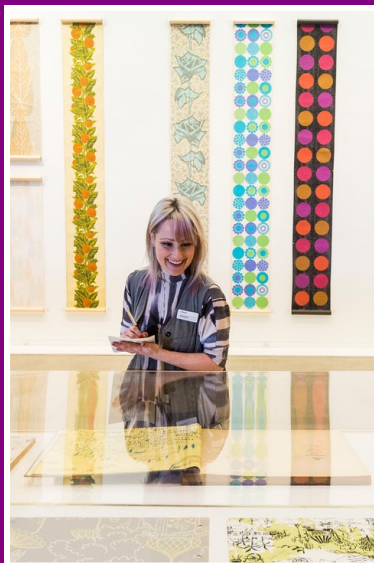


School of Arts, Languages and Cultures



Postgraduate Research Students'
Quick Guide 2021-22

WHAT'S COMING UP ...

Event	Date	Page	Completed /attended?
Faculty and School Induction	21 and 22 Sep	N/A	<input type="checkbox"/>
Complete online Health and Safety Module	By 10 Oct	N/A	<input type="checkbox"/>
Research Travel Fund Deadline	29 November	23	<input type="checkbox"/>
Fieldwork Bursary Scheme Deadline	29 November	23	<input type="checkbox"/>
Mid-Year Review & Development Needs Analysis (compulsory) <i>September Registered Students</i>	By 31 Jan	12	<input type="checkbox"/>
Research Travel Fund Deadline	4 February	23	<input type="checkbox"/>
Researchfish	Feb/Mar	18	<input type="checkbox"/>
Fieldwork Bursary Scheme Deadline	7 February	23	<input type="checkbox"/>
Research Integrity online training - Year 1 only	April	16	<input type="checkbox"/>
Research Travel Fund Deadline	1 April	23	<input type="checkbox"/>
Mid-Year Review & Development Needs Analysis (compulsory) <i>January Registered Students</i>	By 30 Apr	12	<input type="checkbox"/>
Fieldwork Bursary Scheme Deadline	3 May	23	<input type="checkbox"/>
Annual Review (compulsory) <i>September Registered Students</i>	By 30 June	12	<input type="checkbox"/>
Postgraduate Summer Research Showcase	June	N/A	<input type="checkbox"/>
Research Travel Fund Deadline	1 July	23	<input type="checkbox"/>
Annual Review (compulsory) <i>January Registered Students</i>	By 30 Sep	12	<input type="checkbox"/>
Main PhD Submission Deadline	30 Sep	N/A	<input type="checkbox"/>
Remember to ask your supervisor to complete the eProg supervision meeting and attendance requirements (compulsory)	Ongoing	12	<input type="checkbox"/>

Academic Attendance and Engagement Period for Student Visa Checklist Completion

Semester 1, 2021-22 academic year 31 January – 11 February 2022

Semester 2, 2021-22 academic year 13 – 24 June 2022

Student visa holders can find further information in the SALC PGR Handbook:

www.humanities.manchester.ac.uk/pgr-handbook-salc/

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WELCOME TO THE GRADUATE SCHOOL

We would like to welcome you (and in many cases, welcome you back!) to the School of Arts, Languages and Cultures.

Research students are the lifeblood of any research community, and we are particularly happy to welcome you to the Graduate School, a unique initiative within The University of Manchester, which houses, both in virtual and physical space, a vibrant, creative and diverse intellectual community that has an international reputation for excellence. There are many exciting opportunities for the exchange of ideas and career development in the School, the wider University and the cultural resources of Manchester and the North West.

This guide is designed to help you navigate some of those possibilities, and answer some of the practical questions that might arise in the course of your programme. You should read it alongside School, Faculty and University information, details of which are given in this document.

The Graduate School Team

Most of the information in this Guide reflects the pre Covid situation and may be affected by restrictions. If you have a question regarding anything stated in the guide, please contact the Graduate School Office.



MAIN CONTACTS/POSTGRADUATE DIRECTORS

Associate Director for Postgraduate Research

Dr Anastasia Valassopoulos

anastasia.valassopoulos@manchester.ac.uk

Tel: 0161 275 3172

Room W1.20, Samuel Alexander Building

Postgraduate Research Administrator (Theses Administration)

Mrs Julie Fiwka

julie.fiwka@manchester.ac.uk

Tel: 0161 275 8050

Room CG6, Ellen Wilkinson Building

Graduate School Manager

Ms Amanda Mathews

amanda.mathews@manchester.ac.uk

Tel: 0161 275 3602

Room CG6, Ellen Wilkinson Building

Room CG17, Ellen Wilkinson Building

Postgraduate Admissions Administrator

Miss Rachel Corbishley

rachel.corbishley@manchester.ac.uk

Tel: 0161 275 3559

Room CG6, Ellen Wilkinson Building

Postgraduate Research Administrator (eProg and Web)

Mr Andy Fairhurst

andy.fairhurst@manchester.ac.uk

Tel: 0161 306 1726

Room CG6, Ellen Wilkinson Building

MAIN CONTACTS/POSTGRADUATE DIRECTORS

Art History and The Institute of Cultural Practices

Semester 1

Dr Emma Martin

emma.martin-2@manchester.ac.uk

Room 3.7, Mansfield Cooper Building

Semester 2

Dr Anthony Gerbino

anthony.gerbino@manchester.ac.uk

Room 3.08, Mansfield Cooper Building

Classics, Ancient History, Archaeology and Egyptology

Professor Andrew Morrison

andrew.morrison@manchester.ac.uk

Room S2.36, Samuel Alexander Building

Drama

Professor Stephen Scott-Bottoms

stephen.bottoms@manchester.ac.uk

Room SL17, Martin Harris Centre

English and American Studies and Creative Writing

Professor Daniela Caselli

daniela.caselli@manchester.ac.uk

Room W1.5, Samuel Alexander Building

History

Semester 1

Professor Philipp Roessner

philipp.roessner@manchester.ac.uk

Room N2.7, Samuel Alexander Building

Semester 2

Professor Frank Mort

Frank.Mort@manchester.ac.uk

Room W2.08, Samuel Alexander Building

Humanitarianism and Conflict Response

Dr Nathaniel O'Grady

Nathaniel.ogradey@manchester.ac.uk

Room C1.28, Ellen Wilkinson Building

Linguistics and English Language

Dr Julio Villa-Garcia

julio.villa-garcia@manchester.ac.uk

Room NG.1, Samuel Alexander Building

Modern Languages and Cultures

Dr Peter Cave

Peter.Cave@manchester.ac.uk

Room S3.31, Samuel Alexander Building

MAIN CONTACTS/POSTGRADUATE DIRECTORS

Music

Semester 1

Professor David Berezan

david.g.berezan@manchester.ac.uk

Room 1.002, Electroacoustic Studios,
Martin Harris Centre

Semester 2

Professor David Fanning

david.fanning@manchester.ac.uk

Room F27, Martin Harris Centre

Religions and Theology

Professor David Law

david.r.law@manchester.ac.uk

Room S1.14, Samuel Alexander Building

Each subject area has a Student Representative,
details of which can be found at:

[www.alc.manchester.ac.uk/student-intranet/
postgraduate/postgraduate-research/pgr-student-
reps/](http://www.alc.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/pgr-student-reps/)

ACADEMIC ORGANISATION

The School is organised into numerous academic subject areas:

Art History and the Institute of Cultural Practices

Classics, Ancient History, Archaeology and Egyptology

Drama

English and American Studies and Creative Writing

History

Humanitarianism and Conflict and Response

Linguistics and English Language

Modern Languages and Cultures

Music

Religions and Theology

TERMINOLOGY/GLOSSARY

AHRC:	Arts and Humanities Research Council
AMBS:	Alliance Manchester Business School
CAS:	Confirmation of Acceptance for Studies (for visa purposes)
CoP:	Code of Practice
CS:	Campus Solutions (the University's Student Records System)
DASS:	Disability Advisory and Support Service
DTP	Doctoral Training Partnership. These provide studentships for PhD study within a dynamic research culture that encourages innovative, cross-disciplinary collaboration.
eProg:	eProg is the University-wide progression monitoring system and skills development and training catalogue for postgraduate researchers.
eScholar:	eScholar was the University's institutional repository where your research could be deposited (Replaced by PURE).
ESRC:	Economic and Social Research Council
ETD:	Electronic Thesis/Dissertation
eThesis:	Electronic Thesis – this is where you are required to deposit the electronic version of your PhD/MPhil thesis for examination.
FoH:	Faculty of Humanities
GS:	Graduate School
TA:	Teaching Assistant
MDC:	Manchester Doctoral College. MDC has oversight of all doctoral training and researcher development across The University of Manchester. The MDC team works to focus attention on postgraduate research requirements and develop cross-disciplinary, cross-School and cross-Faculty collaboration to enrich the student experience.
NWSSDTP:	North-West Social Science Doctoral Training Partnership. The School is part of this Partnership. It is a major collaboration between the Universities of Manchester, Lancaster, Liverpool and Keele, and awards ESRC studentships.
NWCDTP:	North West Consortium Doctoral Training Partnership. The School is part of this partnership. It is a major collaboration between the Universities of Manchester, Keele, Liverpool, Lancaster, Salford, Manchester Metropolitan University and the Royal Northern College of Music, and awards AHRC studentships.
ORCID:	Open Research and Contributor ID
PDS:	President's Doctoral Scholar (Award)
PGR:	Postgraduate Research



PRES:	Postgraduate Research Experience Survey
PURE:	The University's research information system. (Replaced eScholar in 2016)
RBESS:	Research and Business Engagement Support Services
RCUK:	Research Councils UK. This is the strategic partnership of the UK's seven Research Councils. Each year the Research Councils invest around £3 billion in research covering the full spectrum of academic disciplines. Renamed UKRI in 2018.
RDF:	Researcher Development Framework
RTSG:	Research Training Support Grant (for ESRC award holders)
SAB:	Samuel Alexander Building
SALC:	School of Arts, Languages and Cultures
SEED	School of Environment, Education and Development
SIT:	Student Immigration Team (for visa/CAS advice)
SOSS	School of Social Sciences
SPP	Submission Pending Period
SSC:	Student Services Centre
UKVI:	UK Visas and Immigration
UKRI:	UK Research and Innovation (formerly RCUK, see above)
VLE:	Virtual Learning Environment

SOURCES OF INFORMATION

What is this Guide?

This Guide has been put together to answer some of the common questions that you may have, and to point you in the direction of more detailed answers and resources.

What other sources of information do I need?

There is a detailed [School of Arts, Languages and Cultures online PGR Handbook](#) on the Graduate School website.

Other useful information is available on the Faculty of Humanities website:

www.humanities.manchester.ac.uk/research/postgraduate-research/

The University-wide student Support Guide also provides useful information on all kinds of practical matters (finances, accommodation, the city etc.):

www.studentsupport.manchester.ac.uk/

What is the University's Code of Practice?

The University has a comprehensive Code of Practice (CoP) for postgraduate research degrees which sets out guidelines about the most effective practice for each stage of a PhD programme and sets out the expectations of all parties involved in the process. The CoP provides a central reference document for policies, procedures and good practice and defines the minimum requirements for postgraduate research for 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. You are advised to familiarise yourself with these policies during your programme.

What are the Ordinances and Regulations?

The University's [Ordinances and Regulations](#) set out the regulatory framework by which all programmes of study are governed. These cover matters such as the admissions requirements, duration of programme, progression, study away from the University, registration and fees, content and length of thesis for all programmes within the University. This is where to look for answers to many of the queries you might have at different stages of your programme. It sets out, for example, the possible outcomes of the thesis examination.



REGISTRATION AND OTHER ADMINISTRATIVE HELP

What do I need to do to register?

To access the University's online facilities, go to: my.manchester.ac.uk/ and follow the 'Registration' link.

How do I obtain a council tax certificate?

You can find the relevant information here:

www.studentsupport.manchester.ac.uk/finances/a-z/council-tax/

I need to extend my visa, who should I contact?

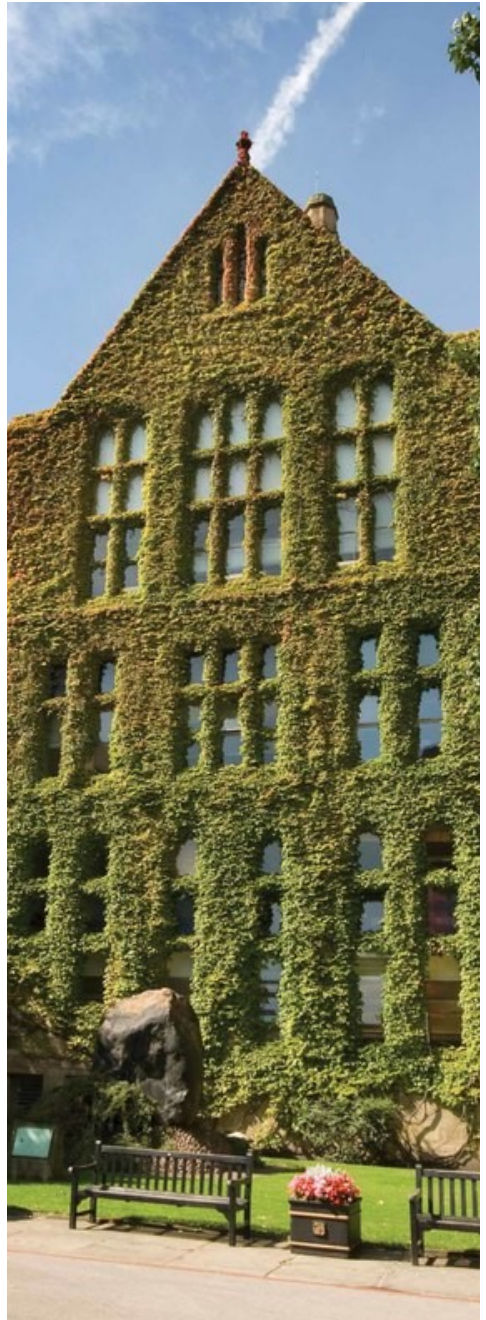
Contact the [Student Immigration Team](#) in the Student Services Centre for advice. Email iat@manchester.ac.uk. On request, the Graduate School Team can create a CAS (Confirmation of Acceptance of Studies) number to enable you to update your visa.

I have changed my contact details, who should I notify?

You are responsible for updating your own contact details via My Manchester and this should be done as soon as you know of any changes.

My Manchester (my.manchester.ac.uk) is the single gateway for you to access key tools, services and information to support your student experience. Via My Manchester, you can access your email, update your personal details, access your progression record and get up to date information from the Students' Union.

The School and University cannot be held responsible for information which goes missing owing to you not updating your contact details.



COMMUNICATION



There are a number of ways in which we will communicate with you.

You will set up a University email account as part of the admissions process; you must ensure you **check it regularly**. Whilst we will aim to keep emails to a minimum, important information will be sent to your University email account. Your subject area will also have a distribution list to communicate with you via email.

The Graduate School Office will post as much information as possible on the Graduate School Blog. The blog can be accessed here:



sites.manchester.ac.uk/alc-grad-school/

You can also follow us at:



[@AlcGradSchool](https://twitter.com/AlcGradSchool)

facebook [salcgraduateschool/](https://www.facebook.com/salcgraduateschool/)



[www.youtube.com/channel/
UCA76FH87X_Is7sZGzs-DDvw](https://www.youtube.com/channel/UCA76FH87X_Is7sZGzs-DDvw)

SUPERVISION, PROGRESSION AND COMPLETION

What is eProg?

eProg is the University-wide progression monitoring system. The eProg system offers an online platform for you, academic staff and administrative staff to record and track key progression milestones throughout your programme from the point of registration to examination.

The eProg system is central to how aspects of your programme are managed, including:

- Recording supervision meetings
- Recording Progress Reviews
- Recording your research training and development

Your eProg record also has a Personal Document Store which you can use to upload information relevant to meetings and upcoming reviews. Your supervisory team will be able to access this to review your work in preparation for meetings/reviews.

It is very important that your eProg record is kept up to date. Each of your eProg milestones has a deadline which must be adhered to.

A brief student guide to eProg can be found in the Progress and Review section of the SALC PGR Handbook:

www.humanities.manchester.ac.uk/pgr-handbook-salc/programme/progress-and-reviews/.

You log in to eProg using your University username and password:

www.manchester.ac.uk/eprog

How often should I meet my supervisor?

The University recommends that you should meet your supervisor at least every month, ideally every two weeks (if studying full-time). This pattern may vary across the period of study. Typically, meetings will be frequent at the outset and toward the end, but may be less frequent in the middle, especially if you have to spend time on fieldwork away from Manchester. You must complete a record of all supervision meetings in eProg.

What are Mid-year reviews/ Annual reviews?

You will have two progress reviews (formerly known as research panels), a year during your prescribed period of study. Your eProg record will state the deadlines for these reviews. The role of the reviews is to assess your progress, provide feedback, and approve progression to the next year of the programme. All reviews must be recorded in eProg.

Reviews are treated as formal examinations, in as much as if a review was cancelled, it would be rescheduled at the nearest possible date. Further, should you 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 review panel would record this on your file and call for a rescheduled meeting.

Continual non-attendance of scheduled reviews, failure of a piece of work on second submission or non-submission of review material without the presentation of mitigating circumstances will lead to the case being referred to the School Associate Director for Postgraduate Research for consideration and possible withdrawal from the programme.

Who are the members of my review panel?

The review panel will usually consist of three members: your main supervisor, your co-supervisor and one other member of staff with relevant academic interests, known as the independent reviewer (sometimes referred to as the third panel member). Your main supervisor is responsible for arranging the appointment of the independent reviewer. The mid-year review panel for part-time students may be conducted with only the supervisors present, although the independent reviewer is also welcome to attend.

Who are the members of my supervisory team?

Your supervisory team will consist of your main supervisor, your co-supervisor, and an advisor. This team will be listed on your profile page in eProg.

The main supervisor takes full responsibility for the overall management and direction of your PhD programme, in addition to administrative issues relating to your attendance and progression.

The co-supervisor will normally be appointed to contribute their specific expertise in assisting the main supervisor throughout the development of the research degree and may act as a supervisor of sections of work in progress in consultation with the main supervisor.

The advisor is normally the subject-level PGR Director. Their main role is to provide pastoral support for you and provide advice accordingly.

For the full Supervision Policy, please visit:

www.staffnet.manchester.ac.uk/services/rbess/graduate/code/supervision/

What work should I submit for my reviews?

Your supervisory team will clarify what work you should submit for each review; this might be a draft chapter or work from your creative practice, if you are doing a practice-based PhD, plus additional documents.

Further details of the requirements for your reviews can be found here:

www.humanities.manchester.ac.uk/pggr-handbook-salc/programme/progress-and-reviews/

What happens if the panel isn't happy with my progress?

It is the responsibility of the review panel, at the end of each year of study, to make one of the following recommendations:

1. Continuation on the PhD programme
2. Transfer to the MPhil programme
3. Withdrawal

Where the panel believes the required standards have not been met, it may set a specific target before registration for the following year of study is permitted. You can find the University's Policy on the Progress and Review of Postgraduate Research Students here:

www.staffnet.manchester.ac.uk/services/rbess/graduate/code/progressandreview/

I am not happy with my supervision. Who can I talk to?

The first step is to talk to your supervisor to see whether things can be sorted out between you. If this isn't possible, there are various people you can talk to: your advisor, who is usually the PGR Director for your subject area, the School Associate Director for Postgraduate Research, the Graduate School Manager or Graduate School Senior Administrator.



How long do I have to finish my PhD?

The PhD programme normally lasts 3 years full-time or 6 years part-time. After that, you may be granted, on application, a 'submission pending' period of one year, with the support of your supervisors. All programme deadlines are strictly enforced.

What about the submission pending year?

You are expected to complete all research, including the writing up of the thesis, within the standard period of the degree programme for which you are registered, i.e. normally 3 years full-time or 6 years part-time. However, the University recognises that, on occasion, it may not be possible to submit the thesis by the end of the standard programme. In such circumstances, and at the discretion of your School, you may be permitted to apply to register for a period of submission pending for the sole purpose of completing the write-up of the thesis. You need to formally apply for this year using the School form (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 for 2021-22 is £225.

The Submission Pending Application Form and Guiding Principles can be found on the Graduate School website:

www.alc.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/handbooks-and-forms/

Where do I find information on presentation, submission and examination of my thesis?

You can find the information here:

www.alc.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/thesis-submission/

How do I submit my thesis?

Due to the current Covid situation, there are some changes to the submission and examination procedures. Please contact Julie Fiwka, Thesis Administrator, with any queries, see below.

You must submit two copies of your thesis to the Graduate School Office and submit an electronic version (which must be an exact representation) through the University's Repository Service, Manchester eThesis. For more information relating to electronic submission, please see '[Submitting your eThesis](#)'.

Your thesis submission deadline refers to the submission of the electronic submission of the thesis in eThesis **and** (by 5pm on the deadline) submission of the paper copies to the Graduate School Office. It is advised that you submit your thesis electronically approximately one week before you intend to submit the paper copies of your thesis, to allow time for printing and binding. **Failure to submit all necessary versions of your thesis by your submission deadline will result in the thesis not being accepted for examination.**

If you need information on any aspect of the submission and examination procedures at any point during your PhD, please contact Julie Fiwka in the Graduate School Office (Email: julie.fiwka@manchester.ac.uk)

CHANGES TO YOUR PROGRAMME

What are interruptions and extensions?

Interruptions are periods when your registration is suspended when you are unable to study due to illness or other personal circumstances. Please note that interruptions are not permitted during the submission pending period. Extensions are added to the end of your prescribed period of study. Please see the University's Policy on Circumstances Leading to Changes to Postgraduate Research Study which is available at:

www.staffnet.manchester.ac.uk/services/rbess/graduate/code/changestodegrees/

How do I apply to interrupt or extend my programme?

You must complete the application form which is available on the Graduate School website:

www.alc.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/handbooks-and-forms/

Your supervisor must also complete the relevant section. You must attach supporting evidence (e.g. medical notes) and stipulate the length of interruption or extension for which you are applying. You should then submit the form to Julie Fiwka in the Graduate School Office. **Please note that retrospective applications are only granted in exceptional circumstances.**

It is important to remember that PhD and MPhil deadlines are strictly applied and that you will not be granted an extension simply because you need extra time and fail to meet the deadline.

Students on Tier 4 visas must check the implications of any interruption and/or extension requests.

How do I apply for 'fieldwork'?

Fieldwork is currently affected by Covid restrictions

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

- it is in the interests of your research development and training;
- the institution or location of the proposed fieldwork is suitable;
- a suitable work-plan for the period of fieldwork outside the University is agreed with the supervisory team;
- satisfactory supervision arrangements are in place.

The application form is available on the Graduate School website:

www.alc.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/handbooks-and-forms/

Prior to the approval of any period of fieldwork, ethical approval must be sought and a full risk assessment validated. Full details on these processes can be found here:

www.alc.manchester.ac.uk/student-intranet/support/research-ethics/

Any queries can be directed to Rachel Corbishley in the Graduate School Office (Email: rachel.corbishley@manchester.ac.uk).



RESEARCH TRAINING AND DEVELOPMENT

A PhD degree is awarded by the University of Manchester for research and training. As such the University expects that all PhD students will undertake a suitable programme of training and development based on both the needs of the researcher and the research topic. In the first instance these needs should be discussed with the supervisory team during your initial supervisory meeting and concrete objectives set. In discussion with your Supervisors you will complete a skills and development needs analysis survey and agree a training and development plan in order to complete the 'Development Needs Analysis Milestone' in eProg. Please note that the Development Needs Analysis Milestone is compulsory. Training and Development needs will also be discussed and assessed at Mid-Year and Annual Reviews. Successful completion of the agreed programme of skills development and training will be reviewed as part of progression during each year of study (See [Postgraduate Research Skills Training Policy](#)).

Mandatory research integrity training

Research integrity training is a compulsory part of your PhD programme. This is offered through an online system - Epigeum, that you can access free of charge. You will be able to access the system by following the guidance on the Research Integrity page as well as from your eProg progression 'Research Integrity' milestone. When you have completed the online training, you must upload the Epigeum completion certificate to eProg against the 'Research Integrity milestone'. Andy Fairhurst will verify the certificate and complete your milestone. Failure to complete the training may impact on the continuation on your PhD programme.

How to access training and development opportunities

Training and development opportunities are available through a number of providers and can be accessed through the [Faculty PGR training hub – ProGress@Humanities](#). This aims to bring together all of the training available to you in the Faculty of Humanities. Events are categorised by theme, allowing you to select courses that best suit your personal training needs.

Training and development activity can be divided into three areas:

Training in methods and research design –

These provide a grounding in the basic methods, techniques and concepts relevant to your subject area.

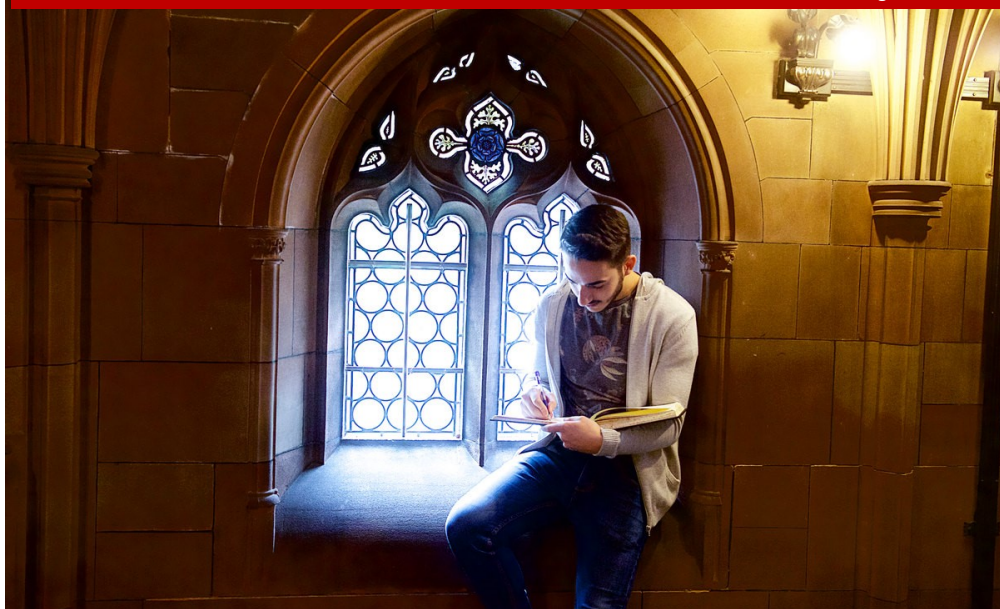
Specialist research training –These will provide training in the techniques and/or methods that you require to carry out your particular research project. The content and level of requirement of specialist training will be unique to the individual.

Professional development and reflective practice –

These focus on the process of undertaking a PhD programme. It not only equips you with the skills you need during your academic career but prepares you to integrate into the research community. The content of this training should also be unique to you as it is undertaken on a needs basis.

Training in methods and research design are determined and conducted at School and subject level, as well as through dedicated research methods centres such as methods@manchester and artsmethods@manchester. For specialist research training you may need to take courses within your own or another School or even another Faculty. The Faculty of Humanities also has a dedicated Researcher Development Team who provide workshops, online resources and advice to support professional development and reflective practice. Details are available on the Faculty [Researcher Development](#) website. In order to find what you are looking for first consult the ProGress@Humanities training hub.

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



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. Further information is available at:

www.methods.manchester.ac.uk or email methods@manchester.ac.uk

artsmethods@manchester

The artsmethods@manchester programme is a series of talks and workshops focussing on interdisciplinary and methodological expertise in the arts, languages and cultures at the University of Manchester. Further information is available at:

www.artsmethods.manchester.ac.uk or email artsmethods@manchester.ac.uk

Further information on the Researcher Development Framework is available here:
[Researcher development - Faculty of Humanities - The University of Manchester](#)

I need to improve my foreign language skills – what courses are available?

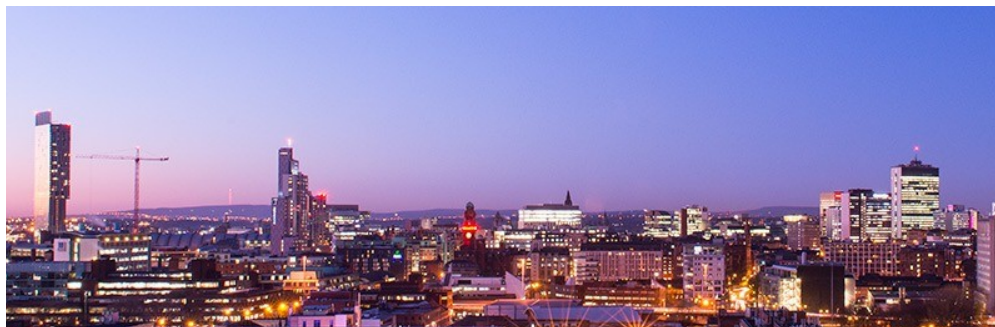
The Language Centre offers a wide range of courses. Further information is available at:

www.languagecentre.manchester.ac.uk/learn-a-language/courses-for-all/

The International Students Society also runs some language courses. Further information is available at:

internationalsociety.org.uk/classes/

RESEARCHFISH



Research Councils in the UK have a responsibility to demonstrate the value and impact of research and training supported via public funds and as such they are required to provide information on the outputs, outcomes and impact of the research they fund to government and public bodies.

All Research Council funded students are now responsible for providing this information via a system called 'researchfish'. This is an online system that Research Councils in the UK use to collect all researcher outputs. Such outputs could include:

- Engagement activities
- Collaborations and partnerships
- Secondments and placements
- Influence on policy, practice, patients and public
- Research tools and methods
- Further funding

Research outputs can be submitted onto researchfish at any time throughout the research programme and three years after the completion of the programme. Research Council funded students are responsible for submitting the researchfish return and this is a compulsory requirement.

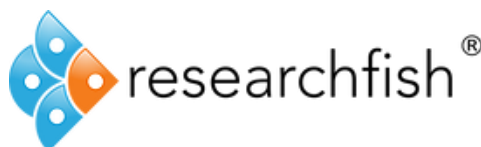
There are submission windows when you are required to submit a record(s) of your research outcomes usually February/March each year. In instances where there are no research outputs to report then a blank response must still be submitted.

Support tools on how to access and use researchfish can be viewed via:

www.researchfish.net/researchers

You can log onto researchfish at:

www.researchfish.com



RESEARCH COMMUNITY AND RESOURCES

How do I meet other research students and academics?

The School, the University and the city offer a very vibrant research community. You can become involved and meet fellow research students by attending research seminars. Your subject area will hold regular research events which you should attend. You should also attend training events organized by your subject area (for specific disciplinary needs) and by artsmethods (for more general training).

Can I go to research seminars in other subject areas?

Yes. This is a very interdisciplinary School, and you will be very welcome to take part.



How do I find out about seminars and training events?

Information on all School seminars, and external events, are posted on the Graduate School blog:

blogging2.humanities.manchester.ac.uk/alcgradschool/

Information on training events is on the artsmethods website:

www.artsmethods.manchester.ac.uk

and linked from the Graduate School website.

What workspace does the School offer research students?

The following information on study spaces reflects the pre Covid situation and may be affected by restrictions.

There are 3 computer clusters for your use in the Graduate School. Please note that these clusters operate on a hot-desking principle, you must not make any cluster workstation your own personal desk.

The Graduate School of Arts, Languages and Cultures is located in the Ellen Wilkinson building:

www.alc.manchester.ac.uk/studentintranet/graduate-school/places/

The following information on study spaces reflects the pre Covid situation and may be affected by restrictions.

The Graduate School space has:

- Dedicated reception desk
- 3 large computer clusters with hot-desking workstations
- Dedicated, bespoke Conference Room (this space can be used for arts methods, postgraduate events and workshops)
- Large dining room with kitchen
- Lockers
- Atrium space for informal meetings (with drinks and snacks machines)
- Bookable group study room
- Viva suite
- Wi-fi throughout

Students in their final year or in the submission pending period (SPP) may be allocated a designated desk space in a shared office (subject to availability) within the Graduate School. Allocations are normally made in September and October when desks are vacated by students who have submitted their thesis for examination.

Martin Harris Centre for Music and Drama

- Wi-fi throughout
- Room F32: Computer Suite
- Room F33: Postgraduate Common Room

Other Study Spaces

University Library

With a range of layouts and environments to complement the tasks that you are working on, our Library sites are spread across the whole campus and offer a wide variety of furniture and spaces. Dedicated spaces are available for:

- Quiet study (where noise is kept to a minimum)
- Social study (where talking is allowed)
- Silent study
- Group study (bookable rooms)

Individual study spaces can be booked online in the same way as bookings for our Group Study Room. The booking system can be accessed via the Library tab within My Manchester, as well as through the booking kiosk on Blue Ground.

Full details about study space in the Library can be found here:

<https://www.library.manchester.ac.uk/locations-and-opening-hours/study-spaces/>



The following information on study spaces, printing and inter-library loan vouchers reflects the pre Covid situation and may be affected by restrictions.

Alan Gilbert Learning Commons Group Study Rooms Information and Facilities

The Alan Gilbert Learning Commons is a state of the art study and learning centre in the heart of the Oxford Road campus boasting an onsite café, an impressive atrium, providing a social meeting space with WiFi access, and flexible study spaces and environments throughout the building.

There are 30 Group Study Rooms throughout the building, which vary in size from between 2 and 12 people maximum. Most study rooms are equipped with whiteboard and a PC connected to a media screen. Laptops may be connected to the media screen if necessary. There are two small group study rooms for two people. These rooms do not have a whiteboard or a PC with media screen.

Group study rooms should not be booked for individual study. Anyone working alone in a group study room may be asked to leave if the space is required by a group.

Further information can be found at:

<https://www.library.manchester.ac.uk/locations-and-opening-hours/study-spaces/>

Printing

You can print as normal from any cluster machine or PC running a Student Desktop image, using your ID card. Please note that printing should be related to your PhD research/thesis only. Printing will be monitored via IT reports and excessive volumes of printing will be investigated.

Inter-Library Loan Vouchers

All PhD students in the School will, under normal circumstances, be allocated 10 Inter-Library Loan Vouchers per academic year. Julie Fiwka will email you with details of how and when they can be claimed.

My Research Essentials

My Research Essentials is a developing programme of training workshops, information sessions, and online resources that are relevant to researchers at all career stages. The topics covered range from resources to use during the research process to recent scholarly communication tools and research funder policy requirements.

The My Research Essentials programme is delivered by the University of Manchester Library and complements the University's Researcher Development programme. Full details of workshops and online resources can be viewed on the My Research Essentials webpage:

<https://www.library.manchester.ac.uk/using-the-library/staff/research/my-research-essentials/>



The Faculty of Humanities Postgraduate Research Student Placement Scheme

You may have the opportunity to apply to take a placement during your PhD programme. You may have the chance to develop professional networking opportunities through collaboration and engagement with one of the University's partner organisations.

The scheme is flexible and offers placements ranging from two weeks to six months duration on a full-time or part-time basis. Participation in the scheme is subject to School and Supervisor approval and would ideally take place in either year two or three, so this is something you can plan for if you are just starting your PhD programme. The Faculty Placements and Partnerships Officer, Dr Rosalinda Quintieri, will support you through the application process, liaise with the placement providers, and act as a point of contact whilst you are on placement.

For further information please contact
Dr Rosalinda Quintieri:

rosalinda.quintieri@manchester.ac.uk

Full details of the process and application forms are available here:

www.humanities.manchester.ac.uk/pgr-handbook-salc/development/pgr-placements/



ORCID

The University formally requires that all PhD students claim an ORCID ID and ensure that it is recorded in the appropriate University system (s). An ORCID is a unique identifier which allows you to distinguish yourself from other researchers throughout your career. They are free to create and enable authoritative links to be created between you and your research activities, (e.g. research outputs, funding data, employment history). A standard question is in the annual review form in eProg for you to confirm that you have provided your ORCID to the Institution. Within this question you will be directed to the library ORCID webpage which will enable capture of authenticated ORCIDs.

Further information is available at:

www.manchester.ac.uk/orcid

PURE

PURE (Publications and Research information system) is a service for researchers, which allows you to create a public-facing profile on the University's [Research Explorer website](#).

PURE has a huge range of things you can add in and discuss, including research papers, prizes, conferences, media events, as well as ample free-text space where you can add in your research interests and discuss your plans for the future.

FUNDING: RESEARCH & CONFERENCE EXPENSES

The School can offer financial support to PhD students, primarily from:

School PGR Research Travel Fund

The School offers funding for research travel and conference expenses. Funds are limited and are awarded competitively. To apply to the fund, you need to complete the application form (available from the Graduate School website). Full details and deadlines can be found on the Graduate School website: www.alc.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/handbooks-and-forms/

Deadlines

Round 1:	Deadline – 29 November 2021
Round 2:	Deadline – 4 February 2022
Round 3:	Deadline – 1 April 2022
Round 4:	Deadline – 1 July 2022

Please note that students in the submission pending period are not eligible to apply.

School PGR Fieldwork Bursary Scheme

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

Fieldwork is defined as **primary, first hand data collection**.

Deadlines

Round 1:	29 November 2021
Round 2:	7 February 2022
Round 2:	3 May 2022

If successful in receiving funding, claims must be made via the PR7 expenses claim form.

Full details and deadlines can be found on the Graduate School website: www.alc.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/handbooks-and-forms/

artsmethods Funding

artsmethods@manchester has two funding streams (i) the PGR conference stream and (ii) the researcher-led initiatives stream. Details of both streams, including the application deadlines, can be found on the artsmethods website:

www.artsmethods.manchester.ac.uk/funding/

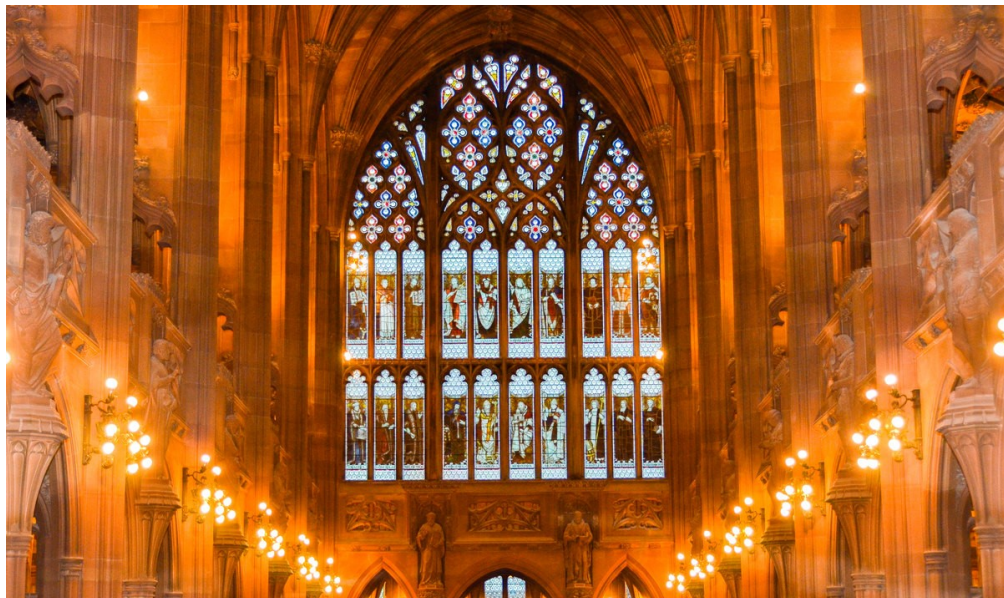
Applications must be sent to artsmethods@manchester.ac.uk

External Funds

Many learned societies and charitable foundations have funds for research students. Speak to your supervisor for advice.



FUNDING: MAINTENANCE AWARDS



I have funding and have started my programme, but have not received my maintenance payment. What should I do?

If you are funded by the AHRC, ESRC or any other funding scheme administered by the School of Arts, Languages and Cultures, your maintenance payments are the responsibility of the Graduate School Office. If you have not received your payment on time, please note that it could be due to the fact that you are not fully registered or have not entered your bank details on the student system. You should contact Rachel Corbishley in the Graduate School Office, in the first instance, who will advise you on what action needs to be taken, email: rachel.corbishley@manchester.ac.uk

TEACHING OPPORTUNITIES

I want to do some undergraduate teaching during my PhD. Is this possible?

Yes - and we encourage you to do this as part of your training and development, so long as it does not impact on your PhD as the PhD is the main priority. The School offers teaching in a variety of subject areas and School-wide courses which are advertised by the School Office on an annual basis and communicated to PhD students, normally in April. Please note that it is not always possible for all students to be appointed as a Teaching Assistant.

How do I get appointed as a Teaching Assistant (TA)?

Appointments are made by Heads of your subject area and co-ordinated by the School Office.

To be employed as a Teaching Assistant you must complete both the Faculty and School training **before** you start teaching.

For any enquires regarding Teaching Assistant issues, please contact the School Operations Manager, Kim Hunter, in the School Office (Room A5, Samuel Alexander Building, email: kim.hunter@manchester.ac.uk).



OTHER USEFUL INFORMATION

I.T. Services

www.itservices.manchester.ac.uk/

Requesting additional software on Graduate School computer cluster pcs:

Most standard or existing University licensed software can be requested by contacting IT Services. However, if you require specialist software to be installed on cluster workstations, please contact [Andy Fairhurst](#) in the Graduate School Office in the first instance.

Blackboard

Some elements of your Researcher Development Programme are provided on the Blackboard Virtual Learning Environment (VLE). Blackboard can be accessed via your My Manchester. The Blackboard page includes a useful Student Guide.

Students' Union

Placed at the heart of campus, the University of Manchester Students' Union is the hub of student life. Student life is not just about studying; it's about supporting change; gaining vital skills for life, enjoying new experiences and campaigning on issues which are important to you. Over 150 years old, the University is the largest Students' Union in the country.

Please get involved!

manchesterstudentsunion.com

www.facebook.com/manchestersu

www.twitter.com/ManchesterSU

The Postgraduate Research Experience Survey (PRES)

The University of Manchester is committed to supporting all postgraduate research students. In order to monitor progress and continually improve provision and support, The University participates in the bi-annual national Postgraduate Research Experience Survey (PRES). The Survey allows The University to collect anonymised feedback from all PhD students in a comprehensive manner in order

to target, design and evaluate work to enhance the PhD experience, and to benchmark our performance against other participating UK HEIs.

Schools, Faculties and The University draw up accountable action plans from PRES data, and progress is monitored. Significant changes have been driven by PRES results, including some Graduate School space reconfiguration. It is vital, therefore, that as many PGRs as possible complete PRES. There will be a publicity campaign well in advance of the next PRES, giving instructions on how and when to complete the survey.

Wellbeing

Student and staff wellbeing is taken very seriously. The University is currently developing one of the first fully integrated student, postgraduate researcher and staff wellbeing strategies in the UK.

You can find out more about the PGR Well Bee-ing project and its findings here:

www.humanities.manchester.ac.uk/pgr-handbook-salc/support/wellbeing/

The Graduate School is planning a Wellbeing Programme for 2021-22. We hope to include wellbeing sessions and workshops and provide peer support to share experiences in dealing with the stresses and challenges of PhD life and offer wellbeing strategies and tips. We also hope to appoint two PhD peer advisors, who will keep you up-to-date on wellbeing events and support across the University and will be available to provide support based on their own experience as PhD students.

www.alc.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/graduate-school-wellbeing-hub/

A - Z OF PRACTICALITIES

The following Information reflects the pre Covid situation and is currently affected by restrictions.

Further information on many of the following can be found in the A - Z of University Services:

www.studentnet.manchester.ac.uk/crucial-guide/

Access to buildings and computer rooms outside normal working hours

The desirability of giving you maximum access to the buildings in which you are based has to be balanced against the need to provide adequate security in an area where theft of equipment and personal belongings is unfortunately not uncommon. The position is complicated by the fact that the subject areas which make up the Schools in the Faculty of Humanities are, in some cases, spread over several buildings, and that shortages of portering staff may not make it possible to operate a uniform system of opening across each one of them. You are advised to consult the Graduate School Office or the School Office for information.

Accommodation Office

The University Accommodation Office will help you to obtain suitable accommodation.

The office is open from 9.00am to 5.00pm and usually Saturday mornings during September and in the evening during the first few days of the academic year.

Accommodation Office

Grove House

316 Oxford Road

Manchester

M13 9WJ

Telephone: 0161 275 2888

Email: accommodation@manchester.ac.uk

Web: www.accommodation.manchester.ac.uk/

Addresses and Contact Details

It is essential that the Graduate School Office has your local address and telephone number and an emergency contact name and address. If you were unable to give a local address during the online registration process, please remember to update this information as soon as you have a fixed address. You can update your addresses and telephone numbers via My Manchester.

You will set up a University email account as part of the admissions process; you must ensure you **check it regularly**. Important information will be sent to your University email account, including distribution lists for PhD students used by the School of Arts, Languages and Cultures. The Graduate School Office will send email messages to your university email address (the one that ends @postgrad.manchester.ac.uk), **not** normally to any other email address. For information on accessing your University email address and setting it up to forward messages to another email address, Further information is available at: www.itservices.manchester.ac.uk/email/ or contact IT support.

The University of Manchester Alumni Association

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

A significant number of our graduates also interact with current students. For example, the CEO of Avanta Enterprises Janette Faherty (BA Politics and Modern History 1971) has delivered a session to current students on 'Women, Leadership and Entrepreneurship' while Director of Public Health for NHS Manchester David Regan (MSc Community Medicine 1988) led a

talk on 'Leadership and Public Health'. Recently we've also had talks and mentoring sessions with Managing Director of Morgan Stanley David Buckley (BSc Electrical and Electronic Engineering 1984) and Sir Terry Leahy (BSc Management Science 1977) who was Chief Executive of Tesco plc.

Manchester graduates can be found in all walks of life and include some very famous and senior names such as: Mathew Horne (known for his role as Gavin in the BBC3 comedy *Gavin and Stacey*); Ed Simmons and Tom Rowland (musicians – The Chemical Brothers); Ben Elton (comedian and writer), Alex Garland (writer), Meera Syal (writer/actor); Benedict Cumberbatch (known for his role as Sherlock Holmes in the BBC drama); Anna Ford (Broadcaster); Dame Betty Kershaw (President of the Royal College of Nursing); George Maxwell Richards (President of Trinidad and Tobago) and Jennifer Vel (youngest member of the Seychelles National Assembly). You automatically become a member of the Alumni Association once you have graduated, you just need to register with the University's interactive alumni community website Your Manchester Online your.manchester.ac.uk/

Telephone: 0161 306 3066

Email: alumni@manchester.ac.uk

Web: www.manchester.ac.uk/connect/alumni/

Binding Service

Further information is available at:

www.muprint.com

The Careers Service

The award-winning Careers Service provides information, advice and guidance to current students and staff of The University of Manchester and recent graduates. The Careers Service can help you to research your career options, find out about employers, look for work experience and much more.

Careers Service

The Atrium

1st Floor, University Place

Oxford Road

Manchester

M13 9PL

Telephone: 0161 275 2829

Opening hours: 9am-5pm Monday to Friday

Email: careers.info@manchester.ac.uk

Web: www.careers.manchester.ac.uk/

Other helpful web links:

www.careers.manchester.ac.uk/postgraduates/

www.careers.manchester.ac.uk/postgraduates/howtoguides/

Council Tax Exemption Information

Council Tax Exemption Information is available from the Student Services Centre:

The Student Services Centre (SSC)

Burlington Street

Manchester

M13 9PL

Telephone: 0161 275 5000

Email: ssc@manchester.ac.uk

Web:
www.studentsupport.manchester.ac.uk/finances/a-z/council-tax/

Crucial Guide

The Crucial Guide contains a wealth of information which will be of use to you. The Crucial Guide is available here:

www.studentnet.manchester.ac.uk/crucial-guide/

Disability Advisory and Support Service (DASS)

The Disability Advisory and Support Office offers help and advice for any students with additional support needs as a result of a disability, medical condition or specific learning difficulty, e.g. dyslexia. The Office should be contacted to discuss any requirements you may have relating to your programme or needs. The Graduate School Disability Co-ordinator is Julie Fiwka.

2nd Floor, University Place

Oxford Road

Manchester

M13 9PL

Telephone: 0161 275 7512

Text: 07899 658 790

Email: dass@manchester.ac.uk

Web: www.dass.manchester.ac.uk

Financial Advice

Financial advice is available from the Graduate School Office, the Student Services Centre or the Atrium in University Place.

The Student Services Centre (SSC)

Burlington Street

Manchester

M13 9PL

Telephone: 0161 275 5000

Email: ssc@manchester.ac.uk

Web:

www.studentsupport.manchester.ac.uk/finances/

Other helpful web links:

<https://www.welcome.manchester.ac.uk/get-ready/finance-and-funding/postgraduate-funding/>

Fire Alarm Testing

The fire alarm is tested every Wednesday at approximately 11.30am in the Ellen Wilkinson Building.

The fire alarm is tested every Thursday at approximately 1.45pm in the Samuel Alexander Building.

The fire alarm is tested every Thursday at approximately 8.30am in the Mansfield Cooper Building.

The fire alarm is tested every Wednesday at approximately 9.45am in the Martin Harris Building.

Graduation

The graduation ceremonies, which normally take place in July and December, are organised by the Student Services Centre:

The Student Services Centre (SSC)

Burlington Street

Manchester

M13 9PL

Telephone: 0161 275 5000

Email: ssc@manchester.ac.uk

Web: www.graduation.manchester.ac.uk/

Harassment

The University seeks to create a studying environment which is free of harassment, and which protects the dignity of students irrespective of sexual orientation, racial or ethnic background, religion or disabled status. Personal harassment takes many forms. It is uninvited and unwanted actions which cause offence and/or embarrassment, fear, stress or tension. It can be an isolated act such as a comment or wilful gesture, or it can take the form of inappropriate behaviour towards a person.

For further information about the University's Policy on Harassment or if you have been a victim of some sort of harassment telephone The Equality and Diversity Office, telephone: 0161 306 5857 or the Students' Union Advice Centre, telephone: 0161 275 2930.

The University's Equality and Diversity policy can be found via the following page:

www.manchester.ac.uk/aboutus/equalityanddiversity/

Health and Safety

A range of occupational health services are available to you. Further information is available at:

www.healthandsafety.manchester.ac.uk/

With respect to Visual Display Unit (VDU) usage, we offer the following general advice: if you have any problems with your eyes when using a VDU, please arrange an appointment for an eye test. If using a VDU for a long period, you are advised to take a five minute break from the machine once every hour, moving away from the screen and walking around the room, relaxing your arms and shoulders, as well as your eyes.

Inter-Library Loan Vouchers

All postgraduate research students within the School will, under normal circumstances, be allocated 10 Inter-Library Loan Vouchers per academic year. Julie Fiwka will email you with details of how and when they can be claimed.

International Society

The International Society is a busy centre for international students based in the Greater Manchester area. Manchester has more students from outside the UK than anywhere else in the UK, other than London, and International Society members come from all over the world. In fact, there were students from more than 130 different countries last year, so it's a good place to make friends and contacts during your time in Manchester.

The International Society organise lots of different activities which provide a great opportunity for you to get to know other students and staff. Further information is available at:

International Society

University of Manchester Students' Union

Oxford Road

Manchester

M13 9PR

Telephone: 0161 275 4959

Email: info@internationalsociety.org.uk

Web: www.internationalsociety.org.uk/

Student Immigration Team

The University prides itself on being a truly international institution. International students are guaranteed a warm welcome and the opportunity to meet, work and socialise with people from all parts of the UK and overseas.

The Student Immigration Team is a team of advisers who can provide free individual advice to international students relating to immigration, work permits and financial, legal and personal matters. You can contact them to make an appointment.

Student Immigration Team

Student Services Centre

Burlington Street

Manchester

M13 9PL

Telephone: 0161 275 5000

Email: visa@manchester.ac.uk

Web:

www.studentsupport.manchester.ac.uk/immigration-and-visas/

Student Immigration Team:

Sophie Hargreaves, Student Services Manager
(Student Immigration)

Laura Markham-Jones, Student Services Officer
(Student Immigration)

Laura Blythin, International Student Support
Adviser (Student Immigration)

Robert Mooney, Senior Student Services
Assistant (Student Immigration)

Daniel Garner, Senior Student Services
Assistant (Student Immigration)

Liam Chant, International Student Support
Adviser
(Student Immigration)



Walk Up IT Support

Location: Blue Area of The University Library, The Joule Library in the Sackville Street Building, the Alan Gilbert Learning Commons and the Kilburn Building IT Support Centre.

Tel: 0161 306 5544

Email: it-servicedesk@manchester.ac.uk

IT Services

Students at the University enjoy access to a wide range of high quality IT services provided across campus. The Alan Gilbert Learning Commons offers a real variety of flexible individual and group study facilities, as well as access to computers, scanning and printing facilities. Within the Faculty of Humanities itself, there are in excess of 900 computers located within Faculty buildings available for student use, complementing the 500+ seats provided by the University in public clusters, including a public cluster at Owens Park.

Further information on IT Services is available at:

www.itservices.manchester.ac.uk

Further information regarding clusters is available at:

www.itservices.manchester.ac.uk/students/pc-on-campus/

Further information regarding library services and other electronic resources is available at:

www.library.manchester.ac.uk/search-resources/

In addition to cluster computers, wireless networking is being installed across campus, enabling students with wireless-equipped laptops to access IS services on campus. Further information, including a list of available locations, is available at:

www.itservices.manchester.ac.uk/wireless/

Help and advice is available at a number of points across campus. In addition to the support desks in public clusters, the Faculty of Humanities provides a number of Service Desks. Further information regarding opening hours and other contact details is available at:

ict.humanities.manchester.ac.uk/

Library

The University of Manchester Library, a designated National Research Library, offers a range of tailored products and services that directly underpin research at Manchester. This includes the provision of research support facilities across campus, providing access to an unparalleled range of electronic resources including over 40,000 e-journals and a comprehensive range of research datasets. Through Pure, the Library offers researchers a premium resource for both depositing and disseminating research outputs. There is also a service especially designed to support the management of research data. Further information is available at:

<https://www.library.manchester.ac.uk/using-the-library/staff/research/research-data-management/>

Additionally, the Library's [My Research Essentials programme](#) delivers a range of training services and workshops across all areas of the research process. The Library's Research Services team supports the needs of researchers in bibliometrics and research analytics, research data, open access, publication strategy and database searching. Further information is available at:

www.library.manchester.ac.uk/using-the-library/staff/research/

Link Bus (147)

The 147 bus operates between Piccadilly train station and the University campuses. You must show your student card to board the bus and use the free inter-site service.

All 147 bus stops are listed on the University's interactive map.

www.manchester.ac.uk/discover/maps/interactive-map/

Stagecoach 147 bus ticket zone map

<http://documents.manchester.ac.uk/display.aspx?DocID=51109>

Occupational Health Service

The Occupational Health Service for the University provides an accessible occupational health service for all students. Medical staff offer advice and support on health problem affecting study.

You must register with a local doctor whilst you are in Manchester (we also advise you to register with a dentist). A list of GP practices can be obtained from the Occupational Health Service, any University Hall of Residence or a local pharmacy. According to guidance issued by the General Medical Council, it would not be regarded as good practice for a family member to be the registered GP or to offer treatment except in the case of an emergency.

Occupational Health Service

4th Floor Crawford House

Booth Street East

Manchester

M13 9QS

Telephone: 0161 306 5806

Web: <http://www.occhealth.manchester.ac.uk/services-overview/>

Pastoral Care

If you have problems of a personal nature which may affect your academic performance, please talk to your supervisor(s) or advisor. In some circumstances, he/she may suggest that you make an appointment at the Occupational Health Service or Counselling Service. If you need any general information, particularly in relation to registration or the regulations governing your programme, please arrange to talk to Julie Fiwka, Postgraduate Research Administrator, either by calling in at the Office during normal opening hours or by making a prior appointment by emailing: Julie.fiwka@manchester.ac.uk.

The [Students' Union Advice Service](#) can provide independent academic-related advice on a confidential basis; see the website for further details.

You are also welcome to contact any of the following:

[Counselling Service](#)

[Disability Advisory and Support Office](#)

[International Advice Team](#)

[Occupational Health](#)

The Counselling Service

The University's Counselling Service provides you with confidential individual counselling to help with personal problems affecting work or general well-being. You can make an appointment to see a counsellor, or call in during one of the drop in sessions without an appointment.

The Counselling Service

5th Floor, Crawford House

Precinct Centre

Booth Street East

Manchester

M13 9QS

Telephone: 0161 275 2864

Email:
counselling.service@manchester.ac.uk

Web: www.manchester.ac.uk/counselling



Manchester Nightline

Nightline is a non-directive, non-judgemental listening and information service run by students for students. If you want the opportunity to talk things through or get something off your chest, they are fully trained and well-prepared for anything you want to throw at them. Or if there's something you need to know, they offer practical, impartial information on virtually everything.

The service is available from 8pm to 8am seven nights a week during term time.

(If you are short of money, Manchester Nightline can phone you back as long as you are within the '0161' area.)

Telephone: 0161 275 2983/4 (Found on the back of your student card)

Web: manchester.nightline.ac.uk/

Photocopying Facilities

There are photocopying facilities available in The University of Manchester Library. These library facilities are often convenient, but remember the charge per copy may well be lower in the Students' Union or private copy shops. Whenever you make copies, you should be aware of the copyright regulations, which are displayed on all University photocopying equipment.

Postgraduate Careers Blog

Updated weekly, this popular blog is written for University of Manchester postgraduates with careers news, comment, vacancies and deadline alerts.

The blog can be found at:

manunicareersblog.com

Railcard Applications

A 16-25 rail card saves a third off most rail fares. You can get your rail card application stamped and signed at the Student Services Centre.

Sports, Health and Fitness

The Directorate of Sport offers health and fitness facilities for all, with pay-as-you-go fitness classes, enrolment courses, campus walks and a jogging club. If you want to get fit or maintain your fitness, are a complete beginner or an experienced exerciser, there is something for you.

The Armitage and Sugden Sports Centres organise a range of fitness classes and enrolment courses. Further information, including a full list of the classes and courses, is available at:

www.sport.manchester.ac.uk/

The **Campus Sport** programme runs various leagues and a range of fun tournaments throughout the year.

Manchester University's **Athletic Union** is home to over forty different clubs varying from the traditional to the unconventional, with something for everyone's sporting taste and ability. Further information is available at:

www.sport.manchester.ac.uk/sport-and-activity/sport-a-to-z/

Student Representation

There is provision for PhD student membership of School and Faculty Postgraduate Research Committees and the Academic Committees of the various subject areas. Student Representatives are elected early in the academic year. If you are interested in being a student representative, please contact Julie Fiwka in the Graduate School Office as soon as possible.

A list of the current student reps is available at:

www.alc.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/pgt-student-reps/

Student Services Centre (SSC)

The SSC is a single point of contact for most of the administrative tasks you need to carry out as a student, including financial registration, official certification and graduation. The Centre is open Monday - Friday, 10.00am – 4.00pm. Matters of a financial nature, such as late payment of fees or payment by instalment, should be discussed with the SSC. Enquiries about Hardship funds should be directed to the SSC.

The SSC can also provide confirmation of your attendance, your degree and provide a Council Tax Exemption Certificate.

Student Services Centre (SSC)

Burlington Street

Manchester

M13 9PL

Telephone: 0161 275 5000

Email: ssc@manchester.ac.uk

Web: www.manchester.ac.uk/study/international/why-manchester/student-support/student-services-centre/

The Students' Union

University of Manchester Students' Union

Oxford Road

Manchester

M13 9PR

Telephone: 0161 275 2930

Email: info.su@manchester.ac.uk

Web: manchesterstudentsunion.com/

The Students' Union exists to be the voice of students at Manchester, effecting change and enriching student life. It is independent from the University and is democratically led by students. The Executive Team lead the Students' Union on a day-to-day basis and represent students at the University and beyond. All of the Executive Team are students who are elected by students.

The Executive Team can be found at:

manchesterstudentsunion.com/execteam

For information on funding and finances, visit: <https://manchesterstudentsunion.com/finance-advice>

Transcripts

Transcripts are available from the SSC:

Student Services Centre (SSC)

Burlington Street

Manchester

M13 9PL

Telephone: 0161 275 5000

Email: ssc@manchester.ac.uk

Web: www.manchester.ac.uk/study/international/why-manchester/student-support/student-services-centre/

Welcome and Get Ready

The Get Ready website contains a wealth of information which will be of use to you. The information is available here:

www.manchester.ac.uk/study/get-ready/

Withdrawal from Programme

If, after consultation with your Supervisor(s), you decide, for whatever reason, to withdraw from your programme of study you must inform the Graduate School Office. You must complete a Withdrawal Form, available on the Graduate School website:

www.alc.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/handbooks-and-forms/

Once processed, the Office will update your record, which will prompt the Student Services Centre to authorise any refund of fees that may be due. Some element of your maintenance award, if funded, may need to be repaid.

Other useful contacts

University Organisations

Security Control
(0161) 306 9966

St Peter's Chaplaincy
(0161) 275 2894

Manchester Jewish Chaplaincy
07917 548 386

Islamic Society
www.manchesterisoc.com/

Dryden Street Nursery
(0161) 272 7121

Sugden Sports Centre
(0161) 503 2760

Organisations outside the University

NHS 111
(when less urgent than 999)
111

Alcoholics Anonymous
0800 917 7650

Drugs Helpline
0808 1 606 606

Manchester Rape Crisis
(0161) 273 4500

Samaritans (Manchester)
(0161) 236 8000

Manchester City Council
(0161) 234 5000

Manchester Citizens Advice Bureau
03444 111 222

**Victim Support & Witness Service
Manchester**
0845 456 8800

Brook Advisory Centre
[www.brook.org.uk/find-a-service/regions/
manchester](http://www.brook.org.uk/find-a-service/regions/manchester)
(contraception and abortion advice)

Manchester Gay & Lesbian Helpline
0345 3 30 30 30

MIND in Manchester
0161 769 5732
(for mental health information and advice)

Additional advice is available at :

[https://manchesterstudentsunion.com/contact-
advisor/](https://manchesterstudentsunion.com/contact-advisor/)

Is this Guide helpful?

- How helpful have you found this Quick Guide?
- Do you have any suggestions for how the Guide could be improved?

We would be really interested to receive feedback about this Guide, please email Amanda Mathews, Graduate School Manager:

amanda.mathews@manchester.ac.uk

We want you to enjoy and make the very most of your PhD programme in the School of Arts, Languages and Cultures. We are committed to supporting you to complete your PhD programme. Please get involved, meet regularly with your supervisory team and remember the importance of networking and making the most of the opportunities available during your programme.

Please keep in touch with the Graduate School Office; we are always happy to help with whatever question or query you may have.

Notes

Graduate School of Arts, Languages and Cultures

Ellen Wilkinson Building

The University of Manchester

M13 9PL