

PHILOSOPHY

THE POSTGRADUATE RESEARCH STUDENT HANDBOOK

*Your guide to PhD & MPhil programmes
In Philosophy*

2021 – 2022

CONTENTS

1.	Welcome	3
2.	The Graduate Centre Team	4
3.	Department of Philosophy Staff List & Email Address List 2021-2022	5
4.	Health and Safety	6
5.	Introduction to the Graduate Centre - Semester Dates 2021-2022 - Communication - The Research Seminar - Learning Resources - Room Booking in Arthur Lewis Building - Disability Support - Student Representatives - Funding Support	6
6.	BPA/SWIP Good Practice Scheme - Bullying, Harassment and Discrimination - Students with Caring Responsibilities - Staff-Student Relationships - Philosophy Events Policy - Seminar Policy	9
7.	Postgraduate Teaching Assistants	11
8.	Events & Organisations - Open Minds and Brave New World	12
9.	Keeping on Track - Supervision & Review - eProg - Granting Extensions/Interruptions to the PhD/MPhil Programme - Procedural Reminders	12
10.	What we Require of You	15
11.	PhD Course Units	16
12.	Guidance to Students on Plagiarism	16
13.	Tier 4 Visa Holders Attendance Monitoring	18
14.	Doctoral Extension Scheme	19

1. Welcome

Welcome to the Graduate Centre in Philosophy! Thank you for choosing to study with us.

Central to our vision for the future of Philosophy here at Manchester is a vibrant and successful graduate student community. Our aim is to make Manchester a world leader in philosophical research, and we want you as graduate students here to be a part of that vision. We run a number of regular events to nurture our graduate research community: the Research Seminar offers a chance to present your own research and engage with papers by members of staff at Manchester and elsewhere, allowing for a free and informal exchange of ideas between staff and postgraduate students; and the annual graduate conference, which we hope you will all help to make a success in semester 2.

This handbook contains all of the information that you need for your Doctoral programme. You should read this handbook in conjunction with the **School Postgraduate Research Student Handbook 2021/2022**. Therein you will find important information about, among other things, the School of Social Sciences, the facilities available to you, registration information, library resources, plagiarism, computing and printing, health and safety, photocopying, post and transcripts.

PGR Student handbooks, forms and guidance can be found on the Soss PG Intranet at

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

For the most up-to-date information about the Philosophy Department, please go to our website:

<http://www.socialsciences.manchester.ac.uk/philosophy/>

The Faculty of Humanities website is also an important source of information and can be located here

<https://www.humanities.manchester.ac.uk/research/postgraduate-research/>

I very much hope that you will enjoy your time with us in Manchester. I look forward to seeing you all soon.

Frederique Janssen-Lauret, Postgraduate Research Director

2. The Graduate Centre Team

Philosophy is one of six departments in the School of Social Sciences. The School is itself one of 5 Schools which together make up the Faculty of Humanities. The Philosophy Department is located in the Humanities Bridgeford Street Building (HBS) on the second floor (35 on Campus Map)

<http://documents.manchester.ac.uk/display.aspx?DocID=6507>

Key members of the Philosophy postgraduate team are:

Director of PGR (Postgraduate Research) Programmes in Philosophy

Dr Frederique Janssen-Lauret, Room 2.42 Humanities Bridgeford Street, Tel: 0161 275 4777 (54777 from internal phone) frederique.janssen-lauret@manchester.ac.uk

Director of PGT (Postgraduate Taught) Programmes in Philosophy

Dr Thomas Smith, Room 2.45 HBS, Tel: 0161 275 7886 (57886 from internal phone)
Thomas.smith@manchester.ac.uk

Philosophy PGR Administrator

Ann Cronley, Room 3.05, Williamson Building (ALB) (52 on campus map)
Tel: 0161 275 4747 (54747 from internal phone)
Ann.cronley@manchester.ac.uk

Postgraduate Reception hours: 8.30am – 4.30pm

Head of Philosophy

Dr Graham Stevens, Room 2.57, HBS, Tel: 0161 275 54886 (54886 from internal phone)
Graham.p.stevens@manchester.ac.uk

3. Philosophy Staff List 2021-2022

Room	Name	Position	Email	Phone
2.47	Helen Beebee	Samuel Hall Professor	helen.beebee@manchester.ac.uk	51755
2.51	Emily Caddick Bourne	Lecturer		51283
2.40	Sean Crawford	Lecturer	sean.crawford@manchester.ac.uk	51756
2.55	Chris Daly	Professor	christopher.daly@manchester.ac.uk	54892
2.46	Stephen Ingram	Lecturer	stephen.ingram@manchester.ac.uk	54870
2.49	Frederique Janssen-Lauret	Lecturer	frederique.janssen-lauret@manchester.ac.uk	54777
2.59	David Liggins	Senior Lecturer	david.liggins@manchester.ac.uk	66947
2.58	Fraser MacBride	Professor	fraser.macbride@manchester.ac.uk	66944
	Cynthia Macdonald	Professor, Honorary Senior Research Fellow	cynthia.macdonald@manchester.ac.uk	
	Graham Macdonald	Professor, Honorary Senior Research Fellow	graham.macdonald@manchester.ac.uk	
	Hane Maung	Leverhulme research Fellow	hane.maung@manchester.ac.uk	
2.44	John O'Neill	Hallsworth Professor	john.oneill@manchester.ac.uk	54853
	Mihaela Popa-Wyatt (Jan 2022)			
2.56	Michael Scott	Reader	michael.scott@manchester.ac.uk	53875
	Ylwa Sjölin Wirling	Post Doc		
2.42	Joel Smith	Senior Lecturer	joel.smith@manchester.ac.uk	54776
2.41	Thomas Smith	Lecturer	thomas.smith@manchester.ac.uk	57886
2.57	Graham Stevens	Reader, Head of Department	graham.stevens@manchester.ac.uk	54886
2.51	Thomas Uebel	Professor Emeritus	thomas.uebel@manchester.ac.uk	54621
2.42	Ann Whittle	Lecturer	ann.whittle@manchester.ac.uk	54776

4. Health and Safety

Accidents and Emergencies and Health and Safety Issues

All accidents at work or study must be reported to the SoSS Resources Manager,
Tel: 0161 275 4567

Fire Alarms and Emergency Evacuation Procedures

You will be using many of the university buildings over the course of your programme. You must, therefore, familiarise yourself with the University of Manchester fire alarm procedures and emergency evacuation points by consulting the signs displayed in each building you use.

On no account should you use the lifts in an emergency

If for any reason you will need help to leave any building in the event of an emergency, you should inform your Programme Administrator and Carla Liburd, telephone 0161 275 4567, of this fact.

The fire alarms are tested weekly: **If you hear an alarm at any other time you must leave the building immediately by the nearest exit and on no account use lifts in an emergency.** Once outside you must move as far away from the building as possible so as not to obstruct the emergency services and for your own safety.

5. Introduction to the Graduate Centre

Semester Dates 2021-2022

University welcome and induction programme School and programme induction activities New PGR Students PhD start date	From 20 September 2021 27 September 2021
Semester 1 teaching starts	27 September 2021
Christmas break starts	20 December 2021
Christmas break ends	2 January 2022

Semester 1 teaching continues	27 January 2022
Semester 1 exams	17 January–28 January 2022
Semester 1 ends	30 January 2022
Semester 2 starts	7 February 2022
Easter break starts	11 April 2022
Easter break ends	24 April 2022
Semester 2 exams	23 May–10 June 2022
Semester 2 ends	12 June 2022

Communication

The Graduate Team is responsible for the day-to-day running of the Graduate Centre and are always on hand to listen, advise and to help. Please ensure that the Graduate Office has your current address, student e-mail address and phone number. If these details change, please let us know as soon as you can so that we are able to get in touch with you should the need arise.

Remember: Please provide us with your student email address – this is the primary way in which we correspond with you

It is important that you read your student email on a daily basis. You will have received information on how to register for an email address and computing facilities during registration week.

Please also check the Philosophy student mailbox in HBS on a regular basis.

The Research Seminar (PHIL 60290)

You must attend our weekly Research Seminar. In addition to emails, you will find information about these on the notice boards as well as on our website. These seminars, at which PhD students, guest speakers, and members of our own academic staff present papers, usually take place on Wednesdays 3pm -5pm. Members of the School may arrange other informal seminars from time to time - information will be made available via email about these as they arise.

Learning Resources

On the second floor of the Humanities Bridgeford Street Building there is a computer room with computers for use by Philosophy Research students. Access is 24 hours a day and 7 days per week and access to the area is by the swipe card system (student ID cards).

Students in years 1-3 of their PhD are entitled to the use of a desk in the PGR Philosophy Study Room in the Philosophy Department, numbers permitting. In some cases, it may be necessary for students to share a desk. Students in the fourth year of their PhD ('submission pending') are entitled to use these desks on a "hotdesking" basis, and must clear all their belongings from the desk space at the end of the day. There is also wireless access in these areas for the use of laptops. A network printer is located in the Philosophy Department and further information about printers and IT services can be found here [display.aspx \(manchester.ac.uk\)](http://display.aspx (manchester.ac.uk))

Further Facilities: For information on learning resources, including Library and Computer facilities see the **School Postgraduate Research Student Handbook**.

Room Booking: If you wish to book a room on the university campus for a meeting with fellow students, reading groups etc use this link [Resource Booker \(manchester.ac.uk\)](http://Resource Booker (manchester.ac.uk))

Disability Support (DASS/DSO)

Please see the Disability Support Office webpage at: www.manchester.ac.uk/disability

Telephone: 0161 275 7512 or Text: 07899 658 790

Email: dso@manchester.ac.uk

Student Representatives

Student Representatives, representing both Masters and Research students, hold their position for one academic year and meet with the graduate team in specially convened meetings. The Graduate Team works closely with Student Reps to ensure that students concerns are discussed and measures are put in place to resolve any issues that may arise.

Funding Support

The Peter Goldie Memorial Fund provides a yearly award of approximately £1000 to help fund PhD students who want to attend a philosophy conference or spend a brief period of time studying at another university. Details will be circulated in September.

Further assistance with funding for research expenses (e.g. conference expenses, etc.) may be available under certain circumstances. Enquiries should be directed to the PGR Director for Philosophy, Dr Frederique Janssen-Lauret (Frederique.janssen-lauret@manchester.ac.uk)

6. BPA/SWIP Good Practice Scheme

From September 2016, the Philosophy Discipline Area has signed up to various elements of the British Philosophical Association/Society for Women in Philosophy (UK) 'Good Practice Scheme'. For more information, please visit

<https://www.socialsciences.manchester.ac.uk/philosophy/about/good-practice-scheme/>

Bullying, Harassment & Discrimination

The University of Manchester does not tolerate any form of bullying, harassment or discrimination. If you believe that you are being bullied or harassed, or have witnessed bullying or harassment, you can contact a Harassment Advisor. Harassment Advisors provide confidential support and information to students and staff on the University's policy and will be able to explain the options available to you.

In addition, the Philosophy Department has an Equality and Diversity Officer (contact Dr Frederique Janssen-Lauret frederique.janssen-lauret@manchester.ac.uk) If you believe that you are being bullied or harassed. Please drop her an email or come along to one of her office hours.

For further information see http://netstud.cmsstage.manchester.ac.uk/equality-and-diversity/bullying_harassment_and_discrimination/

Students with caring responsibilities

The Philosophy Department is committed to making allowances, where possible, for students with caring responsibilities. If you have caring responsibilities, e.g. for children, siblings or elderly or disabled relatives or partner, that affect your study (e.g. timetable requirements), please speak to your Academic Advisor. Or, if you prefer, you can talk to the Department's Carer Contact, Professor Helen Beebee.

Staff-student relationships

We recognise both that close relationships can exist or arise both between staff and students (both undergraduate and postgraduate) and between staff (where staff include teaching assistants (TAs)). These relationships include those of a romantic and/or sexual nature as well as close personal friendships and family relationships. In the absence of appropriate procedures, however, such relationships can lead to unfortunate unintentional consequences, including real and perceived inequalities. In cases where such relationships do exist or arise, the following procedures have therefore been agreed, with respect to staff and postgraduate research students (where 'staff' does not include GTAs, for obvious reasons):

It is the responsibility of the member of staff concerned to:

- inform a senior member of staff – where possible, the HoDA – as soon as possible;
- withdraw from supervising the student, writing letters of recommendation for them, and making any decisions (e.g. distribution of funding) where preferential treatment of the student could in principle occur;

The student concerned has no such obligations, but is equally entitled to report their relationship to another member of staff (e.g. HoDA, if appropriate), and to request that the above steps be taken.

Philosophy events policy

We have an Events Policy that covers general behaviour at seminars, workshops and conferences associated with the Philosophy Department. Please see

<http://www.socialsciences.manchester.ac.uk/subjects/philosophy/events-and-seminars/events-policy/>

Note that the Events Policy and the Research Seminar Policy (below) apply not just to the weekly Research Seminar and other events organised by staff, but also to any student-organised conferences and workshops; it is the responsibility of organisers to make sure that the policies are implemented.

Seminar Policy

The seminar room can be a hostile environment, and is often perceived to be highly judgemental. In such an environment, those who lack confidence are unlikely to want to speak up. They may fear that a poor question will affect staff/senior colleagues' opinion of their philosophical ability and therefore their chances of securing a good reference, temporary position, etc. Or they may simply fear public humiliation. Moreover, given that hostile and aggressive behaviour is stereotypically male, such an atmosphere may engender stereotype threat or a general feeling of not fitting in amongst some women (and indeed some men).

The following policy has therefore been adopted. This applies to all research seminars conducted as part of the DA's research, including the weekly Research Seminar and all conferences and workshops, whether organised by or aimed at staff or postgraduate students.

1. Short break between the talk and the questions.

There will be a short (3-5 minutes) break between the talk and the question period. This gives all participants the chance to think through and/or discuss their question with colleagues.

This applies only to sessions that are at least 45 minutes long; in shorter sessions, a break would not allow sufficient time for discussion.

2. Discretion concerning the order in which questions are taken

The Chair is entitled to exercise discretion concerning the order in which they call on people to ask questions, e.g. by:

prioritising people who don't normally speak and/or postgraduates;

not allowing someone who has already asked a question to ask a second question later on, if others who want to ask a question have not yet done so.

Chairs should note that less confident participants often sit towards the back of the room, so when constructing a list of questions they should consider starting at the back rather than the front.

3. Adopting (and enforcing) the hand/finger distinction

A hand represents a new question, and a finger represents a follow-up question or request for clarification that is highly relevant to the question/answer just given. This distinction is open to abuse, and in such cases the Chair is entirely entitled to intervene (e.g. by stopping the 'finger' question if it is clearly irrelevant and recategorising it as a 'hand' question, to go on the bottom of the list of questions).

4. Follow-up questions

Participants should be aware that a follow-up question (i.e. a second question immediately after the speaker's response to their original question) is not a right; permission (which may or may not be granted) should be sought from the Chair, and failure to do this may result in the questioner being cut off mid-flow.

7. Postgraduate Teaching Assistants

Teaching Assistants are responsible for assisting academic staff in the delivery of high quality education to undergraduate students on an hourly paid basis. If you have been selected to act as a Teaching Assistant you will have to attend the Graduate Teaching Assistants training sessions which will give an introduction to teaching, learning and assessment and concentrate on effective teaching in large and small group situations.

For further information visit: <https://www.humanities.manchester.ac.uk/pgr-handbook-soss/development/teaching-opportunities/>

8. Events and Organisations

The leading organisation for philosophical research in the UK is **The British Philosophical Association**. For more information about the association and membership details see:

<http://www.bpa.ac.uk/>

Also the British Postgraduate Philosophy Association, here

[Home - British Postgraduate Philosophy Association \(bppa.uk\)](http://www.bppa.ac.uk/)

Open Minds

Since 2005-6 we have held an annual Graduate Conference, *Open Minds*. This highly successful event is organised by PhD students and provides a supportive and stimulating environment for postgraduate students and those recently awarded their PhD to share and discuss their work. Graduate Students are strongly encouraged to participate in this event both by submitting papers, and by assisting with the organization of the conference.

For more info contact Frederique Janssen-Lauret (Frederique.janssen-lauret@manchester.ac.uk). Philosophy research students may also be interested in events held in Politics:

Brave New World

Brave New World is an Annual Postgraduate Conference in Political Theory organised and run by postgraduate students under the auspices of the *Manchester Centre for Political Thought (MANCEPT)*. The Brave New World conference series provides an excellent forum exclusively dedicated to the discussion of postgraduate research in political theory.

9. Keeping on Track

Supervision

A key feature of the University's policy for supervision is that all students have access to a supervisory team. The aim of the supervisory team is to achieve maximum clarity in the supervisory process to ensure a student's requirements and issues are addressed throughout their research programme. As a minimum, the team consists of a main supervisor (responsible for agreeing a suitable programme of research work with the student and overseeing its progress), a second supervisor and an advisor. In addition, the Director of Graduate Studies is available to provide general advice and support throughout the PhD.

Not all members of the supervisory team will meet a student with the same frequency, nor need they read all of the student's work. They are, nevertheless, all actively involved in the supervisory process, making themselves fully aware of the research programme and reading portions of the student's work. The supervisory team will be available to the student for consultation and advice on academic matters relating to the programme and to offer support and guidance on non-academic matters.

Your offer letter from the School of Social Sciences will have explained who will act as your supervisors for the duration of your studies; other members of your supervisory team will be allocated by the Postgraduate Research Director shortly after you arrive. It is important that the student and supervisor establish a healthy working relationship with clear expectations of each other and a planned programme of work. The frequency with which you meet your supervisor will vary but will be at a minimum of at least once a fortnight.

For further supervisory information please refer to

<http://www.humanities.manchester.ac.uk/pgr-handbook-soss/support/>

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.

Please see the School Postgraduate Research Student Handbook 2019-2020 for further details about eProg <http://www.humanities.manchester.ac.uk/pgr-handbook-soss/programme/progress-and-reviews/>

Student responsibilities

Your responsibilities as a student are:

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

Supervisor and advisor responsibilities

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

Contacts

For queries related to eprog and the milestones on your programme, please email ann.cronley@manchester.ac.uk

Changes to the PhD/MPhil Programme: Interruptions, Extensions

Information about interruptions and extensions can be found in the School Research Student Handbook <http://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/>

Please contact the PGR Administrator, Ann Cronley, in the Soss Postgraduate Office, 3.05 3rd floor, Williamson Building
(Tel: 0161 275 4747, email: ann.cronley@manchester.ac.uk)

Procedural Reminders:

Fieldwork – All research students going on fieldwork MUST apply directly to the School office for approval before they leave the University.
<http://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/fieldwork/>

Upgrade from MPhil to PhD – All students who are upgrading from the MPhil to the PhD MUST be formally approved by the School.

Changes to Thesis Title – All changes to a student's thesis title MUST be formally approved by the School. <https://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/programme-changes/>

Request to Submit Early – Students MUST formally apply to the School for approval to submit early. <https://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/programme-changes/>

Request to Change Programmes – Students MUST formally apply to the School for approval to change their programme. <https://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/programme-changes/>

All cases, relevant forms, guidance and notes can be downloaded from:

<https://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/programme-changes/>

10. What we Require of You

Researcher Development

Information about researcher skills and training courses available to PGR students can be found here <http://www.humanities.manchester.ac.uk/humnet/our-services/postgraduate-research/researcher-development/>

Foreign Language Training

If you need to undertake Foreign Language Training to do your research, you can take relevant course units at the University. Please see the Language Centre website for details at: <http://www.langcent.manchester.ac.uk/>

English Language Training

The Language Academic Support Programme is offered to registered international students. These classes on academic writing, grammar, academic speaking and pronunciation are available for 20 weeks and can be up to 5 hours of tuition per week. Registration is via a diagnostic test which is compulsory for all postgraduate students registering on a programme in the School of Social Sciences for whom English is an additional language. Further details can be found on the Registration Timetable.

Students who have already registered with a department of the University, and require advice regarding their level of English should go for testing. Where appropriate, after testing, recommendations will be made for attendance of the In-Sessional (part-time) programme in English for academic purposes. Please note that it is not necessary to register in advance for the test.

In addition to the In-Session academic writing, the University's English Language/Academic Support programme includes individual tutorial support for academic writing through academic writing consultations and a 'drop-in' service.

Copies of the In-Sessional class timetable, test dates, information on the academic writing consultations and the 'drop-in' service can be found at <http://www.langcent.manchester.ac.uk/>

Personal Development Planning

Personal Development Planning (PDP) is an active and continuous process of self-appraisal, review and planning of professional and personal development. In other words, you look at what you can do and what you have done, think about what you need to do and would like to do next, figure out how you will do it and then congratulate yourself for having done it. You then start the process all over again.

PDP is a **process** not a single document or product. PDP is a collection of active documents that should be revisited regularly to enable you to evaluate your own progress and learning. If approached in a professional manner, your experience of PDP at the University of Manchester should be the beginning of a life-long process of self-reflection and action in which you identify and set goals that make you the control-centre of your own development.

PDP provides the student with the opportunity to – **Plan, Reflect, & Record** - their progress throughout the period of their research.

PDP is premised on the idea that a student is more than their research. The components of PDP result in a portfolio for the student to reflect upon and use as a source of reference. The PDP provides the student with the opportunity to set their own development goals. It also provides the student with the opportunity to reflect on their increasing skill set and to comment on the quality of the research experience.

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

For further details see *Personal Development Planning – A Guide for Postgraduate Research Students in the School of Social Sciences, Faculty of Humanities*.

11. PhD Course Units

In addition to any training requirements set out in your offer letter, or worked out in consultation with your supervisor, all of our PhD students are *required* to attend the Research Seminar throughout the duration of their studies. This event is timetabled for 3pm - 5pm on Wednesdays.

If you are unable to attend the Research Seminar, please try to inform one of the Research Seminar's convenors.

You will be given the opportunity to present your research within the Philosophy Department at the following venues: The PhD Seminar, The Research Seminar (For those in the final year of the PhD only, Semesters 1 & 2), The Welcome Workshop (October),

Open Minds (December - competitive). Students in years 1-3 should normally give at least one presentation per year. A number Research Seminar slots per year will be reserved for PhD students. These will typically be filled by students in their third year. It is expected that every student present at the Research Seminar before the end of their PhD.

12. Plagiarism

The University of Manchester is committed to combating plagiarism. In the School of Social Sciences a percentage of all work submitted for assessment will be submitted for checking electronically for plagiarism. Please see the School Research Student Handbook for further information.

Policies and procedures on research ethics

You will find the University Policy on the Ethical Involvement on Human Participants in Research, the principles, the research ethics review and approval process as well as guidance in PDF and video on the University Research governance, ethics and integrity website. Please note that from 9 September, all applications for ethics review will be processed through the online Ethics Review Manager (ERM) system which can be found from the link below.

Research governance, ethics and integrity

<http://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/research-ethics/>

Training on research ethics, practice and integrity

Training related to research ethics, practice and integrity that you should undertake depends on the nature of your research and may include research integrity, clinical trials, human tissue, DBS check and data protection. Some of these may be required by the research ethics reviewer/committee. Please see the Research governance, ethics and integrity website for more information.

Research governance upcoming events and training

<https://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/research-ethics/>

13. TIER 4 VISA ATTENDANCE MONITORING CENSUS

For the attention of Tier 4 Visa holders

For Tier 4 visa students only

As your Tier 4 sponsor, the University of Manchester must monitor your attendance and be assured that you are fully engaged with your programme of study or research.

To do this:

- We need to ensure that we have up-to-date contact details for you.
- If you leave Manchester for any reason during your studies you need to let your Postgraduate Administrator know this.
- The Immigration and Visa Team will inform us if they require you to attend census points in addition to complying with the attendance requirement of your programme of study.
- Note: **Attendance at lectures and seminars is mandatory** and this is recorded on campus solutions.

Your responsibilities as a tier 4 student are available

<https://www.studentsupport.manchester.ac.uk/immigration-and-visas/>

Please note:

- The census is completed by the PGR Administrator if the relevant attendance and engagement milestone in eprog has been completed by the PGR supervisor.
- You must check your University e-mail account regularly as we use this to contact you during your studies. You will receive a reminder e-mail from the School about each census point and we advise that you confirm with your supervisor that the attendance and engagement milestone has been completed in eprog.
- Failure to check your e-mail account is not a valid reason to ensure that your attendance milestone has not been completed for the census point
- You must make sure that your home country address, your Manchester address, your mobile telephone number and email details are always accurate. You should also update the UKVI with your new contact details
- If you are going to be away from Manchester during any period of your registration you must let your Programme Administrator know this (by email or in person).

14. Doctorate Extension Scheme

For information/queries please contact the Student Immigration Team

visa@manchester.ac.uk or via:

<http://documents.manchester.ac.uk/display.aspx?DocID=32803>