

**M.Phil. and Ph.D.**  
**in**  
**Social Anthropology**

School of Social Science

Faculty of Humanities

University of Manchester

**Handbook**

**2015-16**

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# 1. General Information

This programme of study is provided by Social Anthropology, School of Social Science, Faculty of Humanities, at the University of Manchester. All questions about the programme should therefore be addressed to this School as specified in this Handbook.

## 1.1. Key Social Anthropology Staff for research students.

**Head of Social Anthropology:** Professor Maia Green, room 2.049, tel. 53995 (0161 275 3995). Email: [maia.green@manchester.ac.uk](mailto:maia.green@manchester.ac.uk)

**Director of Postgraduate Research Degrees (Programme Director):** Dr Soumhya Venkatesan. Email: [Soumhya.Venkatesan@manchester.ac.uk](mailto:Soumhya.Venkatesan@manchester.ac.uk)

**Admissions Officer for Research Degrees:** Dr Stef Jansen. Email: <mailto:stef.jansen@manchester.ac.uk>

**Programme Administrator:** Marie Waite, Postgraduate Office, room 2.003, 2<sup>nd</sup> Floor, tel. 54869 (0161 275 4869). Email [marie.waite@manchester.ac.uk](mailto:marie.waite@manchester.ac.uk)

## 1.2. Facilities for Postgraduate Students

**Computer facilities:** There is a dedicated open plan study area with desks and computers on the 2<sup>nd</sup> floor of the Arthur Lewis building where Social Anthropology is housed. Part of the open plan area is for the use of Social Anthropology research students only. Access to this area and to Social Anthropology is by your university swipe card and is usually available round the clock (although there might be occasional planned and unplanned exceptions). Details on the allocation of desks will be available at the induction meeting.

## 1.3. Communicating with Social Anthropology

Staff will communicate with you mainly via your university email address. It is vital that you regularly check your university email inbox.

## 1.4. Library Resources

The University of Manchester Library is the main resource for postgraduate students. See <http://www.library.manchester.ac.uk/>.

The “Academic Engagement Librarian” with special responsibility for social science is Janette Watson, who can be contacted on 0161 275 6503 or on [janette.watson@mbs.ac.uk](mailto:janette.watson@mbs.ac.uk) (or [jrul.socsci@manchester.ac.uk](mailto:jrul.socsci@manchester.ac.uk)). You will receive an induction to the UML when you begin your programme, however you can also contact the Library for any additional help and advice.

UML is among the best academic libraries in the world, and combines a sense of tradition with the best information systems to provide an extensive range of services and resources to actual and virtual visitors. The UML is a member of CALIM, the Consortium of Academic Libraries in Manchester, which enables students to use the libraries of all the other participating universities in Manchester. The student swipe card also doubles as a library card and will allow you to access the library, borrow books and use the online information resources. The library is only a few minutes’ walk from the Arthur Lewis Building and is open until 9:30 pm on most weekdays and on Saturday and Sunday during semesters. During the summer examination period (April to June), the library is open until 11:30 pm on most days.

You can search through the UML’s holdings on <http://www.library.manchester.ac.uk/>.. The library also offers an Inter-library loans service which can be used to obtain books or articles which are not available from one of the University’s libraries. This service is charged per item and its effectiveness depends on the quality and completeness of the information you supply in your request form.

Many journal articles and e-books can be accessed on-line, via the Library’s website. Students may have problems accessing e-journals and e-books when trying to gain access from their own laptop, without being logged on to the University network. Even if you are logged on from your own laptop, the electronic journal or e-book provider might not recognise this and reject you. The journal providers will only allow access to recognised members of recognised subscribing institutions. One way around this is to access the article via the Library’s electronic journals catalogue (<http://openurl.man.ac.uk/sfxlcl3/az/default>), which will give instructions about how to access the resource. Another way is to use VPN (Virtual Private Network). It is software you can install on your own laptop or PC which makes it look as if you’re accessing the Internet from a University-networked computer. To install this software, go to <http://www.itservices.manchester.ac.uk/vpn/>.

The **Film Library** of the Granada Centre for Visual Anthropology houses an unrivalled collection of ethnographic films. It is located on the Ground Floor of the Arthur Lewis Building (G.020). For opening times and charges please email: [gcvafilmlibrary@manchester.ac.uk](mailto:gcvafilmlibrary@manchester.ac.uk).

## 1.5. The North West Doctoral Training Centre

From January 2011, the Economic and Social Research Council (ESRC), the main funder of social science research training in the UK, devolved the funding and delivery of postgraduate research training to a number of regional Doctoral Training Centres (DTCs). The University of Manchester forms part of the North West DTC, along with the universities of Lancaster and Liverpool (see [www.nwdtc.ac.uk](http://www.nwdtc.ac.uk)). Within the NWDTTC, there is a recognised Social Anthropology Pathway, through which students can get funding to do training in Social Anthropology both at doctoral level or as part of a 1+3 package (research training MA + PhD programme). In fact, the University of Manchester is the only university in the NWDTTC which has a Social Anthropology department and has MA and PhD programmes in Social Anthropology. However, there are social anthropologists in both Lancaster and Liverpool and PhD students may be co-supervised across institutions and may be able to access relevant course modules delivered in those universities.

Other kinds of collaborative interactions take place including postgraduate symposia and seminars across the universities.

In Lancaster, our links are mainly with the Sociology department (Lucy Suchman is an anthropologist there and there are other with interests in anthropology and ethnographic methods) and with the science studies people.

In Liverpool, there are anthropologists who work in:

- the [Institute of Popular Music](#) (Sara Cohen, who works on popular music culture and policy in the UK )
- the Institute of Psychology, Health and Society ([Ciara Kierans](#), Department of Public Health and Policy, who works on medical practices, health, biopolitics and the production of poor and marginal populations in Ireland, UK and Mexico)
- the department of Sociology, Social Policy and Criminology ([Jude Robinson](#), who works on health and social care in the UK)

If you feel that some kind of collaboration would benefit your research, you should talk to your supervisor and the PhD Programme Director.

For more detail on the NWDTTC, see [www.nwdtc.ac.uk](http://www.nwdtc.ac.uk).

**Module exchange:** It is possible for Manchester students to take postgraduate courses in Liverpool and Lancaster, free of charge. The courses on offer change from one year to the next.

For Lancaster, a useful guide to what's on offer is at <http://www.lancs.ac.uk/fass/sociology/prospective/ma/modules.htm>

For Liverpool, there are courses on health-oriented research and popular music studies. See the university of Liverpool website.

## **2. Aims and Objectives of Postgraduate Research Degrees**

### **2.1. PhD and MPhil in Social Anthropology**

Social Anthropology offers two types of research degree: M.Phil. and Ph.D., which are described in this Handbook. There is a third part-research degree, the MA in Anthropological Research (MAAR), which is technically a taught postgraduate degree, but it is designed as a degree to lead into Ph.D. training. MAAR students are integrated to a large extent with our research postgraduates. The MAAR has a separate handbook.

The M.Phil. is qualification in its own right, but it may be a stepping stone to the Ph.D. and M.Phil. students take the same training programme as Ph.D. students in their first year. A student who has successfully completed either degree (M.Phil. and/or Ph.D.) will possess a basic training in research, have conducted an individually designed and executed research project under supervision, and written up the results in a dissertation to the relevant academic standard. The ultimate aim of our research degrees is to produce graduates who can carry out independent research that contributes to knowledge and scholarship. The realisation of this objective is assessed through the quality of the dissertation as the final output of the training process, which is judged against general academic standards relative to the time allowed for completion of the dissertation stage of the degree.

#### **The M.Phil.**

An M.Phil. dissertation in Social Anthropology may be the product of library-based research or be based on ethnographic fieldwork. In either case the final dissertation must make an original contribution to knowledge, either through the discovery of new facts or critical discussion of existing analyses which offers a new understanding of a problem.

Although it is possible for an M.Phil. dissertation to represent a significant scholarly contribution, the more comprehensive kind of research project required for the Ph.D., and the direct experience of ethnographic fieldwork which is normally central to it, would generally be considered a necessary preparation for an academic career in the discipline, and would also be a prerequisite for some non-academic careers. Candidates who obtain the M.Phil. are also equipped for careers which involve independent research work, but their immediate opportunities may be limited, for example, by a lack of direct experience of fieldwork and more limited practical experience of other aspects of research work in social anthropology than candidates who have completed a Ph.D. It may, however, be possible for a graduate

with an M.Phil. to acquire further research experience on the job in subsequent employment, thereby enhancing his/her professional standing.

M.Phil. students may complete their entire programme in a minimum of one year (or a maximum of two years) and will therefore begin to work directly on the dissertation itself with their supervisors at an earlier stage. They submit a written M.Phil. thesis, the main text of which (including footnotes and endnotes) should not exceed **50,000 words**.

**Training programme.** Ph.D. and M.Phil. students all undertake a training programme to equip them to design, implement and report on a research project. Training covers both techniques for the collection of data and techniques for the analysis of data, with the latter embracing questions of the relationship between general and comparative theories and empirical research, with an emphasis on empirical research through ethnographic fieldwork. In addition to questions of theory and method in research, the programme trains students to practice their research in an ethical manner and to reflect on issues of representation of the results of research in different genres of academic writing and other media.

In addition to classroom teaching and discussion, students work, individually and/or collaboratively, on the design, implementation and reporting of a small field project within the framework of a shared theme, which gives them a practical experience of fieldwork based research. Workshops enable the group to discuss pertinent issues together at each stage of the project's evolution, so that they can learn from each other's direct experience as well as from that of outside collaborators and the teaching staff.

## **2.2. Degrees in Visual Anthropology**

Social Anthropology also offers an M.Phil. in Ethnographic Documentary and a Ph.D. in Social Anthropology with Visual Media through the Granada Centre for Visual Anthropology. Although the fundamental aim of both programmes is to explore the use of alternatives to textual media in social anthropology research, they have very distinct objectives:

### **Ph.D. in Social Anthropology with Visual Media**

This degree aims to promote substantially innovative work on the use of visual media in anthropological research, and candidates will conduct a substantial ethnographic research project which will also involve an original use of visual media in the analysis and representation of social and cultural life. To satisfy the aims of the programme, the visual component of the project must be more than a simple visual accompaniment to the text. There must be an integral relationship between the visual anthropology aspect of the project and the textual aspect, as would be the case, for example, where questions of ethnographic representation and the relationship between

different media were central to the analysis and argument of the thesis. Graduates from this programme will have acquired technical skills in the research applications of visual media not possessed by researchers trained in social anthropology alone, which will equip them for specialised academic and non-academic careers, but they will also be able to conduct other kinds of research in anthropology and related fields through the broader theoretical and methodological training that they receive. The Ph.D. programme is therefore specifically, though not exclusively, directed towards candidates seeking academic careers in anthropology.

The addition of a film constitutes a significant addition to the time and effort needed for the Ph.D. programme. In recognition of this, the word length for the written thesis is reduced to 60,000 words (80,000 for the standard Ph.D.). Some funding bodies, such as the ESRC, will also allow students to apply for extra funded time (up to 6 months) to complete the programme. Self-funded students may apply to the School for extra time to complete the film, but they have to pay any additional fees to cover any extra time approved.

### **M.Phil. in Ethnographic Documentary**

This programme is designed for those with an MA-level qualification in social and/or visual anthropology or a related field, and/or the necessary film competence, who wish to carry out a substantial film project based on first-hand ethnographic fieldwork.

- It is a one-year degree, available as a part-time option over two years. Students may apply for a “submission pending” period after 12 months (see section on [Submission Pending](#), below).
- The programme is intended for people who have a prior degree in social anthropology 'or a related field' as well as the necessary film competences. Those without the necessary film competences may also be accepted, but they would be required to take either one or both of the two 'hands-on' film training courses offered to Masters students, each of which requires the payment of an additional fee of £500.
- Students work with a supervisor on one particular ethnographic film- and fieldwork-based research project. Normally, this will involve up to six months of preparation in Manchester, during which time, in consultation with the supervisor, the student may take whatever courses are available and appropriate; three months in the field carrying out the project; three months editing their film(s) and writing a companion text.
- The principal medium of assessment is an ethnographic documentary film or films arising from the research project, of a maximum total duration of 4 hours. This film material should be accompanied by a written 'companion text' of a maximum length of 15,000 words.

- Normally a student can expect his/her supervisor to give one editorial supervision of the completed film and one read-through of the companion text.

## 3. Programme Structure and Research Training

### 3.1. The Overall Programme and Final Submission Deadline

The normal programme for full-time Ph.D. students is to spend about one year in pre-fieldwork training, taking a number of modules and preparing a research proposal (see below). If their work reaches the required standard after this time, they are approved to leave for the field and to progress to year 2 of the programme. They then undertake fieldwork, usually of 12 months duration, but subject to approval of up to 18 months, depending on individual circumstances, such as whether a foreign language, especially a so-called “hard language,” has to be learned or whether fieldwork includes the making of a film. On their return to Manchester, students should then normally expect to spend one year writing up the dissertation and must attend the Postgraduate Research Seminar.

Most funding bodies allow three years in total for the completion of a full-time Ph.D. (or six years part-time). Ph.D. students normally register for three years. At the end of this time, students can apply for a period of “submission pending” registration for up six months in the first instance, extendable for a further six months upon a second application ([see below](#)). The fee payable during this period is nominal. After this time - i.e., four years - a student loses all rights to use University facilities and also forfeits the right to continued supervision.

Thus the absolute final time limit for the submission of a full-time Ph.D. is FOUR YEARS - or seven years part-time.

A student taking the M.Phil. degree normally does the first-year training programme and may submit the thesis at the end of this year (but not before). He or she may also extend registration for a total of 12 further months, on the same basis as a Ph.D. student (see below) and must submit not less than TWO YEARS after the initial registration date. The policy on interruption and extensions are the same as for the Ph.D. degree.

Although it is usual for students to begin the course at the start of the academic year, in September, it is possible in very exceptional circumstances to begin in either January or April. In this case, special arrangements may need to be made to ensure that the student concerned can complete our training requirements.

### **3.2. Submission Pending Period**

Submission Pending refers to the period where a student has completed all supervised research and is preparing the thesis (and/or film) for submission. Ph.D. and M.Phil. students who have not already submitted their thesis within three years (Ph.D.) or 1 year (M.Phil.) are required to apply to register for the Submission Pending period. Students will be required to pay a Submission Pending fee of £225. The total maximum period allowable for submission pending is one year.

Students registered for the submission pending period will be entitled to some use of University facilities including library and computer access. In Social Anthropology, supervision generally continues as normal during this period, but when entering the submission pending period the student should still come to an agreement with his or her supervisor about the frequency and duration of supervision meetings in this period.

### **3.3. Extensions and Interruptions to the Programme**

The four-year period does not include formal interruptions of registration or extensions to the deadline. Extensions to this time limit can be negotiated where a student has medical or other personal problems. Extensions may also be granted when a student has to learn a difficult foreign language, or, in the case of the Ph.D. with Visual Media, where a film is involved (extensions on these grounds normally has to be agreed at the beginning of the programme and may involve paying extra fees).

Registration can also be interrupted for a defined period - for example, in the case of a long illness or family bereavement - these interruptions are then counted as extensions to the four-year limit.

See the section 5.5 on [interruptions and extensions](#), below.

### **3.4. Residence in Manchester**

Attendance at core training courses in year 1 (see below for details of these) is compulsory. Unless registered for a split-site Ph.D., students are expected to adhere to University residency requirements, which require students to be resident in Manchester for a minimum of 18 months of the 36 months' registration of the PhD programme or 6 months of the M.Phil. programme.

### **3.5. Language Learning**

For many Ph.D. students, learning a foreign language is a necessary preliminary to fieldwork, and this too forms an integral part of pre-fieldwork training. For many major world languages, courses are available in the relevant Language Schools of the University, which students are free to attend. In the case of other languages for which published teaching material is available, Social Anthropology provides what support it can in helping the student to locate the relevant material and, if possible, to locate a suitable teacher. For some languages, however, there is no other way to learn except in the field, and an interruption of or extension to the period of fieldwork leave may then be recommended to allow the incorporation of language learning into the overall field research programme.

### **3.6. Part-Time Study**

Pre-fieldwork training normally takes up to two years for part-time students. The way that the compulsory training courses (and any other optional courses) - listed in the next few pages - is structured over the pre-fieldwork period is subject to agreement between the student and supervisor(s) and, if necessary, the PhD Programme Director. It often makes sense to do the two core courses (Issues in Ethnographic Research 1 and 2) in the first year and then attend the Postgraduate Research Seminar in year 2. However, this can be adapted to suit individual circumstances, as long as the compulsory courses are taken and the associated assessments completed.

Part-time students are encouraged to attend the Postgraduate Research Seminar in both years, if they can, as it is always a useful forum and helps a part-time student to keep in touch with peers, but it is recognised that this may be impossible. In any case, the course would only be subject to one assessment. It often makes sense to do the assessment in year 2, even if the course is attended (or "audited") in year 1. Students should make sure that supervisors, the School Postgraduate Office and the seminar convenor know whether the course is being audited or taken as an assessed course.

Part-time students are encouraged to attend the weekly Social Anthropology research seminars, held on Mondays at 4-6 p.m.

### **3.7. Supervision**

Every student works under the personal supervision of a member of staff in Social Anthropology, who acts as their main supervisor. Students are expected to meet with the supervisor at regular intervals, normally once every two weeks during semester. However, the needs of students varies according to the stage of study: times when students are preparing their dissertations or writing up their theses often require different arrangements.

In addition to the main supervisor, all students are assigned a second supervisor. Together with the Director of Postgraduate Research Degrees

(who deals with general administrative issues to do with the degree), these three people constitute the student's supervisory team. The main supervisor has the most contact with the student and is responsible for overall supervision of the student's progress. The second supervisor is expected to meet the student, along with the main supervisor, at the beginning of their course, and thereafter by arrangement. Normally, these 'supervision panels' (the main supervisor and second supervisor together meeting the student) are held twice a year. They are intended to discuss the student's work, progress and training needs. By agreement, the second supervisor may also have occasional meetings with the student to advise on particular issues where the need arises.

For more detail see the section below on [Supervisory Practice](#).

### 3.8. The First-year Training Programme

All M.Phil. and first-year Ph.D. students are expected to attend the weekly **Postgraduate Research Seminar** and the two course-units on **Issues in Ethnographic Research** (see below). They should also attend the regular **Social Anthropology Seminars**, which are held on Mondays at 4-6 p.m. and other seminars and workshops organised within Social Anthropology which are relevant to their interests.

When you go to your student portal (<http://my.manchester.ac.uk/uPortal>) as a new PhD or MPhil student, you may see a long list of courses. Don't assume that you have to take all these courses. The only compulsory ones are those mentioned above. Consult your supervisor if in doubt.

Students are welcome to attend any of the taught lecture courses offered within Social Anthropology, and may be required to do so when a course is clearly relevant to their research interests and/or would cover gaps in their previous training. Full details of these courses can also be found in Section 7, below, on "[Course Unit and Seminar Outlines](#)".

Outline details of topics and readings for both course-units are also available from the following link:

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/>

If you want to audit a course, please contact the course-giver to obtain details and to work out the requirements of your attendance/participation in scheduled seminars.

If students have, prior to arriving in Manchester, completed relevant research training then some or all of the year 1 research training may be waived.

The programme of organised training is accompanied by work on the M.Phil. dissertation (for M.Phil. students) or the research proposal (for Ph.D. students) with their main supervisor. They may also work on aspects of this research design with their second supervisor, if the second supervisor has special expertise in certain areas. The Ph.D. research proposal aims to equip students with the necessary knowledge of secondary literature relevant to their topic, to research background material, and to refine project design and methodology prior to embarking on the principal research.

Progression after year 1 on the Ph.D. programme is based on approval of a substantial research proposal, under the guidance of their main supervisor (and their second supervisor where appropriate).

### 3.9. Compulsory Courses

Students take the following compulsory courses. Although the first-year training programme does not provide credits (as is the case with taught MAs), 'compulsory' means that **students *must attend the compulsory courses and successfully complete all their components, including the assessments, in order to proceed to further study, unless you are given specific permission not to by the Director of Research Degrees.***

The most common justification for not completing compulsory courses is when a candidate has already completed an equivalent course at another university. If you feel you are in this situation, you should speak to your supervisor(s) in the first instance, and then seek permission from the Director of Research Degrees to be excused the requirement to complete one or more of the following courses.

All our taught courses use the Blackboard VLE (virtual learning environment) to support delivery. See section 13 on [Blackboard](#).

#### **a) Issues in Ethnographic Research 1 and 2**

Social Anthropology offers two course-units of lecture-seminars in Ethnographic Methods, presented in the Autumn and Spring semesters respectively.

##### Issues in Ethnographic Research 1 (SOAN70641)

This is the first of two methodology courses that explores the nature of ethnographic research as a technique and an approach. What kinds of knowledge does ethnography facilitate? What are the possibilities and the limitations of ethnographic research?

##### Issues in Ethnographic Research 2 (SOAN70652)

This follows on from SOAN70641 and allows students the opportunity to reflect on anthropological research methods, and to encourage experimentation and reflection. It will develop awareness of ethical and

political issues in anthropological research specifically, and empirical social research generally. During the second half of the semester students will carry out their own empirical research project in teams.

#### **b) Postgraduate Research Seminar (SOAN70940)**

This is a seminar for all students taking the MA in Anthropological Research and the M.Phil. and Ph.D. programmes in Social Anthropology. It runs over both semesters. It brings together pre-fieldwork and post-fieldwork students in a collective forum. For pre-fieldwork students, it is an opportunity to engage with the work of post-fieldwork students and understand more about the relationship between defining a research problem and dealing with the data after fieldwork; it also provides an opportunity for students to present their research plans and rationale to more experienced students.

Further details of this course, including guidance on assessment, can be found in Section 7, below, on "[Course Unit and Seminar Outlines](#)".

### **3.10. Optional Extra Modules**

During their training, students may, during the pre-fieldwork period, be recommended or required to follow other courses in Social Anthropology, in the Faculty or beyond, where these convey knowledge or skills relevant to the student's project. The School of Social Science Course Unit Database of Postgraduate Courses gives a full list of courses offered in the School. See <http://www.socialsciences.manchester.ac.uk/postgraduate/taught/modules/> Students may particularly wish to note the following courses, which are specially provided by the School of Social Sciences for research student training. Many of our students have found these courses useful in the past. You should consult with your supervisor about them.

As part of the North West Doctoral Training Centre, you may also have access to courses at the University of Liverpool and the University of Lancaster. See the section on the [NWDTC](#), above.

#### **a) Qualitative Research Methods**

The School of Social Sciences offers a range of 5-credit mini-modules, taught by School staff to postgraduate students from across the School. Each mini-module may be taken alone, but typically students attend introductory lectures, which present students with an overview of qualitative methods in the social sciences. Students then normally choose three workshops (although more or less may be taken), each of which is worth 5 credits and focuses on a specific approach or technique.

Further details are available in in the *Qualitative and Quantitative Research Methods Handbook* which will be given out at the induction meeting for the course and can also be downloaded at:

### **b) Introduction to Quantitative Methods (SOCS70511)**

This is a School of Social Sciences course based on lectures and lab classes run by the University's Cathie Marsh Institute for Social Research (CMIST)

Further details are available in *Qualitative and Quantitative Research Methods Handbook* which will be given out at the induction meeting for the course and can also be downloaded at:

<http://www.socialsciences.manchester.ac.uk/intranet/pg/handbooks/>.

CMIST also runs many other short courses for more specialised skills.

### **c) Study Skills**

As stated in the School's Postgraduate Student Handbook (available on the School PG Intranet), the Faculty of Humanities delivers a wide range of courses to enhance a range of skills and promote your personal development as a researcher and a scholar.

Faculty of Humanities Skills Development Programme:

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

The Faculty of Humanities Study Skills Website:

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

## **3.11. Essays and Dissertations: Format and Style**

At research postgraduate level, we assume that students know the basics of how to write an essay, but it is important that, at this level, students should make sure they conform to standard academic principles in the way they present their work. This refers to checking proper use of English (grammar and spelling) and, above all, to citing and referencing other work properly. (See also the guidelines on [Plagiarism](#), detailed in a separate appendix, below). There are different ways of doing this and, for example, social scientists tend to use different styles from those used by historians. Some students who are not familiar with the conventions of essay writing in the UK

higher education system sometimes commit **plagiarism** without realising they are doing so. This can result in severe consequences, so you must read carefully guidance on plagiarism and consult with your supervisor if you are not sure what it means or how to avoid it.

In terms of citing sources, the overriding principle is to make sure that when you use another person's work you a) acknowledge the source and b) list the full details of that source. You should talk to your supervisor if in any doubt; there are some suggestions given in the section on **Plagiarism**.

### **Word limits**

All pieces of assessed work are subject to prescribed word limits. Students exceeding the maximum word limits on any assessed work may encounter difficulties. Examiners are not required to read more than the maximum word limit. There is no formal minimum word limit, but students should consider whether essays that fall substantially below the maximum have adequately covered the topic. Word limits include the body text of the piece of work, plus footnotes, but exclude the bibliography.

## **3.12. Use of English in Essays and Dissertations**

It is expected that students should submit work in good English. Marks may be deducted if the use of English is poor, especially if it impedes proper comprehension of the text. Students whose first language is not English should make arrangements to ensure that the final versions of the essays, proposal and dissertation are in good English: the substance of the text must be the student's own work, but the grammar, punctuation and use of English can be checked by someone else.

Note that it is *not* the responsibility of your supervisor to correct your English in essays, proposals or the final dissertation. S/he may choose to help you with your use of English, but this is not an obligation.

Students seeking help with use of English in writing should contact the University Language Centre, where support is offered. See <http://www.ulc.manchester.ac.uk/english/academicsupport/>

### 3.13. Timetable of Deadlines

Submission of all 1 <sup>st</sup> semester essays	22 January 2016
Comments and provisional marks back to students	within 15 working days
Submission of 2 <sup>nd</sup> semester essays	5 May 2016
Comments and provisional marks back to students	within 15 working days
Submission of Research Proposal	27 May 2016
Research Proposal examinations	Usually within 6 weeks of the submission date.

### 3.14. Expected Turn-round and Feedback

Students can normally expect to get written feedback and provisional marks on their essays from the Course Tutor by the dates given above. Marks are not confirmed until after both the Social Anthropology and the School Examination Boards have met (usually in the final week of June).

### 3.15. Plagiarism

Students must ensure they conform to standard academic principles in the way they present their work. This refers to checking proper use of English (grammar and spelling) and, above all, to citing and referencing other work properly. There are different ways of doing this and, for example, social scientists tend to use different styles from those used by historians.

#### Plagiarism

*Preface:* please note that the School reserves the right to request electronic copies of course work assessments. These may be used to investigate suspected cases of academic malpractice.

For help and advice on plagiarism and related matters, potential sources of assistance are: your academic advisor; your course tutors; the Student Guidance Service; and Paul Smith, the School's Student Support Officer.

**Plagiarism** is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It also includes 'self-plagiarism' (which occurs where, for example, you submit work that you have presented for assessment on a previous occasion), and the submission of material from 'essay banks' (even if the authors of such material appear to be giving you permission to use it in this way). Obviously, the most blatant example of plagiarism would be to copy another student's work. Hence it is essential to make clear in your assignments the distinction between: the ideas and work of other people that you may have quite legitimately exploited and developed, and the ideas or material that you have personally contributed.

Some students who are not familiar with the conventions of essay writing in the UK higher education system sometimes commit **plagiarism** without realising they are doing so. This can result in severe consequences, so you must read carefully guidance on plagiarism and consult with your supervisor if you are not sure what it means or how to avoid it.

You should also be aware of the possibility of **self-plagiarism**, when you cut and paste (or even closely paraphrase substantial chunks) from one of your own essays to another, without making this clear to the reader. This is not very good practice in any context, but if the essays are presented for assessment, it is also academic *malpractice* and may be penalised.

In terms of citing sources, the overriding principle is to make sure that when you use another person's work you a) acknowledge the source and b) list the full details of that source. You should talk to your supervisor if in any doubt.

<http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/plagiarism/>

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

## **4. Progressing through the Ph.D.**

### **4.1. Progress from Year 1 to Year 2**

A student can progress from year 1 to year 2 (or from year 2 to year 3 for part-time students), subject to the submission and approval of a proposal for research to be conducted within the framework of the doctoral programme (see below for details). The proposal usually also forms the basis for a presentation by the student to the Postgraduate Research Seminar. Performance in the seminar will be taken into account in assessing the student's readiness to proceed to doctoral research.

It is up to supervisors to advise students on whether progress is likely to be approved or whether they would do better to change their registration to the M.Phil. programme. Students may, however, submit a research proposal against their supervisor's advice if they wish, or ask for their case to be reconsidered after changing to the M.Phil. and completing a draft M.Phil. thesis.

### **4.2. Preparation, Submission and Examination of Research Proposals**

All students embarking on research towards a Ph.D. will normally be required, by the end of one year of study (or two years for students registered part-time), and prior to undertaking any fieldwork, to submit a written research proposal. The proposal will be read by a panel consisting of two examiners (selected members of staff in Social Anthropology), who will then meet on an arranged date to discuss the proposal with the student in a "viva" (oral examination). Normally, this examination process takes place before the end of June. The Programme Director allocates examiners for each student and one of them will contact the student. Examiners may be able to accommodate a request for an early meeting: students should contact the Programme Director or the examiners direct, if this is the case.

Following the viva, staff members of the panel will prepare a joint written report whose contents will be disclosed to both the student and his/her supervisor. The report should end with a recommendation regarding the student's readiness to proceed with the proposed research (and, in the case of those registered initially on an M.Phil. degree, to be upgraded to Ph.D. registration). In the event that a student is not considered adequately prepared to proceed, the appropriate course of action will be determined in the light of the student's circumstances and in consultation with the supervisor(s) and PGR Director. In most cases, the student is required to revise and resubmit the proposal, but it is also possible for the examiners to recommend that the student should not proceed with the PhD.

The proposal should take the form of a paper of a maximum of **12-15,000** words. The submission deadline is **Friday 27 May 2016**. Two bound copies of the proposal must be submitted to the postgraduate office (room 2.003) by the deadline. Any type of binding is acceptable for the proposals. Students will be informed by email of their pre-fieldwork viva dates.

***No student will be allowed to leave for the field unless his/her proposal has been passed by the panel.*** Students should not plan to leave for the field until the proposal has been examined and passed. Permission to leave for the field and upgrading to PhD status will not happen until the School has received a copy of the report and confirmation from Social Anthropology that the student is ready to embark on the fieldwork part of the programme.

The research proposal should include these basic components:

A critical review of the literature, both theoretical and ethnographic, pertaining to the research topic.

A presentation of the objectives of the study, the lines of inquiry that it is intended to pursue models or hypotheses to be tested, and the expected contribution of the results of the study to anthropological understanding.

A discussion of methodological, ethical and practical aspects of the research, detailing the kinds of primary ethnographic material to be assembled, how it will be obtained, and how analysed. Attention should be drawn to potential problems of access (e.g. to the field site or to the other relevant sources of data), as well as to any special requirements (e.g. language learning) for fieldwork in the area envisaged. This section should also contain a schedule or timetable for the conduct of the research and a budget detailing its costs.

A statement on ethics.

Students could treat each of the above components as a separate piece of work. These could then be put together, along with brief introductory and concluding sections, and revised as appropriate, to form the complete proposal.

See sections above on [format, style](#) and [use of English](#) in relation to submitted written work. See also section on [plagiarism](#).

### **4.3. Ethical Approval**

Any research with human subjects must get ethical approval from the University Ethics Committee. Immediately following the fieldwork clearance

viva where you will be examined on your proposal, you will be required to complete a preliminary ethical approval form. The timing of this ensures that any ethical issues raised in the viva can be dealt with by you and your supervisors. The School has a generic template for ethical approval: if your project falls within the template you can get approval quickly and easily. If your project falls outside the template you will need to apply for ethical approval from the University Research Ethics Committee (UERC), requiring a much more detailed form, which is then processed by the UERC. This may take several weeks and is likely to involve an interview with the UERC, which your supervisor should attend with you. You should submit this form as soon as you can (it can be before you submit the dissertation).

If you are working with under-18s or adults with learning difficulties you will need to fill in a different generic template form and will also need a CRB check (criminal records bureau check).

For more details and the relevant forms, see

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/ethical-approval-process/>

#### **4.4. Approval of Fieldwork**

Students who have been approved for fieldwork by Social Anthropology will need to complete a School Fieldwork Application Form which is available at the following link:

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/phd-mphil-proformas-and-guidance/>

This form will also need to be filled in by the student's supervisor and returned to Marie Waite in the postgraduate office. (The form can also be completed electronically and emailed to Marie).

To summarise: any student intending to do fieldwork has to:

- a) have the research proposal approved
- b) obtain ethical clearance
- c) fill in a Fieldwork Application Form

Once the research proposal has been approved by Social Anthropology, ethical clearance granted and fieldwork leave approved by the School, a student is considered ready to embark on fieldwork.

#### 4.5. During Fieldwork

During the period of fieldwork, a student's contacts with Social Anthropology are inevitably limited, but we do require students to keep in regular touch with their supervisors, sending detailed reports and/or fieldnotes at stipulated intervals. Normally, students should try to contact their supervisors once a month (by email or letter, depending on what's possible) to give a brief progress report and to discuss any emerging issues or problems that have developed in the interim. More formal written reports will be agreed with the main supervisor. Contact with second supervisors during fieldwork should be arranged with the second supervisor in advance, perhaps in the supervision panel meeting prior to departure. If it is possible, the main supervisor may make one or more visits to the student's field site.

Fees are payable at the normal rate to the University whilst a student is away on fieldwork. The current rate should be checked with the Student Services Centre prior to departure. Students will be able to register on-line as normal while they are away on fieldwork or prior to leaving. Fees can also be paid on-line or face to face at the Student Services.

#### 4.6. After Fieldwork

Following their fieldwork period, students are expected to return to Manchester to devote at least one year, but not more than two, to the organisation and analysis of their material and the preparation of the eventual thesis. During that time, they are expected to work closely with their supervisors. An initial meeting with their supervisory panel (the main and second supervisor) should be made shortly after return, so that preliminary plans can be made for regular meetings with the main supervisor, any occasional meetings with the second supervisor, and a rough plan of work is sketched out. It is expected that another supervision panel meeting will be held about six months after this, to monitor progress and make any adjustments to the plans.

Post-fieldwork students are also required to attend the weekly **Postgraduate Research Seminar**, at which they are asked to present papers based on aspects of their research. This provides valuable opportunities to benefit from peer response. In addition, we expect Ph.D. students, both before and after fieldwork, to participate regularly in the **Social Anthropology seminars for staff and postgraduates** which are held on Monday afternoons from 4 to 6 p.m. (usually followed by an informal meeting in a pub afterwards).

#### 4.6.1.1.1. Incorporating Audio-Visual Material into the Ph.D.

The University regulations allow audio-visual materials to be submitted in support of a Ph.D. manuscript. This allows students to take a Ph.D. programme in Social Anthropology with Visual Media. Students will be registered in Social Anthropology and will be assigned supervisors with interests complementary to their own. The overall programme of study is the same as for the normal Ph.D. during the pre-fieldwork year, with one important exception: it is normal for the division of labour between the main and second supervisors of a student studying for a Ph.D. with Visual Media to be more equally divided than is normally the case for the standard Ph.D. This is because Visual Media Ph.D. students require supervisors to have expertise in visual media *and* expertise on the theme they wish to research, and the two often do not come together in one member of staff. Whether the main supervisor is the staff member with visual expertise or the staff member with theme/topic expertise will be arranged according to the particular needs of the student. It is particularly important for the first supervision panel meeting to make explicit arrangements for supervision in these cases, detailing the number of meetings students can expect to have individually with each member of the supervisory panel, and the number of meetings students can expect to have jointly with the panel, as well as what type of training will be needed and how it will be provided, paying particular attention to visual media.

During fieldwork, the student will use film or video in addition to conventional research techniques. However the supervision meetings are divided, students can normally expect to have supervisory meetings once every two weeks during semester as with the normal track Ph.D. students, making a normal total of 12 meetings per year, plus one or two supervision panel meetings to monitor progress. Additional meetings may be arranged by one or more members of the supervision panel, and by mutual agreement, if these are deemed to be necessary by the supervisor(s).

In the post-fieldwork phase, the student may use the facilities of the Granada Centre to work on film or video material shot in the field, and may receive additional training in post-production techniques. Candidates for this programme submit a shorter thesis (of 60,000 words), accompanied by a film of 40 minutes duration, although requirements will vary according to the nature of the project, which might, for example, alternatively involve a multi-media presentation on CD or DVD. Students can still submit a thesis of more than 60,000 (plus the visual materials), if they apply for special permission to exceed the usual limit.

**Please note:** this programme demands that the visual component of the project be more than a simple visual accompaniment to the text. There must be an integral relationship between the visual anthropology aspect of

the project and the textual aspect, as would be the case, for example, where questions of ethnographic representation and the relationship between different media were central to the analysis and argument of the thesis.

## 5. Supervision and Monitoring Student Progress

### 5.1. Supervisory Practice

Your responsibilities as a student are:

- to meet with your supervisor and advisor to review progress and to complete the appropriate online forms
- to attend/complete all mandatory skills training components
- to check your university email account regularly (unless on fieldwork)
- to ensure that your supervisor knows how to get in touch with you if you are away from email for any extended period of time, especially after handing in any piece of work for assessment.

The supervisor's and advisor's responsibilities are:

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

Every M.Phil. and Ph.D. student is assigned a **supervisory team** when they first register. This consists of: the student's main supervisor, with whom the student will have the most regular contact; a second supervisor, with whom students will have at least two meetings per year; and the Director of Postgraduate Research Degrees, who oversees the administration of the degree.

#### *Before fieldwork*

Upon first arriving, the student will have a preliminary meeting with their **supervision panel**, which consists of their main supervisor and their second supervisor. In this meeting, students will discuss their training and development needs, the student's broad area of research interest, and arrange the subsequent meetings for the semester with main supervisors and any further meetings with second supervisors that may be deemed necessary. Normally (and with the exception of the Ph.D. with Visual Media discussed above), students are expected to meet with their main supervisor every two weeks during the two 12-week semesters, and are expected to have one more meeting with their supervision panel (i.e. the main supervisor and second supervisor together). They will arrange meetings with their second supervisor as needed. The second supervisor is often a member of staff with expertise in a particular area of interest of the student. Their role is to provide advice from time to time as appropriate, and to participate in the two supervisory panel meetings to discuss progress.

Students can normally expect a total of 12 meetings over the two semesters, plus one supervision panel meeting each semester. If students meet their second supervisor individually to work on parts of their course, that meeting will normally replace their usual meeting with their main supervisor for that week (i.e. students cannot expect more than 12 supervision meetings in total over the two semesters).

It is important for students to work out a research schedule with their main supervisors as soon as possible after the start of the course: this should include a date for the submission of the research proposal, the date of commencement and duration of fieldwork, the period required for language study and, ultimately, for writing up.

#### *During fieldwork*

During fieldwork, contact with your supervisor will vary depending on where you are and how easy contact is. Also different students have different needs and working styles. As a broad guide, it is useful to keep in touch with your supervisor on a regular basis (at least once a month) just to let him or her know that things are OK. It is a good idea to submit a written progress report at agreed intervals (a minimum of about every three months is a good rule of thumb). This allows you step back from the everyday activities of fieldwork, reflect on your progress and original aims and see what needs to be done next. You should send your report to both supervisors, but you may get feedback only from your main supervisor.

#### *After fieldwork*

Supervision during the writing-up period may vary according to the stage you're at, and your working style. Once initial meetings, to plan and talk over fieldwork, are over, it often makes sense to structure meetings around the submission of draft chapters. So frequency of meetings is likely to vary. But it is not a good idea to leave long periods between meetings and your supervisor should be getting in touch if there has been a long period of silence (say, over 4 weeks). As a rule of thumb, you should not expect more than 12 meetings over the two semesters, but in practice you may meet less than this (or more). You can expect your supervisor to give you feedback on your draft chapters. Normally, a second supervisor will not routinely give feedback on every draft chapter, but s/he may do so on selected chapters (perhaps one per semester).

## **5.2. Monitoring of progress**

Monitoring of progress is done twice a year, according to School policy (see

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/policies-and-regulations/>

In January, students and their supervisors will fill in a mid-year review form. In June, an annual review form will be completed, involving the reading and approval by an external reviewer (a Social Anthropology staff member, outside the supervisory team), of a piece of work. Normally, for year 1 PhD students, this will be the research proposal, which is examined by two members of staff. Year 2 students are normally still on fieldwork and the review is often conducted by email and on the basis of a fieldwork progress report, which is read by the external reviewer. Year 3 students normally submit a draft chapter.

### 5.3. eProg

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

eProg can be accessed via MyManchester

<https://app.manchester.ac.uk/Default.aspx>

or by going to eProg is made up of the following components:

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

- Skills training: A skills training area where students can search training events across the University, book onto any courses of interest events and view courses they are registered for or have attended
- Help and support: Help and advice on how to use eProg and useful links to online training (in Blackboard)

For further information about e-prog please see the School Handbook

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/handbooks/>

For queries related to specific milestones on your programme, please email [Marie.waite@manchester.ac.uk](mailto:Marie.waite@manchester.ac.uk)

For queries relating to eProg please contact [eprog@manchester.ac.uk](mailto:eprog@manchester.ac.uk)

#### **5.4. Change of Supervisor**

If you wish to change your supervisor(s), your first step is normally to discuss this with your existing supervisor(s). If this seems difficult, for whatever reason, you should see the Programme Director. If this person is your supervisor and/or you wish to see someone else, contact the Head of Discipline Area in the first instance or contact the Programme Administrator for advice.

Any change of supervisor requires a form to be filled in and has to be ratified by the School. The form can be found at

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/phd-mphil-proformas-and-guidance/>

#### **5.5. Interruptions and Extensions: How to Apply**

An interruption means the suspension of studies. During an interruption, a student is not expected to continue his or her studies or to receive supervision. During an interruption the “clock stops” in terms of calculating how long you have been engaged on the PhD programme.

An extension is, as the name suggests, an approved extension to the normal duration of the programme.

A student may be permitted to interrupt or extend his/her course only under specific approved circumstances. Simply having run out of time (or money) is not normally an approved reason. For full details about this, see the University's [Policy on Circumstances Leading to Changes to Postgraduate Research Study](#). On page 15 of this document you will see a list of circumstances that are normally considered good reasons for interruption of extension.

If a student wishes to interrupt, the he or she must complete the first section of the interruption application form which is available at the following link:

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/phd-mphil-proformas-and-guidance/>

The form must then be emailed to either the student supervisor or the Programme Director who will complete the second section and return to Marie Waite who will submit for school approval. The school will write to the student with a decision. Students intending to interrupt must contact their supervisor and/or the Programme director in the first instance.

Application forms for an extension are available at

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/phd-mphil-exam-process/>

Students must make sure that if they are encountering problems that they keep the necessary Social Anthropology academic staff informed.

## **5.6. Length of Thesis**

The normal length for a Ph.D. thesis is 80,000 words. This maximum length includes footnotes, but excludes bibliography, filmography and appendices. This limit can be exceeded only in exceptional circumstances and only by approval.

Candidates for the PhD with Visual Media submit a shorter thesis (of 60,000 words), accompanied by a film of 40 minutes duration, although requirements will vary according to the nature of the project, which might, for example, alternatively involve a multi-media presentation on CD or DVD. Students may be able to submit a thesis of more than 60,000 (plus the visual materials), if they apply for special permission to exceed the usual limit.

## 5.7. Examination

The candidate shall be required to attend an oral examination on the subject of the thesis and matters relevant thereto. The candidate may also be required by the examiners to undergo a written or other examination. Oral examinations shall be held in the University at times when the buildings are officially open, and notice of the time and place shall be published in such manner as may be prescribed.

Further information about submission of your thesis and examination can be found at:

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/phd-mphil-exam-process/>

## 6. Additional Funding Sources for Students

### Financial Hardship

Prospective students must identify their source(s) of funding prior to registering at the University confirming that they will have sufficient funds to complete their programme of study. However, each year the Government gives the University a sum of money for the Access to Learning Fund (ALF) to enable it to help students who need extra financial support due to unexpected costs or personal circumstances. If you qualify for a payment from the Fund, it will not usually have to be repaid. All registered Home (UK) postgraduate students are eligible to apply; unfortunately EU students and overseas students are not eligible. Details are available from the Student Services Centre on +44 (0) 161 275 5000 or by email at [ssc@manchester.ac.uk](mailto:ssc@manchester.ac.uk). Or email [alf@manchester.ac.uk](mailto:alf@manchester.ac.uk).

See also <http://www.studentnet.manchester.ac.uk/crucial-guide/financial-life/funding/financial-support-funds/access-to-learning-fund/>.

### The Max Gluckman Fund for Postgraduate Students (Social Anthropology)

Grants from this Fund are available to assist postgraduates with conference costs, the binding of theses etc. They do not cover fieldwork expenses or the purchase of equipment. It should be emphasised that these are **small** grants, most of which are unlikely to exceed £50 or £100. The Director of Post-graduate Research administers this fund and will notify students when to submit applications.

### The Radcliffe Brown Memorial Fund (RAI, ASA)

This fund is administered by a joint committee of the Royal Anthropological Institute and the Association of Social Anthropologists. It is intended to assist students in the final stages of Ph.D thesis preparation. This condition is interpreted rigorously: it usually means the three months or so during which a thesis is being typed-up and bound. These awards are for rather larger amounts of money, but they attract considerable competition and the amount of any one award may depend on the total number of applications. Ordinarily, no grant will exceed £500. Application forms are available from the Director, Royal Anthropological Institute, 50 Fitzroy Street, London, W1P 5HS. There are two rounds of application per year; check the websites for the respective closing dates.

### The Emslie Horniman Anthropological Scholarship Fund (RAI)

This fund, administered by the Royal Anthropological Institute, provides grants of up to £4,000 to support postgraduate fieldwork (especially when conducted outside the UK). Application forms are available from the Director's Secretary, Royal Anthropological Institute, 50 Fitzroy Street, London W1P 5HS. Check the website for application deadlines.

### **6.1. Teaching Assistants (TAs)**

Every year, a number of postgraduate students in Social Anthropology are employed as teaching assistants. This involves taking tutorial groups of students registered for one or other of our undergraduate courses, and marking these students' essays. Apart from providing valuable teaching experience, this can provide a useful - if not particularly lucrative - source of additional income. Students can normally take classes only up to a maximum of 3 hours per week. See

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/graduate-teaching-assistants/>

There will be a compulsory course for all Graduate Teaching Assistants (see Induction Timetable).

## 7. Course Unit Outlines

### SOAN70641 - Issues in Ethnographic Research 1

**Tutor:** Jeanette Edwards

**Length of Course:** Semester 1

**Mode of Teaching:** Lectures/seminars

**Mode of Assessment:** One 4000-word assessed essay

**Credit Rating:** 15

**Timetable:** Mondays 10.00 am – 1.00 pm

#### Aims

This module is the first of two training modules for postgraduate research students who intend to use ethnographic research methods in their doctoral study. The module is designed in such a way as to facilitate the development of students' own research projects. It is not a methods course but a forum for discussing what most anthropologists would see as a, if not *the*, core aspect of their disciplinary identity: ethnography. Since most students will already be familiar with what ethnographic research entails, the module looks at a set of particular concerns when *developing* a research project. It focuses on the possibilities opened up by an ethnographic approach, on the formulation of research questions in ways that are suitable to such an approach, and on potential problems arising from it (and how to go about solving them).

#### Intended Learning outcomes

At the end of the module students will be able to construct a coherent outline of an anthropological research problem, to formulate a set of research questions and sub questions suitable to be explored through ethnographic research, to specify concrete research methods that are likely to lead to answers to those questions, and to develop strategies to deal with ethical issues that this research may raise.

#### Assessment

One 4000-word assessed essay

#### Information

The course is oriented towards designing problem-focused research using ethnography. It is designed around the individual research plans of postgraduate research students who are preparing a doctoral project with ethnography.

## **Course Content**

Although there are handbooks detailing research methods for ethnographic studies, most anthropologists would agree that it is very hard to actually sum up and transfer such qualitative techniques in the same way as one could teach, say, survey methods. Carrying out ethnography research, it seems, is a bit like learning to ride a bicycle: no matter how often and how attentively you would read the manual, if there were such a thing, you'd still have to get on your two-wheeler to actually learn cycling. Moreover, the actual advice on how to cycle that you might receive from other, more experienced cyclists would be strongly dependent on the traffic (i.e. context) you are thinking of entering. Therefore, this is not a methods course but a forum for discussing what most anthropologists would see as a, if not the, core aspect of their disciplinary identity: ethnography. Since most students will already be familiar with what ethnographic research entails, the module looks at a set of particular contemporary debates on doing and writing ethnography, including the difficult questions as to where the line between those two lies. The conglomerate of activities that are involved in doing and writing ethnography is a complicated, sometimes contradictory and always messy whole, the result of which is usually expected to be a relatively coherent text. The questions we address in this module converge largely on the process that leads from the first to the second. This means developing an awareness of implicit assumptions, power relations, practical short-cuts, representational mechanisms, ethics and a range of other issues that arise when anthropologists do and write ethnography.

## **Preliminary reading**

Agar M.H. 1980. *The professional stranger: an informal introduction to ethnography*. Academic Press.

Cerwonka A. & Malkki L. 2007. *Improvising theory: process and temporality in ethnographic fieldwork*. Chicago: Chicago UP.

Konopinski N. 2013. *Doing anthropological research: a practical guide*. London: Routledge.

## **SOAN70652 - Issues in Ethnographic Research 2**

**Tutor:** Chika Watanabe

**Length of Course:** Semester 2

**Mode of Teaching:** Lectures

**Mode of Assessment:** One 4000-word assessed essay

**Credit Rating:** 15

**Timetable:** Tuesdays 3.00 pm – 6.00 pm

### **Aims**

As with Issues in Ethnographic Research 1 (SOAN70641), this course aims to give students the opportunity to explore anthropological research methods, and to encourage experimentation and reflection. It will develop awareness of ethical and political issues in anthropological research specifically, and empirical social research generally. It will help to locate anthropological field methods within social science research methods and to explore the underlying premises of different methodologies and the meaning of data.

### **Intended Learning Outcomes**

The course focuses on techniques for the collection, recording and analysis of data. It will address questions about the relationship between general theories and empirical research with a particular, but not exclusive, emphasis on ethnographic fieldwork. The module will raise 'foreshadowed questions' about the processes of ethnographic fieldwork such as access to 'the field', ethics, fieldnotes, issues of representation, dissemination and the different genres of academic writing.

### **Assessment**

The assessment for the course is a 4000 word essay on the rationale for your research and why ethnography is the appropriate method in relation to your topic.

### **Course Content**

The course consists of nine two hour sessions over one semester. It is organised as a workshop/ seminar in which participation is central. The aim is to make the course relevant to your own projects and priorities. Readings and discussion topics are intended to help you think practically about how you go about your research.

The first half of the course focuses on working up a research problem in anthropology and a methodological approach. The remainder of the course examines issues about field based research with informants which arise for all anthropologists. These sessions are based around readings and centre on ethics, activism and relations with others.

### **Preliminary reading**

Stocking, George (1983) *Observers Observed: Essays on Ethnographic Fieldwork*, Wisconsin: University of Wisconsin Press.  
Wolcott, H.F. (1995) *The art of fieldwork*. Walnut Creek: Altamira.  
Sanjek, R. (1990) *Fieldnotes: the making of anthropology*. Ithaca: Cornell University Press

### **SOAN70940 - Postgraduate Research Seminar**

**Tutors:** Maia Green (Semester 1)

**Length of Course:** Semester 1 and 2

**Mode of Teaching:** Seminars

**Mode of Assessment:**

- Chair/discussant role - 10%
- Quality of presentation and overall performance including handling questions - 15%
- Essay - 75%

**Credit Rating:** 15

**Timetable:** Mondays 11.00 am – 1.00 pm (Roscoe 1.010) (Room Roscoe 1.010 Semester 1) (Room Roscoe 1.009 Semester 2)

**Aims**The main aims of this course are to help students to develop their intellectual 'voice;' provide a forum for practicing presentation and communication skills; bring together theoretical and ethnographic literature, data and/or other resources to address a research problem; and to foster analytical and critical skills in students.

#### **Intended Learning Outcomes**

By the end of the course, students should be able to:

- Bring together data from a range of sources in order to address a particular research issue;
- Critically assess and constructively comment upon the presentations of others
- Present their own work to others in an accessible, coherent and accessible style, both orally and in written form
- Understand more about the relationship between ethnography, interpretation and analysis
- Understand how to effectively develop an argument
- Understand how to incorporate suggestions and respond to critiques in revising an academic paper.

#### **Course Content**

This is a seminar for all students taking the MA in Anthropological Research and the MPhil/PhD programme in Social Anthropology. It runs over both semesters. It brings together pre-fieldwork and post-fieldwork students in a collective forum in the first semester. In the second semester, there will be two seminars – one for pre-fieldwork students and one for post-fieldwork students. For pre-fieldwork students, it is an opportunity to engage with the

work of post-fieldwork students and understand more about the relationship between defining a research problem and dealing with the data after fieldwork; it also provides an opportunity for students to present their research plans and rationale to more experienced students. Typically, for pre-fieldwork students, the presentation can be on a particular area of focus in the proposed research (rather than a complete research proposal). For post-fieldwork students, it is a chance to present parts of the analysis and results of their research amongst peers, and to work through intellectual, methodological and presentational issues using those means. Typically, for post-fieldwork students, the presentation is often the basis of a chapter in the thesis (rather than necessarily a complete and polished chapter). For all involved, it provides the chance to develop an intellectual discussion group that lasts throughout the year, encouraging the development of an environment in which often difficult and complex issues can be addressed, often from a range of different perspectives, and addressed towards a range of different regions and topics. The aim is to build constructive discussions between people at different stages of their research.

### **Guidance on the coursework and assessment**

#### **i) Relationship between the presentation and essay**

The two parts of the assessment of this course, the oral presentation and the assessed essay of 4000 words, should be linked. The aim is for students to initially prepare a text which is pre-circulated in written form to the rest of the group. They then speak about this text for approximately 10-15 minutes, and the remainder of the seminar is used to discuss both the written material and the oral presentation. Students should then use the discussion of their topic to further develop it in writing their assessed essay. This development of the topic will often involve further reading in light of issues raised during the seminar, or as a result of recommendations from the course tutor or other student participants. Obviously, there will be substantial overlap between the seminar paper and the final essay. This is to be expected, but the final essay should attempt to develop the seminar paper in light of the comments received. In any case, the final essay should be a coherent piece of writing, which develops an argument and can be read and assessed as a stand-alone text. (For example, these essays are marked by the seminar convenors, who have some familiarity with your work, but they are also subject to moderation by an external examiner, who will only have the essay in front of him or her.) The final essay will be assessed according to the usual criteria for postgraduate written work (these can be found towards the end of this handbook).

#### **ii) Developing a theme for the presentation and essay**

Pre-fieldwork students should use the forum to clarify their research inquiry. Clarifying a research question is difficult and conversation with other anthropologists at different stages of their work is often beneficial. Post-fieldwork students should avoid thinking of it simply as a summary of their ethnography and/or their overall analysis. The best way to develop a useful discussion in this forum is to select a particular theme or element of their research to focus upon. For post-fieldwork students, this could be the basis

of a chapter in the thesis; for pre-fieldwork students, it could be one particular area of focus in the proposed research. Having a particular issue to address will both help the student making the presentation to focus their text and discussion, and will also provide a good basis for exploring particular issues within the seminar discussion.

### iii) The presentation

As the text will have been circulated before the seminar, students will already know the material to be presented, so the oral presentation is an opportunity for students to 'talk around' the issues raised in the text. Ideally, students should summarise the main points very briefly, then draw out the main issues that concern them. They may also raise any problems or difficulties they had with this topic, as a means to develop a collective discussion on possible solutions.

The presentation will be assessed by the member of staff running the course (or his/her delegate). It will be assessed in terms of the quality of the argument (as made in the written text as well as the oral presentation of it), the communication skills shown in the oral presentation (clarity of exposition, audibility, appropriate use of audio-visual aids, if used, and performance), and the handling of questions and comments.

A small part of the assessment (10%) is for taking the role of chair/discussant of one seminar. The chair is expected to read the pre-circulated paper that is being presented and lead the discussion of it, contributing with his/her own comments and questions. The aim is to give you experience of reviewing and evaluating the work of peers in a more or less formal way and giving constructive feedback, as well as experience in chairing an academic meeting. Your performance will not be graded; you will be assigned 10% of the overall assessment for taking the role. (However, a totally inadequate performance might result in non-award of all or some of this portion of the assessment.)

### iv) Building constructive discussions

The contributions of the students not making the presentation during the seminar are as important as that of the student who is presenting. Students should read the pre-circulated texts before the seminar meetings; if they have questions, disagreements or criticisms of the text, these should be presented in constructive terms (e.g. students could include suggestions for ways to get around the perceived problems), for the aim is not to 'score points' off fellow students, but rather to work together in sharing knowledge and experience.

Participants should also try to keep to the presenter's topic rather than take the conversation too far into their own research. If any of the participants think of useful texts or other sources of information that might be useful for the presenter, it is very helpful if they provide the full reference.

## Qualitative Research Methods

This course is based on workshops run over semesters 1 and 2. You choose three 5-credit QRM course units. See *Qualitative and Quantitative Research Methods Handbook*. Paper copy of handbook will be distributed during Induction Week. Also available to download at the following link

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/handbooks/>

**Lecturer:** Various School staff

**Semester:** 1 and 2

**Total Teaching:** 2 initial classes in the first semester (2 hours each); three short practical workshops (approx. one day each) selected from a range available; 2 concluding classes (2 hours each).

**Credit rating:** 15 (5 credits x3)

**Assessment:** Each workshop will be assessed separately in a form to be determined. The overall mark for the course will be an average of these three marks.

At the beginning of semester 1, this course, which is taught by a range of School staff, presents students with an overview of qualitative methods in the social sciences and then allows them to choose three workshops, each of which focuses on a specific approach or technique (e.g., discourse analysis, interviews, participant-observation, focus groups, evaluation research, life histories, archival research, content analysis). Workshops are spread over both semesters and may run more than once. Each workshop runs over two sessions and involves students in a practical exercise on which they individually produce a report or essay. At the end of the course in the second semester, there is a review session.

NB: from past experience, our students gain most from the courses that *least* overlap with anthropology and ethnography (e.g. the more quantitative or computing-based courses). This is because Social Anthropology trains all research students rigorously in ethnographic and related methodologies, and often students find they are being taught very similar material in the School's more ethnographic courses. Students are therefore advised to opt for courses that teach methods very different from standard ethnographic methods.

## SOST70511: Introduction to Quantitative Methods

For full details see *Qualitative and Quantitative Research Methods Handbook*. Also available to download at:

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/handbooks>

**Tutors:** Mark Brown Cathie Marsh Institute for Social Research (CMIst)

**Length of Course:** Semester 1

**Mode of Teaching:** Lectures and lab classes

**Mode of Assessment:** 2500 word research report based on analysis of a survey dataset.

**Credit rating:** 15

**Timetable:** Lecture: Wednesday 12.00 - 13.00 (Coupland 1, Pear Theatre ). There are also compulsory lab classes on Wednesday afternoons, with options for various time-slots (Mansfield Cooper 2.01 from week 4)..

### Module Aims and Objectives

The module aims to equip students with a basic grounding in the theory and methods of quantitative data analysis, focussing on the social survey. It is an introductory level course aimed at graduate students who have no real background in quantitative methods. Some of the more basic material in the module covers the same ground as is covered in the statistics section of many GCSE maths syllabuses. We build on that basic material to provide you with an understanding of surveys, sampling and data analysis.

The module aims to:

- Introduce you to the social survey as a key quantitative resource for Social Science research.
- Introduce you to survey data, with consideration of the process by which variables in a dataset are derived from the survey questionnaire.
- Introduce you to the role of random sampling in survey research – this will cover the theory that allows us to generalise findings from sample data to the wider population
- Provide an understanding of different sampling designs, including their strengths and weaknesses
- Provide basic training in the data analysis software package, SPSS
- Provide basic training in the techniques of exploratory data analysis using SPSS to analyse ‘real’ data drawn from the Government social surveys.
- Provide the skills required to carry out, interpret and report a secondary data analysis.

### Assessment

Formal Assessment: 2500 word research report.

Non-Assessed Work: Weekly exercises (based on lab classes 3 to 8). These should be submitted weekly (paper copy) They will be assessed by a tutor and returned during the following lab class.

### **Teaching Methods**

The course is delivered through a series of lectures and Lab classes. Lectures introduce the concepts and methods with the supervised lab classes providing an opportunity for immediate hands on learning through directed exercises. Online support is provided via the Blackboard Virtual Learning System (VLS), and we also provide a series of weekly drop-in tutorials

### **Preliminary reading**

- De Vaus, David A. (2002) *Surveys in Social Research*, 5th ed., London: Routledge (Social research today) --- or any previous edition. One of the best general introductions to the survey method.
- Rumsey, D. (2003) *Statistics for Dummies*. Wiley Indianapolis, Indiana. Provides a useful introduction to most parts of the course.
- Field, A. (2005) *Discovering statistics using SPSS for Windows*: London: Sage (Introducing statistical methods). One of the best introductions to doing statistics using SPSS.

## **The Social Anthropology Staff–Postgraduate Seminar**

(Board Room 2<sup>nd</sup> Floor, Arthur Lewis Building)

In these weekly seminars, held on **Mondays at 4.15 - 6.00 p.m.**, visiting speakers from both the UK and abroad are invited to present papers concerning their current research. The seminar is attended by both staff and postgraduates from Social Anthropology. The audience often includes staff and students from other disciplines in the University and from other Universities and institutions of higher education in the North-West.

## 8. Contact Information

### 8.1. Teaching and Research Staff

Information about academic staff, including their publications and current research projects, is available on [Staff web-pages](#).

You will see various members of staff in the Department and also in the Social Anthropology seminar and the social gathering each week after the seminar. Staff are always interested in the work of PhD students. Feel free to email if you would like to discuss aspects of their work or yours and connections thereof.

Administrative and Technical Staff

***Lynn Dignan***

Location: Arthur Lewis Building Undergraduate Office G.001, Ext. 5-4000, email [Lynn.Dignan@manchester.ac.uk](mailto:Lynn.Dignan@manchester.ac.uk)

Undergraduate Programmes Administrator, responsible for all undergraduate affairs, teaching support, and examinations. Student Support and Guidance.

***William Brown***

Location: Arthur Lewis Building G.029, Ext. 5-3987, email [William.J.Brown@manchester.ac.uk](mailto:William.J.Brown@manchester.ac.uk)

Audio-Visual Technician, Granada Centre for Visual Anthropology. over 30 years experience in TV Audio/Radio Service Industry. Provides training and technical support in video camera operation and sound recording.

**Val Lenferna**

**PA to Social Anthropology Head of Discipline Area**

Location: 4<sup>th</sup> Floor Reception, Arthur Lewis Building tel. 54883

[Val.lenferna@manchester.ac.uk](mailto:Val.lenferna@manchester.ac.uk)

## 9. Postgraduate Student Support

You can find many useful links to support services via the *Crucial Guide* <http://www.studentnet.manchester.ac.uk/crucial-guide/>

### 9.1. List of Useful Support Services

#### Counselling Service

Crawford House, Precinct Centre,  
Oxford Road, Manchester M13 9QS

Telephone: 0161 275 2864

Fax: 0161 275 2281

Email: [counsel.service@manchester.ac.uk](mailto:counsel.service@manchester.ac.uk)

Web: [www.manchester.ac.uk/counselling](http://www.manchester.ac.uk/counselling)

Opening Hours: Monday-Friday 9.00-5.00 (except public holidays), also limited appointments on a Tuesday evening.

The Counselling Service offers confidential, individual counselling to both undergraduate and postgraduate students, and a consultative and advisory service to staff. The seven members of the team have qualifications in counselling and psychotherapy and provide a range of therapeutic responses to all kinds of personal problems. It provides a confidential counselling service for anyone who wants help with personal problems affecting their work or well-being.

#### Nightline

Web: <http://www.man.ac.uk/~niteline>

Telephone: 0161-275-2983/4

From 8pm to 8am seven nights a week during term time.

(If you are short of cash, we can phone you back as long as you are within the '0161' area.)

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

## **Accommodation Office**

University Place, 1<sup>st</sup> Floor  
Oxford Road  
Manchester M13 9PL  
Telephone: 0161 275 2888  
Fax: 0161 275 3213  
email: [accommodation@manchester.ac.uk](mailto:accommodation@manchester.ac.uk)  
Web: <http://www.accommodation.manchester.ac.uk/>

## **Manchester Student Homes**

Manchester Student Homes  
Unit 1-3, Ladybarn House  
Moseley Road  
Fallowfield  
Manchester  
M14 6ND  
Telephone: 0161 275 7680  
Fax: 0161 275 7684  
Web: [www.manchesterstudenthomes.com](http://www.manchesterstudenthomes.com)  
Opening Times: 9.00-5.00

Manchester Student Homes deals with non-University accommodation available locally and makes information available through its virtual bureau on the Internet. Access their web pages and you can search all current vacancies. With this facility you can fax, e-mail or print your list.

## **Student Debtline**

If you get into financial difficulties, contact your bank before it contacts you. For tips and advice on how to deal with debt, call the Student Debtline on **0800 3281813** which is run by the Consumer Credit Counselling Service. Bankruptcy is the final straw for debt-burdened students. But it should be avoided at all costs, as it could affect your credit rating until you are well into your mid-thirties.

## **Student Services Centre**

Burlington Street  
University of Manchester  
Telephone: 0161 275 5000  
Opening Times: Monday-Thursday 9.00-5.30; Friday 9.00-5.00  
Web: <http://www.campus.manchester.ac.uk/ssc/>

Email: [ssc@manchester.ac.uk](mailto:ssc@manchester.ac.uk)

The Student Services Centre offers students online and face-to-face support. The Centre is a one-stop shop, providing information and services relating to Registration, Tuition Fees, Examinations, Awards, Graduation, Official Documents (including Council Tax Exemption Certificates, Confirmation of Attendance Letters, Academic Transcripts), Appeals/Policies, Data Protection, Semester Dates, Guides and Handbooks.

### **Academic Advisory Service**

University Place  
1<sup>st</sup> Floor  
Telephone/Fax: 0161 275 3033  
Email: [caas@manchester.ac.uk](mailto:caas@manchester.ac.uk)

The Academic Advisory Service is a service of information and advice open to all University of Manchester students who can use the service at any time. The Advisers have extensive experience of dealing with student problems and offer confidential advice on any matters relating to students' academic work.

The content of discussions is very varied, including thoughts about changing course, anxiety about coping with studies, time management, examination problems, or impact of outside events on a student's studies.

### **Chaplaincies**

St Paul's House (Catholic), next to Holy Name Church on Oxford Road (0161-275-6999); St Peter's Chaplaincy, Precinct Centre. Tel: 0161-275-2894

### **Careers Service**

Email: [careers@manchester.ac.uk](mailto:careers@manchester.ac.uk)  
Web: [www.careers.manchester.ac.uk](http://www.careers.manchester.ac.uk)

University of Manchester Careers Service has recently been voted best in the UK by employers and students.  
Check the website for information

## **English Language Centre**

Web: <http://www.langcent.manchester.ac.uk/>

Various locations: see website for details.

For general enquiries on English Language courses, telephone +44 (0) 161 306 3397, fax +44 (0) 161 306 3396 or e-mail [englang@manchester.ac.uk](mailto:englang@manchester.ac.uk)

The Language Centre exists to help all language learners within the University and to provide a high quality teaching and learning environment. This includes the teaching of Modern Languages across the University and to members of the public (together with the Centre for Continuing Education), a range of English Language Programmes and the provision of a multimedia learning centre. The learning centre offers a range of IT and TV/Audio equipment and resources to support the teaching and learning of a large number of world languages. The Language Centre is located on the lower ground floor of the Arts Building near the Leamington coffee bar.

## **International Office**

Telephone: +44 (0)161 275 2196

Email: [international@manchester.ac.uk](mailto:international@manchester.ac.uk)

The University's Directorate of International Development provides a comprehensive service to all international students who enquire, apply and register for programmes at The University of Manchester.

## **International Society**

William Kay House

327 Oxford Road

Manchester M13 9PG

Telephone: +44 (0) 161 275 4959/7697

Fax: +44 (0) 161 275 7696

e-mail: [Int.Soc@manchester.ac.uk](mailto:Int.Soc@manchester.ac.uk)

Web: [www.internationalsociety.org.uk](http://www.internationalsociety.org.uk)

The Society, founded in 1966, is a social, cultural and welfare centre for the many international students in the University. A comprehensive programme of social activities and visits is organised each semester. Overseas students are advised to obtain a copy of the programme on arrival and are welcome to consult the Society for help and advice. British and Overseas students and staff are all equally welcome. Activities are also organised for spouses and families of overseas students.

## **Student Health Centre**

182-184 Waterloo Place, Oxford Road, Manchester M13 9PG  
Tel: 0161 275 2858

The Student Health Centre for the University provides an accessible occupational health service for all students. A doctor and nursing staff offer advice and support on any health problem affecting studies. The service accepts referrals from academic disciplines, and other welfare services. A wide range of health promotion is also offered.

## **Disability Support Office**

The University's Disability Support Office is available to assist students with additional support needs arising from:

- An 'unseen' medical condition
- A physical or sensory disability
- A specific learning difference e.g. dyslexia/dyspraxia etc.
- Mental health difficulties

Staff in the Disability Support Office can:

- Arrange screening appointments for student who suspect that they might be dyslexic
- Advise about the help and support available in the University and assist with applications for funding for support

The Disability Support Office is located in University Place, 2<sup>nd</sup> Floor,  
Telephone: 0161 275 7512, email: [disability@manchester.ac.uk](mailto:disability@manchester.ac.uk)

## **Students' Union**

University of Manchester Union, Oxford Road, Manchester M13 9PR  
Telephone: 0161 275 2930  
Fax: 0161 275 2936  
Web: <http://www.umu.man.ac.uk/>

The Students' Union is run for students by students. It supports and organises a range of activities including student representation, student societies, shops, bars, entertainment and a welfare advice service. It also produces its own newspaper - Mancunion, and runs a confidential telephone

helpline, Nightline. To access advice on a wide range of issues please see the web page address above or ring the telephone number.

### **Students' Union Advice Centre**

General enquiries, Telephone: 0161 275 2989

Welfare Officer, Telephone: 0161 275 2945

Academic Affairs Officer, Telephone: 0161 275 2941

Postgraduate and Mature Students Officer, Telephone: 0161 275 2989

Overseas Students Officer, Telephone: 0161 275 2989

Web: <http://www.umu.man.ac.uk/advice/>

### **Harassment**

For advice and guidance please contact:

Head of Student Administration Telephone: 0161 275 2071

Student Services Centre Telephone: 0161 275 5000

Students' Union Advice Centre Telephone: 0161 275 2946

The University seeks to create a studying environment which is free of harassment, and which protects the dignity of female and male students irrespective of their sexual orientation, racial or ethnic background, religion or disabled status. It regards sexual, racial or personal harassment as most serious and requires all students to observe its policy in this area.

Personal harassment takes many forms. The defining features are that behaviour is offensive or intimidating to the recipient and would be regarded as harassment by any reasonable person. Examples of sexual, racial and other forms of harassment are outlined in the University Policy Statement on Harassment:

[www.campus.manchester.ac.uk/ssc/appealspolicies/harassmentprocedures/](http://www.campus.manchester.ac.uk/ssc/appealspolicies/harassmentprocedures/)

The University has appointed a team of specially-trained academic staff, support staff and students to act as Harassment Advisers. These Advisers will provide confidential guidance and support to individuals regarding matters of harassment. They will have no formal role in relation to grievance or disciplinary matters. Where an alleged case of harassment appears to constitute a criminal act, the aggrieved individual will be advised to contact, with University support, the appropriate agency, e.g. Police, Rape Crisis, etc.

For further information about the University's Policy on Harassment or if you have been a victim of some form of harassment, contact the Head of

Student Administration on 0161 275 2071 or the Students' Union Advice Centre on 0161 275 2946.

### **Other Useful contact numbers, within and outside the University**

Alcoholics Anonymous	0161 236 6569
Campus Security	0161 275 2728
Citizens Advice Bureau	0845 122 1112
George House Trust ( <i>Aids Helpline</i> )	0161 274 4499
Life Line (Drugs Advice)	0161 839 2054
Manchester Brook Advisory Centre (Contraception and abortion advice)	0161 237 3001
Manchester Gay and Lesbian Helpline	0161 274 3999
Manchester Housing Aid	0161 234 4750
Manchester Royal Infirmary Switchboard	0161 276 1234
National Aids Line	0800 567123
NHS Direct	0845 464748
Rape Crisis Line	0161 273 4500
Registered Child Minders	0161 234 7231
Samaritans	08457 909090
Victim Support Central Manchester	0161 839 6098
Victim Support South Manchester	0161 448 2848

## **9.2. Students with Children**

### **Nursery**

The Manager  
Dryden Street Day Nursery  
Dryden Street  
Manchester M13 9AU  
Telephone: 0161 272 7121

The Dryden Street Nursery, established by the University in partnership with the Manchester Metropolitan University, has 25 subsidised places available for the children of students from this University. It is a purpose-built nursery with excellent facilities, but the waiting list is long and students should not rely on places being available.

### **Playscheme**

The Students' Union runs a play scheme for children aged 5-11 during each school half term break and in the Easter holidays. The scheme, based in the Union Building, is supervised by trained play workers and costs around £3 per day. You can register your child in the Student Advice Centre on the first floor of the Students' Union Building, next to the Serpent Bar.

### **9.3. The Burlington Postgraduate Society**

The Burlington Society (Society for Mature Students & Postgraduates in the Universities of Greater Manchester) provides a social focus for Mature Students and Postgraduates in Greater Manchester. Although the primary membership is drawn from students at the University of Manchester the society offers associate membership to university staff and members of our neighbouring academic institutions. Details below.

<http://www.burlington.manchester.ac.uk/>

## **10. Marking Criteria for Postgraduate Work in Social Anthropology**

These criteria provide a broad outline that guides the way examiners mark postgraduate work in Social Anthropology. They are based on criteria adopted by the Board of Graduate Studies of the School of Social Science. In general, a higher standard should be expected than that of final year undergraduate level. In particular, students should demonstrate more fully their capacity for original and critical thought, and have a broader framework of reference than might be expected at undergraduate level. Work should be presented in recognised academic form, with particular attention to the citing of texts and the listing of details in the bibliography.

Dissertations will be marked according to the same criteria, but with specific attention paid to the extent of original research and breadth of reading that has gone into the final product. However, dissertations will not be awarded a numerical mark.

### **30 - 39% (Fail)**

Work does not reach the level required for a Master's programme or Diploma. Such work is almost wholly descriptive, and does not manage to sustain a coherent argument. There may be some discussion of relevant concepts, but this discussion may well be confused or unclear. The style and presentation will be very poor, though communication may be maintained.

### **40 – 49% (40% = Pass at Postgraduate Diploma level)**

Work should be at a postgraduate level although not reaching the level required for a Masters programme. Such work should provide a competent discussion of relevant material, although this may be largely descriptive and lack critical/analytical depth. The style and presentation exhibit significant errors, but the work should be well structured, well presented and demonstrate an awareness of relevant literature.

### **50 - 59% (50% = Pass at MA level)**

(The lower end of this range represents the minimum performance required of students on a Masters programme.) The approach may be unambitious, but a coherently structured argument should be in evidence. Work should provide a competent discussion of relevant material and some evidence of

critical/analytical thought, even if the concepts used are not applied effectively to specific ethnographic examples. Some infelicities of style and presentation are acceptable, but the work should be well structured, well presented, demonstrate an awareness of relevant literature and consistently evidence arguments and assertions by reference to relevant literature and research.

### **60 – 69%**

Work that is competent and well presented, touching very good work at the top end of the range. This work should be critical and comprehensive in its coverage and have a degree of depth and imagination in the presentation and consideration of the material, especially at the top end. The argument will be competent and coherently structured. A good account is given of the relevant concepts or issues, and a thorough understanding of the topic is demonstrated, with well-chosen use of examples. This work should be critical and comprehensive in its coverage, with critical evaluation of existing research in the area. The style and presentation should be very good.

### **70 – 79%**

This is excellent work, showing evidence of comprehensiveness and focus, with critical depth and insight that befits work at graduate level. These grades mean that the student is producing work that fits within a distinction profile, giving evidence of very strong potential to complete a research degree successfully. The argument will be lucid, clearly developed, and imaginative, showing evidence of both comprehensiveness and focus, with critical depth and insight that well befits work at graduate level. The application or contextualization of the relevant concepts and issues with regard to specific examples should be convincing, and there may well be evidence of extensive reading. The work is based on wide range of source materials and shows some originality. The style and presentation should have very few flaws. These grades mean that the student is producing work that fits within a distinction profile.

### **80%+**

This is outstanding work in every respect constituting or approaching publishable work. The argument will be innovative and insightful. This work should show extensive knowledge of both the topic and the context(s) in which it is applied, such that it begins to make a significant contribution to the given field. The style and presentation are virtually flawless.

## **11. School of Social Sciences Intranet**

The intranet can be accessed at this link:

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/>

## 12. Blackboard

Blackboard is the University eLearning delivery system. You can view course materials for any course units that have an online space. In addition, you can communicate and collaborate with course tutors or other students using discussions, chat or email.

You can log onto your Blackboard courses through My Manchester

<https://app.manchester.ac.uk/Default.aspx>

### Room Bookings

**Room Booking in Arthur Lewis Building:** If you wish to book a room in the Arthur Lewis Building for a meeting with fellow students, reading groups etc, you can email [sossresources@manchester.ac.uk](mailto:sossresources@manchester.ac.uk) .

## International Students on Tier 4 visas

### **Tier 4 Visa Attendance Monitoring**

As your Tier 4 sponsor, the University of Manchester must monitor your attendance and be assured that you are fully engaged with your course of study or research. We also need to ensure that you we have up-to-date contact details for you. If you leave Manchester for any reason during your studies we also need to know this.

You must attend the census points in addition to complying with the attendance requirement of your programme of study.

Attendance at lectures and tutorials is mandatory and this is recorded on campus solutions.

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

The Census Dates for 2015/16 for all active Tier 4 students are as follows:

<b>Census Point</b>	<b>Dates</b>	<b>Where</b>
October 2015	28 September – 7 October 2015	New students - at central registration Returning students Postgraduate Office, 2 <sup>nd</sup> Floor Arthur Lewis Building
January 2016	18 January – 26 January 2016	Postgraduate Office, 2 <sup>nd</sup> Floor Arthur Lewis Building
May 2016	19 May – 2 June 2016	Postgraduate Office, 2 <sup>nd</sup> Floor Arthur Lewis Building
July 2016	15 July – 22 July 2016	Postgraduate Office, 2 <sup>nd</sup> Floor Arthur Lewis Building

Please note:

- Please enter these dates in your diary. You must report in person on one occasion during each census period with your student card to the PG Reception Desk on the 2nd Floor of Arthur Lewis building during the dates specified.

- You must ensure that your current term-time address, telephone number and other contact details are correct and up to date at all times. How do I do this – [change of circumstance](#).
- You will receive a reminder e-mail from the School about each census point. You must check your University e-mail account regularly. Failure to check your e-mail account is not a valid reason to be absent from a census point.
- If you are going to be away from Manchester during any period of your registration [you must let your Programme Administrator know](#)
- [If you cannot](#) attend the census in person for any reason you need to let your [programme administrator](#) know by replying to the email sent to you at the start of the census.
  - If you cannot attend due to illness you must provide a copy of a medical certificate to your Programme Administrator
  - If you are unable to attend the census you should report in person to the School as soon as possible after you return to campus.
  - Students who are recorded as interrupting their studies are not expected to attend during their period of interruption

### **What happens if I cannot 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 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 will be required to leave the UK within 60 days

### **Further information**

For more information on Tier 4 visas:

[www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/](http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/)

Your responsibilities as a tier 4 student are outlined in the [crucial guide](#).

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

