Interview with the Director of PG Education

## **16 Resources**

For enquiries about the resources you have access to please contact the Research Group Administrator who is allocated to your Research Group.

### **16.1 Postgraduate research student offices**

All postgraduate research students in the School are allocated a desk in a shared office. You will receive your key for your office when you start from Andy Smith in the Design Office on the ground floor if you are based in the Schuster Building. At the end of your programme you will need to remove your personal belongings from your office and return your key to Andy Smith. You are responsible for keeping your office tidy.

Bins are not provided in any offices in the School. You should use the recycling stations located throughout the building.

### **16.2 Laboratory Access**

Laboratory access is via your university card please contact [Simon.Abbott@manchester.ac.uk](mailto:Simon.Abbott@manchester.ac.uk) if you have a problem with your access. If part of your research is laboratory based you must complete the Health and Safety Laboratory Induction. Failure to complete the training may result in you have your access to the laboratory removed.

### **16.3 Access to the buildings**

The Schuster and Alan Turing Buildings are normally open from 8:30am to 6.00 pm Monday to Friday, except when the University is closed.

Postgraduate research students can access the building outside working hours using their University card. If your card is not working then please contact the Simon Abbott [simon.abbott@manchester.ac.uk](mailto:simon.abbott@manchester.ac.uk)



Research students who are working very late or at weekends are advised to notify the Security Office

Alan Turing ext. 52728

Schuster 69966

Out-of-hours access is a privilege and not a right. You must not allow people who are not registered research students in Physics and Astronomy access to the building. You must use any facilities in the building responsibly. If out-of-hours access is found to be abused then it will be withdrawn.

The vicinity of the buildings should not be considered completely safe at night, particularly for unaccompanied women.

In accordance with University policy, smoking is prohibited throughout the buildings, within any door entrance or access ramp.

#### **16.4 Computing facilities**

All postgraduate research students in the School have access to an individual PC in their office.

You will receive an email from the University IT Services with your University email address and log-in details prior to your registration.

If you are using your own device then you can connect to the internet via WiFi. There are two WiFi networks available across the University campus: the University of Manchester network and Eduroam. It is recommended that you use the Eduroam network. You can register for Eduroam here: <http://www.itservices.manchester.ac.uk/wireless/eduroam>.

IT Services provides most of the campus IT services for staff and students of the University of Manchester. For more information please see <http://www.itservices.manchester.ac.uk/>.

#### **16.5 Email**

You should quickly become familiar with the electronic mail (email) system because all important information is sent in this way. It will be assumed that you read emails sent to your university email address regularly.

#### **16.6 My.Manchester.ac.uk**

The majority of electronic resources available within the University can be found by logging in to <http://my.manchester.ac.uk> with your University username.

You can also access Blackboard – the University's eLearning environment – from My.Manchester. Various learning materials are provided via Blackboard.

### **16.7 Printing and photocopying**

Postgraduate research students may use School printers for work and research purposes. Please note that use of printing facilities is monitored by the School. Excessive use of printing, or printing of non-academic materials, will result in you being charged for the costs and possibly banned from using the School's printers.

### **16.8 Telephone calls**

Telephones in postgraduate research student offices are for internal calls only.

### **16.7 PGR Common rooms**

Research students and academic staff are responsible for keeping the kitchens in their research area and the Alan Turing common room clean and tidy. If you use any cutlery you should either wash it or place it in the dishwasher. You should wipe down surfaces in the kitchen if you have spilled anything. If you use the microwave then you should make sure that it is clean inside after use. Small items of food can be left in the fridges during the day provided that your name is clearly marked on them. You should keep the fridges clean.

### **Schuster Building**

Postgraduate Research Students in the Schuster Building have a kitchen area on each of the Research Group floors please see your Research Group Administrators regarding arrangements for milk etc.

### **Alan Turing**

Postgraduate research students can use the Atrium Bridge Common Room and kitchen on the 1<sup>st</sup> floor of the Alan Turing Building.

Coffee is available (free of charge) from 10:30am. The postgraduate students organise a rota to make coffee each morning. Milk is delivered to the School each day and is only to be used for tea and coffee.

## **17 Graduate Training**

The FSE Researcher Development programme is flexible and optional allowing you to attend at convenient times and tailor your training according to the current stage of your degree or career.

We deliver the programme through workshops, online resources and one-to-one support.

The Researcher Development programme is based around seven core themes:

- **Career management** - Plan short and long term goals, and work out the next step
- **Communicating research** - Express your science clearly in presentations, publications and posters.
- **Enterprise & commercialisation** - Start a business or commercialise your research
- **Professional effectiveness** - Work effectively in teams, build relationships and manage resources
- **Public engagement** - Engage the public or other communities with your research.
- **Teaching & learning** - Get some teaching experience
- **Well-being** - Build well-being and resilience to thrive in a competitive environment

We aim to:

- Equip you with the skills you need to complete your research degree;
- Give you access to experiences that will develop you as a person, a researcher and a professional;
- Provide you with opportunities to meet with, socialise, collaborate and network with other researchers at The University.

You'll end up gaining much more than a thesis!

#### Who are we?

- Dr Jim Boran (Researcher Development Manager)
- Dee-Ann Johnson (Researcher Development Officer)
- Dr Gemma Muckle (Researcher Development Officer)
- Alys Kay (Online Development Officer)
- Dr Alex Hinchliffe (Researcher Development Administrator)

#### Where to reach us:

**WEBSITE**                    <http://www.researchsupport.eps.manchester.ac.uk/>

**EMAIL**                      [fse-grads@manchester.ac.uk](mailto:fse-grads@manchester.ac.uk)

**TWITTER**                  <http://twitter.com/fsegrads/>

**FACEBOOK**                <https://www.facebook.com/FSEResDev/>

#### 18 ORCID (Open Researcher and Contributor ID)

An ORCID is a unique identifier which allows you to distinguish yourself from other researchers throughout your career. They are free to create and enable authoritative links to be created between you and your research activities (e.g. research outputs, funding data, employment history).

When you create a new ORCID account there are two key components:

- A definitive record of your research activities which is available to other systems via the open ORCID registry;
- A personal profile page which is available via a unique URL

Registering for an ORCID takes 30 seconds on [the ORCID website](#). To maximise the benefit of your ORCID it's important to keep your account up to date with your latest research outputs.

The University is encouraging all staff and postgraduate research students to ensure that they have claimed an ORCID. To support this, the Library has joined ORCID as a member organisation and created a dedicated team to help staff create and maintain their accounts with minimal input.

For further information you can contact a member of the support team at [uml.scholarlycommunication@manchester.ac.uk](mailto:uml.scholarlycommunication@manchester.ac.uk) or on 0161 306 1517.

## **19. 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 University Language Centre's institution-wide language 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 to complement your degree. Currently there are 18 languages, ranging from the main international languages (e.g. *French, Spanish, Arabic, Chinese, German*) to a number of less commonly taught languages (e.g. *Japanese, Hindi, Hebrew, 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 via the link given 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 are encouraged to make use of the one-to-one writing consultation service. Please refer to the Academic Support Programmes section of the ULC webpage via the link given 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. For more information, please enquire at the ULC reception.

**Tandem Programme** - This programme is similar to Face to Face, but is more formal and provides credits which count towards your University degree. It is fully monitored, assessed and supported via practical workshops. For more information please refer to the Foreign Languages section via the link given below.

**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.ulc.manchester.ac.uk>