

**School of Arts, Languages and  
Cultures**

**Postgraduate Research  
Handbook**

**2014 - 2015**

**Postgraduate Research Director:  
Dr Martina Faller**

Second Edition, September 2014  
Please note, some information is subject to change.

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

## **WELCOME TO THE FACULTY OF HUMANITIES**

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

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

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

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

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

## **What is the role of the Faculty of Humanities?**

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

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

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

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

## **What does the Faculty do?**

The Faculty is the interface between the discipline-based Schools and the University. The Faculty is headed by a Dean, who also holds the title of Vice-President of the University and as such is a member of the University Senior Executive Team. The Dean is supported in the Faculty by a team of Associate Deans, all of whom hold a particular portfolio, and these are listed below. The Dean and Associate Deans constitute the academic management of the Faculty. They are supported in their work by a Faculty administrative team, organised along functional lines (e.g. academic administration, planning, and estates matters). The administrative team is answerable to the Director of Faculty Operations, while working on a day-to-day basis with the Associate Deans and other administrative colleagues in the Faculty and in the Schools. The emphasis is on team-working across school and faculty boundaries.

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

- preparing and implementing Faculty policies, strategies, procedures and regulations within a University framework;
- planning and resource allocation;
- co-ordinating and developing activities to respond effectively to institutional or external initiatives or activities, encouraging best practice across Schools and facilitating the seamless operation of processes across School, Faculty and University boundaries;
- monitoring and evaluating the performance of Schools;

- quality assurance and enhancement;
- facilitating inter- and multidisciplinary activities;
- the delivery of operational services that are best undertaken centrally.

Dean and Vice-President                      Professor Keith Brown

Associate Deans

Research    Professor Colette Fagan

Postgraduate Research                      Professor Maja Zehfuss

Teaching, Learning and Students      Dr Fiona Smyth

External Relations                              Professor James Thompson

Assistant Associate Deans

Postgraduate Research                      Dr Judith Aldridge

Teaching, Learning and Students      Professor Matthew Jefferies and  
    Professor Judith Zolkiewski

Director of Faculty Operations              Mr Russell Ashworth

**Faculty Governance**

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

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

**What will the Faculty mean to you as a Student?**

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

# Finding your way around the Postgraduate Research (PGR) Handbook

Section	Signposts	Page
➤ 1	<b>Who, where and when?</b> <ul style="list-style-type: none"> <li>- The Graduate School Office and personnel</li> <li>- Student representation</li> <li>- PhD Programmes</li> <li>- Key Dates 2014– 2015</li> <li>- My Manchester</li> </ul>	8
➤ 2	<b>Registration and Induction</b>	14
➤ 3	<b>eProg (online progression and monitoring system)</b> <ul style="list-style-type: none"> <li>- Accessing eProg</li> <li>- Components of eProg</li> <li>- Milestones</li> </ul>	17
➤ 4	<b>Supervision</b>	122
➤ 5	<b>Researcher Training and Continuing Professional Development (CPD)</b> <ul style="list-style-type: none"> <li>- Postgraduate Researcher Development</li> </ul>	25
➤ 6	<b>Progress and Review</b> <ul style="list-style-type: none"> <li>- Introduction</li> <li>- Record of Supervisions</li> <li>- Mid/Annual Review Meeting Reports</li> </ul>	29
➤ 7	<b>Plagiarism</b>	35
➤ 8	<b>Ethical Issues</b> <ul style="list-style-type: none"> <li>- The Ethics Procedure</li> </ul>	36
➤ 9	<b>Policies and Procedures for Research Students</b> <ul style="list-style-type: none"> <li>- Code of Practice</li> <li>- PhD Degree</li> <li>- MPhil Degree</li> <li>- Matters for the School PGR Director and/or Faculty PGR Associate Dean</li> </ul>	38
➤ 10	<b>Presentation of the PhD Thesis</b> <ul style="list-style-type: none"> <li>- Manchester eScholar</li> </ul>	48
➤ 11	<b>Submission and Examination Procedures (PhD and MPhil)</b> <ul style="list-style-type: none"> <li>- Timing of Submission</li> <li>- International Students and the standard of written English</li> <li>- Procedures for Submission of a PhD thesis in an alternative format</li> <li>- Submission</li> <li>- Dates for Submission of Theses</li> <li>- Appointment of Examiners</li> <li>- Consultation in the Appointment of Nominated Examiners</li> <li>- Criteria for the Award of the Degree</li> <li>- Oral Examination</li> <li>- The Examination Report and Recommendation</li> <li>- Submission and Confidentiality of Examination Reports</li> <li>- Guidance for Revision</li> <li>- Appeals Procedure</li> </ul>	49

<p>► 12</p>	<p><b>Appendices</b></p> <p><b>Appendix 1:</b> Ordinances and Regulations: Doctor of Philosophy (PhD)  <b>Appendix 2:</b> Ordinances and Regulations: Master of Philosophy (MPhil)  <b>Appendix 3:</b> Plagiarism and Academic Malpractice  <b>Appendix 4:</b> Intellectual Property Policy  <b>Appendix 5:</b> Presentation of Theses Policy  <b>Appendix 6:</b> Regulation XX - Work and Attendance of Students  <b>Appendix 7:</b> Regulation XVIII - Student Complaints Procedure  <b>Appendix 8:</b> Regulation XVII - Conduct and Discipline of Students  <b>Appendix 9:</b> University PGR Skills Training Policy  <b>Appendix 10:</b> Ordinances and Regulations: Degree of Doctor of Philosophy by Published Work  <b>Appendix 11:</b> Ordinances and Regulations: Professional, Engineering and Enterprise Doctorate Degrees  <b>Appendix 12:</b> Ordinances and Regulations: Higher Doctorates  <b>Appendix 13:</b> Regulation XIX - Academic Appeals  <b>Appendix 14:</b> Examination of Master of Philosophy (MPhil) Degrees Policy  <b>Appendix 15:</b> Examination of Doctorate Degrees Policy  <b>Appendix 16:</b> Re-submission and Re-examination of Postgraduate Research Degrees Policy  <b>Appendix 17:</b> Policy on Circumstances Leading to Changes to Postgraduate Research Study: including Interruptions, Extensions and Withdrawal/Terminations  <b>Appendix 18:</b> Policy on Supervision of Postgraduate Research Degrees  <b>Appendix 19:</b> Using Blackboard</p>	<p>55</p>
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# 1. WHO, WHERE AND WHEN?

## ► The School of Arts, Languages and Cultures

With around 6,500 students, 450 academic staff and 100 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 a change to your programme, 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 should 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/](http://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 CG6 on the ground floor of the Ellen Wilkinson Building [Campus Map – Building 77]

<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		
<b>Academic</b>		
Head of the Graduate School and Research Training Director for the Arts	Dr Jérôme Brillaud <a href="mailto:jerome.brillaud@manchester.ac.uk">jerome.brillaud@manchester.ac.uk</a>	0161 275 3227
School Postgraduate Research Director	Dr Martina Faller <a href="mailto:martina.faller@manchester.ac.uk">martina.faller@manchester.ac.uk</a>	0161 275 3191

<b>Administration</b>		
Graduate School Manager	Ms Amanda Mathews <a href="mailto:amanda.mathews@manchester.ac.uk">amanda.mathews@manchester.ac.uk</a>	0161 275 3602 0161 275 3008
Senior Postgraduate Research Administrator	<u>Mrs Joanne Marsh</u> <a href="mailto:joanne.marsh@manchester.ac.uk">joanne.marsh@manchester.ac.uk</a>	0161 275 2603
Postgraduate Admissions Administrator	Miss Rachel Corbishley <a href="mailto:PhDSALC@manchester.ac.uk">PhDSALC@manchester.ac.uk</a>	0161 275 3559
Postgraduate Support Administrator (eProg and web)	Mr Andy Fairhurst <a href="mailto:andy.fairhurst@manchester.ac.uk">andy.fairhurst@manchester.ac.uk</a>	0161 306 1726
Postgraduate Support Administrator (Theses and general administration)	Mrs Julie Fiwka <a href="mailto:julie.fiwka@manchester.ac.uk">julie.fiwka@manchester.ac.uk</a>	0161 275 8050
Apprentice Administrative Assistant	Miss Jessica Dooley <a href="mailto:jessica.dooley@manchester.ac.uk">jessica.dooley@manchester.ac.uk</a>	0161 306 2070

### ► School PGR Director (Dr Martina Faller)

The School PGR Director has ultimate responsibility for all academic matters pertaining to PhD and MPhil students in Arts, Languages and Cultures and also plays a key role in overseeing the administration of PGR affairs. The Director works closely with the Graduate School Manager and the administrative team, divisional PGR Directors and the 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, e.g. student appeals, and in conjunction with the Head of the Graduate School, taking a lead role in PGR induction.

### ► Divisional PGR Director

The Divisional PGR Director is an academic who is responsible for overseeing the students within each division. Their 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 independent reviewers, acting as a the local contact for PGR students, becoming involved, where necessary and appropriate, in student academic appeals, applications for special permissions, 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. The Divisional PGR Director also has the role of Academic Advisor and as such is responsible for providing pastoral and academic support to the students in their division, providing advice accordingly.

A list of PGR Directors is given in the PGR Quick Guide.

### ► **Subject Area PGR Directors**

Some subject areas in addition have subject area PGR Directors who support the respective Divisional PGR Director, including academic advising. A list of subject area PGR Directors is given in the PGR Quick Guide.

### ► **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 competitions, 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.

### ► **PGR Committee**

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.

### ► **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 Graduate School 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 Interpreting Studies  
 PhD Italian Studies  
 PhD Japanese Studies  
 PhD Latin American Cultural Studies  
 PhD Linguistics  
 PhD Middle Eastern Studies  
 PhD Museology  
 PhD Music  
 PhD Musicology  
 PhD Polish Studies  
 PhD Portuguese 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 a Change to your PGR Programme, eg. an interruption to your programme or an extension to your submission date
- Application for maternity leave
- Application to undertake Fieldwork
- Application to the Research Travel Fund
- Application to the Fieldwork Bursary Scheme
- Submission Pending Application Form

## ➤ Key Dates 2014 - 2015

Semester 1 starts	15 September 2014
Winter graduation	8-14 December 2014
Christmas break starts	12 December 2014
Christmas break ends	12 January 2015
Semester 1 ends	25 January 2015
Semester 2 starts	26 January 2015
Easter break starts	20 March 2015
Easter break ends	13 April 2015
Semester 2 ends	5 June 2015
Summer graduation	6-17 July 2015

## ➤ 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, who collect the tuition fees.

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.

### I.T. Support

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

You have access to IT facilities, including email and personal storage space, during the prescribed period of your programme, the submission pending period and the time leading up to and including the PhD examination. Access to these facilities is terminated on the date of graduation. You are advised to ensure all data and files you wish to retain beyond the date of graduation is safely transferred ahead of that date to prevent loss of work.

Your School provides hot-desking PCs to be shared with other research students in the School.

[IT support](#) is available at walk up service desks in the University Library and the Joule Library, via the online knowledge base which provides answers to commonly asked questions and by telephone on 0161 306 5544, (internal x65544).

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

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

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

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

### ➤ **School Induction: Monday 15 September 2014**

There will be a School induction **which all new students are required to attend**. Sessions will be provided by the School PGR Director, the Head of Graduate School, the Research Training Officers and other personnel. There will also be an opportunity to meet your fellow students, your Supervisor 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 UKVI statutory requirements as a sponsor of Tier 4 students and its responsibilities in accordance with its Highly Trusted Sponsor status.

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

#### **When are the census points?**

In the 2014 -15 academic year, the attendance monitoring census points will be during the following periods:

<b>Census Point</b>	<b>Dates</b>	<b>Population</b>
October 2014	29 September – 13 October 2014	All active Tier 4 students
January 2015	12 – 26 January 2015	All active Tier 4 students
May 2015	TBC	All active Tier 4 students
July 2015	TBC	Active PGT, PGR and visiting students only

Please note:

- If you are a new student, registration is your first point to confirm your attendance at the University and you will not be required to attend the census point in October 2014.
- You will receive an email from the Graduate School Office 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; approved fieldwork; 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 programme are not expected to attend during their period of interruption.

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

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

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

### **Further information**

For more information on Tier 4 visas:

[www.UKVI.homeoffice.gov.uk/visas-immigration/studying/adult-students/](http://www.UKVI.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](mailto:pbs@manchester.ac.uk)

### 3. eProg (electronic Progression)

#### What is eProg?

eProg is a University wide system that is specifically designed to help to structure and break down the PGR programme and monitor progress, both for supervisors and for Postgraduate Research Students (PGRs).

It is useful to think of eProg as being split into three main functions:

- **PROGRESSION** - Monitoring and recording your progression from the point of registration to the point at which you submit the Notice of Submission form.
- **SUBMISSION TO EXAMINATION** - Monitoring and recording the submission to examination process from the point at which you submit the Notice of Submission form to the point at which your final award is ratified.
- **TRAINING** - You can book researcher development training via eProg and keep a record of all training you have attended (this is also visible to your supervisors) which is useful when writing CV's or job applications.

#### How do I access eProg?

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

You can access eProg directly at [www.manchester.ac.uk/eprog](http://www.manchester.ac.uk/eprog) or via My Manchester at <https://app.manchester.ac.uk/Default.aspx> (Research tab at the top and select eProg from the drop down menus).

If you have completed your IT Sign Up and been given a central account you use the username and password given to you to log into eProg. You will have access to your eProg record whilst you are an active student.

#### The benefits of eProg to PGR students

- It helps you to stay on track to submit your thesis on time
- You can use eProg to track your progression and plan targets
- You and your supervisor can view your progression history and meeting records at any time and remotely
- All completed milestones and forms remain in eProg and can be referred back to
- eProg is an interactive tool for you and your supervisor and offers an online platform for you to record and track key progression milestones throughout the programme from the point of registration to examination.

#### How do I use eProg?

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

- **My Profile:** This provides summary information about you - your location, email address and other details. Students need to maintain and update personal details via the student

system. You can update your details at My Manchester  
<https://my.manchester.ac.uk/uPortal>

- **My pathway (personalised timeline):** A **pathway** is a collection of compulsory **milestones** applied to a cohort for the duration of a programme. You will be enrolled onto a pathway which provides a visual representation of forthcoming key milestones and information that makes up your programme of study.
- **My progression record:** Each student has their own personalised progression area which provides a detailed list of milestones, (eg. Mid-year and annual review), with the dates/deadlines attached. This enables you and your supervisor to manage your progression. Once completed, the status of the milestone will update to 'COMPLETED' and the completion date will appear. Further information on the specific milestones is given below.
- **My eProg – My Forms:** Students are required to complete online progression forms which are tied to individual milestones. These forms provide a formal record of review meetings or discussions between you and your supervisors and if applicable other parties. It also provides an opportunity for any issues or problems to be raised. All forms and the deadlines by which they must be completed can be found on your eProg progression page. A form can only be submitted by a supervisor and once it has been submitted it becomes read-only.

Authorisations are required on some forms (ie. you must enter your University username & password) once the form has been submitted by your supervisor.

- **My eProg – My document store:** Students can upload and manage documents (eg. records of meetings), and make documents available to their supervisory team and/or administrators. Please note though that the 'My Document' store is not intended as a replacement to your P drive.

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

1. Do not use 'double extensions' when uploading documents into eProg, for example:  
 MyFilename.doc.pdf  
 MyFilename.docx.doc
2. Do not use multiple dots within filenames, for example:  
 MyFilename.05.02.2014.pdf  
 My.Filename.05.02.14.ver.2.doc
3. As a general rule when naming files there are a number of special characters that should be avoided, these include: \ / : \* ? " < > |
4. The file size should not be more than 20MB

**The box below lists the file types that are accepted:**

fileExtension	contentType
accdb	
aiff	audio/x-aiff
au	audio/basic
avi	video/x-msvideo

bin	<a href="#">application</a> /octet-stream
c	<a href="#">text</a> /plain
c++	<a href="#">text</a> /plain
cc	<a href="#">text</a> /plain
csv	<a href="#">text</a> /plain
doc	<a href="#">application</a> /mword
docx	
<a href="#">dump</a>	<a href="#">application</a> /octet-stream
eps	<a href="#">application</a> /postscript
gif	<a href="#">image</a> /gif
h	<a href="#">text</a> /plain
hin	chemical/x-hin
htm	<a href="#">text</a> /html
html	<a href="#">text</a> /html
ibooks	<a href="#">application</a> /x-ibooks+zip
jar	<a href="#">application</a> /java-archive
jpeg	<a href="#">image</a> /jpeg
jpg	<a href="#">image</a> /jpeg
kin	chemical/x-kinemage
mov	video/quicktime
mpa	video/mpeg
mpe	video/mpeg
mpeg	video/mpeg

- **My eProg - My Training and Development:** This provides a personalised list of your training and development events. It lists registered, attended and forthcoming training and development. All researchers have access to development opportunities within the Faculty.

### Colour Coding – what does it mean?

There are 4 colour codes used in eProg to denote the status of a milestone.

	<b>Green</b>	The form has been <b>completed, attended or submitted</b>
	<b>Amber</b>	The <b>form is overdue</b> , has been <b>saved</b> at least once, but it has not yet been submitted or has been submitted but not authorised by all roles
	<b>Red</b>	The <b>milestone or form is overdue</b> and has not yet been saved or submitted
No Icon	<b>White</b>	The milestone or form has <b>not yet</b> been <b>submitted</b> and is not yet <b>overdue</b>

### eProg Milestones

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

- **Expectations Milestone:** This milestone should be completed at the start of every year of study and repeated annually thereafter (bi annually for part-time students). It supports you and your supervisory team in explicitly discussing and recording key expectations in relation to your research programme to avoid unnecessary delays in the future, including areas such as policies and regulations, IP/copyright, research ethics, plagiarism, data management, thesis format, authorship and career planning.
- **Health and Safety Milestone:** This is a University level initiative that all students are required to complete.
- **Monthly Attendance and Engagement Milestones:** These monthly forms, to be completed by the Supervisor, are designed to ensure students are fully engaged with their programme and attending the University as required. Completion of the form will not necessarily require the student and supervisor to physically meet, but will help ensure students are on track throughout the programme and aid early identification of any problems or issues.
- **Records of Supervision:** You should agree with your supervisor very early on how often you will be recording supervisory meetings. A record of a supervisory meeting should record the date of the meeting, who was in attendance and the key points of discussion. You can do this using the **additional meeting form**, a link to the form is located at the top of your eProg 'My progression' page. You can complete the form and then select the 'save and notify supervisor' button at the bottom of the form to notify your supervisor that the form is awaiting their comments. Once completed and submitted (by your supervisor) the form will be saved in chronological order in your 'My Progression' page.
- **Introductory Planning meeting:** In the first meetings between supervisor and student, a planning schedule should be developed to incorporate targets and deadlines for the completion of distinct stages of work required by the research degree. The supervisor is required to provide you with guidance about the nature of the research and the standard expected, the planning of the research degree, literature and sources, attendance at taught courses, where appropriate, and about requisite techniques (including arranging for instruction where necessary).
- **Researcher Development** – The Researcher Development milestone is an annual milestone (but not compulsory) and supports you and your supervisor in jointly reviewing your training needs and identifying training requirements to address those needs. The form is completed by you and can only be submitted by your supervisor. By completing the Researcher Development form you can develop a tailored training programme that builds on your previous training and experience, and helps develop the skills you need to successfully complete your research degree.
- **Mid-year review milestones:** All students must complete a mid-year review every academic year and there is a form to complete attached to these milestones.
- **Annual review milestones:** All students must complete an annual review milestone before the end of the year of study. Registration for the next year is only permitted if the annual review has been completed successfully.

## Thesis Submission and Examination in eProg

Your thesis examination will be recorded in eProg. The submission to examination process has a number of pre-defined tasks and forms which are standard for all PGR students. The **My Examination Summary** area can be found in your individual **student profile**. Tasks are listed in order of completion, with the next due pending tasks displayed at the end of the list. The first task on this page is Notice of Submission (Student) and this task will become visible 6 months before your expected end date. The expected end date is recorded in your 'My Profile' page in eProg.

## Help and support

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

For queries related to specific milestones on your programme, please contact Andy Fairhurst in the Graduate School Office.

For more information on Role and Responsibilities in eProg, please visit our website:

<http://www.alc.manchester.ac.uk/graduateschool/eprog/>

## 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 responsibilities may be shared more or less equally between supervisors.)

The main supervisor takes full responsibility for the overall management and direction of your research degree in addition to administrative issues relating to your registration, attendance, and progress.

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.

In addition to the main supervisory team, you will also be assigned an advisor. The advisor is normally the divisional-level PGR Director. Their main role is to provide pastoral support to you and to monitor your progress, providing advice accordingly. (Please see the PGR Quick Guide for names and contact details). 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. Some students will have co-supervisors from other institutions. 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.

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

### ► Record of Supervisions

Every student is required to keep a Record of Supervisions in eProg. This will help you organise and manage your research programme and assist your progress towards the completion of your programme and submission of a thesis within the prescribed period. It will provide a structured framework in which your research can be discussed, planned and recorded at regular supervision meetings between you and your supervisors.

It is vital that all non-trivial meetings of student and supervisor(s) are noted in eProg. It is primarily the student's responsibility to maintain the supervision record, although supervisors can also create a record, and comment on those created by the student. The agreed 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.

Please use the Additional Meeting Form in eProg to record supervision meetings, which can be found at the top of your progression page. Once submitted the additional meeting forms will populate your progression page in chronological order.

### Responsibilities of main supervisors:

- 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 Mid/Annual Review Meetings.
- 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.

**Responsibilities of the Advisor**

- To provide pastoral support for you and provide advice accordingly.

- 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 two Formal Progress Reviews 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 two Formal Progress Reviews 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 two Formal Progress Reviews Meetings 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

## 5. POSTGRADUATE RESEARCHER DEVELOPMENT

A PhD degree is awarded by the University of Manchester for ‘research and training.’ It is highly recommended that all doctoral students undertake a suitable programme of training and development based on both the needs of the researcher and the research topic. In the first instance these needs should be discussed with the supervisory team during the initial supervisory meeting and concrete objectives set. Students are invited to complete a training needs analysis (the ‘Researcher Development Form’) in discussion with their Supervisors in order to agree a training and development plan. Training and development needs will also be discussed and assessed at mid-year and annual review panels.

Training and Development activity can be divided into three areas:

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

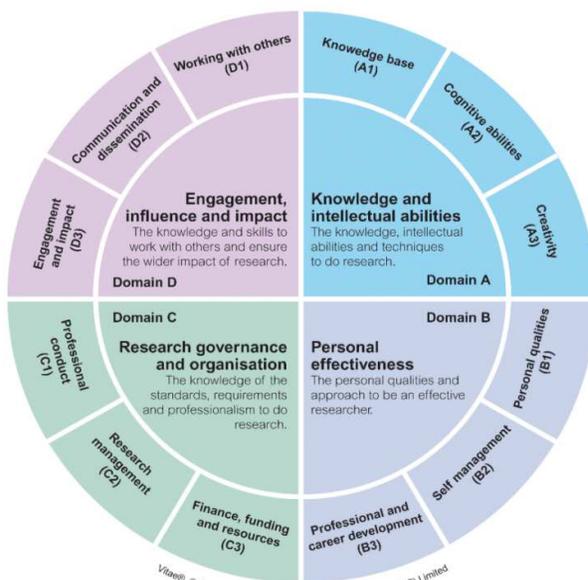
General research methods training and specialist training are determined and conducted at School and discipline level, as well as through [methods@manchester](mailto:methods@manchester) and [artsmethods@manchester](mailto:artsmethods@manchester). The Faculty of Humanities also has a dedicated Researcher Development team who provide workshops, online resources and advice to support researcher development and reflective practice.

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

For more information about Researcher Development please contact the Humanities Researcher Development Team: [humanities-training@manchester.ac.uk](mailto:humanities-training@manchester.ac.uk)”.

### **The Researcher Development Framework (RDF)**

In 2010 the national organisation Vitae ([www.vitae.ac.uk](http://www.vitae.ac.uk)) published the Researcher Development Statement and Researcher Development Framework ([RDF](#)). The RDF is a major new approach to Researcher Development which promotes the development of world-class researchers. The RDF is a professional development framework for planning, promoting and supporting the personal, professional and career development of researchers in higher education. It articulates the knowledge, behaviours and attributes of successful researchers and encourages them to realise their potential.



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

## Methods@Manchester

Methods@Manchester is a resource that highlights the depth and breadth of methodological expertise in social sciences and humanities at the University of Manchester. The website contains useful resources both at the University of Manchester and nationwide. Regular methods-related events are held through the year. For more details please see [www.methods.manchester.ac.uk](http://www.methods.manchester.ac.uk) or email [methods@manchester.ac.uk](mailto:methods@manchester.ac.uk)

## artsmethods@manchester

The artsmethods@manchester programme, launched in October 2011, is a series of talks and workshops focussing on interdisciplinary and methodological expertise in the arts, languages and cultures at the University of Manchester. For more details please see [www.artsmethods.manchester.ac.uk](http://www.artsmethods.manchester.ac.uk) or email [artsmethods@manchester.ac.uk](mailto:artsmethods@manchester.ac.uk)

## Personal Development Planning (PDP) for researchers

The University of Manchester's PGR Code of Practice defines Personal Development Planning (PDP) as a "structured and supported process that is undertaken by an individual to reflect upon their own learning, performance and achievement and to aid planning for their own [personal], academic and career development." PDP takes a holistic view of development, as opposed to focusing only on the research process. In the Faculty of Humanities, PDP may be structured by the following elements:

- 1) A Research Diary – research reflections, records and evidence of training
- 2) Records of meetings with supervisors
- 3) Formal reviews – interim and annual
- 4) Researcher Evaluation and Reflection

The components of PDP build into a portfolio for you to reflect upon and use as a source of reference. Records should be maintained as evidence of researcher development is accumulated through, for example, participation in training courses and attendance and presentations at

conferences. The recording of personal development activities such as training plans and reports to Review panels is done through the eProg system <https://www.eprog.manchester.ac.uk> Evidence can also take a range of forms such as the satisfactory completion of assignments or thesis chapters; feedback from peers, experts or research participants after a seminar, team activity or research encounter, and perhaps even involvement in voluntary work. The Researcher Development Framework provides a comprehensive overview of all the areas in which PDP for researchers can take place. Your PDP portfolio should ultimately provide you with a fully rounded record of your individual progress.

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

## Key Points

### *The Researcher's Role in Training*

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

### *The Supervisor's Role in Training*

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

### *Other relevant information:*

- For Researcher Development queries email: [humanities-training@manchester.ac.uk](mailto:humanities-training@manchester.ac.uk)
- Faculty Researcher Development website <http://www.humanities.manchester.ac.uk/researcherdevelopment>
- PGR Doc Blog: <http://pgrdocblog.blogspot.co.uk/#>
- Humanities Researchers Twitter Feed @HumsResearchers
- Vitae events and workshops: <http://www.vitae.ac.uk/>
- The National Postgraduate Committee is run by PG students: <http://www.npc.org.uk/>
- Faculty of Humanities home page contains all kinds of useful information and links – e.g. to conferences and the training page <http://www.humanities.manchester.ac.uk/>
- Research Council special events: [www.rcuk.ac.uk](http://www.rcuk.ac.uk)
- eProg support: [eprog@manchester.ac.uk](mailto:eprog@manchester.ac.uk)
- artsmethods@manchester: [www.artsmethods.manchester.ac.uk](http://www.artsmethods.manchester.ac.uk)
- methods@manchester: [www.methods.manchester.ac.uk](http://www.methods.manchester.ac.uk)

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/](http://www.arts.manchester.ac.uk/cidra/)).

**Linguistics**-specific events include a seminar series and the annual "Manchester Forum in Linguistics". The website is: <http://www.mfilconf.wordpress.com/>

If you are interested in getting involved in the organisation of the Forum in Linguistics 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 Thursday 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 masterclasses for PhD students (usually one per semester). Part seminar and part surgery, the masterclasses 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.

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](http://www.careers.manchester.ac.uk)), which offers a variety of services including: Postgraduate-specific pages: <http://www.careers.manchester.ac.uk/postgraduates/> and <http://manchesterpgcareers.wordpress.com/>

The **University Language Centre** ([www.ulc.manchester.ac.uk/](http://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 to ensure that all students progress on their programme towards submission of a high-quality thesis within the permitted timeframe. Regular monitoring of progress provides an opportunity for students to receive feedback on their performance and to identify and address difficulties as they arise. Academic progression and monitoring for PGR degrees is governed by the University's *Policy on the Progress and Review of PGR students (September 2007)* which forms part of the University's Code of Practice for PGR. This policy can be found at: <http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/progressandreview/>.

On the strength of the Annual Review meeting, also known as the Progression Meeting, decisions are made regarding progression into the following year of the PhD, registration for MPhil or withdrawal.

### ➤ Progress Review Meetings

There will be two formal review meetings per year. The **Mid-year Review** should normally take place in month 4 (i.e., January for students starting in September) and the Annual Review in month 9 (i.e., June for September starters). You can check the deadlines for these reviews in your 'My Progression' page in eProg. In SALC, your progress will be reviewed by a **Panel**, normally consisting of your two supervisors and an **Independent Reviewer**. The Independent Reviewer may be from your subject area or from outside. Their role is to provide a view independent from the supervisory team and they will therefore not be involved in supervising your work between panels. For part-time students, the Independent Reviewer is only required to attend the Annual Review meeting, but where deemed beneficial, they can also be invited to the Mid-year Review meeting. A normal, unproblematic Review meeting should not take more than an hour.

You must be in attendance for the Progress Reviews and they cannot be held via skype or email unless there are exceptional circumstances and prior permission has been obtained. In the case of Mid-year Reviews, permission can be granted by the panel; for the annual review meeting, permission must be sought from the School PGR Director.

The formal Mid/Annual Review Meetings are treated as examinations in as much as if a student should fail to attend, or fail to submit a piece of work that was to be reviewed without presenting any mitigating circumstances, then the panel would record this on the student's file and call for a rescheduled meeting.

Repeated non-attendance at scheduled formal Mid/Annual Review Meetings or repeated non-submission of review material without the presentation of mitigating circumstances will lead to the case being referred to the School Postgraduate Research Committee for consideration and possible withdrawal.

### ➤ Work to be submitted

Your supervisory team should advise you on what you are expected to have produced in relation to each Mid/Annual Review Meeting. 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 and a timeline for completion
- Up-to-date records of supervisions and training undertaken since the last panel
- Results from any prescribed taught component
- Ethics Declaration (first year only)

### ➤ **Outcome of Progress Review**

After the Annual Review meeting, the panel will make one of the following recommendations, which will be ratified by the School PGR Director.

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 REVIEW REPORTS**

#### ➤ **Student Responsibilities**

It is your responsibility to attend the Progress Review Meetings unless you have mitigating circumstances, to submit the work to be reviewed by the deadline agreed with your supervisors, to engage with the process, and to complete your sections of the review forms in eProg before the meeting. You should also ensure that you are available following the review meeting to discuss the outcome with either supervisors and/or the PGR Director.

#### ➤ **Supervisor Responsibilities**

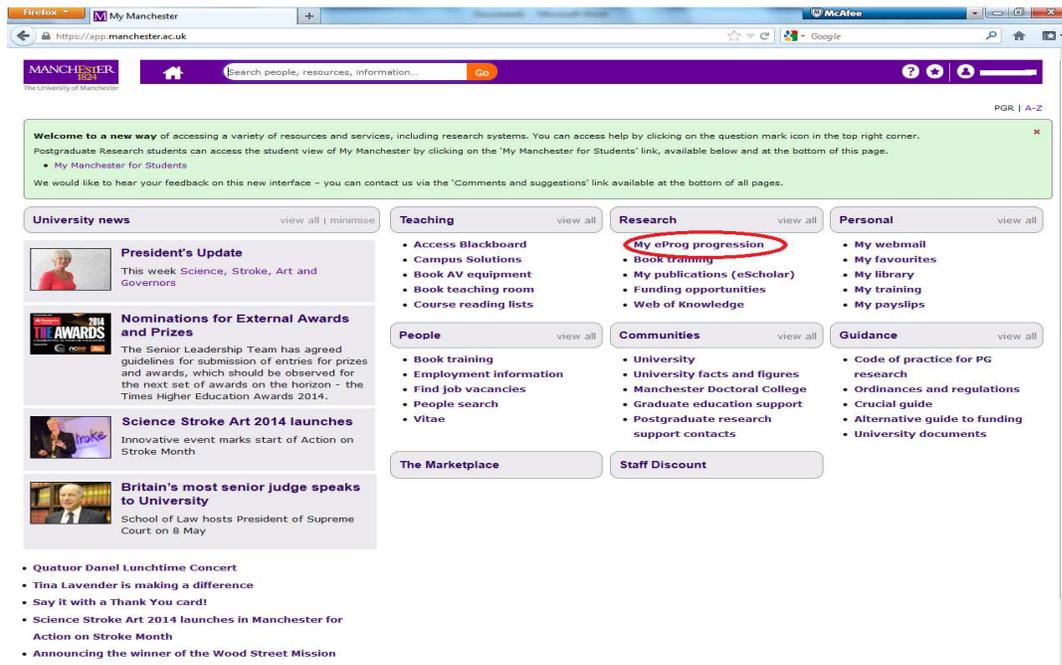
Your supervisory team should advise you on what you are expected to have produced in relation to each Mid/Annual Review Meeting, review the submitted work and provide feedback on it, schedule the meetings within the required deadlines, complete their sections of the review forms in eProg, and, together with the Independent Reviewer, communicate the outcome to you. Supervisors will also discuss the outcome of the review with you.

## ► Independent Reviewer Responsibilities

The independent reviewer will review the submitted work and provide feedback on it, complete their sections of the review forms in eProg, and, together with the supervisors, communicate the outcome to you.

## Completing the Mid/Annual Review forms in eProg

All mid/annual review reports are to be submitted on eProg. There are standard questions to be answered by the student and the panel, and there is a facility for uploading the documents to be reviewed. You can access the forms from the My Progression page in eProg, which you can reach from My Manchester or eProg. In My Manchester, click 'My eProg progression' as shown in the following screen shot:



The screenshot shows the My Manchester website interface. The browser address bar displays 'https://app.manchester.ac.uk'. The page features a navigation menu with several categories: University news, Teaching, Research, Personal, People, Communities, and Guidance. The 'Research' category is expanded, showing a list of links. The link 'My eProg progression' is circled in red. Other links in the Research section include 'Book training', 'My publications (eScholar)', 'Funding opportunities', and 'Web of Knowledge'. The 'Personal' section includes 'My webmail', 'My favourites', 'My library', 'My training', and 'My payslips'. The 'Guidance' section includes 'Code of practice for PG research', 'Ordinances and regulations', 'Crucial guide', 'Alternative guide to funding', and 'University documents'. The 'Teaching' section includes 'Access Blackboard', 'Campus Solutions', 'Book AV equipment', 'Book teaching room', and 'Course reading lists'. The 'People' section includes 'Book training', 'Employment information', 'Find job vacancies', 'People search', and 'Vitae'. The 'Communities' section includes 'University', 'University facts and figures', 'Manchester Doctoral college', 'Graduate education support', 'Postgraduate research support contacts', and 'Staff Discount'. The 'Marketplace' section is also visible.

In eProg, click on your name in the top right hand and then select 'My progression' from the left hand menu:

**My Progression**

Below is a list of all of your progression milestones, associated forms and deadlines for completion. To find out more information about individual milestones please click on the milestone unit code or to access the form you need to complete click on the relevant form title. Once a milestone has been completed, a completion date will be displayed and the status will be updated accordingly.

If you think the list is incorrect or incomplete please contact your [school administrator](#). For questions about researcher development please contact a member of your Faculty [researcher development team](#).

An Additional Meeting Form is available to record the outcome of any meetings between a student and a member of their supervisory team other than those prescribed on the student's progression record.

Email alerts will be sent to your University email address 5 days before milestone and form deadlines - [Edit Alert Preferences](#)

Unit Code	Title	Deadline	Status
FOHFTM1000MBS	Introductory Planning Meeting Faculty of Humanities (MBS FT) Introductory Planning Meeting Form	31/10/2013 31/10/2013	Last saved on 29/1/2014
UVEXM0001	Expectations 1	30/11/2013	Last saved on 29/1/2014
PGR-IND001	PGR Student Health and Safety Induction Mandatory Module 1	30/11/2013	Attended 13/12/2013
FOHFTM1144MBS	Researcher Development Faculty of Humanities (MBS ft year 1) Researcher Development Form	31/01/2014	Submitted 14/2/2014 Authorised 1 of 2
FOHFTM1134MBS	Mid-year Review - Year 1 Faculty of Humanities (MBS PhD FT) Mid year review year 1 Form	31/03/2014 31/03/2014	Submitted 30/4/2014 Authorised 2 of 3
BMANM0170	Ethical Declaration Research Ethics Declaration Form	31/05/2014	Form available
FOHFTM1990MBS	Annual review meeting - year 1 Faculty of Humanities (MBS PhD FT) Annual review year 1 form	31/07/2014 31/07/2014	Form available
PGR-IND005	PGR Student Health and Safety Induction Mandatory Module 3 - Off-campus work (including fieldwork)	31/07/2014	Attended 13/12/2013
UVEXM0002	Expectations 2	30/11/2014	Form available from 30/8/2014
FOHFTM2244MBS	Researcher Development Faculty of Humanities (MBS ft year 2) Researcher Development Form	31/01/2015	Form available
FOHFTM2223MBS	Mid-year review - year 2 Faculty of Humanities (MBS PhD FT) Mid year review year 2 Form	31/03/2015 31/03/2015	Form available
FOHFTM2990MBS	Annual review meeting - year 2 Faculty of Humanities (MBS PhD FT) Annual review year 2 form	31/07/2015 31/07/2015	Form available
UVEXM0003	Expectations 3	30/11/2015	Form available from 30/8/2015
FOHFTM3344MBS	Researcher Development Faculty of Humanities (MBS ft year 3) Researcher Development Form	31/01/2016	Form available
FOHFTM4900MBS	Mid-Year review - Year 3 and thesis submission planning meeting Faculty of Humanities (MBS PhD FT) Mid year review and thesis submission planning year 3 form	31/03/2016 31/03/2016	Form available
FOHFTM3990MBS	Annual review meeting - year 3 Faculty of Humanities (MBS PhD FT) Annual review year 3 form	31/07/2016 31/07/2016	Form available

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To access the form click on the link, see screenshot above.

Students must complete their sections in advance of the review meeting (submission deadline to be agreed with the supervisors) and upload the documents to be reviewed. After completing their sections, students should notify their supervisor by clicking the 'save and notify supervisor' button at the bottom of the form.

Only once the review process has been fully completed and the panel has made their final recommendation, should the supervisor **submit** the form. The student and the panel members will then **authorise** the form as shown in the screen shot below. The School PGR Director will then review the report and also authorise the form. This will complete the milestone and it will become 'green'.

16. Please outline your targets for the next 6 months

Part B

To be completed by the supervisors.

17. How would you describe your student's progress?

18. Please comment on the student's progress over the reporting period (highlight any areas of concern and cover progress on the research, quality of written work as well as research training and researcher development)

19. Please comment on the student's plans and targets for the next 6 months  
If applicable comment specifically on fieldwork plans

Part C

To be completed by the student, supervisors and other attendees if applicable.

20. Please record the outcome of the discussion and the date of the meeting.

21. [No document uploaded]

22. Enter the date the report was uploaded to the form:

23. Enter the date of the meeting here:

24. Any other issues or actions agreed during the meeting  
It is important that any concerns with progression or attendance are raised early - intervention by a PG Director or the PGR Office can help support your student. Any issues of concern can be discussed confidentially by contacting your School PGR Office.

Confirmation

We have met with the above named Student and confirm that we have discussed the contents of this form with the student and agree with the notes from this meeting

25. Student was present at the meeting

26. Supervisor was present at the meeting

27. Co Supervisor was present at the meeting

28. If applicable please tick to confirm that the ~~Third~~ Supervisor was present at the meeting

29. Other attendees (eg: Independent Reviewer), please include names if applicable

**Authorisations**

Authorised by	Date	Authorise
Student		Authorise
Main supervisor		Authorise
Co supervisor		Authorise

[Add extra Authorisation](#)

[Notify Supervisor](#) [Unsubmit](#) [Return](#)

Glossary | Page Configuration (Last Updated: 27/03/2014)

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## Uploading a document to the form

Students can upload work to be reviewed to the Mid-year/Annual Review form. It will then become accessible to your panel and a copy will be saved in your document store in eProg (My Document Store is in the left hand menu below My Profile). The boxes highlighted in the screenshot below are to be used to upload documents; after uploading you should select the 'save' button at the bottom of the form:

Firefox + Form used for Progression Monitoring + McAfee  
https://app.manchester.ac.uk/profile/eprog/form.aspx?personid=31922&eqnid=2148&returnid=35&returnbit=Return

MANCHESTER  
The University of Manchester

Search people, resources, information... Go

Details  
Favourites  
Progression Form  
Add to Favourites

### Progression Form

**Note:** when completing this form please ensure you save your work regularly.  
**Faculty of Humanities (MBS PhD FT) Annual review year 1 form [v.5910]**  
Supervisors and students are strongly encouraged to use eProg not only as a tool for recording progress but to highlight any potential issues that with early intervention by a PGR Director, or the PGR Office, can help and support students throughout their PhD. It is important that any concerns with progression or attendance are raised early - intervention by a PGR Director or the PGR Office can help support your student.

Any issues of concern can be discussed confidentially by contacting your School PGR Office.

Please note that this form should be completed in full before it is submitted by the main supervisor. All relevant parties will be able to authorise the form by entering their username and password once it has been submitted by the main supervisor. If the form is submitted before it is fully completed it will become read only.

**Submission of work to be considered**  
Please upload the piece of written work to be considered as part of this review below

Submitted work to be considered :  Browse...

2. Enter the date the work was uploaded to the form:  Browse...

Resubmitted work to be considered if required following a recommendation by the panel:  Browse...

**Important note:** Please save this form regularly, as the page will timeout after 20 minutes. You can do this by clicking the 'save' button below. **This form must only be submitted once all work including any resubmitted work has been considered and an overall recommendation has been agreed. Therefore each time changes are made to the form the form must be saved.**

**Form sections**

**Part A** To be completed by the student and should be made available to the supervisors before the meeting by clicking on the save and notify supervisor button at the end of the form.

**Part B** To be completed by the supervisors

**Part C** To be completed by the independent reviewer

**Part D** To be completed by the supervisors

**Part E** To be completed by the independent reviewer or independent reviewer jointly with the supervisors (please follow School policy)

**Part A**  
To be completed by the student.

**Progress**

4. What progress have you made on your research/thesis?

## 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 projects 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 the [University's guidance on Ethics in Research](#) and considered whether your thesis proposal raises issues which require the attention of the School's Research Ethics Panel or 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/](http://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 Procedure in the School of Arts, Languages and Cultures

It is up to staff, and research students in conjunction with their supervisors, to make an initial assessment of how their project potentially involves ethical considerations, and to consider whether or not to make an application for ethical approval.

The key principle here is that all research projects conducted by University staff or students that involve human participants in a way that might harm, disturb or upset them (however slight the

possibility) or where they can be deemed to be in a vulnerable or disadvantageous situation, must receive approval from a recognised research ethics committee or a designated screening panel using an agreed Template at School level. No work on a research project that involves ethical issues can take place until pre-screening has been fully completed and, if required, formal ethical approval has been obtained.

**ALL Year 1 PhD students** will be required to complete a 'Research Ethics Declaration Form' on eProg, which should be submitted in time for the mid-year review meeting, that is, no later than **31 January 2015**.

If your research does involve contact with human participants, you must consider whether your research project complies with the [SALC Ethics Template](#). The template allows the School to approve research that carries low risks for researchers and research participants. Please consult the [School's Research Ethics](#) website for more information on the template, the application process, and supporting documents such as risk assessment, participant information sheet and consent form.

The SALC Ethics panel meets at set dates throughout the year and applications will be considered at the meeting after the following **submission deadlines**:

22 October 2014  
26 November 2014  
25 February 2015  
29 April 2015  
27 May 2015  
24 June 2015

In order to ensure that you have obtained ethical approval before you embark on your work with human subjects, please allow sufficient time for the ethical review, that is, you should apply for ethical approval as soon as possible and not wait for the submission deadline that is closest to your start date.

The SALC Research Ethics panel will review your form at the next available committee and either (a) confirm approval, (b) approve subject to minor amendments, or (c) advise that you complete a full University Research Ethics Committee (UREC) ethical approval form.

If your research project does not comply with the template, then a University of Manchester Research Ethics Committee (UREC) ethical approval form must be completed and referred to UREC for approval. The SALC Research Ethics panel can offer guidance and support in preparing your application. For more information on obtaining approval from UREC, please see the [School's Research Ethics website FAQ](#) or the [University's website](#) on how to obtain Ethical Approval.

***Continuing PhD students. We understand that new ethical issues may arise as your project develops. In that case, please complete a new Ethics Declaration form and apply for ethical approval by the SALC Ethics Panel or UREC as outlined above.***

Students who think their research may raise ethical concerns and require further information should contact the School's Research Office (0161 275 8317) who will forward your request to the SALC Ethics Committee.

Training on Research Ethics is available in the School (via [artsmethods@manchester](mailto:artsmethods@manchester)) in semester one of each academic year, and you are strongly advised to attend this session. Please consult with your supervisor about sources of information on research ethics relevant to your discipline.

## 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 Graduate Education Group (GEG). The GEG 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. The group meets monthly and reports to the University Research and Graduate Education Committee (URGEC).

### 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 one four year full-time programme 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 (one programme is 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 to 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 2014 - 2015) 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 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. Any extension to the programme granted is automatically deducted from the submission pending period.

Planning for the submission of the thesis should normally begin at the end of the penultimate year of the standard programme when the Annual Review Meeting 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 Review 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 to programme (in consultation with their supervisory team, subject to exceptional circumstances) and therefore pay standard tuition fees for the extra research time. Please note that any additional 'registration' is deducted from the submission pending period.

Applications to register for submission pending are considered 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 by the School PGR Director and/or the Faculty PGR Associate Dean, as appropriate.

### ► 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.

## **Employment during programme**

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

PhD Ordinances and Regulations

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

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

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

## **► Matters for the School PGR Director and/or Faculty PGR Associate Dean**

### **Special permissions**

During the course of your programme, there may be changes in circumstances that could lead to adjustments to your programme of study. In most cases, these changes require formal approval from the School PGR Director or Faculty Assistant Associate Dean. Some of them may affect the programme end date, some of them may lead to the School making additional or special arrangements or to reporting of the changes to the relevant authorities.

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

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

**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.**

- Application to undertake fieldwork/study away from the University

### **The University Policies**

For interruption, extension, study leave, fieldwork, sick and parental leave, please refer to the Policy on Circumstances Leading to Changes to Postgraduate Research Study:

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

### **How to apply**

Students need to complete an application form available from the Graduate School webpage: <http://www.alc.manchester.ac.uk/studentintranet/postgraduateresearch/documents/>. Where appropriate, evidence must be provided to support the application. Depending on the nature of the permission applied for, the decision may be taken by the School PGR committee or Faculty PGR committee as appropriate in accordance with relevant University regulations and policies:

Postgraduate Ordinances and Regulations:

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

PGR Code of Practice:

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

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

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

### **Students in receipt of funding**

Research Council funded students must seek advice from their School or Faculty contact in the first instance to ensure that they comply with their Research Council's regulations. All Research Councils applications will be flagged to Faculty. This will help identify whether Faculty should seek direct advice with the relevant research councils.

ESRC pre-DTC and NWDTC funding guides:

<http://www.esrc.ac.uk/funding-and-guidance/guidance/postgraduates/esrc-students/index.aspx>

AHRC funding guide:

<http://www.ahrc.ac.uk/SiteCollectionDocuments/Student-Funding-Guide.pdf>

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

## Students with immigration permission

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

## Student with disability or difficulty

Students may require additional support or adjustments to their programme if they have a disability or long-term difficulty affecting their ability to study. This could be:

- specific learning difficulties (such as dyslexia)
- mental health difficulties (such as anxiety)
- medical conditions (such as epilepsy and arthritis)
- deaf and hard of hearing
- blind and partially sighted
- autism/Asperger syndrome etc.

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

## ► 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 'Changes to Your PGR Programme' Application 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/](http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/) for contact details)

Interruptions of up to 6 months can be granted to students by the School. If a student requests more than 6 months in the first instance, the School can only grant a maximum of 6 months and the student will then have to reapply for a further interruption at the end of the 6 months (*Maternity/Paternity/Adoption Leave are exempted from this process*).

When a student requests a *second interruption* the application should be submitted to the Faculty (via the Graduate School Office) for consideration regardless of the length.

All interruptions requested during the submission pending period should be sent to Faculty (via the Graduate School Office) regardless of the length or the number of interruptions received to that point.

Students should apply using the Faculty application form in the first instance (attaching all relevant supporting documentation). All applications received by the School will be reviewed in the first instance by the School PGR Director. The Associate Dean for PGR will endeavour to make a decision on a case and communicate this to the School within 10 days of receiving the completed application.

### ► **Word Limit Extensions**

All Word Limit Extension applications will be received by the School in the first instance. Applications within 10% of the word limit can be approved at School level by the PGR Director.

However, if applications are for above the 10% limit, the application should be sent to Faculty for approval. Applications must be justified *in detail* by the student with the support of their supervisor(s). Applications received by the School will be reviewed in the first instance by the relevant PGR Director. Students should submit their requests no less than 6 weeks prior to submission. The Associate Dean for PGR will endeavour to make a decision on the case and communicate to the School within 10 days of receiving the completed request.

### ► **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 in eProg.

### ► **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 Circumstances Leading to Changes to Postgraduate Research Study (ie. Interruptions, Extensions, Withdrawals and Terminations) can be found at:  
<http://www.staffnet.manchester.ac.uk/services/rbess/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 programme. 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:  
<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/>

Extensions to the submission deadline for a maximum of 6 weeks can be granted by the School PGR Director. Extensions longer than 6 weeks must be approved at Faculty level. Except in exceptional circumstances, an extension should usually not be more than 6 months. Applications to the Faculty (via the Graduate School Office) should be made using the Faculty application form attaching all relevant documentation, including a plan of work for the thesis.

All applications received by the School will be reviewed in the first instance by the School PGR Director. The Associate Dean for PGR will endeavour to make a decision on the application and communicate this to the School within 10 days of receiving the completed request.

## **Maternity and Sick Pay Policy**

The University has a formal policy for maternity and sick leave. For more information, see: <http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/changestodegrees/>

### **► Applications to submit thesis after registration has lapsed**

#### **Late Submission**

For all students who started September 2012 or after, 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.

### **► 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. Applications must be made via the 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 registered from September 2011 will no longer be eligible for a fee reduction but will instead be eligible to apply to the Fieldwork Bursary Scheme from the School as a contribution to the additional costs incurred. The application form is available on the Graduate School website.

## 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:

<http://www.staffnet.manchester.ac.uk/services/rbess/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 submit your thesis in soft binding. This is in your own best interests, since most theses require at least some revision after examination and the library no longer requires a hard bound final copy. In addition to the two soft-bound copies you will be asked to submit an electronic version of your thesis via the Manchester e-Scholar portal.

Binding services are provided by Hollingworth and Moss, for whom the University acts as agents. Further details can be found here:

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

<http://manchester.hollingworthmoss.co.uk/>

### ► Electronic Submission of Thesis

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). Please note that for those submissions exempted from eScholar, whilst students do not need to submit any of the content of the thesis, they are required to go through the eScholar submission process and complete all compulsory fields as part of the eScholar submission.

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 eScholar website: [www.escholar.manchester.ac.uk/etd/index.html](http://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 in the 'Examination Summary' of eProg. 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 in eProg. 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 Office has responsibility for the handling and processing of PhD theses.**

Notice to submit a thesis must be made in eProg. Examiners cannot be appointed until the form has been completed and submitted in eProg.

A PhD thesis submission must consist of (i) one electronic copy in Portable Document Format (PDF) with a plain-text metadata record (submitted via My Manchester to E-Scholar), and (ii) two paper copies which are downloaded and printed and submitted to the Graduate School Office, Room CG6, Ellen Wilkinson Building by 5pm. Please note that this is compulsory for all PhD students. For further information on how to submit your thesis electronically please visit: - not necessarily downloaded and printed any longer

[www.escholar.manchester.ac.uk/etd/index.html](http://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 policies governing Examination and Submission.**

The policies are available here:

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

**Please note, the submission deadline for your thesis refers to the submission of the paper copies to the Graduate School Office and NOT just the electronic submission of the thesis in eScholar. 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 theses not being accepted for examination and an application for late submission will be required. If approved, a late fee of £500 will be charged and must be paid before the thesis will be accepted for examination.**

## ► 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 **in eProg** 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 3 months.

## ► Appointment of examiners

Examiners are appointed by 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 **in eProg** form six weeks before they wish to resubmit. 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	<b>£250</b>
PhD Resubmission with oral examination	<b>£400</b>
MPhil Resubmission without oral examination	<b>£200</b>
MPhil Resubmission with oral examination	<b>£300</b>

Resubmission fee payments must 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)**

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

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

<http://www.staffnet.manchester.ac.uk/services/rbess/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: Presentation of Theses Policy**

<http://www.alc.manchester.ac.uk/studentintranet/postgraduateresearch/documents/>

### **APPENDIX 6: Regulation XVIII: Student Complaints Procedure**

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

### **APPENDIX 7: Regulation XVII - Conduct and Discipline of Students**

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

### **APPENDIX 8: University PGR Skills Training Policy**

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

### **APPENDIX 9: Ordinances and Regulations: Degree of Doctor of Philosophy by Published Work**

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

### **APPENDIX 10: Ordinances and Regulations: Professional, Engineering and Enterprise Doctorate Degrees**

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

### **APPENDIX 11: Ordinances and Regulations: Higher Doctorates**

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

### **APPENDIX 12: Academic Appeals - Regulation XIX**

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

### **APPENDIX 13: Examination of Master of Philosophy (MPhil) Degrees Policy**

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

### **APPENDIX 14: Examination of Doctoral Degree Policy**

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

### **APPENDIX 15: Re-submission and Re-examination of Postgraduate Research Degrees Policy**

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

**APPENDIX 16: Policy on Circumstances Leading to Changes to Postgraduate Research Study i.e. Interruptions, Extensions and Withdrawal/Terminations**

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

**APPENDIX 17: Policy on Supervision for Postgraduate Research Degrees**

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

**APPENDIX 18: 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>).