

# FACULTY OF MEDICAL AND HUMAN SCIENCES GRADUATE SCHOOL Postgraduate

## Research Handbook Academic

Year 2015/16

*The Graduate School will promote and enhance excellence in graduate studies for the benefit of the Faculty, schools and the individual student.*



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## Welcome to the Faculty of Medical and Human Sciences Graduate School

Welcome to your Postgraduate Research Degree Programme in the Faculty of Medical and Human Sciences Graduate School at the University of Manchester. The University has a worldwide reputation based on high quality teaching and research, and I am sure that your research degree will provide a solid foundation for your future career success.

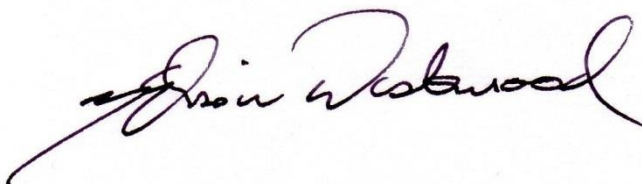
Within the Graduate School, our goal is to create an environment that allows you to excel and reach your full potential. Offering access to first-class facilities and strong links with regional health-service providers, our postgraduate research degree programmes are designed to meet the diverse needs of all our students. Research topics span all areas of biomedical research, ranging from molecular biology to experimental medicine to dental science and health-service research. While subject areas are broad, our postgraduate programmes have three principal aims:

- To develop your research skills through your execution of a research project under the supervision of a highly qualified member(s) of staff and with the guidance of an advisor.
- To enhance your general education within the field you have chosen. Whether you are a graduate or have a clinical background, training is tailored to meet your specific needs.  
To develop key transferable skills which you can take with you into your chosen career, whether it be in academia, industry, healthcare or beyond.

As a research student in the Graduate School you will be expected to take responsibility for your programme, within a supportive environment that fosters your development and helps prepare you for your future career. This handbook will be a useful resource as you progress through the different stages of the course. It provides specific information about the Graduate School and Faculty organisation, the key steps in your research degree and the training programmes offered to support your success. Further information is available on the Graduate School intranet and from the Faculty Graduate School Office. If you have any questions or concerns, please do not hesitate to discuss these with your supervisor or the wider postgraduate team in your School or Institute.

In 2012, the Graduate School launched our Graduate Society and opened our Graduate School Centre and Postgraduate hubs offering opportunities and venues for social and professional interactions between students and with staff. As a research student you are a vital member of the Graduate School; during the year we will be holding events that will bring together people from different schools, Institutes and research areas allowing you to meet each other and explore your interests across different disciplines. Keep up to date with events and activities via the Graduate School website and be sure to come along and support your Graduate School.

I wish you every success as you embark upon your research career and look forward to meeting many of you personally during this coming year.



**Doctor Melissa Westwood, Associate Dean Postgraduate Research**

## Using this Handbook

The Faculty provides this handbook to all postgraduate research students at the start of your programme. As such, it is a reference point and guidance document and is not programme or subject specific. You may find that your School or research programme provides additional information on local requirements via School intranet sites, eProg or Blackboard. You may also receive further information through your School or group induction. Where you are not sure of a process, policy or source of information you should ask any of the Graduate Administrators linked to your School or the Faculty Graduate School Office. Students on a DTP or CDT programme should also refer to their programme handbook. Where there is any uncertainty in process please contact either your School or CDT/DTP administrator.

### Other sources of information

[Critical Guide - My Manchester](#)

[Faculty Graduate School Intranet](#)

[Faculty Research Office](#)

[Faculty Academic and Researcher Development Team](#)

### ***University Policy and Regulations***

It is your responsibility to familiarise yourself with the [Regulations](#) governing your research degree. Please note: a student will abide by the University ordinances and regulations which applied at the time of entry to the programme of study; however, changes to University and Faculty policy and guidance will apply to all students and with immediate effect unless otherwise stated.

### ***Code of Practice for Postgraduate Research Degrees***

The [Code of Practice](#) sets out the University's procedure for managing and coordinating postgraduate research degree programmes. It defines the minimum requirements to safeguard high standards of postgraduate research degree activity and includes the following sections:

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

You should ensure that you familiarise yourself with the various sections of this code as you may need to refer to it at different stages of your programme. The section on supervision outlines the roles and responsibilities of the supervisory team and the student themselves .

## Faculty of Medical and Human Sciences Structure

Vice President and Dean of the Faculty	Professor Ian Greer
Associate Dean for Postgraduate Research	Dr Melissa Westwood
Associate Dean for Research	Professor David Ray Graduate School
Development Programme Director	Dr Judy Williams
Graduate Education Manager	Sally Brown (Sept 15-Jan 16) Helen Eccles (Jan-16 onwards)

The Faculty of Medical and Human Sciences (FMHS) consist of five Schools (as below) which host postgraduate research students. Postgraduate research students in the School of Medicine will be registered across the Faculty Institutes. Within each School/Institute there are a number of research groups or centres where you will find a thriving research environment and support during your studies.

### Schools:

- Dentistry
- Medicine (see Institute structure below)
- Nursing, Midwifery & Social Work
- Manchester School of Pharmacy
- Psychological Sciences

### Institutes:

- Brain, Behaviour & Mental Health
- Cancer Sciences
- CRUK Manchester Institute
- Cardiovascular Sciences
- Human Development
- Inflammation & Repair
- Population Health

### ***Key Contacts***

As a graduate student, the key members of staff who will guide you through your degree are:

- Supervisor(s)
- Advisor
- School/Institute Postgraduate (PGR) Tutor
- School Postgraduate Trainer
- School Postgraduate Research (PGR) Director
- School and Faculty PG Administrators

### Supervisor(s)

The [responsibilities](#) of the supervisor(s) include: giving guidance about the nature and direction of research and the standard of work expected; planning the research programme; identifying relevant literature, giving constructive feedback on written work, training and other sources of information.

You and your supervisors should establish at your initial meeting clear and explicit expectations of each other in order to minimise the risks and problems of misunderstanding, personality clashes, inadequate supervision and unsatisfactory work. Due to the increasingly interdisciplinary nature of our research you may find that you have supervisors from different Schools or Faculties. Where more than one supervisor will have input into your PhD, it is important that you are aware of their respective roles and responsibilities from the outset and agree with your supervisory team how you will manage your communication and meetings with them.

### Advisor

The primary role for the advisor is to provide you with impartial support and advice. The advisor will retain a level of independence from the supervisory team though they will engage in some progress meetings<sup>1</sup> held between you and your supervisors. This will allow them to have a sense of your progress, the dynamic of your relationship with the supervisory team and issues relating to the project. You will also be expected to have one meeting per year with your advisor, where the remainder of the supervisory team will not be present.

### Postgraduate Tutor

The PGR Tutor(s) for your School/Institute is responsible for the broader provision of the graduate programme. The PGR Tutor will sign off key stages of your progression, including the literature report and end of year reports. They can offer many different types of help to diverse problems and can be approached about any issue.

### Postgraduate Trainer

The PGR Trainer is responsible for the provision of training opportunities in the Schools as well as feeding into the Graduate School Training Programme. School PGR Trainers can be approached to discuss training needs and issues.

### Postgraduate Research Director

The PGR Director for your School is responsible for leading the School/Institute PGR Management Team in all areas of postgraduate research education including student applications, studentships, submission and completion rates, appointment of advisors, monitoring student progress and approval of examiners. PGR Directors sit on the Faculty Postgraduate Research Committee and the Research Degrees Panel.

### Responsibilities of the student

Responsibilities of the student can be found on page 15 of the [Policy on Supervision for Postgraduate Research Degrees](#).

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<sup>1</sup> Advisors will attend the Expectations and Planning Meeting held in Month 1 of each year and the thesis meeting

## **Graduate Administration**

### The Faculty of Medical and Human Sciences Graduate School Office

Room 3.50, Simon Building, Brunswick Street

The Faculty Graduate School Office coordinates graduate education and is a point of contact for all graduate education issues; within the office there is a wealth of knowledge regarding the whole PhD process (e.g. registration, training opportunities, interruptions, extensions, thesis submission and the examination process). Key contacts can be found on the [Faculty Graduate School intranet pages](#)

Submission and Examination	Dorothy Prato
Change to Programmes	Dorothy Prato
Funding & Recruitment	James Power
Student Concerns	Helen Eccles* (or any of the team)

\*Sally Brown Sept 15-Jan 16

### School Graduate Offices

Each School has a Graduate Office which deals with admissions, registration guidance, monitoring attendance, progress and providing student support. If you are registered within one of the four Health Sciences Schools your administrative support will be provided by your School. You may find that your supervisor is affiliated to one of the broader Institutes and therefore you are invited to engage with any Institute activities. Students registered in the School of Medicine via the Institutes will receive administrative support through the School of Medicine Graduate Office.

### School PGR Contacts

Nursing, Midwifery & Social Work	Susan Crofts (Jean McFarlane Building)
Dentistry	Stephen Wadsworth (J.R. Moore building)
Manchester School of Pharmacy	Emma Braithwaite (Stopford Building)
Psychological Sciences	Isabella Darbyshire (Zochonis Building)
School of Medicine – across all Institutes	Lynsey McVey (Stopford Building)

### Institutes PGR Contacts

<i>Brain, Behaviour &amp; Mental Health</i>	Christine Burns (1 <sup>st</sup> Floor Stopford Building)
<i>Cancer Sciences</i>	Amina Saeed (1 <sup>st</sup> Floor, Stopford Building)
<i>CRUK Manchester Institute</i>	Julie Edwards
<i>Cardiovascular Sciences</i>	Joy Stewart (1 <sup>st</sup> Floor, Stopford Building)
<i>Human Development</i>	Joy Stewart (1 <sup>st</sup> Floor, Stopford Building)
<i>Inflammation &amp; Repair</i>	Christine Burns (1 <sup>st</sup> Floor, Stopford Building)
<i>Inflammation &amp; Repair (Wythenshawe)</i>	Alex Sadler (Education & Research Centre)
<i>Population Health</i>	James Hodgson (1 <sup>st</sup> Floor Stopford Building)



## Communication

### [The Faculty Graduate School Intranet](#)

The intranet site can be accessed from the main Faculty of Medical and Human Sciences website and has essential information on policies and procedures relating to graduate education, including all forms relating to PGR processes. An electronic copy of this handbook is also available on the intranet. You will need to use your University login to access the intranet site.

### [Student Portal – My Manchester](#)

*My Manchester* is now the single gateway for current students to access key tools, services and information to support your student experience.

### [School Intranet Sites and Blackboard Space](#)

Many Schools will have intranet sites that hold further information on School research activities and events. Other Schools will host this information on Blackboard and you will find a link to the School Blackboard space for postgraduate students from the *My Manchester* student portal.

### [Student Email Account](#)

At registration you will be supplied with a University postgraduate student account. Emails are web-based and are retrievable online at <https://outlook.manchester.ac.uk/>.

Students at the CRUK Manchester Institute who use a [cruk.manchester.ac.uk](https://cruk.manchester.ac.uk) account should contact [IT Services](#) about forwarding emails from their postgraduate account to this CRUK Manchester Institute email address.

*Please note that your IT account (email and P drive) will be accessible whilst you are a registered student and during any periods of interruption and extension. You will lose access to the account at the end of your graduation month. You should ensure that you manage your documents and emails so that you do not lose these once your IT account has been closed.*

**You should ensure that you access your postgraduate account regularly or forward emails from this address to your personal email account.**

### [Contact Details](#)

It is your responsibility to ensure that that you maintain up to date contact details on your student record via the self-service facility.

## MHS Graduate Society

### [MHSGraduateSociety](#) - [Twitter:@MHSPostgrad](#)

The MHS Graduate Society formed in October 2012, its “mission” is to act as a resource for postgraduates within the Faculty by organising opportunities for personal and professional development. The Society has three overarching goals:

To organise high-quality academic-orientated events e.g. ‘Lightning Lecture series, the MHS-wide PGR Showcase’



To organise social events which facilitate interactions across Schools and Institutes, increasing breadth of knowledge as it relates to medical and human sciences (e.g. MHS Pub Quiz, and Spring Break BBQ).

To organise opportunities for postgraduates within the Faculty to engage the public about science; such as the “Elevator Pitch” event where students travel to nearby schools and discuss postgraduate science.

## PGR Blogs and Twitter

Graduate School Blog - <http://blogs.mhs.manchester.ac.uk/gradschool/>

This Graduate School blog provides insight into the various activities within the Faculty of Medical and Human Sciences and its associated Schools, Centres, Institutes and facilities.

*Graduate School Twitter Feed* [Twitter: @GradSch\\_MHS\\_UoM](#)

SkillsTrainingEssentialsforPGRStudents(STEPS)blog - <http://manchestersteps.wordpress.com>

STEPS is written by postgraduates for postgraduates. The primary objective of STEPS is to keep postgraduate researchers updated on opportunities for skills training and other development activities which may be of interest. More than this though, it offers a platform for researchers to share their experiences and to voice their opinions on a range of issues no matter what the focus of their work is or where they are based. By putting postgraduate researchers in touch with each other in this way and by spotlighting the issues that affect us, STEPS aims to enhance the institutional research community and raise its profile across the University. You can submit an article for the newsletter or blog (contact [steps@manchester.ac.uk](mailto:steps@manchester.ac.uk)).

Academic and Researcher Development blog – <http://blogs.mhs.manchester.ac.uk/pgr>

This new website is maintained by the Academic and Researcher Development team (formerly the Faculty Training Team) and will be live from the end of September 2014. You will be able to subscribe to receive the blog via email updates. The blog will include information on relevant external resources and training opportunities as well as information on opportunities for public engagement, external competitions and events.

#PhDchat – if you’re a twitter user then you may want to look at the articles, resources, training opportunities and general PhD based discussion that occurs with the #PhDchat tag.

## Student Spaces

### Postgraduate Hubs

The main Graduate School Postgraduate Hub on the 3<sup>rd</sup> Floor of the Stopford Building was opened in November 2012. The space has small meeting rooms, PC clusters, a kitchen and social space. The space can be booked via <http://www.mhs.manchester.ac.uk/secure/bookings/PGhub/>

- Dentistry - Dedicated suite on the first floor, Coupland 3 building (room 1.025) and access to the clusters on the ground floor.

- Nursing, Midwifery & Social Work - 3.331 Jean McFarlane building – small PC cluster and breakout space
- Psychological Sciences – Zochonis Student Hub and Coupland 1 common room

*The more you use these PG spaces the greater our ability to maintain and improve these facilities.*

### [Alan Gilbert Learning Commons](#)

This is a state of the art study and learning centre in the heart of the Oxford Road campus boasting an onsite café, an impressive atrium providing a social meeting space with wifi access and flexible study spaces and environments throughout the building. This is a facility for all our students so you may find it quieter out of term time.

## Events and Networking Opportunities

### Graduate School and Graduate Society Research Student Showcase

Within your School/Institute you will be invited to participate in symposiums to present your research through posters or oral presentations. These events may be competitive and the winner may be put forward for the annual Graduate School Postgraduate Research Showcase event. This full day event celebrates the breadth and depth of research being undertaken by our PGR students. Click this [link](#) for more information on the 2015 PGR Showcase.

### Lectures and Seminar Series

You are welcome to attend open lecture and seminar series held within Schools and Institutes. These will be communicated through the Faculty newsletter or by School PG administrators. These give you a chance to network with researchers outside your direct field of study and you may make some useful contacts who can help you with an aspect of your project. In certain Schools/Institutes you may have the opportunity to attend (audit) certain lectures being held for Masters students. You should speak to your PGR Trainer to see if this is available in your area.

### Faculty Inaugural Professorial Lecture Series

All newly promoted or appointed professors within the Faculty give an inaugural lecture within 18 months of their promotion/appointment to mark and celebrate their success. All staff, students and family members of those presenting, are invited and each event is followed by a celebratory drinks reception as an opportunity for networking and socialising amongst the Faculty.

<http://events.manchester.ac.uk/calendar/tag:mhs-faculty/>

### Faculty Research Series

The monthly Faculty Research Series events are open to all staff and students, offering an opportunity to celebrate research achievement and stimulate scientific interaction. Each month one host School or Institute from the Faculty will pair with a different School or Institute to highlight and showcase similar topics from different perspectives.

### Graduate School Travel Fund *(subject to Faculty budget approval each year)*

You can apply to the Graduate School Travel Fund in the last two years of your programme (and during submission pending for a contribution towards conference attendance. The scheme offers up

to 50% of the conference cost up to a maximum of £500. Details of the scheme are available on the Graduate School intranet site: [Travel Fund 15/16](#)

## Getting Involved

### Student Representatives

Schools and institutes will hold elections for their PGR student representatives in October/November. Reps usually cover cohorts or geographical locations. Being a rep is way to get involved and to influence what's happening to PhD students from a local to a University level, as well as being a good point to note on your CV. The Faculty Rep Forum meets twice a year bringing reps from all schools and institutes together to discuss common issues and share best practice. The reps also run an online forum where they can discuss issues and get advice, etc. Reps sit on the relevant school or institute committee and one rep will act as overall Faculty rep and sit on the Faculty PGR Committee. For more information on the role of the student rep, you should contact your local School PG administrator.

### Public Engagement

Engaging with the public is an important part of your role as a researcher and it contributes to the University's strategic goal - 'Social Responsibility'. The term public engagement describes the many ways in which you can communicate with and share your research with the public. Engagement is by definition a two-way process, involving interaction and listening, with the goal of generating mutual benefit. There are also resources and case studies on different aspects of public engagement on the University's Engagement website. Monthly informal events about public engagement are held for University staff/students called *Engagement@Manchester* and you can also join an email group to keep up to date with public engagement events, opportunities and resources.

To find out more about Faculty/School specific events that are happening, please contact your School/Institute lead for public engagement or the Faculty lead Kate Dack - [Kate.Dack@manchester.ac.uk](mailto:Kate.Dack@manchester.ac.uk).

### Research Volunteers - <http://www.studentnet.manchester.ac.uk/volunteer/>

By volunteering to take part in research studies and trials, you can play a very real part in supporting other students and our research. You can volunteer for research studies that interest you by looking at the adverts on the website. Alternatively, once your study has the appropriate ethical approval you can submit your details to advertise to recruit volunteers.

### Widening Participation Fellows

If you are passionate about your subject area and would like the opportunity to work with local school children, then look out for opportunities to join the Undergraduate Recruitment and Widening Participation Team. As a Widening Participation Fellow you would support learners in finding out how to use their skills and knowledge to get into university, whether that's at Manchester or any other institution, through workshops, presentations, visits and open day activities centred on your own subject area. [Widening Participation Team](#)

The University of Manchester

Vitae – [www.vitae.ac.uk](http://www.vitae.ac.uk) / [www.vitae.ac.uk/nwhub](http://www.vitae.ac.uk/nwhub)

Vitae champions the professional and career development of postgraduate researchers and research staff in higher education. The Vitae North West (NW) hub is hosted by the University of Manchester and supports researchers across the region. Support includes:

**Courses and events** – develop your skills [www.vitae.ac.uk/events](http://www.vitae.ac.uk/events)

**Postgraduate researchers** - Information on everything from managing supervisors to writing up your PhD – [www.vitae.ac.uk/pgr](http://www.vitae.ac.uk/pgr)

**PGR tips** – top tips and tricks on different themes – [www.vitae.ac.uk/pgrtips](http://www.vitae.ac.uk/pgrtips)

**Researcher booklets** on creativity, work-life balance, public engagement, information literacy, career management and leadership - [www.vitae.ac.uk/researcherbooklets](http://www.vitae.ac.uk/researcherbooklets)

**Careers** - Resources to help you manage your career within or outside academia [www.vitae.ac.uk/careers](http://www.vitae.ac.uk/careers)

**What do researchers do?** Career stories and statistics on the wide range of employment destinations of researchers – [www.vitae.ac.uk/wdrd](http://www.vitae.ac.uk/wdrd)

**Researcher Development Framework (RDF)** – Describes the knowledge, behaviours and attributes of successful researchers – [www.vitae.ac.uk/rdf](http://www.vitae.ac.uk/rdf)

*Join the community*

What's up doc! blog for postgraduate researchers [www.vitae.ac.uk/whatsupdoc](http://www.vitae.ac.uk/whatsupdoc)

Public engagement blog [www.vitae.ac.uk/peblog](http://www.vitae.ac.uk/peblog)

*Keep up to date with the activities of the Vitae NW Hub:*

Follow us on Twitter: [twitter.com/vitaenwhub](https://twitter.com/vitaenwhub)

Email: [nwhub@vitae.ac.uk](mailto:nwhub@vitae.ac.uk)

## Your Research Programme – Getting Started

Please familiarize the roles and responsibilities expected of our students here at the University of Manchester as stated in the [Student Charter](#). Your supervisory team will be your main source of support for getting your project up and running. You will find that there are a number of administrative and governance tasks involved in initiating and managing your project.

### Setting up your study

Starting to think about what approvals are required for your study can be quite daunting and it can seem as though there is a never-ending list of approvals required, countless forms to fill in and a wide range of organisations to which you have to send documents. Each study will be different depending on the type of research, complexity, participants involved, etc. Similarly, you may come to a project that is already established or you might be starting a completely new study alongside your supervisor. The Faculty Research Office intranet site details the different steps in the process and will help with planning your study.

### Ethical approval for studies

Your supervisor will normally lead on the process of gaining ethical approval for your study. There are two possible avenues to obtain ethical approval, depending on the type of study:

The University of Manchester Research Ethics Committee (UREC)

<http://www.manchester.ac.uk/research/environment/governance/ethics/>

An NHS Ethics committee (NHS REC)

To complete an ethics application for NHS REC review or R&D approval, you will need to use the Integrated Research Application System ([IRAS](#)). For people new to this system, there is an elearning tool provided to assist in completing the form. The Faculty Research Office will also provide a set of IRAS standard answers upon request to the ethics applications email address: [fmhsethicsapps@manchester.ac.uk](mailto:fmhsethicsapps@manchester.ac.uk)

### Research passports

Depending on your area of research you may require a research passport or letter of access to undertake research within NHS Trusts. You should note that this process requires signatures from your supervisor and the Faculty Graduate Education Manager before you take the completed paperwork to the relevant NHS Trust R&D office. The relevant paperwork is available at [www.nihr.ac.uk/systems/Pages/systems\\_research\\_passports.aspx](http://www.nihr.ac.uk/systems/Pages/systems_research_passports.aspx). If you were asked to get a DBS check at the admissions /registration stage of your programme then you should note that this disclosure can only be used for your research passport application if it is still *less than six months old*. Information on the process is available through the [Faculty Graduate School intranet](#)

### Data management and storage

Data management is a key element of the research process. Your supervisor will be responsible for ensuring that the requirements of the [University Data Management Policy](#) are met. You should ensure that you are familiar with your responsibilities relating to the management and storage of

your project data. You should also note the following statement from the University's Good Research Conduct Code relating to access to data:

*"Records of a research project are the property of the parent school and should reside with the research unit in which they were generated. Individual researchers should be able to hold copies of appropriate materials for their own use, but in order to protect the individual against loss or allegations of research misconduct, primary data in hard format (ie in a laboratory book) should be kept securely within the University. The principal investigator/supervisor should have access to the data at all times. University staff and students are not permitted to remove such records when leaving the University without obtaining permission from their Head of School/Institute in writing."*

### Health & Safety

Health & Safety requirements and training will again be dependent on your project and the type of research you are undertaking. All students will have to complete the University online training module PGR-IND001 which covers the basics of the University's expectations, fire safety, using computer equipment, and general risk assessment. You may be required to complete further courses dependent on your area of research. Students undertaking laboratory-based projects should ensure that they speak to their supervisors and laboratory managers about training available for working with hazardous materials. Failure to complete the required training will result in delays in accessing the laboratories. Students in the health sciences may need to undertake lone worker training if you are going out to interview study participants. You can find this course in the Training Catalogue as [THS82](#) Lone Worker Training for Field Researchers.

### Funding

Funding for student projects comes from a number of sources for example, an existing research grant, a Research Training Support Grant (RTSG) from a Research Council funded studentship, or a departmental account. You should talk to your supervisor in your initial planning meeting about the funding available and ensure that you know how to order consumables or book travel (where available). If you have received a funding/sponsorship letter alongside your formal offer letter then this should state whether there is an RTSG or project costs element to your funding.

## Monitoring and Progression

Throughout your degree programme your research and written work will be assessed in different ways. On a day-to-day level, you will have discussions regarding progress and objectives with your supervisory team. You may present your work at research group meetings and School/Institute symposiums. You will also have formal meetings with your supervisory team through milestones that are held within the University's online progression system (see below).

### Key milestones

The Faculty has a set of compulsory progress milestones, in line with the University's policy on progress and review, which will take you through to submission of your thesis.

#### *Year 1 (years 1-2 part time)*

- Expectations Meeting, Research Planning Meeting and Skills Training Audit
- Taught modules (where applicable)
- Literature Report and Assessment
- Progress Meeting
- Continuation / Transfer Report and Viva

#### *Remaining Years*

- Review of Expectations Meeting and Start of Year Planning Meeting(s), Skills Training Audit
- End of Year Progress and Review Meeting(s)
- Thesis Meeting(s)

#### *Submission Pending (where applicable)*

- Quarterly Progression Meetings

*Part time students* - additional progress update forms in Years 3-6

### Supervisory meetings

The frequency of meetings between you and your supervisor will be determined by the nature of the research, mode of study and where you are on the programme. **You should, however, meet with your supervisors at least on a monthly basis.** The meeting schedule for part time students should be agreed at the beginning of the degree, though again you are expected to meet with your supervisors once a month.

### ***It is your responsibility to organise supervisory team meetings***

### Engagement and attendance monitoring

Engagement and attendance is monitored by your supervisor via eProg. This will involve confirming appropriate attendance at the University, engagement with research, writing up, training, etc. For Tier 4 students this is one of the mechanisms through which we manage our responsibility to the UKVI in acting as your sponsor. You should note that eProg is the mechanism through which the Faculty monitors attendance relating to [Regulation XX Monitoring Attendance and Well-Being of Students](#) – for further information please see the policies in brief section.



### Split site PhD or periods of study away from the University

Appropriate arrangements should be put in place at the outset of the degree for students who are registered on split site research degrees or those who spend periods studying away from the University. Communication and progress meetings may be held via teleconference, Skype, etc. Students may not use this type of absence from the University as a reason to delay formal meetings. Students looking to undertake a period of study away from the University should refer to page 33 about the process for gaining Faculty approval of this fieldwork.

### ***Assessing your Progress***

#### Taught components in research programmes

Students in the School of Nursing, Midwifery and Social Work will undertake a number of taught modules as part of the first year of their programme. You will be required to pass these modules by achieving 50% for each unit following assessment. Further details on these modules, the methods of assessment and reassessment opportunities will be made available during the School's induction week. Within the School of Dentistry students will also undertake taught modules covering statistics and research methods training. Where programmes have a clinical component there may also be clinical competencies assessment as part of your progression.

#### Continuation/Transfer Viva Report

This report will be submitted towards the end of your first year (2<sup>nd</sup> year part time students) and will be assessed by an oral examination. This assessment will normally be undertaken by two assessors independent of your supervisory team. In some schools/institutes your advisor may act as one of the assessors alongside the independent assessor. The assessors will then recommend whether you should progress to the next phase of the programme.

The Faculty has outlined three potential formats for the Continuation / Transfer Report. **Detailed guidance on the structure and format can be found on the Continuation or Transfer Report Milestone in eProg by clicking the blue unit code number to reveal the milestone profile information e.g. MEDNM1990.** The appropriate format of your report should be agreed in consultation with your supervisory team. The assessment criteria for the Continuation / Transfer Report are detailed on the **eProg milestone profile** or on the online eProg form.

#### End of 2<sup>nd</sup> and 3<sup>rd</sup> Year Reports *(Please note: this policy is currently being reviewed and will be implemented in October/November 2015)*

End of year reports of a satisfactory standard are required prior to permission being granted to register for a subsequent year of study. The content and style of the end of year progress reports should be agreed with your supervisory team. Many students will provide an update against the future plans or protocols that they set out in their end of year one Continuation/Transfer Report. These assessments are required to ensure that you are still on track to complete your research and thesis within your programme and that the level of work being undertaken, and results being produced, are in line with the standards required for your degree. **The Faculty does not expect that working on these reports will overly disrupt your ongoing research activities.**

### Transferring between programmes (MPhil>PhD,MPhil>MD,MD>PhD)

MPhil and MD students can apply to transfer onto a PhD programme at the end of Year 1 (or Year 2 for MDs). You will need to submit a transfer report and this will be assessed by a viva (see Monitoring and Progression section above). Students applying to transfer from an MPhil to an MD programme must satisfy the admissions criteria for this programme. The assessors will consider whether the project has the potential to develop to a full MD/PhD project and also if you have demonstrated the capacity to complete this programme.

In these instances you will need to be able to demonstrate additional funding and time to commit to the extended period of the programme. ***MD students should discuss the fee implications of transferring to a PhD with your School PG Administrator.***

### Problems with progress

Students who do not meet their progression monitoring requirements and registration points may be referred to a School Progress Committee to consider their place on the programme. Where this occurs the student will receive feedback from their supervisory team and the PGR Tutor and a discussion will be held to go through the different options available and the processes involved in attending a Progress Committee or transferring to a different programme (e.g. PhD to MPhil).

### ***University Online Progression System (eProg)***

[www.eprog.manchester.ac.uk](http://www.eprog.manchester.ac.uk); <https://app.manchester.ac.uk/eprog> (login required)

The University online progression system provides an online platform for you and your supervisory team to record and track key progression milestones from the point of registration through to examination. The system also hosts an extensive skills training catalogue, where you can view and book training activities hosted across the University. You can access a guide to using the online progression system through the **Crucial Guide** online.

Your progression record can be viewed by your supervisory team, PGR Director, PGR Tutor / PGR Trainer, School and Faculty PG administrators.

My Profile - Key information about the student (e.g. email address, location etc)

My Examination Summary – visible in the last six months of programme, outlines tasks from notice of submission through to completion of your degree

My Pathway - Visual interactive timeline of key milestones

My Progression - List of all milestones and deadlines for completion

My Publications – List of publications, conference proceedings entered in eScholar

My Training & Development - Details of skills training courses

### My publications

This area displays research outputs you have achieved through your programme. For outputs to be visible they must be entered via the University academic repository, eScholar. Guidance notes are available on the My Publications page detailing how to enter publications to eScholar. It is important

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for you, your supervisors and the Faculty to be able to see these research outputs so you will be prompted to update this section of eProg regularly.

My Progression—milestone information and deadlines

Each milestone has a deadline and a completion status. Milestones have a unit code (e.g. DENTM1000) that links through to the relevant 'Profile' and provides information on the meeting aims, pre meeting requirements and further guidance notes. As well as this Course Overview, milestones have a Resources tab which may contain notes on writing reports, further information on processes (e.g. thesis submission) and also links to relevant University websites and intranets.

Online forms

Most milestones incorporate an online form. Forms will ask for summaries of progress to date, reflection on activities and achievements and plans for the future. In some instances, the milestone will require submission of a report to the supervisory team prior to the meeting. This report may be uploaded to the form itself or submitted as a paper copy to your supervisory team. Your comments in these forms will form the basis for discussion at formal progress meetings. Agreed action points and feedback from your supervisory team will also be recorded.

*When completing the forms you should get in the habit of 'saving as you go' so that your internet connection does not timeout.*

Submission of forms and completion of Milestones

While students and supervisors can write up sections of the online forms only members of the supervisory team can submit the form. Submission of the form completes the progress milestone. In some instances forms also have additional authorisation requirements. This occurs when the PGR Tutor needs to approve the outcome of the meeting and recommendations and sign off the form.

Where additional authorisation is required the form can be submitted but the milestone will not be completed until the authorisation steps have occurred. *Once a form has been submitted it becomes read only.*

Colour coding of Milestones

You will find that milestones within your eProg progression record may be colour coded to show their status. There is also a traffic light symbol that indicates the status of a form or milestone.

- Green milestones*            milestone completed
- Amber milestones*        form started and saved but not yet submitted or not yet authorised
- Red milestones*            milestone overdue, not started or submitted by the deadline date

Delays holding formal meetings

There are always situations that may force a delay to holding a formal progress meeting. Where this occurs you should aim to inform your School PG administrator of the delay and the expected timeframe for holding the meeting. Please note that delays to the Literature Report Meeting and, most importantly, the Continuation / Transfer Report and Viva should be avoided as they may impact on your ability to continue on the programme. You need to complete and pass your Continuation / Transfer Report and Viva assessment prior to registering on the next phase of the programme. The viva should therefore not be scheduled after the next registration month.

## Writing Up Your Research

### Presentation of Thesis

The University has a specific format required for PGR theses. You will find this detailed in the [Presentation of Theses Policy](#) and further guidance is available on the Faculty intranet pages. If you have queries about presentation then you can ask staff in the Graduate School Office or ask them to have a look at a draft document.

### Thesis format – Traditional or Alternative / Journal format

You may hear your supervisors or other students talk about the different types of thesis format that are accepted for examination at Manchester. These are currently defined as ‘standard’ and ‘alternative’ or ‘journal’ format though you shouldn’t get too concerned about the terminology used. One format is not inherently better or more widely regarded than the other.

The standard thesis will have an introduction, literature review, materials and methods, results and discussion and conclusion, references and appendices. The ‘alternative’ journal format thesis comprises chapters that have been written in the form of journal papers. These may be papers that have been submitted to a journal, already accepted and published or chapters that are written as journal papers but are not yet or even are not intended to be submitted. The advantage of this ‘journal format’ thesis is that it gives you the experience of writing in journal paper format. This journal format is increasingly popular in some disciplines and yet may not be appropriate for all projects. Your supervisory team is the best place to start discussing your thoughts on this. If you agree on alternative format then you will need to complete an approval request form available in the [forms](#) section of the Faculty Graduate School intranet.

### ***Submission Pending***

*3 yr PhD, MDs and part time students – 12 months*

*3.5 yr PhD students – 6 months*

If you are a student on one of the programmes above and you do not submit by the end of programme you may be able to register for the submission pending period. You will need to have completed all your research (e.g. data collection, experiments, etc) and should have a draft of the thesis completed (usually 80% of chapters in a reasonable draft form). Your School PG Administrator will provide details on registering for submission pending and paying the fee (£225 in the 14/15 session). ***Submission pending cannot be used to undertake further research or data collection unless prior approval is sought.***

You should be aware that during this writing up period you are not considered to be a full time student at the University. You will still have access to facilities and your supervisory team will continue to support you towards submission of the thesis and preparation for the oral examination (as appropriate).

Once you enter submission pending you may be returning to full time work or be involved in a number of external activities that will reduce the amount of time that you have to spend on writing your thesis. The Faculty has therefore identified the following key stages within the submission

pending year and given a broad outline of where you should be aiming to be in terms of completion of your thesis to ensure that you submit within this timescale.

### *3 months into submission pending*

At this point, all research activity must be completed. Any student still undertaking research activity will be referred to the PGR Tutor for assessment. All chapters should be available in draft form, with approximately 33% 'completed' (i.e. requiring proofing only)

### *6 months into submission pending*

The expectation is that most students should be in a position to submit by this point. If you are not in a position to submit at this point then you should have drafts of all chapters, with approximately 50% completed (i.e. requiring proofing only)

### *9 months into submission pending*

All students should have a 'submissable thesis'. A submissable thesis is a version of the thesis including 75% of chapters 'completed' (i.e. requiring proofing only) and the remaining 25% in a format that could be worked up for submission in approximately four weeks work. The 'submissable thesis' is not the optimum version that you may wish to submit, but one with flaws which is nevertheless of sufficient standard to be considered by referees (i.e. complete, consistent and adequately proofread).

## ***Submission Deadlines***

It is important for your career development that you submit your thesis within the period of your programme as set out in your initial offer letter. If you are eligible to use the submission pending period remember that it will be increasingly difficult to find time to dedicate to completing your thesis once you return to full time work.

Your final submission deadline will be stated on your original offer letter. If you are granted any periods of interruption (unless a short term interruption is agreed) or extension to your programme then you will be notified of any change in your final submission deadline in the letter confirming this change to programme. You will also see your submissions deadline displayed in eProg (Student Expected End Date on My Profile page).

### Extension to the final submission deadline

Extensions to your final submission deadline will only be considered in exceptional circumstances and where permission is sought at least two months prior to the final submission deadline. You will need to provide clear documented evidence as to how your mitigating circumstances have impacted on your ability to meet your deadline. Examples of appropriate exceptional circumstances can be found within the [Policy on circumstances leading to changes to Postgraduate Research study](#) . It is expected that your mitigating circumstances will have occurred within the submission pending period or the last 12 months of a 4 year programme.

## Submission and Examination

This section provides a very brief outline of the processes from intention to submit, through submission to examination. The most up to date information on this can be found on the [Graduate School intranet](#). You will also receive an email from the Graduate School Office as you approach your end of programme or final submission deadline.

### Notice of Submission and Nomination of Examiners

The start of the submission process is giving formal notice of your intention to submit. This process is completed via **eProg** in *My Examinations Summary*. This link will appear in your eProg profile six months before the end of your programme. An important component of submitting your intention to submit is discussing potential examiners with your supervisory team. Your main supervisor will also complete a notice of submission form in eProg and input the details of your agreed examiners.

### Manchester eScholar – Electronic submission of your thesis

You will need to submit an electronic copy of your thesis into Manchester eScholar prior to examination. You will be able to do this via the *My Manchester* student portal once you have completed your notice of submission in eProg. After submitting a pdf of your thesis into eScholar, you will be required to print, bind and submit your thesis as a hard copy for examination. Following examination, you will be required to submit the final corrected version of your thesis electronically. In conjunction with your supervisor, you may then decide whether to make your thesis open access or not. *Please note that Research Funded Council students must make their thesis open access after a period of 12 months according to the funding terms and conditions.*

For further information including how to create a pdf, how to make a ‘dummy’ practice submission and FAQs, please see: [www.escholar.manchester.ac.uk/](http://www.escholar.manchester.ac.uk/).

### Submission

You will submit your two bound copies of your thesis to the Faculty Graduate School Office, Room 3.50, 3<sup>rd</sup> Floor Simon Building, Brunswick Street. If your examiners are in place, and approved, at the time of submission, the Exams Team will then send the thesis and the examination documentation to your examiners. You can track the process of your examination via *My Examinations Summary* in eProg. If you have concerns about the examination process or about delays in getting a viva or result then you can contact the Exams Team.

### Oral Examination / Viva

An integral part of the PhD / MD process is the oral examination (viva). This will take place at Manchester with your internal and external examiner. The Academic and Researcher Development Team provides courses on preparing for this examination and you will also receive guidance from your supervisory team on what to expect. MPhil students may have to undertake an oral examination and this will be determined by the examiners following initial review of the thesis.

You will find the full examinations policy on the University website at:

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



Examiner Recommendations

Award	A (i) no corrections
	A (ii) subject to minor corrections ( <i>four weeks to complete, exceptionally up to 12 weeks can be granted for completion of minor corrections</i> )
Refer	B (i) permitting submission of a revised thesis without further research and without further oral examination ( <i>six months to complete</i> )
	B (ii) permitting submission of a revised thesis without further research but with a further oral examination ( <i>six months to complete, exceptionally up to 12 months</i> )
	B (iii) permitting submission of a revised thesis with further research and with a further oral examination ( <i>12 months to complete</i> )
Reject	C (i) but award the degree of MPhil
	C (ii) award the degree of MPhil subject to minor corrections ( <i>four weeks to complete, exceptionally up to 12 weeks</i> )
	C (iii) advising that the thesis be submitted, after revision, for examination for the degree of Master ( <i>six months to complete</i> )
	C (iv) not permitting resubmission

Students who are referred for resubmission will have to pay a fee as set out by the University.

Graduation

Once you have successfully passed the examination all students are invited to attend graduation at Whitworth Hall and join celebrations within the School for our graduands.

There are two graduation ceremonies held each year:

July Graduation - two weeks in early July (recommended submission by 1st April)

December Graduation - two/three days in mid December (recommended submission by 30th September)

For a current timetable of Graduation dates visit the Student Services Centre website:

[www.studentnet.manchester.ac.uk/crucial-guide/academic-life/graduation//](http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/graduation//)

IT access for University of Manchester Alumni

Once you have graduated with your postgraduate research degree you are entitled to retain access to the University of Manchester library as an alumni. You can find full details, including how to apply at: <http://www.library.manchester.ac.uk/ourservices/servicesweprovide/alumni/>

## Graduate School Development Programme

*Welcome to the Development Programme for the Medical and Human Sciences Graduate School*

Doing a research degree requires a special set of skills for identifying a problem, investigating what is currently known about the problem and then looking for a unique and original solution. No matter what discipline you are studying, there are generic approaches to any research project. The aim of the training programme is to provide you with the skills, competencies and subject-based training necessary to complete your research. We are also keen to develop skills that will aid you in your future career whether that is in academia, as a health professional or in industry. You will find a number of courses that are designed to get you thinking about your future career and employability.

To help you decide what training you need at each stage of your research journey the Graduate School Development Programme has been mapped onto the Researcher Development Framework ([RDF](#)). This is a national framework which summarises the knowledge, behaviours and attitudes of effective and highly skilled researchers. The programme has been separated into nine distinct themes so that you can identify which courses really meet your needs.

Events run by the Faculty Academic and Researcher Development Team are also an opportunity to socialise and network with other research students and postdoctoral researchers across the Faculty. The emphasis is on an organic programme of training that adapts to your requirements as you progress through your research project. The training programme is an integral part of the research experience and provides students with the strongest grounding possible to succeed, whether in academia, industry or a health profession.

Training opportunities include large University-wide events, smaller training courses giving practical help with generic and transferable skills and events / seminar programmes run locally within each school or research group.

Further information of courses is available on the Academic and Researcher Development blog: <http://blogs.mhs.manchester.ac.uk/pgr> and through the Training Catalogue site. Videos about skills training are also available at [www.mhs.manchester.ac.uk/postgraduate/skillstrainingsupport/](http://www.mhs.manchester.ac.uk/postgraduate/skillstrainingsupport/)

### Graduate School Development Programme Team

Lead Training Administrator

Holly Dewsnip ([acadresdev@manchester.ac.uk](mailto:acadresdev@manchester.ac.uk))

### ***Skills Training Catalogue***

You can access the University's extensive skills training catalogue through the online progression system. This catalogue comprises the training opportunities offered across the four Faculties, central University services, as well as some online courses. While the training catalogue has courses from across the University you will find that courses are often tailored to the research disciplines of each Faculty. You can access your personal skills training area through the 'My Training and Development' link within the online progression system. Here you will see a record of course bookings and attendance.

### Booking on Skills Training courses

You can search for and book onto skills training courses by clicking on the Training and Development Index. Courses will be filtered by your Faculty and you can also search for courses via the calendar of events or by using key words e.g. 'academic writing'. You can filter the courses by a different Faculty name, mode of attendance or date. Once you have found a course you can click on the 'profile' to see more details and information on the number of occurrences, etc. You can then click on the 'apply' button to request a place on the course. You will receive an email response regarding your booking and the course and your booking status will be updated within your own skills training area.

### Attendance at Training courses

As demand for courses is always high it is vital that once you have a confirmed place on a course that you attend. **If you are unable to attend then you should cancel your place as soon as possible to give other students a chance to attend in your place. You can cancel your place through My training and development link.** You will be notified by email (to your University email account) about any changes in venue, etc.

While training is a key part of your research programme and experience at Manchester you should consider which courses you attend at certain points in your degree to ensure that they are relevant for the issues you are facing.

### ***Graduate School Online Training Resource***

All PGR students in the Faculty can access the Graduate School Online Training Resource through Blackboard. The aim of this site is to give you additional resources that further enhance your research skills. You can access Blackboard through the *My Manchester* portal by selecting the My Blackboard tab. The training resource will be available in **My Communities**. Within this space you will find material to support you with:

- Research Methods
- Qualitative Research Methods
- Academic Writing
- Presentation Skills
- Statistics: Key Concepts\*
- SPSS\*
- Understanding Academic Malpractice
- Intellectual Property Awareness Resource

\* If your MPhil or PhD involves taught modules in either statistics or qualitative research then you should always first refer to your own programme materials.

This material aims to supplement the face to face training provided through the Graduate School Training Team and the skills you will learn from your supervisory team.

### University Health and Safety modules

Health and Safety training will be delivered through your local induction and its content will be dependent on your project and working environment. You will also be required to complete an

online Health & Safety module through Blackboard. These modules will be listed on your online progression system under My Progression.

### ***Peer Mentoring Programme***

The Research Students Peer Mentoring programme is a simple, informal way for you to get extra help and advice about studying in Manchester, from those who've been through it. We have a number of second and third year research students who have been trained as mentors. They can answer a whole range of queries or concerns, including: information about Manchester and the local area, help with administrative arrangements, a student perspective on key stages of research and suggestions for other sources of help and advice.

Please note: These mentors are not here to help you write a thesis. They are able to give tips and suggestions for how to self-motivate, but are not equipped to give advice on content of submissions.

### ***Graduate School Development Courses (subject to change)***

Training catalogue codes are given in brackets after the course title and all begin with FMHS

<b>Doctoral Essentials</b>	
<b>Course Title</b>	<b>Course Description</b>
<b><i>Getting started in your first year:</i></b>	
Welcome Event (S1000)	This informal event is for new students starting their research degree where they can meet key personnel within the Faculty.
Introduction to Research 'Speed PhD / MD' (S1010)	Summarises the key stages of a research degree and highlights the key skills required. This course is mandatory for all students.
Continuation Repost and Viva Success (S1022)	Students will receive guidance on the writing of their continuation report and practical help for preparing for the first year viva.
<b><i>Getting to the finish line in your final year:</i></b>	
Producing a High Quality PhD/MD Thesis (S3010)	Students discuss principles of clear writing and key steps in preparing a PhD thesis including data presentation, figure layout and writing conclusions/discussions.
Surviving your PhD/MD Viva (S3020)	Giving students an overview of the viva process and support, providing practical preparation of the viva performance
<b>Academic Writing</b>	
<b>Course Title</b>	<b>Course description</b>
An Introduction to Academic Writing (S1101)	This introductory course gives the principles of academic writing and examples of how to communicate results clearly and concisely
Academic Writing in English (S1100)	All new students from non-English speaking backgrounds are invited to attend this 18-week course on academic writing in English
Introduction to Research Publications (S6013)	Provides the skills required to prepare a high quality manuscript and guidance to the peer review process

Strategic Publishing and Journal Reviewing (S6015)	This workshop is for researchers with experience of academic publishing who want to become more involved in publication peer review and editing and develop a broader publication strategy to enhance their research and personal profile
<b>Presenting Research</b>	
<b>Course Title</b>	<b>Course description</b>
Introduction to Effective Presentation Skills (S1102)	This one hour webinar will provide a basic overview on how to deliver engaging research presentations. Specifically, the webinar will cover: what makes a good (and bad) presentation, how to engage your audience, common PowerPoint mistakes, how to deal with nerves
Research Presentations Skills in Action (S6014)	This practical workshop gives participants the opportunity to present their research findings and receive supportive peer feedback to help them enhance their communication skills
Taking your Presentation Skills to the Next Level (S3101)	Learn to create stunning visual and audio presentations whilst considering body language and practising projection techniques.
<b>Research Foundations</b>	
<b>Course Title</b>	<b>Course description</b>
Critical Analysis of Research Papers (S1301)	This course provides students with the tools required to successfully critically analyse the literature.
Ensuring Good Research Conduct and Integrity (S6006)	This workshop will emphasise the University of Manchester's commitment to high quality research that is carried out through exemplary research conduct and research integrity.
Harnessing your Research Creativity (S6009)	This workshop will explore the creative process, provide tools and techniques to maximise creative potential and help you develop your own research ideas and vision
Introduction to Research Project Management (S6012)	This workshop will provide you with the basic principles of good project management to help you complete your research projects on time and with maximum research impact.
Research Ethics Application: NHS (S1203)	This course is for all students who require ethical approval from the NHS ethics committee.
Research Ethics Application: University (S1202)	This course is for all students who require ethical approval from the University ethics committee.
Lone Worker Training For Field Researchers (THS82)	This course is for all students who work alone whilst conducting human subject research and may be placed in a vulnerable position.
<b>Research Methods</b>	
<b>Course Title</b>	<b>Course description</b>
Introduction to Statistics (S1307)	The course will provide an introduction to data exploration and statistical analysis.
An Introduction to Collecting	This session focuses on practical and ethical issues of preparing for and

Qualitative Interview Data (S1304)	conducting interviews including styles of questioning, recording aspects, location, relationship dynamics and issues of consent. There is also a focus on the challenges and theoretical issues regarding sampling.
An Introduction to Analysing Qualitative Interview Data (S1305)	This session focuses on the practicalities of analysing data, such as approaches to coding, summarising, and interpretation of the meaning of talk and interaction within interview contexts.
Systematic Review Training (S2303)	This course provides an overview of the key stages of a systematic review whilst outlining the advantages and disadvantages.
<b>Teaching &amp; Engagement</b>	
<b>Course Title</b>	<b>Course description</b>
Foundations of Good Teaching (S6007)	This workshop provides an introduction to teaching in higher education and is aimed at researchers with limited teaching.
Graduate Teaching Assistant Training (S2401)	This course gives an introduction to teaching, learning and assessment and concentrates on effective teaching in large and small group situations. This course aims to provide research students with an introduction to the practice of demonstrating for undergraduate students.
Getting Started with Public Engagement (S2107)	Do you want to do public engagement but don't know where or how to start? This workshop will cover the essentials when starting out on public engagement activities.
Making a Difference through Social Responsibility	Students will learn about the University Goal 3 strategy (social responsibility) and associated Faculty activities and learn how to plan their own contribution to the social responsibility agenda
<b>Personal Effectiveness</b>	
<b>Course Title</b>	<b>Course description</b>
Making Time for Research (S1403)	Do you feel like you never have enough time to do the things you need? And does it feel like others are always wasting your time? And after all that, does it feel like you have hardly made any progress on your research? If so, then this may be the right course for you
Getting the most out of research conferences (S2105)	This workshop will provide you with key tips and advice to help you select and secure funding for conferences, and maximise your chances of raising your research and personal profile through conference presenting and networking.
Making an Impact with your Research (S6003)	This course will help students explore how they can make more impact by: how they communicate their research, how they engage with those connected to their research and explore the impact of their research by understanding the context of their research and considering the beneficiaries of their research
Introduction to Social Media for Researchers (S6001)	The way in which researchers work, communicate and collaborate is changing. Social media is becoming integral to effective academic practice in a global environment. To help you stay ahead of the game, this webinar will explore how the use of social media can benefit your research, networks and profile.
Successful Working Relationships in Research (S6016)	This workshop will help you develop effective working relationships so that you are as productive as possible and get the support and guidance that they need to develop yourself and your research.

<b>Career Management</b>	
<b>Course Title</b>	<b>Course description</b>
Taking Control of your Career (S6004)	Not sure where your career is heading and how to get there? Wondering whether an academic career is for you? This workshop is an opportunity for participants to take control of their career planning
Getting Ahead in Academia (S6008)	This workshop will explore the academic career pathway and the expectations on University of Manchester academics. It will also provide ideas and support to help you develop yourself and your CV to maximise your chances of securing an academic position.
PhD Options Event: Pathways (S2000)	This three-day course is for students looking beyond their PhD to consider the career opportunities that are available.
<b>Steps to Independence</b>	
<b>Course Title</b>	<b>Course description</b>
Developing as a Leader (S6005)	This workshop will provide an introduction to leadership and management in a research setting and will give students time to reflect on the leadership style/approaches that suit them and allow students to grow and develop their research and career.
How to Secure a Fellowship (S3301)	This workshop highlights fellowship schemes and provides practical support from application to interview stage.
How to Write a Successful Grant Application (S6011)	This workshop will help you develop your research ideas into a high quality grant application and signpost you to a network of grant support available within the Faculty. It is targeted at researchers with limited experience of grant writing.
How to Manage Your Grants (S6010)	This workshop will help you manage your grants from the time you receive notification of success to final reporting so that you maximise research productivity and outputs.
How to Secure a Fellowship (S3301)	This workshop highlights fellowship schemes and provides practical support from application to interview stage.



### ***Skills Training Questionnaire***

The skills audit sets out a range of skills, knowledge and behaviours that you may be expected to have, or to develop, throughout your research programme. By completing the skills audit you will develop a tailored training programme that builds on your previous training and experience, and helps develop the skills you will need to complete your research degree. The skills audit is split into four domains which reflect the core researcher activities as highlighted in the Researcher Development Framework.

#### Completing the Skills Audit

You should complete the Skills Training Audit prior to your start of year planning meetings so that you can review your training needs with your supervisory team. When you have completed the skills audit within eProg for Year 1 you may find it useful to create a personal development plan. You will find a draft personal development plan that you can use as a template attached to the Research Planning Meeting milestone within eProg. The word document is attached under the Resources tab. You can then review and update your personal development programme annually when you retake the skills audit.

#### **Skill Audit Competencies**

- Level 1** you have never done it or have just tried it i.e. you are a good first degree graduate student;
- Level 2** you have tried it but do not feel confident i.e. a PhD student with some experience;
- Level 3** you feel that you are good i.e. an experienced PhD student that can evidence your experience;
- Level 4** you are very capable and can work independently i.e. a particularly experienced PhD student and have proven experience in this area (evidence must be provided).

<b>RESEARCH SKILLS</b>				
<b>To complete your project it is important that you carry out excellent research and that you have the skills and abilities to achieve this. In addition to the specific project research skills that you need you should also have the ability to:</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>1.</b> Understand the knowledge and advances within your research area and how this links to the broader research field.				
<b>2.</b> Collect, collate, critically analyse, synthesise, summarise, report and disseminate information. This includes searching literature techniques, and writing effective literature reviews.				
<b>3.</b> Understand appropriate research methodologies for your research area.				
<b>4.</b> Use specialist software appropriate to the type of research you are conducting, undertaking training in relevant packages where needed.				
<b>5.</b> Understand the issues and policies relating to copyright and the intellectual property of your research project, publications and final thesis.				

6. Be aware of the appropriate data management processes. This includes mechanisms for storing research data, ensuring data security and confidentiality.				
<b>PERSONAL EFFECTIVENESS</b>				
<b>How you handle yourself and how you interact with others is key to achieving results during your time at the University. You should be able to demonstrate that you have the ability to:</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Yourself</b>				
7. Manage yourself, your time, and your research programme effectively, managing priorities.				
8. Be self-aware and recognise your own needs, values, goals, and what motivates you. Understand how to access the support mechanisms available.				
9. Be creative, flexible, and innovative in approaching your research and tasks around your research and manage and adapt to changing circumstances around you.				
<b>With others</b>				
10. Develop and maintain relationships and wider networks to exchange information, develop your skills as a researcher, and build your reputation.				
11. Actively listen when seeking feedback and give feedback to others sensitively and constructively.				
<b>Career management</b>				
12. Take responsibility for your career planning and direction, understand and capitalise on opportunities, and identify and develop ways to improve employability.				
13. Understand how to research career options, plan, and present yourself effectively through CVs / resumes, applications and interviews.				
14. Understand the nature of your own transferable skill set and how you can apply these in multiple career options.				
<b>MANAGEMENT SKILLS</b>				
<b>This skill domain covers managing the resources, processes and practices that enable you to get your research project done to plan, and on time. This includes your ability to:</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Manage your relationships with others</b>				
15. Manage and develop the relationship with your research supervisors and effectively co-operate with others to enhance collaboration.				
16. Manage your supervision meetings by ensuring you have a clear purpose and agenda every time you meet, and agree and follow up the actions you agree.				

<b>Manage resources you need</b>				
<b>17.</b> Organise and manage the supplies, space, information, etc that you need to do your research.				
<b>18.</b> Identify and understand relevant health and safety issues and demonstrate responsible working practice.				
<b>Apply and manage processes and practices</b>				
<b>19.</b> Learn about, and use, relevant project management techniques. Apply effective project management techniques through the setting of research goals, intermediate milestones and prioritisation of activities. To summarise, document, report, reflect on progress and develop alternative plans if needed.				
<b>20.</b> Understand and abide by standards of good research practice, including research governance frameworks. Demonstrate awareness of issues relating to the rights of other researchers, research subjects and others who may be affected by research. This may include undertaking training in good clinical practice.				
<b>21.</b> Understand and apply relevant research governance frameworks for undertaking ethical research.				
<b>ENGAGEMENT, INFLUENCE AND IMPACT</b>				
<b>Effectively communicating the results of your research; this includes the ability to:</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>22.</b> Demonstrate effective verbal presentation skills by presenting your research confidently, appropriately and persuasively to different audiences.				
<b>23.</b> Identify and capitalise on the multiple options for publication. Ensuring each publication is written appropriately.				
<b>24.</b> Prepare and write up a good quality, well-structured doctoral thesis and successfully discuss and defend your research findings verbally during your viva.				
<b>25.</b> Support and contribute to the wider public understanding of your field through appropriate public engagement work if possible.				
<b>26.</b> Use your research to influence and inform policy makers and policy decisions.				
<b>27.</b> Understand and identify aspects of your research that may have commercial potential, and use the appropriate support channels in the University (i.e. UMIP) to protect and develop these.				

## University Library and Careers Resources

### The University of Manchester Library

[The University of Manchester Library](#), a designated National Research Library, offers a range of tailored products and services that directly underpin research at Manchester. This includes the provision of research support facilities across campus, offering access to an unparalleled range of electronic resources including over 40,000 e-journals and a comprehensive range of research datasets. Through Manchester eScholar the Library offers researchers an essential facility for both depositing and disseminating research outputs.

The Research Services team has been formed specifically to support the needs of researchers in bibliometrics and research analytics, research data management, scholarly communications and open access. For further information on the services offered to researchers, visit the website at:

[www.manchester.ac.uk/library/ourservices/research-services/](http://www.manchester.ac.uk/library/ourservices/research-services/)

### Open Access Requirements for Publications

All Research Council and Wellcome Trust funded students must comply with the RCUK Open Access policy as noted in your funding letter. The policy requires researchers to publish any peer-reviewed journal articles or conference proceedings, which acknowledge Research Council funding, in outlets that comply with the policy. Full details, including how to access University funds to support open access requirements, are available at:

<http://www.openaccess.manchester.ac.uk/requestapc>

### Library Copyright Resource

Copyright is legal protection for an author/creator which restricts the copying of an original work they have created. The online Library resource is designed to help you learn more about copyright and how it affects your work, research and study here at the University of Manchester.

The [resource](#) will help you to understand your legal obligations when you use copyrighted or licensed material in printed or online form. You should also read them in conjunction with the University's Copyright Information and Responsibility Statement.

### The Careers Service

The University Careers Service has a section dedicated to [postgraduate careers issues](#) spanning academic/research careers and careers in healthcare, industry and beyond. You can follow them on twitter at Twitter [@ManPGCareers](#)

You can subscribe to the **Postgraduate Careers blog**. The blog is categorised to help you look for information on Career options, Lists of Employers, ways to improve your Employability, Events, Vacancies and more. Postgraduate Careers blog:

<http://manunicareersblog.com/category/postgraduate/>

## Student Support

The Graduate School understands that at times you may wish to discuss matters of a personal or academic nature. There is a range of support systems in place across the University from your direct supervisors, advisor, PGR Tutor and Trainer to central University support services. If you're not sure where to go for advice your School PG administrative contacts will be able to point you in the right direction.

It is important, where possible or appropriate; to you keep your supervisor and/or advisor informed of any personal circumstances that affect your ability to study, whether it is ill-health, financial or other personal problems, particularly if these may lead you to request an interruption or extension. See section below on 'Changes to Your Programme'. You can also ask to speak to your advisor or PGR Tutor in confidence and issues raised in this manner will not be discussed with any member of your supervisory team or any other individuals that you specify without your permission.

### Crucial Guide Live

You will find the most comprehensive information on student support services within the [Crucial Guide](#): or alternatively you can contact the Students' Union if you don't want to talk to University staff: <http://manchesterstudentsunion.com/> ([advice.su@manchester.ac.uk](mailto:advice.su@manchester.ac.uk)) **0161 275 8066**

<p><i>The Atrium</i> The Atrium provides a one-stop-shop for student queries and advice on matters relating to pastoral support, money advice, health and wellbeing, careers and work experience and studying abroad. You can book an appointment to speak to one of the advisers in the Information, Advice &amp; Guidance (IAG) <a href="mailto:atriumadvice@manchester.ac.uk">atriumadvice@manchester.ac.uk</a></p>	<p>0161 275 3033/3871</p>
<p><i>Student Services Centre (SSC)</i> Offers advice on all aspects of student life, particularly fees, funding, registration and graduation. The SSC is also home to the International Advice Team who can provide guidance to international students on immigration and Tier 4 issues</p>	<p>0161 275 5000</p>
<p><i><a href="#">TheUniversityLanguageCentre (ULC)</a></i> Offers English language and academic skills support to both Home and International students in the form of part-time courses, workshops for specific groups and individual tutorial support.</p>	
<p><i><a href="#">DisabilitySupportOffice</a></i> The DSO works with a large number of students (over 4000 this year) including students with: specific learning difficulties (such as dyslexia), mental health difficulties (such as anxiety), medical conditions (such as epilepsy and arthritis), deaf and hard of hearing students, blind and partially sighted students, students with autism/Asperger syndrome.</p>	<p>0161 275 7512 / 8518</p>
<p><i><a href="#">CounsellingService</a></i> The Counselling Service is a team of professional counsellors and psychotherapists offering confidential help with any personal issues affecting work, self-esteem, relationships, mental health or general well-being. They mainly offer brief, focused counselling that encourages people to make the most of each session. They also offer a wide range of workshops including managing anxiety; procrastination; assertiveness; confidence and self-esteem; low mood; and speaking out in groups.</p>	<p>0161 275 2864</p>

<b>External Services</b>	<b>Telephone</b>
Alcoholics Anonymous	0161 236 6569
George House Trust (HIV and AIDS help line)	0161 274 4499
Citizens' Advice Bureau	08444 111 444
Life Line (Drugs Advice)	0161 839 2054
Manchester Brook Advisory Centre (Abortion/Sexual Health)	0161 237 3001
Manchester Central Library	0161 234 1900
Manchester City Council Housing Aid	0161 234 4750
Rape Crisis Line	0161 273 4500
Samaritans	0161 236 8000

## Changes to Your Programme

Requests for any change to a PGR programme must be made on the appropriate [Faculty special permissions pro forma](#). The form will need to be completed and signed by you, your supervisor and the appropriate PGR Tutor / Director before being sent to the Faculty Graduate School Office for consideration by the Research Degrees Panel. Requests must include supporting documentary evidence as requested on each pro forma.

You should also refer to the policies in brief section for guidance relating to attendance and monitoring attendance and well-being of students and ill-health.

### Special Permissions Proformas

Special permissions include:

- Interruption Request (including short term interruptions)
- Change of Mode of Attendance
- Transfer to MPhil / Transfer of School/Institute
- Extension to Programme
- Extension to Final Submission Deadline
- Change of Supervisory Team
- Change of Research Title
- Application to Study Away from University/Fieldwork
- Extension to Resubmission Period
- Application to Submit in Alternative Format
- 'Writing Up' interview form (for short term interruptions to be completed by PGR Tutor)

### Interruptions to the prescribed period of the programme

Students are expected to pursue their research on a continuous basis for the stipulated duration of the programme. The Graduate School recognises that you may encounter personal difficulties or situations which may seriously disrupt or delay your research studies. In such circumstances you may be eligible to apply for an interruption.

The University's policy on interruptions is included in the [Policy on circumstances leading to changes to Postgraduate Research study](#) University's Within this area of the [Code of Practice](#) you will also find the policies on maternity, paternity and adoption leave which include information relating to eligibility for continued stipend payments during maternity or sick leave absence.

### Grounds for an interruption request

Examples of potential valid grounds for an interruption request are listed in the University policy above. You should note that work commitments are not normally valid grounds for an interruption request. The Faculty Research Degrees Panel will consider requests on a case-by-case basis. You should only report circumstances that are unforeseen and/or unpreventable and that have had a serious adverse effect on your research.

*Retrospective requests will only be considered in the most exceptional circumstances and where there are demonstrable reasons for not requesting the change at the time the situation occurred.*

### Interruption requests

The total period(s) of interruption must not normally exceed 12 months over the full period of the programme. Where a period of interruption is granted the degree is suspended and both the minimum period of research and the thesis submission date are extended by a corresponding period.

You may reapply for an interruption after refusal has been made only if you have new or additional information and/or evidence to add to your application which was not originally considered. If the request is refused again, you will not normally be permitted to reapply.

### Short Term Interruptions

Students may apply for a short term interruption (<3 months) during the first 50% of their programme of study. Short term interruptions will be considered by Faculty on a case by case basis. A short term interruption means that the student's submission date is not automatically extended, but rather the student is allowed to 'bank' this additional time if required at the end of their study. All students who have been granted a short term interruption will have a 'Writing Up' interview with their PGR Tutor, which will take place 6 months before the end of their programme of study. The aim of this interview is to establish whether or not the student needs to use their 'banked' short term interruption time. A 'Writing Up' interview form should be completed by the student's PGR Tutor with an attached plan for completion and sent to the Faculty for approval.

Maternity Leave: You may interrupt your studies for the purpose of maternity leave at any time from the 11th week before the expected week of childbirth until the date of childbirth, for a maximum period of 12 months during your degree, subject to fulfilling all the eligibility criteria. The period of leave must be taken in one single block. Sponsored or externally funded students must follow their sponsor's/ funder's terms & conditions for maternity leave.

Paternity Leave: A total of 10 days paternity leave may be taken at any time during a partner's pregnancy or within three months following birth. Where policies exist, sponsored students must follow the paternity leave policy of their sponsor. Interruptions will not normally be granted for paternity leave.

Adoption Leave: Students are eligible to apply for adoption leave when they have been newly matched with a child for adoption by an approved adoption agency and been registered with the University continuously for 26 weeks leading into the week (beginning on Sunday) in which they are notified of being matched with a child for adoption. A total of 10 days leave may be taken to support the primary carer at any time from the date of the child's placement. For further information please click [here](#).

### Students Sponsored by External Funding Organisations (including charitable grants and overseas governments)

If you are funded by an external body or government you should carefully consult the regulations of your sponsor/funder if you feel that an interruption or extension to studies may be necessary. Students are bound by the terms and conditions of the sponsor and must therefore check that they are complying with both the terms and conditions stipulated by the sponsor/funder and those of the University of Manchester.



The University of Manchester

For international sponsored students it is suggested that you discuss your situation with your sponsor prior to applying for a formal interruption, The Faculty Graduate School Office will also write to all external sponsors notifying them of any changes to your degree. **International students on a Tier 4 visa must consult the additional information below regarding the visa implications of making changes to their programme.**

#### Changes in Mode of Attendance

Changes in your circumstances may necessitate a change from full time to part time study (or vice versa). Changes in mode of attendance will be considered alongside any funding, sponsor and immigration requirements. Tier 4 students will not be able to switch from full time to part time study due to immigration restrictions.

You and your supervisory team are required to notify the Faculty Graduate School Office of any changes to supervision by completing the appropriate form. Changes to the supervisory team may result from a supervisor taking sabbatical leave, if a member of the supervisory team leaves the University, appointment of an additional supervisor or change of advisor. Notification should be given in advance of any changes taking place.

#### Periods of study away from the University

As part of your research programme you may spend periods of time away from the University undertaking data collection, gaining experience of new techniques in another University in the UK or overseas. These processes will be planned in conjunction with your supervisory team but you will still need to request permission from the Faculty Graduate School for this study away period. As part of this process you will need to ensure that the appropriate risk assessments have been undertaken for your fieldwork. You will also need to provide a pre departure form which outlines your contact details and accommodation, etc and agree how you will maintain contact with your supervisory team over this period. In most circumstances you will be able to use the University travel insurance to cover your trip. In the first instance you can contact your PGR Tutor or School PG Administrator for information on the issues and processes relating to periods of study away from the University. There is no fee remission for periods of study away from the University.

#### ***Additional Information for International Students on Tier 4 Visas***

Non-EU students should consult the International Advice Team in the Student Services Centre for impartial advice regarding the immigration implications of a particular course of action. For contact details see: [www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/](http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/)

Since April 2007, the University has been legally required to report to the government if non-EU international students, who have been issued a visa or residence permit as a student, interrupt or extend their degrees or if they withdraw or their registration is terminated. **The University is required to monitor the attendance of this group of students and to report any periods of absence lasting more than 60 days.** [www.ind.homeoffice.gov.uk/studyingintheuk/](http://www.ind.homeoffice.gov.uk/studyingintheuk/)

The University of Manchester is a licensed Tier 4 (student) sponsor and our responsibilities include:

- keeping a record of your immigration permission (visa); your passport; your Biometric Residence Permit (identity card for foreign nationals) if one has been issued to you by UKVI; your current address, telephone number and other contact details;
- monitoring your attendance at supervision sessions, tutorials, laboratory classes;
- monitoring your progress during your studies;
- reporting to UKVI if your attendance is poor or you withdraw or interrupt your studies.
- Students also have a number of specific duties and responsibilities imposed by UKVI. This means that you have to;
- comply with the conditions of your immigration permission (visa);

- attend your timetabled teaching periods and laboratory classes as well as any supervision sessions or meetings which have been arranged;
- explain any absences or unsatisfactory work to your designated Academic Adviser;
- report to UKVI if your circumstances change e.g. change of address;
- report to UKVI if the university does not comply with its sponsor duties;
- comply with any requests from UKVI e.g. meeting immigration officers when they are on an inspection visit to the university.

#### Length of student immigration in the UK

A Tier 4 visa will normally cover the period of the programme and where appropriate the 12 month writing up period, plus three months for the examination process. If you interrupt or extend your programme it will take longer to complete your studies and therefore you will have to apply for an extension to your immigration permission in your home country or in the UK. **You will need to contact your School PG Administrator regarding applying for a CAS number for your visa extension.**

#### Interrupting your programme of study

If you are granted a period of interruption to your programme you will no longer be considered to be registered for full time study at the University. Students who are permitted to interrupt their studies will normally be reported to the UKVI and as a consequence will be required to return to their home country as soon as possible after the commencement of the interruption.

If the period of your interruption will be less than 60 days there is provision within the UKVI guidance for the University to agree the interruption period as an **authorised absence**. Where it is agreed by the Faculty that an authorised absence is an appropriate option then arrangements will be put in place whereby your school will continue to monitor and engage with you for the duration of your absence. As a minimum these arrangements will include:

- at least monthly face-to-face or telephone communication between you and the school;
- maintenance of a complete record of the your circumstances throughout the period of the absence, including the dates and nature of the interactions;
- a specified primary contact or named member of staff with whom you must liaise.

Once a period of interruption is agreed you will receive formal confirmation from the Faculty Graduate School Office and a letter from the Student Services Centre that outlines the immigration issues and sources of information and support.

If you need to reapply for immigration permission to re-enter the UK following a period of interruption then you should contact your School PG Administrator regarding applying for a new CAS number

## Tier 4 Visa Attendance Monitoring Census

The University operates attendance monitoring census points within the academic year in order to confirm the attendance of students holding a Tier 4 Student Visa. This is to ensure the University meets the UKVI statutory requirements as a sponsor of Tier 4 students and its responsibilities in accordance with its Highly Trusted Sponsor status.

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

### When are the Census points?

In the 2015/16 academic year, the attendance monitoring census points will be during the following periods:

Census Point	Dates for attendance	Population
October 2015	28 September - 9 October 2015	All active Tier 4 students
January 2016	18 - 29 January 2016	All active Tier 4 students
May 2016	19 May- 8 June 2016	All active Tier 4 students
July 2016	15 - 29 July 2016	Active PGT, PGR and visiting Tier 4 students only

*Please note:*

As a new student, registration is your first point to confirm your attendance at the University.

You will receive an e-mail from your School to confirm when and where you should attend to have your attendance confirmed. 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.

### What if a Tier 4 student cannot attend a Census point?

If you cannot attend in person due to a valid reason which includes: illness; placement; field studies; on year abroad; research work; or any other reason connected to your programme of study, you must email the School to inform them of your absence and your inability to attend in person. In the case of illness, you must provide a copy of a medical certificate. If you are in this position you should report in person to the School as soon as possible after you return to campus.

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

### What happens if a student does not attend a Census point?

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

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

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

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

## University Regulations and Policies in Brief

### [Ordinances and Regulations for PhD, MD and MPhil](#)

#### [Academic Appeals – Regulation XIX](#)

The purpose of this regulation is to safeguard the interests of all students. It may be used only when there are adequate grounds for doing so and may not be used simply because a student is dissatisfied with the outcome of his or her assessment or other decision concerning their academic position or progress.

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/contacts/>

#### [Complaints Procedure – Regulation XVIII](#)

As part of its commitment to ensuring the standard and quality of its programmes of study, services, and facilities, the University has established this procedure to deal with complaints from students. Complaints provide useful feedback information from students and, where appropriate, will be used to improve services and facilities.

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/contacts/>

#### [Conduct and Discipline of Students – Regulation XVII](#)

The essence of misconduct under this regulation is the improper interference with the proper functioning or activities of the University. This includes those who work or study in the University or actions which otherwise damage the University or its reputation. The provisions of this regulation define that behaviour which constitutes misconduct as it relates to students studying or registered at the University and the consequences of that misconduct. See also Academic Malpractice below.

#### [Monitoring Attendance and Wellbeing of Students – Regulation](#)

XX The University monitors the attendance of all students:

- a) To support academic attainment and progression.
- b) To ensure student wellbeing.
- c) To satisfy external body reporting/accreditation requirements.

While it is accepted that research degrees do not follow the standard format of taught programmes there is still a requirement for students to meet with their supervisors on a monthly basis. In all likelihood it will be more frequently than this, though it will vary over the course of the programme.

Attendance points for postgraduate research students are recorded monthly via the attendance and engagement forms within the University's online progression system, eProg It is the main supervisor's (or appropriate member of the supervisory team's) responsibility to ensure that attendance and engagement forms are completed in a timely manner for each of their students. The University online monitoring system (eProg) identifies trigger points, which indicate that non-attendance on **two consecutive months** has occurred. Reports are provided via the online system and will be used to indicate patterns of nonattendance which are a cause for concern. Schools and institutes will follow the processes set out in Sections 4 and 5 of the [Monitoring Attendance and Wellbeing of Students](#).

You should refer to the support services set out in this handbook or to your school/institute PG administrator if you feel that there are circumstances that are impacting on your ability to meet the requirements for work and attendance. Where students fail to meet the requirements for minimum attendance and the school/institute has taken the case through the appropriate channels as set out in the policy a student may be excluded from the programme.

#### Holiday Leave Allowance

You may, with the prior agreement of your supervisor, take up to eight weeks' holiday in each year (pro rata for parts of the year), inclusive of public holidays. Leave should not normally be taken during the academic term. Students receiving sponsorship are expected to bear in mind their obligations to the sponsor when planning leave.

#### Student Ill Health

It is a requirement of registration with the University of Manchester students register with a local general practitioner. You must notify your supervisor and the PGR Office as soon as possible if you are absent due to ill health for absences between one and seven days. Thereafter a 'Fitness to Work' note or other medical note outlining your inability to work should be obtained from your GP or a hospital consultant. You should also read the section above on 'Changes to your Programme' for information on how to apply for interruptions or extensions due to ill health.

#### Dignity at Work and Study

Discrimination, bullying and harassment come in many guises, all of which are unacceptable to the University and which have no place in a civilised working and learning environment. It is vital therefore that we create an environment within the University in which demeaning, destructive and often unlawful behaviours can be identified early and managed effectively, and in which those victimised are provided with support and assistance as early as possible. This policy outlines the informal and formal steps that can be taken to address such behaviours.

#### Research Integrity and Research Misconduct

All research conducted during the period of study for a PhD will be considered part of the learning process undertaken for the qualification, even if the results of that research do not form part of the final thesis. All research must be conducted with honesty and integrity in accordance with best practice and the University's [Code of good Research Conduct](#).

The University takes research misconduct very seriously. Research misconduct is defined as:

- Fabrication, falsification, plagiarism, or deception in proposing, carrying out or reporting the results of research;
- Piracy (the deliberate exploitation of ideas and work of others without acknowledgement);
- Fraud (including the invention of data, using false information on a funding application or the misuse of research funds, equipment or premises);
- Publication of data known or reasonably believed to be false or misleading;
- Deliberate, reckless, dangerous or negligent deviation from current accepted practice in carrying out research (including failure to meet requirements of ethical review, legislation

relevant guidelines of professional, academic, scientific or government bodies) if this failure results in unreasonable risk or harm to humans, animals, property or the environment;

- Misrepresentation, including deliberate misrepresentation of data, undisclosed duplication of publication, failure to declare material interests, misrepresentation of qualifications or experience and misrepresentation of involvement (ie inappropriate claims to authorship);
- Intentional failure to acquire the required favourable opinion from the appropriate ethics committee for research;
- Mismanagement or inadequate preservation of data and/or primary materials;
- Breach of duty of care, including breach of confidentiality, improper conduct in peer review of research proposals or results;
- Facilitating misconduct in research (as defined by this Code of Practice) by collusion in, or concealment of, such actions by others or planning, conspiring or attempting to commit research related misconduct, or any incitement to do so.

The penalty for being found guilty of research misconduct may lead to expulsion from the University. If you become aware of research misconduct you should report this to the Head of Academic Support Services in the Faculty.

#### Academic Malpractice – including Plagiarism

Academic malpractice is any activity, intentional or otherwise, that is likely to undermine the integrity essential to scholarship or research. It includes plagiarism, collusion, fabrication or falsification of results, and anything else that could result in unearned or undeserved credit for those committing it. Academic malpractice can result from a deliberate act of cheating or may be committed unintentionally. Whether intended or not, all incidents of academic malpractice will be treated seriously by the University (taken from [Procedure for Handling Academic Malpractice Cases](#))

Plagiarism is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. You should make every effort to ensure that the work you submit for assessment is always your own, written in your own words and presented with appropriate referencing. Guidance on referencing and avoiding plagiarism is available on the Graduate School intranet pages on thesis submission and the eProg milestone profile for the Continuation / Transfer Report. *You should refer to the **Understanding Academic Malpractice** material in the Graduate School Online Training Resource.*

Procedures for Dealing with Academic Malpractice: Allegations of academic malpractice by research students are referred to the Research Governance and Integrity Manager. Should a student be found to have committed academic malpractice, the matter will be referred to the Student Discipline Committee of Senate (SDC).

#### Intellectual Property

The University of Manchester regards the creation of intellectual property as one of its major objectives; complementary to the core objectives of knowledge creation, scholarship and learning. Where you are taking part in funded research, sponsored studentship, industry-related scheme, etc. you may be required to assign the IP to the University. The IP assignment form is at the end of the main policy.

The University of Manchester is committed to being a research-led institution that engages world class scholars and scientists in a pioneering research culture that values knowledge-creation for its own sake, for the potential benefits it promises humankind and for the ways it enriches higher learning. This Code defines the standards of research conduct that underpin this vision. The University has a responsibility for ensuring that the research undertaken in its name is conducted in accordance with the law, in the public interest and is consistent with best practice. The University in turn expects the highest standards of research integrity from the researchers it supports. This includes staff, students, and other individuals working on University premises or using University facilities irrespective of the sources of their funding, their area of research, their experience as researchers or whether they are lone scholars or members of a research team. It is the responsibility of all researchers and staff supporting research to be aware of their commitments and the expectations of the University outlined in this Code.

#### [Guidance on the use of blogs and wikis](#)

The use of interactive and multi-authored web pages which characterises blogs, wikis and social networking sites is increasingly popular. While the University does not wish to bar access to and use of such sites, you should first consult with your supervisor in order to discuss the possible implications of participation in these sites.

#### [Student Representation](#)

All Schools/Institutes within the Faculty have student representatives drawn from different years and disciplines. Student representatives will attend School PG Committees as well as the Faculty Training Team run Student Representatives Forum. To find out the name of your local student representative you can approach your School PG administrator or PGR Tutor. If you wish to act as a PGR student rep then you should contact your school/institute PG administrator to find out about the election process. The Student Union will also hold an open election for a Faculty PGR rep in late November each year.



## Appendix I – School / Institute Postgraduate Directors, Tutors and Trainers

<b>School of Dentistry</b>		
PGR Director	Nik Silikas	<a href="mailto:nikolaos.silikas@manchester.ac.uk">nikolaos.silikas@manchester.ac.uk</a>
PGR Trainer	Lucy O'Malley	<a href="mailto:lucy.omalley@manchester.ac.uk">lucy.omalley@manchester.ac.uk</a>
<b>School of Nursing, Midwifery and Social Work</b>		
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## Appendix II - Committee Structures

### Postgraduate Committees (Schools)

All Schools have a Postgraduate Committee (or equivalent) to manage their graduate research programmes. Committee roles include the approval of research projects for students, helping in the selection of new students, monitoring student progress, assigning advisors and monitoring student training. The Committee will be chaired by the Postgraduate Director and other members will include senior and junior researchers, student representatives and School administrators.

### Progress Committee

School Progress Committees consider issues of poor student progress, insufficient attendance and engagement, student dissatisfaction with academic supervision and mitigating circumstances that may be influencing progress. Students may be referred to Progress Committee at any point in their programme where concerns have been raised and informal attempts (i.e. through the supervisory team, advisor or PGR Tutor) to resolve the situation have not been successful. The purpose of the committee is to provide a fair and transparent mechanism for considering such matters, and to reach a decision based upon the evidence presented to it. The Progress Committee is not empowered to consider appeals against judgments taken in accordance with University Ordinances and Regulations. Details of the protocol are available on request from your School PG Administrator. For students in Research Institutes a School of Medicine Progress Committee will be convened to consider these cases.

### Medical and Human Sciences Graduate School Research Degrees Panel

The Panel considers all matters relating to the examination of postgraduate research degrees, including examiners reports, recommendations, and procedural issues and will ratify results. The Panel will also consider requests from students for changes to their degree programmes, including interruptions, extensions, etc.

### Student Representation

Each School/Institute within the Faculty has a number of student representatives. These cover the range of disciplines and cohorts of students within FMHS. At a School/Institute level a student representative will attend the School/institute Postgraduate Committee and at a Graduate School level student representatives are involved in the student representatives' forum run through the Graduate School Training Team. Two nominated representatives will attend the Graduate School Board. Students interested in acting as a student representative for their School should approach their PGR Trainer for information on the nomination process and cycle.

Terms of reference for Graduate School Committees are available on the [Faculty Graduate School intranet](#)