

**School of Arts, Languages and
Cultures**

**Postgraduate Research
Handbook**

2012 - 2013

**Postgraduate Research Director:
Dr Martina Faller**

First Edition, September 2012
Please note, some information is subject to change.

For updates, please check our webpage:
<http://www.alc.manchester.ac.uk/graduateschool/>

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 six Schools. We offer an unprecedented range of innovative programmes at undergraduate and graduate level, embracing subject areas 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 subject area in which your studies will be based.

Keith Brown
Vice-President and Dean, Faculty of Humanities
September 2012

What is the Faculty and how is it run?

The Faculty is the interface between the subject area-based Schools and the University and is headed by a Dean who is supported by a team of Associate Deans all of whom hold a particular portfolio, and these are listed below:

<u>Dean & Vice-President</u>	Professor Keith Brown
<u>Associate Deans</u>	
Research	Professor Colette Fagan
Postgraduate Education	Professor Maja Zehfuss
Teaching, Learning & Students	Dr Chris Davies
External	Professor James Thompson
<u>Assistant Associate Dean</u>	
Teaching, Learning & Students	Professor Matthew Jefferies

What can the Faculty do for you?

The work of the Faculty involves 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 to help make your experience at Manchester the best it can.

The Faculty is committed to gathering student views on the provision of teaching and learning and centrally operated areas of the University (such as Library; Estates; IT; Careers) and as a student you can feed into this process via the Faculty's Staff / Student Liaison Group (SSLG) which meets a minimum of 3 times a year. These meetings provide a forum for students, who are elected as Student Representatives within their School/subject area, to:

- discuss overarching issues of concern with members of staff from different areas of the University in an open manner
- engage constructively with staff to identify those areas where there is scope for improvement, bringing forward ideas and suggestions
- identify and share good practice
- respond to items brought forward by members of staff

Further information about the SSLG can be found at:

<http://www.humanities.manchester.ac.uk/humnet/stuserv/ugandpqtstudents/studentrepresentation/facultyugpqtstaffstudentliaisongroupsslg/>

The Faculty also occasionally holds consultation groups with students to find out what is being done well across the Faculty and what you feel could be done to improve your experience as a student.

The focus of your involvement as a student is likely however to be the disciplinary grouping, i.e. the School within which your studies are based, or in the case of students on interdisciplinary programmes, the office which is responsible for administering your programme. You may have contact with the Faculty if you 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.

The Faculty has a role in considering issues, such as an academic appeal or complaint, which cannot be resolved with an appropriate member of staff in your School. Sometimes disciplinary

action is required when students are in breach of The University's General Regulation XVII (Conduct and Subject area of Students), the most common breach is when students commit academic malpractice e.g. plagiarism, collusion or other forms of cheating. Any student found guilty of misconduct has the right of appeal both against the finding itself, and any penalty imposed, provided that there is: evidence of procedural irregularity on the part of the University; availability of new evidence which could not reasonably have been expected to be presented at the original hearing; or the disproportionate nature of the penalty.

The relevant Regulations/Policies and forms can be found at the link below and the completed forms should be submitted to Mr Damien Tolan, Appeals, Complaints & Malpractice Coordinator, Faculty of Humanities, Room G4, Devonshire House, University of Manchester, Oxford Road, Manchester M13 9PL (telephone 0161 306 1105, email damien.tolan@manchester.ac.uk).
<http://documents.manchester.ac.uk/studentrelatedlist.aspx>

Policies and Procedures for Postgraduate Research (PGR) Programmes

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

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

www.humanities.manchester.ac.uk/humnet/acaserv/pgresearch/

Finding your way around the Postgraduate Research (PGR) Handbook

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1. WHO, WHERE AND WHEN?

➤ The School of Arts, Languages and Cultures

With around 6,500 students, 330 academic staff and 90 administrative staff, the School of Arts, Languages and Cultures is the largest in the Faculty, and in the University and offers one of the largest concentrations of high-quality research and teaching in the UK. It houses eight academic divisions (including the University Language Centre) and more than twenty subject areas. We are proud of the disciplinary depth and achievement which makes the School an exciting one to study and work in.

➤ The Graduate School Office

The **Graduate School Office** establishes and co-ordinates the institutional framework through which the School's Postgraduate Research Programmes are managed and developed. It ensures graduate education meets the needs of postgraduate students and conforms to the policies of The University of Manchester.

You will come into contact with the Graduate School Office in a number of ways, but particularly when you register, if you need to put in an application for mitigating circumstances, or apply to make changes to your registration, e.g. interrupt your programme or change your mode of attendance.

If the Graduate School Office wishes to contact you it will use one or more of the following means of communication: email, letter to your term-time address, letter to your home address, telephone. It is your responsibility to keep the Office informed of any changes to your address and telephone number (though you may make these changes yourself via your My Manchester). The Office will generally use email for most routine communication with you. It will send email messages to your university email address (the one that ends @postgrad.manchester.ac.uk), **not** to any other email address. For information on accessing your university email address and setting it up to forward messages to another email address, see www.its.manchester.ac.uk/ or contact IT support.

Location and Opening Hours:

The Graduate School Office for the School of Arts, Languages and Cultures is located in Room S3.10 on the third floor of the Samuel Alexander Building [Campus Map – Building 67]

<http://www.manchester.ac.uk/aboutus/travel/maps/>

The Graduate School Office is normally open between 9.00am and 5.00pm, Monday to Friday.

Graduate School Office Personnel		
Academic		
Head of the Graduate School and Research Training Director for the Arts	Dr Jerome de Groot jerome.degroot@manchester.ac.uk	0161 275 3170
School Postgraduate Research Director	Dr Martina Faller martina.faller@manchester.ac.uk	0161 275 3191

Administration		
Graduate School Manager	Ms Amanda Mathews amanda.mathews@manchester.ac.uk	0161 275 3602 0161 275 3008
Senior Postgraduate Research Administrator	<u>Mrs Joanne Marsh</u> joanne.marsh@manchester.ac.uk	0161 275 2603
Postgraduate Admissions Administrator	Miss Rachel Corbishley PhDSalc@manchester.ac.uk	0161 275 3559
Postgraduate Support Administrator (eProg and web)	To be confirmed	To be confirmed
Postgraduate Support Administrator (Theses and general administration)	To be confirmed	0161 275 8050

► School PGR Director (Dr Martina Faller)

The School PGR Director has ultimate responsibility for all academic matters pertaining to PhD and MPhil students in ALC and also plays a key role in overseeing the administration of PGR affairs. The Director works closely with the School's administrative team, divisional PGR Directors and Faculty. The Director's main duties include taking a lead on strategic initiatives and planning, ensuring implementation of policies and procedures pertaining to PGR, chairing and guiding the School Postgraduate Research Committee, representing the School at Faculty and University level regarding PGR matters, dealing with student matters beyond the remit of the PGR Directors e.g. student appeals and in conjunction with the Head of the Graduate School, taking a lead role in PGR induction.

► Divisional PGR Directors

The PGR Director is an academic who is responsible for overseeing the students within each division. The PGR Director's duties include attending all PGR committee meetings and contributing fully to the committee's deliberations, informing academic staff and PGR students within each subject area of salient decisions and discussions in PGR committee and championing PGR outside of the PGR committee, screening all new applications in liaison with the Admissions Administrator, paying attention to the need for new staff and staff without (or with few) supervisees to have their own new students and to take a strategic lead on admissions within their division, ensuring that all progress reports and reviews are completed within the set deadlines in liaison with the School PGR Director, to oversee the supervision of PGR students, ensuring that students whose supervisors leave the University are found replacements (in liaison with Heads of Divisions), acting as initial mediator if there are any issues in the student/supervisor relationship, advising on suitable supervisory teams and panel members, acting as a the local contact for PGR students for academic and pastoral matters, acting as initial mediator if there are any issues in the student/supervisor relationship, becoming involved, where necessary and appropriate, in student academic appeals, applications for special permissions, cases of mitigating circumstances, student

conduct/discipline procedures and applications for funding, meeting with the PGR student representatives to share information and hear their concerns and playing some role in PGR induction and registration as requested by the School PGR Director. A list of PGR Directors is given in the PGR Guide.

For Postgraduate Research matters, the Graduate School Office works through the School Postgraduate Research Committee, whose members are staff and student representatives from the divisions. Postgraduate Research Student Representatives are elected early in the academic year. If you are interested in being a student representative, please let the Graduate School Office know as soon as possible. The School Postgraduate Research Committee is directly responsible for admission procedures, regulations, and student progress.

► **Graduate School Manager**

The Graduate School Manager leads the administration for all PGR programmes in the School and has day-to-day responsibility for the effective management of administrative processes. Duties include supporting the Head of the Graduate School, the School PGR Director and Divisional PGR Directors in the effective management and development of PGR programmes, collating and providing data and management information on all aspects of PGR activity for use in strategic planning, managing all PGR funding applications, managing the PhD thesis submission and examination process, managing PGR registration, managing interruptions, extensions, withdrawals, fieldwork approvals and other special permissions for PGR, managing the administration of PGR academic progress and milestones, providing and facilitating general support for all PGR students and their supervisors, representing the School at Faculty and University level regarding PGR matters.

► **Student Representation**

There is provision for PGR student membership of the School and Faculty Postgraduate Research Committees, the School Academic Board and the academic Committees of the various subject areas. Students normally participate in full in the business of committees unless an item of business is reserved, e.g. when it involves discussion of a named individual. On such occasions student members will be asked to withdraw. An effective student representation system is of benefit to all parties involved. The individual student representative benefits through increased transferable skills; the wider student body benefits through having systematic input and feedback regarding their programmes. The role of the representative in the School is:

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

Representatives will be elected at the beginning of the academic year. Ideally there should be a representative from each division.

► School PhD programmes

This Handbook details the policies and procedures for all research students on the following programmes:

PhD Anthropology, Media and Performance
PhD Arab World Studies
PhD Archaeology
PhD Art History and Visual Studies
PhD Arts Management and Cultural Policy
PhD Chinese Studies
PhD Classics and Ancient History
PhD Composition
PhD Creative Writing
PhD Drama
PhD East Asian Studies
PhD Economic and Social History
PhD Electroacoustic Composition
PhD English and American Studies
PhD English Language
PhD French Studies
PhD German Studies
PhD History
PhD Humanitarianism and Conflict Response
PhD Interdisciplinary Study of Culture (RICC)
PhD Interpreting Studies
PhD Italian Studies
PhD Japanese Studies
PhD Linguistics
PhD Middle Eastern Studies
PhD Music
PhD Musicology
PhD Museology
PhD Polish Studies
PhD Religions and Theology
PhD Russian Studies
PhD Spanish Studies
PhD Translation and Intercultural Studies

Professional Doctorates:

Arts and Cultural Management
Museology
Applied Theatre (PT)

► School Intranet

The School intranet can be accessed via the Graduate School website:
<http://www.alc.manchester.ac.uk/graduateschool/>

The following forms are available to download:

- Application for an Interruption to programme

- Application for an Extension to submission date
- Application to undertake Fieldwork
- Application for Research Travel Form

► Semester Dates 2012 - 2013

Semester One
Attendance: 17 September 2012 - 14 December 2012 Christmas vacation: 15 December 2012 - 13 January 2013 Attendance: 14 January 2013 – 27 January 2013

Semester Two
Attendance: 28 January 2013 – 22 March 2013 Easter vacation: 23 March 2013 – 15 April 2013 Attendance: 16 April 2013 – 7 June 2013

► My Manchester

My Manchester (<http://my.manchester.ac.uk>) is the single gateway for current students to access key tools, services and information to support their student experience.

My Manchester has been developed in direct response to student feedback on their use of the University's online systems and difficulties in finding what they need quickly and easily.

It aims to enhance the student experience by improving access to the wealth of excellent information, tools and services already available, and also to facilitate better communication between the University and students. **Features include:**

- **My Library** – search the extensive catalogue, book study rooms, see loans and reservations
- **Email** – access your University account.
- **My Services** – see your personalised student record and access key functions such as online registration.
- **Thinking ahead** – careers advice and opportunities, plus information on further study
- **Student Life** – help and guidance on a wide range of subjects and issues
- **Students' Union** – services and information from the Students' Union

2. REGISTRATION AND INDUCTION

► Registration

Most students commence their PhD programme at the start of the academic year in September, although it is possible to commence a research programme in January. Arrangements for registration are circulated to all students, existing and prospective, several weeks in advance. Students are required to register each year for their programme of study. Registration is co-ordinated by the Graduate School Office in conjunction with the Student Services Centre.

Your registration at the University of Manchester is governed by University Ordinance XVI. You are required to register annually and pay all tuition fees in respect of your degree programme. If you fail to register your registration will lapse and you will no longer be a member of the University of Manchester; the School may therefore withdraw you from your programme of study.

Immediately prior to the month in which you are required to register you will be notified by the School and given instructions on how to complete registration, via either letter or email. You are required to complete registration by the deadline given otherwise the University will charge late registration fees. Registration is completed via My Manchester. Details of the appropriate tuition fee for your programme and year of study can be found on the website.

► School Induction: from Monday 17 September 2012

There will be a School induction **which all new students are required to attend**. Sessions will be provided by the School PGR Director, the Research Training Officers and other personnel. There will also be an opportunity to meet your fellow students and academic and administrative staff at a welcome reception. The induction programme will be sent via email by the Graduate School Office.

► Tier 4 Visa Attendance Monitoring Census – International Students Only

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 UKBA 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 2012/13 academic year, the attendance monitoring census points will be during the following periods:

1 - 15 October 2012*
17 - 31 January 2013
16 - 30 April 2013

Please note:

- If you are a new student, registration is your first point to confirm your attendance at the University and you may not be required to attend a further census point in October 2012.

- Postgraduate research students will also have an additional attendance monitoring census point in the period **17 - 31 July 2013**
- You will receive an email to confirm when and where you should attend to have your attendance confirmed. You must check your University email 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 inform the Graduate School Office 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 School as soon as possible after you return to campus.

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

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

The School must be able to confirm your presence to the UKBA by the end of each census point in the academic year. If you do not attend a census point when required 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 UKBA and the University will cease to sponsor the student’s Tier 4 visa. The Tier 4 visa will then be curtailed and the student must leave the UK within 60 days

Further information

For more information on Tier 4 visas:

www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/

If you have any concerns about the attendance monitoring census points, or your Tier 4 visa status, please contact pbs@manchester.ac.uk

3. eProg (electronic Progression)

The University has adopted an electronic progression monitoring system and skills training catalogue called eProg. The eProg system offers a University-wide online platform for academic staff and their PGR students to record and track progression meetings and key milestones throughout the student's programme, from the point of registration to examination of the thesis. All milestones have set dates and deadlines for completion. The system also provides access to an extensive catalogue of skills training activities across the University.

► Accessing eProg

eProg can be accessed via My Manchester or by going to: www.eprog.manchester.ac.uk

► Components of eProg

eProg is made up of the following components:

My eProg – My details: This provides summary information about YOU - your location, email address and other details. Students need to maintain and update the profile via the student system.

My eProg - My pathway (personalised timeline): Each student has a personalised bespoke timeline which provides a visual representation of forthcoming key milestones and information that make up your programme of study.

My eProg – My progression record: Each student has their own personalised progression area which provides a detailed list of milestones with the dates/deadlines attached. This enables YOU, the user, 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 will be required to complete online progression forms which are tied to individual milestones. These forms provide a formal record of meetings or discussions between you, your supervisors 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, view, 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(s) 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. Once a form has been submitted it becomes read-only. Authorisations are required on some forms (ie. you must enter your University username & password).

My eProg – My document store: Students can upload and manage documents and make documents available to their supervisory team and/or administrators.

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. Further information can be accessed here: www.humanities.manchester.ac.uk/researcherdevelopment

► Milestones

Student/Supervisor Agreement: This should be completed in the first meeting with your Supervisor(s). Further details are given in Section 4.

Expectations Milestone: A new annual expectations milestone has been added to all eProg pathways. This milestone should be completed at the start of every student's programme and repeated annually thereafter. It enables students and their supervisory team to explicitly discuss and record key expectations in relation to their research programme, including areas such as policies and regulations, IP/copyright, research ethics, plagiarism, data management, thesis format, authorship and career planning.

Health and Safety Milestone: This is a University level initiative that all students are required to complete. This milestone will not be available until mid October. Further information will be communicated once the unit is ready for completion.

Monthly Attendance Milestones: These monthly forms, to be completed by the Supervisor, are designed to ensure students are fully engaged with their programme and attending the University as required. Completion of the form will not 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: This should be completed after every supervisory meeting and detail the date of the meeting, who was in attendance and the key points of discussion.

Research Panel Milestones: There will be six Research Panel milestones attached to your pathway, two per year for all full-time students and one per year for all part-time students.

Probation Passed Milestone: This will be updated after the Research Panel which confirms that you will be permitted to proceed on the PhD programme (end of year one for full-time students, end of year two for part-time students).

Ethical Declaration Milestone: To be completed in year one of the PhD programme. For further information on the ethics procedure please see page 33.

Submission Pending Milestones: Previously, whilst eProg has allowed students and supervisors to record student progress during the student's programme and progress with the submission/examination process, there has been a gap in support for students who enter the submission pending period. This has now been rectified so that monthly engagement milestones and quarterly progression milestones are automatically added to a student's pathway during the submission pending period (if applied for and used).

Thesis Submission and Examination Milestones: From September 2012, eProg will be phased in for the submission and examination process. The Graduate School Office will keep you updated with any changes to procedure.

Help and support:

For queries related to specific milestones on your programme, please contact the Graduate School eProg Administrator. For technical support relating to eProg please contact cs.records@manchester.ac.uk

4. SUPERVISION

Your research will be supervised by two members of staff at the University. (In this Handbook they are referred to as main and co-supervisor, but in many cases responsibilities are shared more or less equally between supervisors.) You will also have an academic advisor in addition to your supervisory team. Your supervisors will most likely be members of the School where you are registered, but, if your research requires it, the School or subject area 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.

Research students may well have come to Manchester to work with a particular supervisor whose reputation has influenced them. The relationship with the supervisors is obviously critical to the success of postgraduate research, and if that relationship is not developed and maintained, it will be difficult or impossible for student and supervisors to ensure that a satisfactory thesis is completed within the required time. Students, however, may be unsure about the form and nature of the supervisory relationship. This does vary, because supervision is a personal relationship in which the student and supervisors negotiate a mutually convenient approach. But it is also in everyone's interest to ensure that the relationship works well and, in order to assist in this, supervisory arrangements at Manchester are governed by a University Code of Practice (CoP). You are strongly advised to download and read this policy at the earliest opportunity:

www.campus.manchester.ac.uk/researchoffice/graduate/code/supervision/

► **Student/Supervisor Agreement**

It is essential to know what your supervisors expect of you and what you in turn can expect from your supervisors. The student-supervisor relationship is dynamic, so these expectations can be adapted accordingly as your research develops and you become more independent in your study.

The text of the Student/Supervisor agreement is given below. It is repeated on an online form in the eProg system and should be completed in your first meeting with your Supervisor(s). It is important to note that the aim of the agreement is not to prescribe the way you should work, but simply to establish some basic guidelines to ensure that the relationship between you and your supervisors develops smoothly and that you can be confident in what you expect from each other.

You can expect your supervisors to:

- Help you solve any problems you have within the School
- Maintain contact through regular meetings, usually once a fortnight (for full time students) and once a month (for part time students) during term time
- Monitor your progress and guide you towards submitting your thesis in the required time
- Normally give feedback on your work within two weeks
- 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 your thesis

As a student, you are expected to:

- Accept responsibility for your own research activity and learning.
- Engage with the Researcher Development Framework and attend appropriate training programmes in accordance with University regulations.
- Discuss progress with your supervisors regularly.
- Seek permission for any periods of absence from the University aside from normal holidays.
- Keep a record of all supervisory meetings on eProg.
- Keep a record of your research skills training.
- Agree deadlines with the supervisors for the submission of written work and maintain progress in accordance with the deadlines agreed.
- Make every effort to submit your thesis at the appropriate time.

Responsibilities of Co-Supervisors

- Maintain contact through regular meetings and participate in all Research Panels.
- Monitor your progress and guide you towards submitting your thesis in the required time.
- Be available to the student for consultation and advice on academic matters relating to the programme.
- Offer support and guidance on non-academic matters.
- Make him or herself fully aware of the research programme that has been agreed between the student and the main supervisor.

In addition to the main supervisory team, you will also be assigned an adviser. The adviser is responsible for providing academic and pastoral support, monitoring your progress and giving advice accordingly.

Responsibilities of the Adviser

- To provide pastoral and academic support for you and monitor your progress, providing advice accordingly.
- Meet with the student at least twice a year as a member of a Research Panel.
- Be a point of contact for you if the supervisor/student relationship breaks down.

In addition, it is useful to have an idea of the work you are expected to have completed by the end of each year of your PhD. A basic structure is:

By the end of year 1 of your PhD (year 2 part-time) you will:

- Have attended the research skills and development training agreed with your supervisors.

- Have undergone review by two Research Panels which produce a written progress report.
- Have submitted an Ethical Declaration Form on eProg and received ethical approval (if required) for the research project.

By the end of year 2 of your PhD (year 4 part-time) you will:

- Have completed approximately 60-70% of your basic research.
- Have undertaken the research skills training agreed with your supervisors.
- Have undergone review by two Research Panels which produce a written progress report.
- Have presented a paper at a School research seminar/conference.

By the end of year 3 (year 6 part-time) you will:

- Have written, drafted and redrafted your PhD
- Have undergone review by two Research Panels which produce a written progress report.
- Have presented a paper at an external conference and/or prepared a paper for publication and identified an appropriate journal for publication.
- Have undertaken the research skills training agreed with your supervisors.
- Have submitted a finished thesis for examination, held a mock viva with a supervisor, been examined and passed a PhD!

5. RESEARCHER TRAINING AND CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Postgraduate Researcher Development – Methods and Research Training

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

- 1) General research methods training – this should ground students in the basic methods, techniques and concepts relevant to the subject area, including an introduction to the philosophy of science and pertinent issues such as gender and multiculturalism.
- 2) Specialist research training – this will comprise training in the techniques and/or methods that a student requires to carry out their particular research project. The content and level of requirement of specialist training will be unique to the individual.
- 3) Researcher Development training – this training focuses on the process of undertaking a research degree. It not only equips researchers with the skills they need during their academic careers but prepares them to integrate into the research community. The content of this training should also be unique to the student as it is undertaken on a needs basis.

General research methods training and specialist training are determined and conducted at School and subject area level, as well as methods@manchester and artsmethods@manchester, researcher development training is available across the Faculty.

The Researcher Development Programme

This section of the Handbook focuses on the Researcher Development Programme and provides background on some of the national agendas, outlines training provision for PGR students and major requirements within the Faculty of Humanities. The Researcher Development Programme in the Faculty will be running various workshops and courses available to book through eProg. For details of the Faculty programme please visit:

www.humanities.manchester.ac.uk/researcherdevelopment

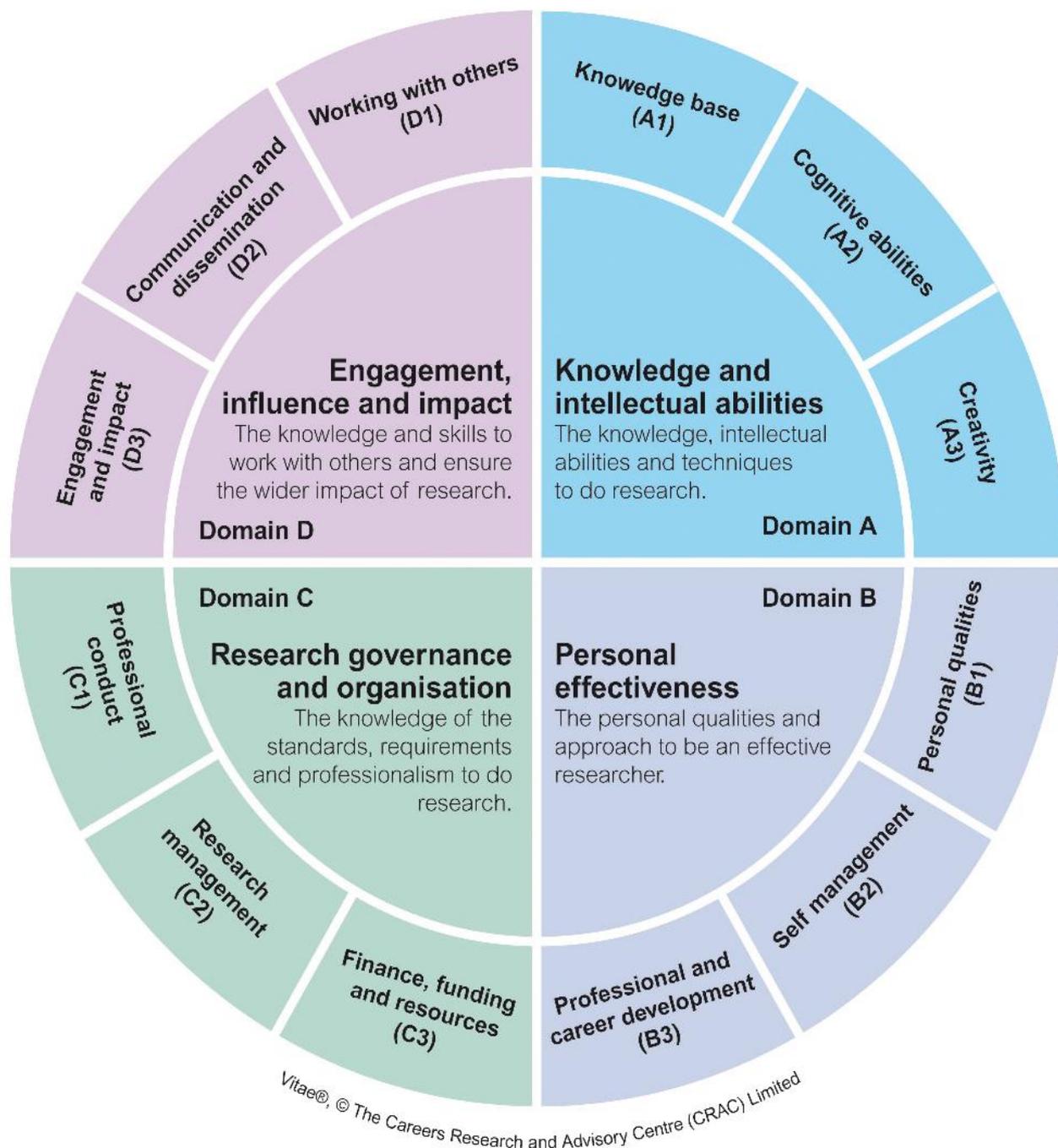
For more information about Researcher Development please contact the Postgraduate Research Development Officer, Dr. Emily McIntosh (emily.mcintosh@manchester.ac.uk)

National Initiatives

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

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

The Researcher Development Statement and Researcher Development Framework (RDF)



For an interactive version of this RDF tool please visit www.humanities.manchester.ac.uk/researcherdevelopment

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. Details of the RDF can be found on the Vitae website: www.vitae.ac.uk/RDF.

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

Methods@Manchester

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

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

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

For more details please see www.methods.manchester.ac.uk 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 & cultures at the University of Manchester. The full programme will be made available during the Postgraduate Induction but for more details please consult the website www.artsmethods.manchester.ac.uk, the blog <http://artsmethodsmanchester.wordpress.com> and follow the Twitter feed @ArtsMethodsManc. If you have any queries please email artsmethods@manchester.ac.uk

Researcher Development Planning

What is Continuing Professional Development (CPD)?

The University of Manchester Personal Development Planning Policy (2005) defines CPD as a “structured and supported process that is undertaken by an individual to reflect upon their own learning, performance and achievement and to aid planning for their own [personal], academic and career development.” The CPD process provides you with the opportunity to **Plan, Reflect** and **Record** your progress throughout the period of your research. The recording of progression is done through the **eProg system** <https://www.eprog.manchester.ac.uk> CPD takes a holistic view of development, as opposed to focusing only on the research process. The components of CPD build into a portfolio for you to reflect upon and use as a source of reference. Records should be maintained as evidence of researcher development is accumulated

through, for example, participation in training courses and attendance and presentations at conferences. Evidence can also take a range of forms such as the satisfactory completion of assignments or thesis chapters; feedback from peers, experts or research participants after a seminar, team activity or research encounter, and perhaps even involvement in voluntary work. It should ultimately provide you with a fully rounded record of your individual progress as a researcher.

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

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

How does CPD work?

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

- 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

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

eProg

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

Online CPD Tool

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

Using the Online CPD Tool

The online CPD tool is a working document that can be downloaded as a Microsoft Excel spreadsheet and used to catalogue any research methods and researcher development activities that you undertake during your research project. For example, you can record any new knowledge that you have gained from attending research methods courses and any reflections you have on the research process, such as how you plan your research. Once you have mapped your current phase according to the RDF you need to think about how best to meet your researcher development objectives (in consultation with your supervisors). The online CPD tool can run a

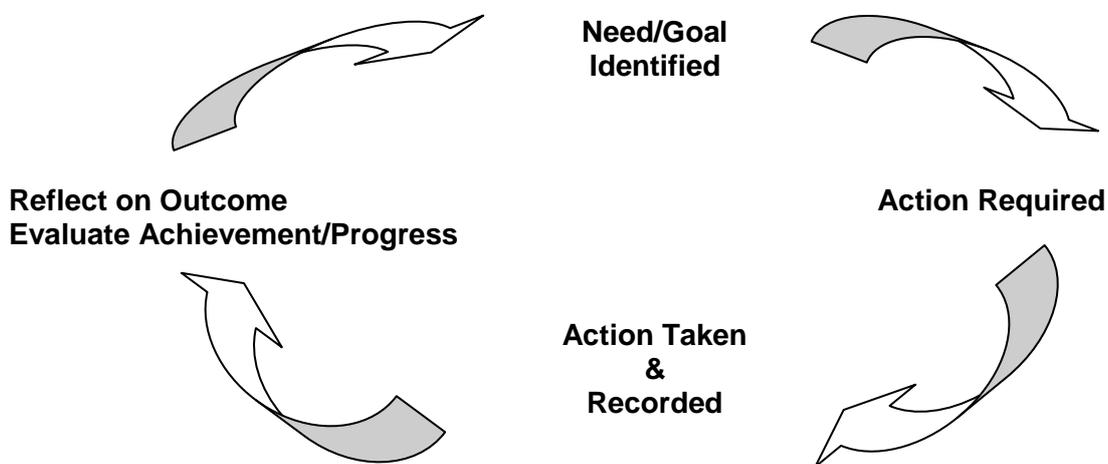
regular report which can be saved and dated and then uploaded to eProg under the “my documents” section. The CPD tool is a working document and so you will keep different versions of the tool throughout your research programme – you can use the earlier versions to reflect upon and keep track of your development by returning to different versions of the planner.

Please note that during the 2012-13 academic year, Vitae will be releasing an RDF Planner which will enable researchers to document their progression with the thesis according to the Researcher Development Framework. This will replace the Online CPD Tool. More details will be announced on the Vitae website www.vitae.ac.uk and the planner can be accessed by visiting www.rdfplanner.net. Details of how to gain access will be available shortly.

Research Diary/Blog

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

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



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

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

PGR researchers are also encouraged to attend a ‘GradSchool’ during the course of their programme. GradSchool programmes are funded by the joint Research Councils and are free to research council-funded students. Many of the programmes have matched funding for students not supported by the councils. Some programmes focus on specific career and/or subject area areas, while others are generic. But all GradSchool programmes offer researchers a range of working experiences including negotiation, project management, planning and team working, during an intensive 3 or 5 day course. In addition to national programmes, a local GradSchool is held in Manchester on an annual basis and the Faculty actively encourages students to attend in either the penultimate or final year of research.

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

If you would like to be notified when additional activities for postgraduate researchers in 2012-13 are added to the GradSchool website please email courses@vitae.ac.uk adding 'Postgraduate researchers 2012/13' in the subject line.

Key Points

The Researcher's Role in Training

- Each researcher is expected, in consultation with their Supervisors, to identify their research development needs
- The researcher is responsible for booking and cancelling attendance on training courses
- Each student is expected to engage with the Vitae Researcher Development Framework
- Each student should develop a CPD on eProg and regularly upload an up-to-date report on their progress

The Supervisor's Role in Training

- To encourage and support the training process
- Assist and advise the researcher in identifying their training needs
- Enquire as to the progress of training on a regular basis
- Bring to the attention of the supervisory board and/or Review Panel any problems or lack of progress in a timely manner

Other relevant information:

- For Researcher Development queries email: humanities-training@manchester.ac.uk
- Faculty Researcher Development website <http://www.humanities.manchester.ac.uk/researcherdevelopment>
- PGR Doc Blog: <http://pgrdocblog.wordpress.com>
- Humanities Researchers Twitter Feed @HumsResearchers
- Vitae events and workshops: www.vitae.ac.uk
- In the North West we have a regional hub of Vitae <http://www.vitae.ac.uk/policy-practice/1749/North-West-Hub-contacts.html> and the Project Officer for Postgraduate Talent NW is Dr Emma Gillaspay
- The National Postgraduate Committee is run by PG students: <http://www.npc.org.uk/>
- Faculty of Humanities home page contains all kinds of useful information and links – e.g. to conferences and the training page <http://www.humanities.manchester.ac.uk/>
- Research Council special events: www.rcuk.ac.uk
- eProg support: eprog@manchester.ac.uk
- artsmethods@manchester: www.artsmethods.manchester.ac.uk
- methods@manchester: www.methods.manchester.ac.uk

References

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

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

Roberts, G. (2002) *SET for Success; Sir Gareth Roberts' Report* Department for Education and Skills [available online at http://www.hm-treasury.gov.uk/ent_res_roberts.htm accessed 05/06/09]

Please note that it is important for students to undertake relevant research training every year in line with those needs identified by you and your supervisory team. Your fulfilment of this requirement will be monitored at your 6-monthly Research Panels.

Running in tandem with the artsmethods@manchester programme, some training is available at School and subject level also, notably to take account of some of the specialist training needs of students, eg. in Linguistics and English Language and in the Centre for Translation and Intercultural Studies (CTIS).

A series of 'Conceptual Skills' seminars take place throughout the academic year. These are held weekly; they are given by specialists across the range of subject areas providing a grounding in fundamental concepts, such as 'Culture and Ideology' and 'Gender and Film', that inform work across the School. Student participation in discussion involves problem-solving, critical thinking and evaluation.

It is important to stress that these seminars are interdisciplinary and are open to students from other subject areas wishing to acquire research skills outside their specialism. Postgraduates from elsewhere in the Faculty, and from other Faculties, also attend these meetings and participate in the discussions which are an integral part of the seminars.

You are also encouraged to attend the lectures and masterclasses organised by CIDRAL, the Centre for Interdisciplinary Research in the Arts and Languages (www.arts.manchester.ac.uk/cidra/).

Linguistics-specific events include a seminar series and the annual New Researchers Forum in Linguistics" The website is: <http://www.manchestersalfordplc.co.uk/>

If you are interested in getting involved in the organisation of the Postgraduate Conference or the seminar series, make contact with one of the students mentioned on the relevant web page.

CTIS holds a day of peer presentations in the first semester of each academic year, providing a forum for existing and new research students to present their work and to get to know each other. The presentations are also attended by staff from the students' supervisory teams.

CTIS runs weekly research seminars on Monday afternoons in both semesters. Invited speakers present their current research, giving students an excellent opportunity to interact and exchange ideas with leading scholars in the field. In addition, CTIS organises specialised research training workshops for PhD students (usually one per semester). Part seminar and part surgery, the workshops focus on a specific aspect of research methodology which is pertinent to translation and interpreting studies and allow students to raise and address issues relevant to their own work.

CTIS is a founding partner of the Translation Research Summer School, a joint initiative with the Comparative Literature Graduate Programme at University College London (UCL) and the Translation Studies Graduate Programme, School of Literatures, Languages and Cultures, University of Edinburgh. This is an annual two-week course offering intensive research training in translation and intercultural studies for prospective researchers in the field. Each year, two CTIS research students are sponsored to attend the Summer School. See <http://www.researchschool.org/> for further details.

The library offers a range of workshops to help you with your research.

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

Career development advice and training is readily available through the University's Careers Service (www.careers.manchester.ac.uk), which offers a variety of services including:

Postgraduate-specific pages: www.careers.manchester.ac.uk/students/postgraduates/ and <http://manchesterpgcareers.wordpress.com/>

The University Language Centre (www.ulc.manchester.ac.uk/) also offers induction and basic training for *ab initio* language learning and English-language support for non-native speakers.

The Humanities Researcher Development Team have produced a website of “Resources for Postgraduate Researchers” with the intention of highlighting areas of good academic practice. The site provides support for managing a research thesis, presenting research, using MS office packages, preparing for the Viva and networking in & outside of the academy. The resources can be accessed anywhere and are available through the following link:
<http://www.humanities.manchester.ac.uk/researcherdevelopment/PGR/resources/>

6. PROGRESS AND REVIEW

► Introduction

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. The University policy on this can be found at:

www.campus.manchester.ac.uk/researchoffice/graduate/code/progressandreview/

Each School produces its own timeframe for progression which indicates what is required of you at particular milestones within your PGR career. Satisfactory progress at these milestones will be formally recorded and without this, you will be unable to proceed on the programme.

Formal Research Panels are treated as examinations in as much as if a meeting is cancelled, it would be rescheduled at the nearest possible date. Further, should a student fail to attend, or fail to submit a piece of work that was to be reviewed at that meeting without presenting any mitigating circumstances, then the panel would record this on the student's file and call for a rescheduled meeting. Where a student submits a piece of work that fails at the Research Panel, or does not submit the work requested, this would be recorded on the student's file as a first submission.

Repeated non-attendance at scheduled formal Research Panels, 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 Research Degree Panel for consideration and possible withdrawal.

Your supervisory team should advise you on what you are expected to have produced in relation to each Research Panel. Requirements include:

- A substantial piece of written work as agreed in advance with the supervisor (equivalent to one chapter) or equivalent
- A brief report on progress to date, for example an annotated table of contents
- A plan of subsequent research and writing
- An up-to-date record of supervisions on eProg
- An up-to-date record on eProg of training undertaken since the last panel, whether within the University or externally.

► Record of Supervisions

The Record of Supervisions is built into eProg.

It is designed to help you to organise and manage your research programme and assist your progress through the research training programme and the later stages of your research so that you complete your programme and submit a thesis within the prescribed period. It forms part of your Personal Development Plan (PDP) and it will provide a structured framework in which your progress 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 curriculum vitae and provide your supervisor and the School with an overview of your achievements.

It is vital that all non-trivial meetings of student and supervisor(s) are noted in eProg.

Either student or supervisors can create a record, and the others can comment if they wish before the form is submitted by one of the supervisors. Agree between you how you will handle this. The targets noted in the record should be available at the next meeting, whether online or as a printout. These records provide a history of the progress of the research which may be of benefit, and sometimes of great importance, to student, supervisors and School alike.

RESEARCH PANEL REPORTS:

All panel reports are to be submitted on eProg. There are standard questions to be answered by the panel at each stage of your career as a postgraduate researcher, and there is a facility for uploading supporting documents if needed.

➤ Year one full-time PhD students and Years one and two part-time PhD students:

The Research Panel should meet twice a year for all full-time research students, and once a year for part-time research students. For full-time first year students who register in September, the two meetings should normally be held in January and July. For part-time students in years one and two, the Research Panel meeting should be in semester two, between March and May. MPhil students intending to transfer to PhD should also ensure they attend Research Panels. **On the strength of the second panel, the Progression Panel, decisions are made regarding progression to PhD, registration for MPhil or withdrawal. NB Students should always have the appropriate documentation available for the Panel (i.e. Record of Supervisions and research training plans and achievements). A normal, unproblematic Research Panel meeting should not take more than an hour.** Following a meeting of the Research Panel, the supervisor(s) will complete the appropriate form in eProg in order to provide a report on the student's progress. Please note that the form is to be authorised online by the student and all three panel members.

A number of possible outcomes are available as a result of the Research Panels. For students registered on a PhD degree:

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

For students initially registered on an MPhil degree:

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

NB STUDENTS WILL NOT BE ABLE TO REGISTER FOR THE FOLLOWING YEAR OF STUDY WITHOUT SATISFACTORY RESEARCH PANEL REPORTS.

➤ **Year two onwards for full-time PhD students and Years three onwards for part-time PhD students:**

The Research Panel should meet twice a year for all full-time research students, and once a year for part-time research students. For full-time first year students who register in September, the two meetings should normally be held in January and July. For part-time students who have completed their first two probationary years, the meeting should be in the middle of semester two. **NB Students should always have the appropriate documentation to the Panel (i.e. Record of Supervisions and research training plans and achievements). A normal, unproblematic Research Panel meeting should not take more than an hour.** Following a meeting of the Research Panel, the supervisor(s) will complete the appropriate form in eProg in order to provide a report on the student's progress. Please note that the form is to be authorised online by the student and all three panel members.

NB STUDENTS WILL NOT BE ABLE TO REGISTER FOR THE FOLLOWING YEAR OF STUDY WITHOUT SATISFACTORY RESEARCH PANEL REPORTS.

7. PLAGIARISM

The School reserves the right to submit any work handed in by students for assessment to electronic systems for detecting plagiarism or other forms of academic malpractice. This includes the JISC plagiarism detection service, 'TurnitinUK'. For further information go to:

<http://www.tlso.manchester.ac.uk/plagiarism/>

It is vital that you read and understand the guidance on plagiarism and if necessary discuss it with your supervisor(s).

8. 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 social responsibility, integrity in research and fieldwork. A number of workshops on methodology also incorporate ethical considerations. Please visit the Faculty training website for further information:

www.humanities.manchester.ac.uk/researcherdevelopment/

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

➤ The Ethics Pre-screening Procedure in Arts, Languages and Cultures

Year 1 PhD students will be required to complete a 'Research Ethics Declaration Form' on eProg, to be submitted no later than **13 April 2013 (April 2014 for part-time students)**.

If there are ethical issues in your research, you and your supervisor must then complete an application form for ethical consideration. In the first instance this will be reviewed by the School's Ethics Committee. The School does not have the right to ethically review and approve a proposed project. It can only decide whether a project requires formal ethical review by the University's Research Ethics Committee or not. This decision is called "pre-screening." The School committee will make the decision whether the case needs to receive full approval by the University Research

Ethics Committee. They will also offer guidance and support in preparing your application for the University committee.

During pre-screening of all research projects one of two decisions will be made:

Either:

No requirement for formal ethical review: this means that you can go ahead and start your project.

Or:

Formal ethical review required: this means that you must make a formal application for ethical approval to the University Research Ethics Committee. See the Graduate School website for more information.

Continuing PhD students will be required to address ethical issues at Research Panel meetings. If such issues arise, you should address them by submitting a 'Research Ethics Declaration Form' and submitting an application as outlined above. All such documents should be submitted on eProg.

► Timescales for Submission of Ethical Declarations

Registration date	Deadline for Submission	Assessed on/or around:
September 2012	12 APRIL 2013	30 April 2013
January 2013	5 JULY 2013	19 July 2013

Table 1: Research Students (Year 1 MPhil/Year 1 PhD)

Students who think their research may raise ethical concerns and require further information should contact the following:

Dr Timothy Stibbs, Secretary to the University Ethics Committee, email:
timothy.stibbs@manchester.ac.uk

9. POLICIES AND PROCEDURES FOR RESEARCH STUDENTS

► The Code of Practice

The Code of Practice sets out the University of Manchester's framework in relation to the management and coordination of postgraduate research degrees both full-time and part-time. The University is committed to ensuring the quality of every student's research experience and as such the code of practice defines minimum requirements to safeguard high standards of postgraduate research degree activity.

The Code of Practice should be read in conjunction with the University's Ordinances and Regulations and Faculty and/or School handbooks as appropriate.

This Code is intended for use by academics, administrators, full time and part time postgraduate research students and is revised on a regular basis in consultation with its users and the University's Manchester Doctoral College (MDC). The MDC is responsible for strategic and policy matters in relation to all aspects of graduate education and identifying and sharing good practice across faculties in graduate education work.

Background

The University's Code of Practice has been developed through full consultation with Faculties and Schools and is in accord with national policy and international trends. The Quality Assurance Agency (QAA) for Higher Education published the second edition of "The Code of Practice for the Assurance of Academic Quality and Standards in Higher Education" in 2004 in response to both the Reports of the National Committee of Inquiry into Higher Education and its Scottish Committee (the Dearing and Garrick Reports). The QAA's Code is designed to help Higher Education institutions meet their responsibilities in achieving high academic standards and quality research. Furthermore, compliance with the code is linked to HEFCE and future funding. The University has therefore ensured that its Code of Practice fully supports the QAA's vision for the delivery of high quality graduate education.

Code of Practice Contents

The content of the Code of Practice ensures co-responsibility between research students and their supervisors for the research degree and personal development and includes the following sections:

- Research Environment
- Application and Admissions
- Registration and Induction
- Skills Training
- Supervision
- Progress and Review
- Changes to Degrees
- Submission and Examination
- Quality Assurance
- Collaboration

The University Regulations for your degree provide the University-wide framework within which the Schools operate. See Appendices 1 and 2 for full details of the University PhD and MPhil Regulations.

In this section of the Handbook we highlight some issues 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. **It is particularly important that all research students should understand the rules for submitting their thesis on time.**

► PhD Degree

(See Appendix 1 for full details of the University PhD Regulations)

Length of the prescribed programme

According to current regulations, the period of registration at this University for the degree of PhD is normally three years (full-time) or six years (part-time), though we also have some four year full-time programmes within the School. For the first year (full-time) or first two years (part-time) students are on probation. This means that a positive recommendation from the supervisory team is needed if students are to proceed beyond that period.

Postgraduate research students are expected to complete all research degree work, including the writing up of the thesis, within the standard period of the degree programme for which they are registered i.e. 3 years if full time (some programmes are 4 years, this would be stated in your offer letter), 6 years if part time. However, the University recognises that, on occasion, it may not be possible for research students to submit the thesis by the end of their standard programme. In such circumstances, and at the discretion of their School, a student may be permitted to apply and register for a period of submission pending for the sole purpose of completing the write-up of the thesis. Students need to apply for this year using the appropriate form, which is available from the Graduate School website. The submission pending period of up to one year (for both full time and part time students) is additional time for final stage drafting of the thesis beyond the end of the standard degree programme. The submission pending fee (£225 in 2012-2013) is payable by the student. Students on a four-year programme are not entitled to apply for a submission pending period.

Students registering for the submission pending period are not permitted to undertake further research/experimental work or data collection or analysis. Where further work of this nature is needed students must liaise with their supervisory team and Graduate School Office in order to apply for an extension to their standard programme. Students should be made aware that extensions are granted in exceptional mitigating circumstances only, as set out in the University's Policy on Circumstances Leading to Changes to PGR Degrees, and that an application may be rejected by the School or Faculty. Standard tuition fees will be charged on a pro-rata basis for the period of extension to the programme.

Planning for the submission of the thesis should normally begin at the end of the penultimate year of the standard programme when the Research Panel normally takes place. Schools must ensure that students understand the submission process and procedures and understand that the thesis should ideally be submitted by the end of the final year of their standard programme. If a student and supervisory team envisage that registration for the submission pending period will be required this should be documented on the appropriate Research Panel report. Students should be made aware that registration for the submission pending period is by application only and is not automatic. If a student intends to register for submission pending they must apply, in consultation with their supervisors, and submit the application to the Graduate School Office at least 2 months before the end of the standard period of the programme (deadlines are stated on the application form).

The application should include:

- i. assurance that all research, fieldwork, data collection and analysis have been completed;
- ii. assurance that a significant amount of high quality writing has been received by the supervisory team;
- iii. a statement of support from the supervisory team;
- iv. a realistic timetable for completion of final drafting of the thesis, including details of what remains to be done;
- v. a suitable, agreed schedule for supervision for the submission pending period (this should not normally be more than one hour per month).

Students who cannot submit the above supporting documentation should consider applying for a formal extension (in consultation with their supervisory team, subject to exceptional circumstances) and therefore pay standard tuition fees for the extra research time.

Applications to register for submission pending are considered by the by the School PGR Director acting on behalf of the PGR Committee.

Students who register for the submission pending period will be expected to complete their write-up and submit the thesis as soon possible and certainly no later than the end date of the submission pending period. Progress will be monitored in eProg via compulsory milestones in the student's progression record and completion of a form by the supervisory team and the student. Six months after registration for the submission pending period a formal review should take place (if the student has not hitherto submitted) and the student must be able to demonstrate that the thesis is very close to completion. Students should be formally notified by their School that, should the thesis not be submitted by the end of the submission pending period, their automatic right to submit will be withdrawn.

Any application for an extension to the submission pending period must be submitted at least two months in advance of the final deadline for submission. Only in the most exceptional circumstances may students apply to extend the submission pending period and any such application will be considered at Faculty level by the Associate Dean. A student will be liable for the pro-rated submission pending fee for the period of any extension granted.

Further information can be found on HumNet:

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

► MPhil Degree

(See Appendix 2 for full details of the University MPhil Regulations)

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.

Applications to reduce the period of the degree

Because their period of registration is so much shorter, there is no provision for part-time MPhil students to apply to reduce the period of the degree in the manner set out for PhD candidates.

For the same reason, it is not open to MPhil candidates to seek to submit six months before the end of the prescribed degree.

► Matters for the School Postgraduate Research Committee

The School Postgraduate Committee is responsible for the administration of PhD regulations within the School. The following matters must be brought to the Committee for approval:

- Applications to undertake fieldwork/study away from the University
- Applications to interrupt the degree
- Changes of thesis title
- Changes in supervision arrangements
- Applications to reduce the period of the degree (part-time students only)
- Applications to extend the deadline for submission
- Permission to submit the thesis in a language other than English
- Permission to exceed the prescribed word count. **Please note that the word limit (80,000 for PhD theses, 50,000 for MPhil theses) is strictly enforced. Permission to exceed the word limit must be sought at least two months before the submission of the thesis. Applications for extensions to word limit extensions of 10% or less are considered by the School PGR Director. Applications for extensions of more than 10% are forwarded to Faculty for consideration. Please note that Supervisors cannot grant extensions to word limits.**

Applications to undertake fieldwork/study away from the University

The Ordinances and Regulations that govern the degree of PhD allow students to conduct fieldwork or research away from the University if:

- i. it is in the interests of the student's research and training;
- ii. the institution or location of proposed study is suitable;
- iii. a suitable work-plan for the period of study outside the University is agreed with the supervisory team;
- iv. satisfactory supervision arrangements are in place.

For the purposes of this policy fieldwork is defined as primary, first hand data collection that takes place away from the University of Manchester for a period of two weeks or more.

The probationary period of the degree is normally spent in attendance at the University. Subsequently the regulations allow students to spend part of the degree away from Manchester undertaking research, and many students undertake fieldwork or travel abroad as part of their degree. Written applications for a specified period away must be made to the School Postgraduate Committee (using the application form available from the Graduate School website) well in advance of departure, but the Committee will normally grant permission if it is assured that there has been adequate preparation and progress during the period of attendance at Manchester, and that during the period of fieldwork there will be regular contact between student and supervisor(s) (including submission of written material where appropriate). The student must also be engaged

full-time in research during this period; there must be no question of employment or other conflicting commitments. If the end of a period of fieldwork coincides with the end of the prescribed period of the degree, students will normally be expected to return to Manchester for consultation with their supervisor(s) before writing up the thesis, and the School may extend the period of a student's degree to ensure that such consultation takes place.

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

For further guidance see the policy at:

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

Students who first registered for the PhD before September 2011 will be charged a reduced fee during a period of approved fieldwork. Students who register from September 2011 will no longer be eligible for a fee reduction but will instead be eligible to apply for a fieldwork bursary from the School as a contribution to the additional costs incurred. Further details will be circulated once confirmed.

Applications to interrupt the programme

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

NB: Retrospective requests will only be considered in exceptional circumstances.

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

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

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

Changes of thesis title

A change in the thesis title which was originally approved at the point of admission must be approved by the School PGR Director acting on behalf of the PGR Committee. Normally titles are further defined as the writing of the thesis nears completion, and such changes are approved at the same time as appointment of examiners. Students should finalise the thesis title in consultation with the supervisor(s) before completing the Notice of Submission form.

Changes in supervision arrangements

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

Applications to extend the deadline for submission

After completing the prescribed period of registration, students can apply for the Submission Pending period and have up to a further 12 months in which to write up and submit the thesis (there is a fee for the submission pending period of £225. At the end of this period (which for most full-time students will be four years from initial registration) candidacy automatically lapses, so that the student cannot subsequently submit, unless prior permission has been granted by the School Postgraduate Committee or Faculty due to mitigating circumstances.

It is very important to recognise that extensions to the submission pending period can only be granted in situations where unforeseeable events, or events beyond the student's control, have made submission in good time impossible. A request for such an extension will only be considered in exceptional circumstances such as illness, bereavement or family crisis, and must be supported by appropriate evidence such as medical certificates plus a letter of support from the student's supervisor(s). Requests for extensions based on a student's employment situation or on computer or other equipment failure will be entertained only in exceptional unforeseen circumstances. Students will not be granted extensions because research has taken longer than expected, or on the basis of personal or financial situations which could reasonably have been foreseen. Any application for an extension must normally be submitted at least two months in advance of the final deadline for submission.

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

www.campus.manchester.ac.uk/researchoffice/graduate/code/changestodegrees/

Please note that non-EU international students whose research is delayed will need to apply to the Home Office for an extension of stay in the UK to enable them to complete their studies. Medical certificates and other relevant documents must be accumulated as these will form an essential part of the immigration extension application. Non-EU international PGR students will obtain at the start of their programme a student visa for the standard duration of the degree plus one year for writing up the thesis (if the degree allows a submission pending period) plus an additional four months. In order to extend their immigration permission for a further period as a result of an extension, students should approach the Graduate School Office to arrange a visa letter or a Confirmation of Acceptance of Studies (CAS) from the University, which will support the student's application for a visa extension.

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

Maternity and Sick Pay Policy

The University has a formal policy for maternity and sick leave. For more information, see: www.campus.manchester.ac.uk/researchoffice/graduate/code/changestodegrees/

Applications to submit thesis after registration has lapsed

Late Submission

For all new starters from September 2012, late submission will not be available. If students are unable to submit their thesis within the required timeframe but have exceptional mitigating circumstances, the student will still be entitled to apply to extend their programme or submission pending period (see section above). In the absence of mitigating circumstances, late submission of theses will not be permitted.

For students who started before September 2012:

If a student is outside of their registration period but requests permission to submit their thesis, exceptional approval will first need to be sought from the School Postgraduate Research Committee. Supported cases will then be presented to the Faculty Postgraduate Research Committee for final approval. Only if approval is given can the thesis be accepted, and the student will be charged a late submission fee. The Committee(s) may decide to reject a thesis that is submitted late.

Students will be charged a fee of £500 to submit their thesis outside of their registration period. The new fee will apply to all students registered for a research degree who fail to submit by the submission deadline, and all students whose research degree registration has expired. All cases will be considered on a case by case basis.

10. PRESENTATION OF THE PHD THESIS

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

The University's 'Presentation of Theses Policy'. This document can be found at:

www.campus.manchester.ac.uk/researchoffice/graduate/code/submissionandexamination/

Theses that do not adhere to the University's 'Presentation of Theses Policy' may not be accepted for examination and students will be required to submit corrected versions.

Please note that the School recommends that you initially 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.

You are advised to use the University Bindery. Further details can be found here:

<http://www.library.manchester.ac.uk/ourservices/servicesweprovide/binding/>

► What is Manchester E-Scholar?

The University of Manchester requires the mandatory submission of electronic theses for all doctoral-level students (except PhD Composition and some Professional Doctorates, please consult the Graduate School Office for clarification).

This means that all doctoral-level students will be required to submit an electronic version of their thesis in addition to two bound paper copies.

For more information on how to submit your thesis electronically please visit the e-Scholar website:

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

11. SUBMISSION AND EXAMINATION PROCEDURES (PHD AND MPHIL)

► Timing of submission

Please note it is essential that you submit your thesis on time. Students who commence their programme from September 2012 who attempt to submit their thesis late with no approved mitigating circumstances will be refused submission.

Students are required to give formal 'Notice of Submission' six weeks in advance of the intended submission date. The form is available on eProg or from the Graduate School Office. Early submission is, however, possible; on the recommendation of the supervisor(s), a thesis may be presented approximately three months (for full-time students) or six months (for part-time students), before the end of the prescribed degree. Thus students registered for a three-year degree may submit at any time between two and three-quarter years and four years from initial enrolment.

The candidate should seek the advice of the supervisor(s) when the thesis is nearing a standard suitable for submission and when to give notice of submission. However, the supervisor's opinion is only advisory and the candidate may decide when to submit and if to follow the advice of the supervisor(s). Equally, the agreement of the supervisor(s) to the submission of a thesis does not guarantee the award of the degree.

► 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(s) 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.

► 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 (see Appendix 5), the thesis must otherwise conform to the regulations governing a standard thesis.

The process to be followed is as follows:

- 1) Candidates wishing to submit a thesis in an alternative format must first prepare a written request giving an outline of the proposed thesis structure. This will be submitted for approval by the supervisor(s) and the School PGR Committee to the Faculty Graduate School 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 thesis format 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.**
- 3) A question is added to the Notice of Submission Form, asking whether the student 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.

► Submission

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

Notice to submit a thesis must be made on the prescribed form. Examiners cannot be appointed until the form has been submitted.

A PhD thesis submission must consist of (i) one electronic copy in Portable Document Format (PDF) with a plain-text metadata record (submitted via E-Scholar), and (ii) two paper copies which are downloaded and printed directly from the submitted electronic copy and submitted to the Graduate School Office, Room S3.10, Samuel Alexander Building. Please note that this is compulsory for all PhD students. For further information on how to submit your thesis electronically please visit:

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

Before preparing your PhD for submission it is essential that you make sure you are complying with all details of the Examination and Submission Policy. The policy is available here:

www.campus.manchester.ac.uk/researchoffice/graduate/code/submissionandexamination/

N.B. Discussions are currently being held regarding using the University's eProg system for the submission and examination process. The Graduate School Office will keep you updated with any changes to procedure.

► Dates for Submission of Theses

It is the responsibility of the student to choose their submission date. You must ensure that a Notice of Submission form is submitted six weeks before the date your intended submission date.

The University of Manchester holds graduation ceremonies in July and in December. Please note that should there, for any reason, 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 submitted at any time within the submission pending period. Candidates who have received approval from the Graduate School 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 predominantly in June/July.

Every effort is made to complete the examination process as quickly as possible, and the University normally expects examiners to make their reports within eight to ten 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.

The nature of postgraduate research and the current regulations governing the registration and submission of the final thesis means that some postgraduate research students require continued access to University facilities beyond the end date of their registration.

It is for this reason that **there is no curtailment of access to buildings, the Library and use of their IT account** for research postgraduate students. In most cases this should not be a problem for individual students but if students are concerned about the date printed on the card they can obtain a '**completing card**' from the Student Services Centre on Burlington Street. This will provide exactly the same access but the date on the card will be extended by periods of three months.

➤ **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 Committee about the award of a research degree. A candidate's supervisor(s) will not normally serve as the internal examiner; where an exception is made to this rule, an additional examiner will be appointed.

➤ **Consultation 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. Candidates can appeal against an examiner nomination. Students unhappy with the choice of examiners should put their objections in writing to the Graduate School 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.

➤ **Criteria for the award of the 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.

➤ **Oral examination**

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 oral must take place without undue delay, normally within 8 weeks, and in no case beyond 12 weeks. 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(s) and the candidate about the oral examination arrangements.

Through the oral, 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.

Oral examinations 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 Graduate School Office in writing, at least ten days in advance, of the date, time and room for the oral. Oral exams are automatically open to University staff, PGR students and the supervisors, but the candidate has the right to exclude any individual.

➤ **The Examination Report and Recommendation**

The examiners submit a joint report in support of their recommendation to the School Postgraduate Research Committee. In exceptional circumstances, examiners may submit separate reports with the permission of the appropriate Graduate School 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 thesis (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.

► **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. Completed examiners' reports (pre-oral and joint Examiners Report Form) must be submitted to the Graduate School Office within three working days of the oral examination.

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 School and Faculty of Humanities.

► Guidance for revision

Resubmission procedures are identical to those for submission except that students must pay a fee. Students must submit a Notice of Submission form six weeks before they wish to submit. The cost of resubmission depends on whether the student is required to take a second oral examination. Resubmission fees are as follows:

PhD Resubmission without oral examination	£250
PhD Resubmission with oral examination	£400
MPhil Resubmission without oral examination	£200
MPhil Resubmission with oral examination	£300

Resubmission fee payments can now be made online via the University eStore <http://estore.manchester.ac.uk/>. When a payment is made an email notification will be sent to the Graduate School Office.

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(s) 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 examiners' 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.

Please note that if you have been awarded a B recommendation you may be charged a registration fee for the purpose of using the facilities at the University of Manchester during your correction period. The facilities access will be the same as during your submission pending period.

► 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(s), programme director or other appropriate person in the School. If the matter remains unresolved, the student may invoke the formal appeal procedure.

Further information can be found at: <http://documents.manchester.ac.uk/list.aspx> - Click on letter A

12. APPENDICES (including web links)

APPENDIX 1: Ordinances and Regulations: Degree of Doctor of Philosophy (PhD)

www.campus.manchester.ac.uk/researchoffice/graduate/ordinancesandregulations/

APPENDIX 2: Ordinances and Regulations: Master of Philosophy (MPhil)

www.campus.manchester.ac.uk/researchoffice/graduate/ordinancesandregulations/

APPENDIX 3: Plagiarism and Academic Malpractice

<http://documents.manchester.ac.uk/list.aspx> - Click on letter A

APPENDIX 4: Intellectual Property Policy

<http://documents.manchester.ac.uk/list.aspx> - Click on letter I

APPENDIX 5: Guidance for the Presentation of Theses

www.campus.manchester.ac.uk/researchoffice/graduate/code/submissionandexamination/

APPENDIX 6: Regulation XX - Work and Attendance of Students

<http://documents.manchester.ac.uk/list.aspx> - Click on letter W

APPENDIX 7: Regulation XVIII: Student Complaints Procedure

<http://documents.manchester.ac.uk/list.aspx> - Click on letter C

APPENDIX 8: Regulation XVII - Conduct and Subject area of Students

<http://documents.manchester.ac.uk/list.aspx> - Click on letter C

APPENDIX 9: University PGR Skills Training Policy

www.campus.manchester.ac.uk/researchoffice/graduate/skills/policyandstrategy/

APPENDIX 10: Ordinances and Regulations: Degree of Doctor of Philosophy by Published Work

www.campus.manchester.ac.uk/researchoffice/graduate/ordinancesandregulations/

APPENDIX 11: Ordinances and Regulations: Professional, Engineering and Enterprise Doctorate Degrees

www.campus.manchester.ac.uk/researchoffice/graduate/ordinancesandregulations/

APPENDIX 12: Ordinances and Regulations: Higher Doctorates

www.campus.manchester.ac.uk/researchoffice/graduate/ordinancesandregulations/

APPENDIX 13: Academic Appeals - Regulation XIX

<http://documents.manchester.ac.uk/list.aspx> - Click on letter A

APPENDIX 14: Examination of Master of Philosophy (MPhil) Degrees Policy

www.campus.manchester.ac.uk/researchoffice/graduate/code/submissionandexamination/

APPENDIX 15: Examination of Doctorate Degree Policy

www.campus.manchester.ac.uk/researchoffice/graduate/code/submissionandexamination/

APPENDIX 16: Re-submission and Re-examination of Postgraduate Research Degrees Policy

www.campus.manchester.ac.uk/researchoffice/graduate/code/submissionandexamination/

APPENDIX 17: Policy on Circumstances Leading to Changes to Postgraduate Research Study i.e. Interruptions, Extensions and Withdrawal/Terminations for Postgraduate Research Degrees

www.campus.manchester.ac.uk/researchoffice/graduate/code/changestodegrees/

APPENDIX 18: Policy on Supervision for Postgraduate Research Degrees

www.campus.manchester.ac.uk/researchoffice/graduate/code/supervision/

APPENDIX 19: Using Blackboard

Blackboard is the University of Manchester's Virtual Learning Environment (VLE) a web based password protected environment that can be used for communication, the delivery of teaching materials and provision of relevant information. It can be accessed by any computer which is connected to the Internet. You **do not** have to be on campus to see any Blackboard units that you have access to. You can access Blackboard via My Manchester (<http://my.manchester.ac.uk>).