School of Social Sciences Staff Bulletin

February 2018

MANCHESTER 1824
The University of Manchester

Read the President's Weekly Update Here   **Humanities eNews**

Welcome to this month's Staff Bulletin.
In this issue:

New Appointments

We will welcome:

Abhishek Chakravarty   Lecturer in Economics, due to start 1 August 2018

Agnes Kovacs   Lecturer in Economics, due to start 1 August 2018

New HoD Appointments

Chris Wallace   HoD Economics from 1 August 2018

Dave Richards   HoD Politics from 1 August 2018

Planned Downtime on University Shared Network Storage

Over the next few months, IT Services need to replace the equipment which runs many of our shared network storage areas. You may know these areas as your "S: Drive", "G: drive" or similar.

While this will result in improved performance, this means that some shared network areas will be inaccessible for up to four hours during March and April. **Staff in The Faculty of Humanities may be affected on Tuesday 20 or Tuesday 27 March.**

Your personal network storage (P: drive) is not affected.

To find out if you're affected, please visit the IT Services website:

- [Storage maintenance for The Faculty of Humanities](#)

If you have any further questions about this work, please let [Jennifer Scibilia](#) and [Natalie Gent](#) know by Tuesday 6 March.

General Data Protection Requirements (GDPR)

As noted under "[Housekeeping](#)" below (and as signaled in previous bulletins) the new **[General Data Protection Regulation](#)** (GDPR) will apply in the UK from 25 May 2018, when it supersedes the UK Data Protection Act 1998. Frankly, what we are required to do to be compliant is "challenging", but understandable in terms of privacy and risk. (You can follow-up on the current [University Data Protection website](#).)

University comms on this has not been "selective". Heads of School were given a brief on this In January, and I have briefed Heads of Department following a discussion of this at HPRC last week.

The first thing staff _must_ do, before, May is complete the MANDATORY on-line training: [TBF26 Data Protection](#) (it is delivered on-line via Blackboard and takes 30 minutes). My understanding is that "individual" non-compliance will result in "individual" IT sanctions.

Beyond this and moving forward so that as an institution we are compliant, every member of the staff is required to

- delete all emails containing duplicate personal data (e.g., CV's),
  but …
- archive critical emails and attachments as per the [Records Retention Schedule](#)
- delete all emails older than 3 years

with the following observations:

- Delete, here, means *permanently* delete ("shift-delete" on Outlook).
- Moving email older than 3 years to another repository rather than deleting is NOT lawful and breaches the GDPR; this needs to be clearly understood.
- Although duplicates should be deleted, relevant and necessary information should be retained (e.g., recruitment documents, staff letters, PDR documents) but moved to an appropriate repository.

So, "What to do???" ….
Apart from the training, which is mandatory, what I then suggest (in addition, and following completion of the training) is that all staff at least ***begin*** the process of (permanently) deleting *demonstrably* unnecessary emails (and attachments) which are older than three years. The University, and School, does have secure shared storage space where necessary personal documents and information can be, and is, stored - so that "duplicates" within staff emails can be deleted.

In most cases, I expect this will be just a process of deleting duplicates but, if not, you should move any "necessary" documents to the appropriate central storage, according to the timeline guidance from the [Records Retention Schedule](#) (e.g., staff recruitment documents will be stored on JobTrain, so there is no need to keep these; PDRs can, and should, be archived to the SoSS secure network drive – staff must of course retain their "own" PDR documents for their own records).
If in doubt about the "necessity" of some document, mark/flag and retain it until further robust guidance is forthcoming.

Concerns were raised by Heads of School regarding the communications plan surrounding the GDPR and the level of support and guidance that would be provided to leaders to help ensure all staff are compliant by 25th May 2018. We have been assured that central communications were in process and guidance would be forthcoming to leaders with a consistent message to enable and support the requirements.

I know that this is not going to be a particularly palatable exercise.

Finally,

We are nearing the end of the second week of strike action and, although there has been some movement on talks, I think we all fully expect more disruption next week.

I have written to all students and also responded individually when contacted. Of course, and understandably, the two main concerns are "how this will affect my assessment, progression, marks" and the vexed question of "composite fees and compensation". On the first of these, I have responded along the lines that this will certainly involve "moderation" of any affected modules, and *where it is feasible* moderation of exam and/or assessment rubric – although this will have numerous challenges. We will also look at deadlines for coursework, delayed feedback, and their effects. In each case, though, my overriding priority is that no student is disadvantaged by the current strike action. I am reluctant to formally commit to an action, now, which says that "we (specifically) will do this or that" when in retrospect (given the heterogeneous way the effects of the industrial action may fall) it is found that the prescribed course of action would disadvantage certain students. On fees, and as most students have graciously noted, I have less direct control or power to act – but continue to communicate all students' *demands* on this to the President's office.

I will be following up this bulletin with a reminder staff email to inform me of strike action (and days) taken by 1st March. Thank you to all those who have already been in touch to confirm this.

TEACHING & LEARNING   School Director, Ken Clark

The NSS is open until the 29th of April and the response rate across the University is low compared to last year at the same time (18.6% compared to 28.7%). Despite UG Home tuition fees now being frozen, the Student Union at Manchester is recommending that students boycott the survey. However with subject-level TEF around the corner it is vital that we are able to demonstrate to the outside world the improvements that we have been making in teaching and learning: *poor performance in TEF could have damaging consequences for our reputation and recruitment*. The Union's campaign, while undoubtedly motivated by genuine concerns about higher education, is misleading and confused in a number of respects. For example it makes unsubstantiated claims about how the NSS is biased against particular groups. It also simultaneously calls for a boycott of the NSS while bemoaning that fact that response rates in the NSS are too low. Finally it criticises how the NSS measures the quality of teaching before urging students to complete an alternative, but much less reliable, survey (the Manchester Student

Survey) which is based entirely on the NSS questionnaire. The [University's position](#) is that the NSS represents the best tool that we have to monitor and improve what we deliver to students. Colleagues are therefore urged to assist in getting as many third year students as possible to complete the survey. Your teaching and learning leads in Departments will have a plan to promote the survey – please support them in this activity.

CHERIL Grants

The University's [Centre for Higher Education Research, Innovation and Learning](#) (CHERIL) offers grants of up to £20K for research into higher education practice. This year they are particularly interested in bids relating to the University's strategic goals in teaching and learning:

o Excellent teaching

o Distinctive graduate attributes

o Making a difference

o Learning through research

o Global awareness.

This is a great opportunity to identify and promote "what works" in teaching. The deadline for applications is April 30th and [full details on how to apply are available](#). Feel free to contact [Ken Clark](#) if you are interested in applying: there may be scope to collaborate or combine bids across the School to increase the chances of success. The School may also have data available which could provide insights or facilitate the evaluation of initiatives and interventions.

RESEARCH NEWS   School Director, Claire Alexander

RRE

The RRE period has now closed and we had 234 new submissions. Thanks to all colleagues who submitted work for review and special thanks to all those involved in reviewing the outputs. A reminder to all colleagues to ensure that all published work meets OA requirements to ensure eligibility for the REF. **On acceptance, use the Library deposit form to send your Author Accepted Manuscript (AAM) to the Library via the [Open Access Gateway](#).**

New KEI officer

Welcome to Clare Canning as the SoSS new KEI officer. Clare will be working with colleagues to develop Impact Cases for REF 2021, those submitting research grants and advice for anyone wishing to develop the impact of their research.

Research Promotion – Pilot Schemes

Our new Research Promotion and Liaison manager, Jay Amin, will be working with all departments to develop their external profile in the next few months. We will be piloting a range of schemes in each department, so do please support Jay in these important projects.

Research Grants Awarded

SoSS was awarded 4 new grants in the final round of the ESRC IAA funding. Congratulations to Claire Alexander, Colette Fagan, Liz Richardson and Andy Miles/Jill Ebrey.

A reminder to all colleagues who have had RCUK funding that the **deadline for completion of their annual return to researchfish® is due on 15th March**. Providing this information via researchfish® is a condition of RCUK funding, and failure to do so by the deadline may affect eligibility for future RCUK funding and lead to suspension of ongoing payments for any current award you may have. Additional guidance can be found on the RCUK website by clicking on this link http://www.rcuk.ac.uk/research/researchoutcomes/

POSTGRADUATE RESEARCH   School Director, Stuart Shields

SoSS Lewis Prize for Social Responsibility

SoSS has launched a new prize — the Lewis Prize for Social Responsibility. The 2017 prize of £500 will be awarded for the completed PhD thesis that makes the greatest contribution to research with a social responsibility aspect. All PhD theses signed off by the School's Director of Postgraduate Research in the year 1 October 2016 to 30 September 2017 with an A(i) or A(ii) recommendation (pass/pass with minor corrections) are eligible.

Please consider nominating your (ex-)student(s). We have also emailed the students themselves, since self-nominations are also accepted.

Further information and the nomination form are attached; the deadline for nomination is 5pm on 1 March 2018. Please get in touch with Helen Beebee if you have a question that the attached document doesn't answer.

If you do decide to nominate a student, please do let them know — partly because they will probably be pleased; partly to avoid two different nominations for the same person; and partly because you might reasonably ask them to draft the supporting statement themselves!

MDC Excellence Awards

We've already had the nominations for the DAA PGR Student of the Year 2017/18. They've been submitted to MDC. Now we have the next stage and the remainder of the MDC Excellence Awards:

MDC Awards

· Best Outstanding Output - one award per Faculty

· Best Contribution to PGR Environment – one overall award

· Best Contribution to Society – one overall award

· Best Contribution to Internationalisation – one overall award

· Best Supervisor of the Year – one award per Faculty

The School deadline for submission of nominations and referee letters by PGR Directors to Bernadette O'Connor is **5pm March 21st**.

Further details of the awards, including the criteria against which nominations are judged, the process, and full timetable can be found at the end of this newsletter.

Student Lifecycle Project

The success of the SLP is reliant on the continued engagement of colleagues from across the University, so we hope that you are able to contribute to the Project again in a future phase.

 http://www.dse.manchester.ac.uk/our-projects/student-lifecycle/timeline/

Opportunities to take part will be advertised in the monthly SLP newsletter, http://www.dse.manchester.ac.uk/our-projects/student-lifecycle/signup/ alongside news and updates from the Project team. Please encourage your teams to sign up if they haven't done so already and direct any questions to studentlifecycleproject@manchester.ac.uk.

Manchester China Institute Website Now Available

The website for the new Manchester China Institute, which promotes mutual understanding in UK-China relations, is now live. You can read about the Institute's mission, research, and people, and keep up to date with its news and resources.

The Institute was announced in December last year, following a £5m donation by retired Hong Kong businessman, philanthropist and Honorary Graduate of the University of Manchester, Dr Lee Kai Hung. It will seek to improve mutual understanding in UK-China relations, and establish a new Chinese culture gallery at the Manchester Museum.

- Visit the new Manchester China Institute website.

Staff Equality & Diversity Site

There is a new page on E&D matters on the School Staffnet site at:

http://www.staffnet.manchester.ac.uk/social-sciences/policies-guidance/equality-and-diversity/

It includes information about/links to:

— A new School E&D report (January 2018)

— Our Diversity in the Curriculum Scheme (no deadlines — apply any time!)

— The School E&D Committee (members and minutes)

— Guidance on bullying and harassment.

If you can think of any information or resources that might usefully be added, please contact Helen Beebee, SoSS Director of Social Responsibility.

EGENCIA **Rail Travel Abroad**

Anyone needing to book tickets for rail travel abroad can

do so via the Egencia travel team. Foreign rail travel cannot be booked online, however if you contact Egencia by phone, they will be able to make the booking for you.

Information Governance

Data Protection

To remind colleagues:

Many staff regularly handle personal data of staff, students, research participants and others. For example, it's common practice to create files of all relevant data relating to an individual student or member of staff, as a record of that person's time studying or working at the University. The University must process personal data according to the principles set out in the Data Protection Act 1998. The requirement to comply with this Act, in protecting the rights and privacy of individuals, imposes certain responsibilities which staff must fully understand. Failures or weaknesses in our processing of personal data can result in significant harm and distress to individuals who may be affected and may also cause significant reputational damage to the University.

As noted in Chris' opening remarks above, in order to begin preparations for the new General Data Protection Regulation (GDPR) which will apply in the UK from 25 May 2018 it is a requirement in SoSS that **every member of staff – academic & PSS undertake Data Protection Training.** While 45% of staff have completed the training it is recommended that it is repeated

every two years and SLT have taken the decision that all staff need to undertake this training this year. It is an on-line course so even if you are overseas you can still complete this.

[Data Protection Course](#)

⛔ Please be aware that **if the data protection course is not completed by the 25 May the sanction will be you will not be able to access emails**. So it is imperative that you complete this as soon as possible.

Another new rule will be that the use of UoM email address for non-work transactions will no longer be allowed, so staff should ensure that they have set up a personal email account in plenty of time prior to 25 May for non-work transactions. .

There will be further guidance around email housekeeping in the near future as well as on paper based records.

Investing in Success

Investing in Success is a University funded scheme open to all staff to explore ideas, create new projects and invest in their personal development.
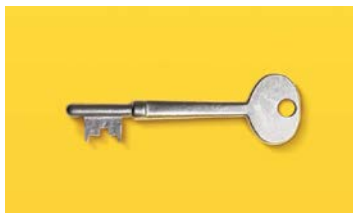
The scheme will identify and support individual members of staff or teams from right across the University, irrespective of grade or position. We are looking for people who could benefit from extra resources to help them engage in a particular project or activity, which in turn will accelerate their personal development and benefit the University.

Do you have an innovative idea that could enhance the way you work? Would you like to attend a conference overseas or arrange a work exchange? If you'd like to get a project off the ground, engage in activity or benefit from specific training, Invest in Success could enable you to maximise your potential and the contribution you make to the University.

The scheme is open to all members of staff regardless of their role, area of work or grade and is aimed at supporting your continues growth as teachers, researchers, managers, professionals and support staff. Follow the links below to find out more and complete your application.

Funding and Application

The maximum allocation for any project will be £10,000. The total fund available for the scheme will be £1 million. Funding is available to all paid staff regardless of your grade or contract type. If you're on a fixed-term contract you need to have completed at least 12 months' service and still have 12 months remaining.

Bids should be no more than 1,000 words (roughly two sides of A4) and should address the benefits to your personal development, to the University, students and/or other stakeholders. Assessable outcomes should be clearly identified, along with the possible avenues of further development of the activity after the supported work is completed. Projects will need to be completed by October 2018 and any funds requested allocated by October 2018.

There are no definitive guidelines for the types of projects or activities that might be supported, but they should be innovative, contribute to that individual's personal growth and development, and be capable of generating a return on investment for the University or inform future practice.

On completion of your project or activity you'll be required to outline your personal growth, benefits to the University and potential for future development and learning. You'll also be invited to take part in a closing event to showcase the work you have done.

Application must be made as individuals or as a team via the link below.

Apply now

Closing dates for applications is 16 March 2018.

SoSS Student Naomi is Indoor Triple Jump Champ

A politics and quantitative methods student from The University of Manchester has been crowned Britain's indoor triple jump champion in Birmingham.

Naomi Ogbeta, beat off the best in the UK at the Spar British Athletics Indoor Championships this weekend.

The athlete, thought of as the brightest talent British triple jumping has had for some time, hopped, stepped and jumped to a British U23 Indoor Record of 13.65m and the British Indoor title.

The success bettered her jump of 13.52m in January, when she was the stand out performer at the Bratislava indoor competition.

The top-ranked Brit has represented both GB Juniors and England seniors in a host of international competitions.

 She will find out soon if she is to be selected for the IAAF World indoor championships.

Last year she was one of five student athletes to receive a Talented Athlete Scholarship Scheme Stars Award.

"*There's quite a bit of similarity between improv and athletics. You just don't know what's going to happen on stage and you don't know how far you are going to jump*"

Naomi Ogbeta

RESEARCH FUNDING OPPORTUNITIES

Country	Funding body	Title	Summary	link	duration months max.	max. budget	Deadline
UK	Alan Turing Institute, The	Turing-HSBC-ONS Economic Data Science Awards	The economic data science research programme invites proposals for research in economics and data science to improve understanding of how the economy works or contributes with tools that can be used for data purpose. How economy works in its complexity and interconnectedness, and to use that insight to address economic challenges of national and international importance. Econometrica and data science techniques. Themes: Economic activity over the business cycle; The changing nature of work; Machine learning for economic data.	link	24	£150k	09/04/2018
UK	British Council	Research proposals on education, peace and stability	Experts who can provide a high-level horizon scan of the research and evidence on the role that education can play in fostering security, peace and stability globally. Analysis of the latest academic theory and evidence regarding the contribution that education interventions (including of the kind offered by international 'cultural relations' actors such as the British Council) make towards fostering security, peace and stability. Deadline for clarification questions 23 February 2018.	link	4	*	05/03/2018
EU	EC DG for Communications Networks, Content and Technology (CONNECT)	Shaping the Digital Transformation in Europe. SMART 2017/0094. 064304	The study will feed into the analysis of the economic, technological and social dimensions of disrupting digital developments, and the identification of strategies to manage this transformation and maximise its benefits for Europe.	link	12	€500k	03/04/2018
EU	EC DG for Competition (COMP)	Study on the enforcement of State aid rules and decisions by nations courts. COMP/2018/001. 058029	To carry out a comprehensive study regarding the current enforcement of state aid rules by national courts in all the EU Member States.	link	10	€500k	16/04/2018
EU	EC DG for International Cooperation and Development (DEVCO) | EuropeAid	Quality Alternative Care for Children and De-Institutionalisation. EuropeAid/158557/DH/ACT/Multi	Eight million children worldwide, around 90 % of whom are not orphans, are living in institutions where they are at high risk of physical and psychological violence, abuse and neglect, undermining their ability to reach their full potential and exposing them to further risks of social exclusion. The global objective of this call for proposals is to ensure better outcomes for children by ensuring better implementation of the UN's Guidelines for the alternative care of children in their entirety, so that children enjoy equal chances to reach their full potential in societies. Two-stages submission, concept notes by 27 March 2018.	link	*	*	27/03/2018
EU	EC DG for International Cooperation and Development (DEVCO) | EuropeAid	Support Cameroonian civil society to contribute to inclusive and sustainable growth. EuropeAid/158846/DD/ACT/CM	To improve the contribution of CSOs to governance and socio-economic development processes in order to promote inclusive and sustainable growth	link	48	€950k	20/03/2018

UK	Government UK - Department for International Development (DFID)	LINKS - Powering Economic Growth in Northern Nigeria. PO 8231. 065217	The programme will focus on the development of high potential pro-poor value chains, supporting them to become productive, competitive and attractive for investment at every level.	link	*	*	tbc
UK	London Mathematical Society	Research Workshops Grants	Mathematician holding a workshop in the UK. £1k to £10k; typical award range: £3k – £5K. Submissions 12 months before the date of the event.	link	*	£10k	open
USA	Open Society Foundations	Open Society Fellowship	New and radical forms of ownership, governance, entrepreneurship, and financialization are needed to fight pervasive economic inequality. Two stages application.	link	12	$100k+	15/07/2018
UK	Paul Mellon Centre for Studies in British Art	Curatorial research grants	Research towards an exhibition or installation of British art or architectural history, or a related topic; Cataloguing on part of a collection or archive which will result in a printed or online catalogue; Online exhibition or curation of a digital project relating to British art or architectural history, or a related topic.	link	*	£40k	30/09/2018
UK	Royal Institute of Philosophy, The	Postgraduate Conferences	This funds postgraduate conferences hosted by university departments of philosophy. Proposals should include some consideration of the approach taken to the topic and a list of potential speakers, including those who have agreed in principle to take part, as well as some idea of the provisional subject or title of their lecture, if possible. Funding covers speakers' expenses, general administration and advertising costs. Accommodation and meals for the speakers may be covered where appropriate.	link	*	*	31/08/2018
UK	Socio-Legal Studies Association (SLSA)	Grants Scheme	To support work for which other funding sources are not available and to encourage socio-legal research initiatives in a practical way, including the PhD Fieldwork Grant.	link	*	£25k	31/10/2018
Germany	Volkswagen Foundation	Artificial Intelligence and the Society of the Future	A joint, integrative research approaches in the social sciences and the engineering sciences. Application submission from German institution, researchers from abroad are welcomed. Max. budget €150k.	link	*	*	05/07/2018
UK	Wellcome Trust - HSS	Secondment Fellowships	For humanities and social science researchers who were already funded. Three to six months working at non-academic organisations to develop skills.	link	6	*	08/05/2018

If you are interested in any funding opportunities please contact your Research Support Officer at least two weeks before the deadline date. A short guide setting out the information that they will need in order to support your application is attached.

susie.chesher@manchester.ac.uk for Social Anthropology and Social Statistics (including CMI)

jessica.napthine-hodgkinson@manchester.ac.uk for Politics and Sociology (including SCI)

elena.goncharova@manchester.ac.uk for Philosophy and Economic

THE 2017 LEWIS PRIZE FOR SOCIAL RESPONSIBILITY

School of Social Sciences, University of Manchester

NOMINATION FORM

	Nominee	**Nominator (if different)**
Name		
Department		
Email		
Address		

Title of thesis:

Supervisor(s):

Nomination statement (max. 400 words):

If you have included any public engagement or impact activity in the nomination statement, please give up to two names and contact details (preferably email) of people who can comment on this activity:

MDC Supervisor of the Year Award

Nomination Form 2017/2018

Please complete this form for nominations for Supervisor of the Year award

All nominations must be presented to the relevant Faculty first before being considered by members of the MDC Committee. Please consult with your Faculty MDC Excellence Award point of contact (detailed under point 2C in the guidance notes) for details on the local deadline for School nominations.

Nominee Details

Name	
School	
Email Address	

Nominator Details

Name	
School	
Email Address	
Role (e.g. colleague,	

student)	

Please provide a supporting statement, which is <u>no longer than 350 words,</u> outlining the reasons why the supervisor should be nominated for Supervisor of the Year.

Nominations MUST be accompanied by a minimum of two statements of support, and no more than four. Please provide the names of those that have supplied statements of support and confirm these have been attached.

Name	Supporting Statement Attached (Yes / No)
1.	
2.	

3.	
4.	

In addition, nominators are required to provide a very brief summary of the nominee's achievements - *no longer than 100 words*. If the nomination is successful these 100 words will be used to form the basis of the citation to be read out at the Distinguished Achievements and MDC Awards Ceremonies. You are asked therefore to be clear, concise and mindful of the diverse range of people who will be in the audience at the awards ceremony.

MDC Postgraduate Research Student Excellence Awards Nomination Form 2017/2018

Please complete this form for nominations for Best Outstanding Output, Best Contribution to PGR Environment, Best Contribution to Society and Best Contribution to Internationalisation

If a student is being nominated for multiple awards a separate nomination form must be completed for each award

All nominations must be presented to the relevant Faculty first before being considered by members of the MDC Committee. Please consult with your Faculty MDC Excellence Award point of contact (detailed under point 2C in the guidance notes) for details on the local deadline for School nominations.

Nominee Details

Name	
School	
Email Address	
Programme of Study (e.g. PhD, MPhil)	

Nominator Details

Name	

School	
Email Address	
Role (e.g. supervisor)	

Please highlight the award the student is being nominated for:

Name of Award	Please Tick (√)
Best Outstanding Output	
Best Contribution to PGR Environment	
Best Contribution to Society	
Best Contribution to Internationalisation	

Please provide a supporting statement, which is <u>no longer than 350 words,</u> outlining the reasons why the student should be nominated for the specified award.

Nominations MUST be accompanied by a minimum of two statements of support, and no more than four, from either the nominee's peers or relevant members of academic or PSS/Library/CIs' staff. Please provide the names of those that have supplied statements of support and confirm these have been attached.

Name	Supporting Statement Attached (Yes / No)
1.	
2.	
3.	
4.	

In addition, nominators are required to provide a very brief summary of the nominee's achievements - _no longer than 100 words_. If the nomination is successful these 100 words will be used to form the basis of the citation to be read out at the MDC Award Ceremony. You are asked therefore to be clear, concise and mindful of the diverse range of people who will be in the audience at the awards ceremony.

MDC Excellence Awards 2017/2018

The annual MDC Excellence Awards were established in 2014 in recognition of the achievements of our postgraduate research students and celebrate their success. This year sees the introduction of a new award for Best Supervisor of the Year.

Awards for 2017/2018 will be given in six categories:

- PGR Student of the Year (President's Distinguished Achievement Award)
- Best Outstanding Output
- Best Contribution to PGR Environment
- Best Contribution to Society
- Best Contribution to Internationalisation
- Best Supervisor of the Year

PGR Student of the Year (President's Distinguished Achievement Award) (one award per faculty)
The nominee should be an outstanding **research** student who has excelled in some significant manner, for example after the presentation of a thesis, based on the recommendation and judgment of the external examiner; or has had a major research achievement during a PGR programme – e.g. high quality journal publications; research spin off, etc.

Best Outstanding Output (one award per faculty)
The Best Outstanding Output award recognises research outputs of the highest quality and acknowledges the continuing importance of high quality research to the University.

Best Contribution to PGR Environment (one overall award)
The Best Contribution to PGR Environment award recognises outstanding achievement/contribution of an individual towards the enhancement of the postgraduate environment. An award will be made to a student who has made a positive impact, demonstrated innovation and creativity in their actions, and been an inspirational role model to other students. Examples of this include organising events which bring together the postgraduate community; identifying an area of development within the postgraduate community and providing a solution to this.

Best Contribution to Society (one overall award)
The Best Contribution to Society award recognises outstanding achievement/contribution of an individual who has offered their time and energy to make a difference to the social and economic well-being of our communities. Examples of this could include community volunteering, working with local schools or charities, organising public engagement events/activities.

Best Contribution to Internationalisation (one overall award)
The Best Contribution to Internationalisation award will be made to a student who, in the opinion of the MDC Panel, encapsulates the spirit of internationalisation at Manchester. Examples of this include a student that has demonstrated their ability to work internationally and be an exemplar global citizen; a student that had driven forward an initiative to enhance the international student experience at Manchester.

Best Supervisor of the Year (one award per faculty)
The nominee should be an individual who has created the most supportive, stimulating and inspirational research environment for doctoral students.

1.   Criteria for Postgraduate Research Student Awards

a)   At the time of being nominated for an award, students must be registered for a postgraduate research degree at the University of Manchester, be under examination for a postgraduate research degree at the University of Manchester or have completed their doctoral degree within the past six months. [1]

2.   Making a Postgraduate Research Student Award Nomination

a)   Faculties are asked to coordinate their nominations so that;

- a single submission can be considered for the PGR Student of the Year
- a single submission for the Best Outstanding Output
- a single submission can be considered for the Best Contribution to PGR Environment
- a single submission can be considered for the Best Contribution to Society
- a single submission for the Best Contribution to Internationalisation

b)   **All nominations must be made via the Faculty. Nominations made directly to MDC will not be considered**

c)   A decision on which Faculty nominations will go forward to MDC will be undertaken at the respective Faculty meetings. These meetings will only review nominations coming directly through the Schools and that have been subsequently approved for consideration.

For timeframes and details of where nominations should be made please use the following contacts;

- **Faculty of Biology, Medicine and Health** – doctoralacademy@manchester.ac.uk

- **Faculty of Humanities** – Louise.davies@manchester.ac.uk

- **Faculty of Science and Engineering** – Lee.wilkinson@manchester.ac.uk

d)   Nominators must be a current University of Manchester staff member

e)   All nominations must be made through the completion of the MDC Postgraduate Excellence Research Award Nomination Form or the PGR Student of the Year Form. **You are asked to note that all nominations MUST be accompanied by a minimum of two statements of support, and no more than four, from either the nominee's peers or relevant members of academic or PSS/Library/CIs' staff.**

As part of the nomination form, nominators are required to provide a very brief summary of the nominee's achievements i.e. *no longer than 100 words.*

If the nomination is successful these 100 words will be used to form the basis of the citation at the awards ceremony. You are asked therefore to be clear, concise and mindful of the diverse range of people who will be in the audience at this event, particularly when constructing the shorter statement.

f)   Students can be nominated for multiple awards but a separate **MDC Postgraduate Excellence Research Award Nomination Form** must be completed for each award.

g)   The institutional deadline for Faculties to submit their nominations for **PGR Student of the Year Award** to MDC is 5pm on **Monday 8th January 2018**

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[1] The date of nomination is deemed as the date on which the School submits a nomination to the Faculty for consideration

Nominations, marked **Private and Confidential,** should be sent electronically as **Word** documents to:

Claire Hughes, MDC Manager
Research and Business Engagement Support Services
Email: Claire.Hughes@manchester.ac.uk   Tel: 58792

h)   All Faculty nominations for **PGR Student of the Year** will then be presented to the MDC Committee on **Thursday 17th January 2018** for consideration and a decision taken on the award recipients.

i)   MDC will submit the nomination for the **PGR Student of the Year Award** to the President's Office by **Friday 19thJanuary 2018**

j)   Notification of the name of the winner of the **PGR Student of the Year Award** will be given after the meeting of the Awards and Honors Group **(April 2018)**

k)   The President and Vice Chancellor will present the **PGR Student of the Year Award** winner with their medal/award at a special ceremony **(June 2018)**

l)   The institutional deadline for Faculties to submit their nominations for;

- **Best Outstanding Output**
- **Best Contribution to PGR Environment**
- **Best Contribution to Society**
- **Best Contribution to Internationalisation**

to MDC is 5pm on **Monday 7th May 2018**

Nominations, marked **Private and Confidential,** should be sent electronically as **Word** documents to:

Claire Hughes, MDC Manager
Research and Business Engagement Support Services
Email: Claire.Hughes@manchester.ac.uk   Tel: 58792

m)   All Faculty nominations for the Best Outstanding Output Award, Best Contribution to PGR Environment, Best Contribution to Society, and Best Contribution to Internationalisation Award will then be presented to the MDC Committee[2] on **Thursday 16th May 2018** for consideration and a decision taken on the award recipients.

n)   The winners of the Best Outstanding Output Award, Best Contribution to PGR Environment, Best Contribution to Society, and Best Contribution to Internationalisation Award will be notified by **Monday 21st May 2018**

o)   The Associate Vice President for Research and Director of the MDC will present the PGR Excellence Award winners with their medal/award at the 2018 Postgraduate Summer Research Showcase (**26th June 2018)**

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[2]   The MDC Committee is chaired by the Associate Vice President (Research) and Director of the Manchester Doctoral College, with membership including each Faculties Associate Dean for Postgraduate Research

3. Making a Supervisor of the Year Award Nomination

a) The qualities Schools, Faculties and the MDC will be looking for in candidates include:

- Evidence of outstanding results of their supervision over a number of years: have students from a range of backgrounds been encouraged to pursue a doctorate? What have they gone on to achieve?

- A pioneering approach to supervision: what has the individual done above and beyond that which is expected of any good supervision? What innovative approaches to problem solving and motivating students can be evidenced?

- A demonstrable commitment to supporting the personal, professional and career development of PGRs supervised, including evidence of proactive identification of tailored training and development needs reflecting the needs and strengths of individual PGRs

- Demonstrable enthusiasm for the role and going the extra mile to help students navigate through difficulties, academic or otherwise

- Challenging students intellectually and helping them to make substantial contributions to their academic field

- Providing additional support and facilities to give greater scope to their research

- Providing supervision to an exceptional number of candidates over time.

a) Faculties are asked to coordinate their nominations so that;

- a single submission can be considered for the Supervisor of the Year award by members of the MDC Committee

b) **All nominations must be made via the Faculty. Nominations made directly to MDC will not be considered**

c) A decision on which Faculty nominations will go forward to MDC will be undertaken at the respective Faculty meetings. These meetings will only review nominations coming directly through the Schools and that have been subsequently approved for consideration.

For timeframes and details of where nominations should be made please use the following contacts;

- **Faculty of Biology, Medicine and Health** – doctoralacademy@manchester.ac.uk

- **Faculty of Humanities** – Louise.davies@manchester.ac.uk

- **Faculty of Science and Engineering** – Lee.wilkinson@manchester.ac.uk

d) Nominations can be made by individuals or by a group. Both staff and students can submit a nomination.

e) All nominations for Supervisor of the Year must be made through the completion of the MDC Supervisor of the Year Award Nomination Form. **You are asked to note that all nominations MUST be accompanied by a minimum of two statements of support, and no more than three.**

As part of the nomination form, nominators are required to provide a very brief summary of the nominee's achievements i.e. _no longer than 100 words._

If the nomination is successful these 100 words will be used to form the basis of the citation at the awards ceremony. You are asked therefore to be clear, concise and mindful of the diverse range of people who will be in the audience at this event, particularly when constructing the shorter statement.

f)	The institutional deadline for Faculties to submit their nominations for **Supervisor of the Year** to MDC is 5pm on **Monday 7th May 2018**

Nominations, marked **Private and Confidential,** should be sent electronically as **Word** documents to:

Claire Hughes, MDC Manager
Research and Business Engagement Support Services
Email:	Claire.Hughes@manchester.ac.uk	Tel:	58792

g)	All Faculty nominations for **Supervisor of the Year** will then be presented to the MDC Committee on **Thursday 16th May 2018** for consideration and a decision taken on the award recipients.

The three Supervisors of the Year winners will then be presented to members of the Senior Leadership Team (SLT) in order to ascertain which one will go forward to the national Times Higher Education 'Outstanding Supervisor of the Year award.

h)	The winners of the **Supervisor of the Year** award will be notified by **Monday 21st May 2018**

i)	The Associate Vice President for Research and Director of the MDC will present the PGR Excellence Award winners with their medal/award at the 2018 Postgraduate Summer Research Showcase **(26th June 2018)**

4.   MDC Excellence Awards Publicity

a)   The MDC Excellence Awards will be promoted via members of the MDC Committee, Graduate Administrators Group, and the Graduate Education and Researcher Development Team.

b)   Details of the awards will also be made available via Staffnet News, Graduate Education webpages and Faculty intranet pages

5.   Further Information

For further information on the operation of the MDC Excellence Awards please contact Claire Hughes (claire.hughes@manchester.ac.uk), Manchester Doctoral College.

MDC Excellence Awards 2017/2018
TIMETABLE

Date	Action	Lead
September 2017	Call for Distinguished Achievement Awards and MDC Excellence Awards to be released	Deborah Black (DAA) Claire Hughes (MDC)
Monday 8th January 2018	Deadline for Faculties to submit their nominations for PGR Student of the Year Award (DAA)	Helen Eccles (FBMH) Louise Davies (HUMS) Lee Wilkinson (FSE)
Thursday 17th January 2018	Faculty nominations for the PGR Student of the Year Award (DAA) to be presented to the MDC Committee for consideration.	Claire Hughes (MDC)
Friday 19th January 2018	Nomination for the PGR Student of the Year Award to be submitted to the President's Office.	Claire Hughes (MDC) Deborah Black (DAA)
April 2018	Awards and Honours Group meeting followed by notification of the name of the winner of the PGR Student of the Year Award.	Deborah Black (DAA)
Monday 7th May 2018	Deadline for Faculties to submit their nominations for Best Outstanding Output Award, Best Contribution to PGR Environment, Best Contribution to Society, Best Contribution to Internationalisation Award, and Supervisor of the Year Award	Helen Eccles (FBMH) Louise Davies (HUMS) Lee Wilkinson (FSE)
Thursday 16th May 2018	Faculty nominations for Best Outstanding Output Award, Best Contribution to PGR Environment, Best Contribution to Society, Best Contribution to Internationalisation Award, and Supervisor of the Year Award to be presented to the MDC Committee for consideration.	Claire Hughes (MDC)
May 2018	Winners of the Supervisor of the Year Award to be presented to members of SLT for a decision to be taken as to which will go forward to the THE Outstanding Supervisor of the Year Award.	Claire Hughes (MDC)
26th June 2018	The Associate Vice President for Research and Director of the MDC will present the Excellence Award winners with their medal/award at the 2018 Postgraduate Summer Research Showcase.	Claire Hughes (MDC)
June 2018	The President and Vice Chancellor will present the PGR Student of the Year Award (DAA) winner with their medal/award at a special ceremony.	Deborah Black (DAA)

MDC Celebrating and Sharing Success

MDC are seeking to capture PGR stories of success and to formally recognise these achievements. All Schools/Faculties are asked to make the MDC aware of any outstanding PGR achievements as soon as there known, emailing details to mdc@manchester.ac.uk. The MDC will also email out monthly requests for PGR success stories.

A letter congratulating the student will then be sent from the MDC Director and appropriate Associate Dean for Graduate Education. Those students who are considered to have been exceptionally outstanding will be put forward for the MDC PGR Student of the Year Award.

MDC also intend to highlight PGR success stories on the new MDC website.

Postgraduate Research Student of the Year Award
Nomination Form 2017/2018

Please complete this form for nominations for PGR Student of the Year only

All nominations must be presented to the relevant Faculty first before being considered by members of the MDC Committee. Please consult with your Faculty MDC Excellence Award point of contact (detailed under point 2C in the guidance notes) for details on the local deadline for School nominations.

Nominee Details

Name	
School	
Email Address	
Programme of Study (e.g. PhD, MPhil)	

Nominator Details

Name	
School	
Email Address	
Role (e.g. supervisor)	

Please provide a supporting statement, which is <u>no longer than 350 words,</u> outlining the reasons why the student should be nominated for **Postgraduate Research Student of the Year**.

Nominations MUST be accompanied by a minimum of two statements of support, and no more than four, from either the nominee's peers or relevant members of academic or PSS/Library/CIs' staff. Please provide the names of those that have supplied statements of support and confirm these have been attached.

Name	Supporting Statement Attached (Yes / No)
1.	
2.	
3.	
4.	

In addition, nominators are required to provide a very brief summary of the nominee's achievements - _no longer than 100 words_. If the nomination is successful these 100 words will be used to form the basis of the citation to be read out at the Distinguished Achievements and MDC Awards Ceremonies. You are asked therefore to be clear, concise and mindful of the diverse range of people who will be in the audience at the awards ceremony.

MDC Postgraduate Research Student Excellence Awards
Nomination Form 2017/2018

Please complete this form for nominations for Best Outstanding Output, Best Contribution to PGR Environment, Best Contribution to Society and Best Contribution to Internationalisation

If a student is being nominated for multiple awards a separate nomination form must be completed for each award

All nominations must be presented to the relevant Faculty first before being considered by members of the MDC Committee. Please consult with your Faculty MDC Excellence Award point of contact (detailed under point 2C in the guidance notes) for details on the local deadline for School nominations.

Nominee Details

Name	
School	
Email Address	
Programme of Study (e.g. PhD, MPhil)	

Nominator Details

Name	
School	
Email Address	
Role (e.g. supervisor)	

Please highlight the award the student is being nominated for:

Name of Award	Please Tick (√)
Best Outstanding Output	
Best Contribution to PGR Environment	
Best Contribution to Society	
Best Contribution to Internationalisation	

Please provide a supporting statement, which is <u>no longer than 350 words,</u> outlining the reasons why the student should be nominated for the specified award.

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Nominations MUST be accompanied by a minimum of two statements of support, and no more than four, from either the nominee's peers or relevant members of academic or PSS/Library/CIs' staff. Please provide the names of those that have supplied statements of support and confirm these have been attached.

Name	Supporting Statement Attached (Yes / No)
1.	
2.	
3.	
4.	

In addition, nominators are required to provide a very brief summary of the nominee's achievements - <u>*no longer than 100 words*</u>. If the nomination is successful these 100 words will be used to form the basis of the citation to be read out at the MDC Award Ceremony. You are asked therefore to be clear, concise and mindful of the diverse range of people who will be in the audience at the awards ceremony.

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MDC Supervisor of the Year Award
Nomination Form 2017/2018

Please complete this form for nominations for Supervisor of the Year award

All nominations must be presented to the relevant Faculty first before being considered by members of the MDC Committee. Please consult with your Faculty MDC Excellence Award point of contact (detailed under point 2C in the guidance notes) for details on the local deadline for School nominations.

Nominee Details

Name	
School	
Email Address	

Nominator Details

Name	
School	
Email Address	
Role (e.g. colleague, student)	

Please provide a supporting statement, which is <u>no longer than 350 words,</u> outlining the reasons why the supervisor should be nominated for Supervisor of the Year.

Nominations MUST be accompanied by a minimum of two statements of support, and no more than four. Please provide the names of those that have supplied statements of support and confirm these have been attached.

Name	Supporting Statement Attached (Yes / No)
1.	
2.	
3.	
4.	

In addition, nominators are required to provide a very brief summary of the nominee's achievements - _no longer than 100 words_. If the nomination is successful these 100 words will be used to form the basis of the citation to be read out at the Distinguished Achievements and MDC Awards Ceremonies. You are asked therefore to be clear, concise and mindful of the diverse range of people who will be in the audience at the awards ceremony.