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The University of Manchester

POLITICS

PhD in Politics
Student Handbook
Academic Year 2019 – 2020

Politics Department
School of Social Sciences
Faculty of Humanities
The University of Manchester

Contents

List of Abbreviations

AHRC	Arts and Humanities Research Council
ALB	Arthur Lewis Building
AQM	Advanced Quantitative Methods
BES	British Election Study
CGP	Critical Global Politics Research Cluster
CMI	Cathy Marsh Institute
CPPI	Comparative Public Policy and Institutions Research Cluster
D&E	Democracy and Elections Research Cluster
eProg	Electronic Progression and Review System
ESRC	Economic and Social Research Council
FoH	Faculty of Humanities
GPE	Global Political Economy Research Cluster
HoD	Head of Department
HumBridge	Humanities Bridgeford Street Building
MANCEPT	Manchester Centre for Political Thought
MPhil	Master of Philosophy (Research)
NWDTC	North West Doctoral Training Centre
ORS	Overseas Research Scholarship
PDP	Personal Development Plan
PGR (students)	Postgraduate research (students)
TA (or GTA)	(Graduate) Teaching Assistant
PhD	Doctor of Philosophy
RD	Researcher Development
RTSG	Research Training and Support Grant
SoSS	School of Social Sciences
TA	Teaching Associates
UoM	University of Manchester

Welcome to Politics

Welcome to the Politics Department at the University of Manchester and thank you for choosing to pursue your PhD study with us. We are thrilled to be part of this wonderful intellectual and professional journey that you are about to embark on.

We would like to take the opportunity to welcome you to and acquaint you with the Politics post-graduate research training programme. The current **Politics PhD Programme** is three years long and follows UK-wide Economic and Social Research Council (ESRC) regulations. Our highly successful program is in-line with international standards demanded of doctoral training in Politics. Our training program is part of the ESRC's newly accredited North West Social Science Doctoral Training Partnership (NWSSDTP), where Politics PGR training is provided jointly by us and our partner institutions. Please see: https://nwssdtp.ac.uk/

We pride ourselves on continuously re-evaluating and improving the way in which we facilitate doctoral research. As part of the ESRC's North West Social Science Doctoral Training Partnership (NWSSDTP) we seek to enhance our research training programme, particularly in the area of methods. In 2019 we have recalibrated the Politics PhD Program at Manchester to ensure that you receive an overview of Politics research methods, as well as, state of the art professional development training during the course of your PhD. All this is designed to ensure that upon completion of your PhD you are well prepared to continue on to a successful career both within the academe and outside of it. Year one of PhD study, is focused on extensive training in research methods and design (across the whole discipline and not just with a selected sub-field) which enables students to complete and defend a PhD Prospectus. In year two and three students embark on full-time independent research – whilst continuing their professional development and sub-field specific research methods training.

The Politics Department at UoM is one of Europe's top centres for research and teaching. With more than fifty research-active members of staff we are one of the largest groupings of Politics academics anywhere in the UK and cover almost all areas of the discipline. We are based in the Arthur Lewis Building where, together with Sociology, Economics, Philosophy, Social Anthropology, Social Statistics and Law, we form one of the largest and most successful Schools of Social Sciences in the country.

<div align="center">

The Politics Department is run by
Prof. Dave Richards
Head of Department
dave.richards@manchester.ac.uk

</div>

The University of Manchester is regularly ranked among the top 35 Universities in the World, and The Politics Department is considered one of the top Departments in the country. The 2014 Research Excellence Framework (REF) found that over 97% of our outputs were rated "world-leading", "internationally-excellent" or "internationally-recognized" and Manchester was placed 7th

among the UK's Politics departments in terms of Research Power. For information on all Politics staff, including contact details and research interests, see: http://www.socialsciences.manchester.ac.uk/subjects/politics/our-people/

The Politics Department is home to the prize-winning British Election Study (PI - Prof. Ed Fieldhouse), the JMCE, the internationally recognized MANCEPT, one of the strongest aggroupations of Gender Politics scholars (see work of: Prof. Georgina Waylen, Dr. Rosalind Shorrocks, Dr. Adrienne Roberts, Dr. Laura Mcleod, and Dr. Cristina Masters) as well as Environmental (see work of: Dr. Sherilyn MacGregor, Dr. Carl Death, Dr. Paul Tobin and Prof. Matthew Patterson) and Public Policy (see work of: Prof. Dave Richards, Dr. Liz Richardson and Prof. Francesca Gains) experts. We also currently host several large grant projects including the flagship British Election Study (PI – Prof. Ed Fieldhouse), the 5 Million EURO ERC Advanced Grant Project "Digital Campaigning and Electoral Democracy" a (PI - Prof. Rachel Gibson) and the 2.1 million EURO ORA funded MOBILISE (PI - Dr. Olga Onuch). With such extensive and high-quality research and teaching resources, we are able to offer you a cutting-edge research environment in which to conduct your research and post-graduate training.

Our PhD student body is among the largest in the country and we are proud to welcome students from all over the globe. Our large graduate centre will give you opportunities to make new friends, debate aspects of your research with a substantial peer group and begin making networks that will stand you in good stead throughout your careers.

With your first day of registration, you will be fully integrated into the academic life of our department. We hope you take advantage of our facilities and our faculty's expertise while advancing in your doctoral training. On behalf of the Politics Department, we wish you an enjoyable, productive, and successful time at the University of Manchester. We look forward to meeting you all and wish you every success in your research.

Sincerely on behalf of the Politics Department,

Dr. Olga Onuch   Dr. Jonathan Gilmore
Senior Lecturer in Politics   Lecturer in International Relations
Politics Department PhD (PGR) Director   Deputy PhD (PGR) Director

How to Use this Handbook

This handbook gives information specific to the Politics Department's PhD Program. It should be read in conjunction with the School of Social Sciences Postgraduate Research Student Handbook for 2019-2020, which will give you general information on regulations and policies at the School and Faculty levels. Most of the procedures that concern you and many of the opportunities that are available to you are the same across the School of Social Sciences. The *School of Social Sciences Postgraduate Research Student Handbook* is available online at
https://www.humanities.manchester.ac.uk/pgr-handbook-soss/

Crucial information to be found in the *School of Social Sciences Postgraduate Research Student Handbook* includes:

- details of the **responsibilities of the supervisors and of your responsibilities**
- advice on where to turn for pastoral care and general advice
- advice on where to turn for mental health support
- information on research training and the **Researcher Development Programme**
- further information **on progress and review** and **e-prog**
- information regarding plagiarism
- information on the process relating to dealing with ethical issues in your research and applying for **risk assessment** and/or **ethics review**
- information on **policies and procedures** (e.g. relating to fieldwork, interruptions, changes of thesis title, changes in supervision arrangements, applications for extensions, submission and examination procedures)
- practical issues (e.g. setting up **IT accounts**, **access to buildings** and **computing facilities**, health and safety, **photocopying facilities** and useful contacts)

It is your responsibility to familiarise yourself with this information. You will be expected to know it or know where to turn to if and when necessary. If you are uncertain where to find particular information, please contact the PGR Office and Ann Cronley specifically.

For the most up-to-date information on Politics, please go to our website:
http://www.socialsciences.manchester.ac.uk/subjects/politics/

ALL relevant **documents, forms and further information** can be found on the School of Social Sciences postgraduate student intranet:
http://www.socialsciences.manchester.ac.uk/student-intranet/

The Faculty of Humanities website is also an important source of information and can be located here
http://www.humanities.manchester.ac.uk/postgraduate/

Politics PhD Program Team

Within Politics, the Graduate Centre is run by the PhD Program Team headed by:

Dr. Olga Onuch
PhD Director
Email: olga.onuch@manchester.ac.uk
Office hours: By appointment on Fridays 12:00-14:00

Other members of the PhD Program Team are:

Dr. Jonathan Gilmore
Deputy Director (PhD Recruitment & Admissions)
Email: jonathan.gilmore@manchester.ac.uk
Office hours: By appointment on Sohol

Dr. Rosalind Shorrocks
Convener of PhD Research Design
Email: rosalind.shorrocks@manchester.ac.uk
Office hours: By appointment on Sohol

Ms. Ann Cronley
PhD Administrator
Email: ann.cronley@manchester.ac.uk
Tel: 0161 275 4747
SoSS Postgraduate Office, Rm 2.003, ALB

Dr. Sherilyn MacGregor
Convener of PhD Professional Development Course (All Years)
Email: sherilyn.macgregor@manchester.ac.uk
Office hours: By appointment on Sohol

Within the School, the Graduate Centre is run by the SoSS Graduate Team:

Dr. Sophie Woodward
SoSS PhD Director
Email: sophie.woodward@manchester.ac.uk

Ms. Bernadette O'connor
Head of Postgraduate Services|
Email: bernadette.oconnor@manchester.ac.uk

Prof. Brian Heaphy
Head of School
Email: Brian.Heaphy@manchester.ac.uk

Initial Steps and Getting Started

1. Upon arrival at Manchester, please make sure you follow the instructions on how to **register**.
2. Following registration, please pick up your ID cards and **activate your IT Account**.
   a. For more information: http://www.welcome.manchester.ac.uk/new-students/get-ready/your-it-services/activate-your-it-account/
3. Also please get acquainted with eProg (The University's online progression system to support you through the duration of your PGR programme): https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=21084
4. Please familiarize yourself with all the info in the SoSS Handbook: https://www.humanities.manchester.ac.uk/pgr-handbook-soss/

Registration Week

During the registration week you will be asked to attend several induction courses held at various levels within the University. It is important to attend these sessions as they provide useful information about your programme, contact points, administrative arrangements, and webpages with additional material.

It is mandatory for all new PhD students to attend:

1. The Induction for PhD Students in Politics;
2. Introduction to the School of Social Sciences;
3. The Induction to the Faculty of Humanities;
4. The SoSS TA Training Session.

Latest information about these meetings as well as updated timetables can be obtained from:
https://www.humanities.manchester.ac.uk/pgr-handbook-soss/welcome/
http://www.socialsciences.manchester.ac.uk/student-intranet/

Staying Up-To-Date

1. The PhD Program Team is responsible for the day to day running of the PhD Program and they are always on hand to listen, advise and help.
2. You will receive regular information from Ann Cronley and from the PhD Director. You will receive frequent information via e-mail, so you must check you UoM e-mail regularly (once daily is recommended). To this end, please ensure that your current address, student e-mail address, and phone number are updated on your student record so that we are able to get in touch with you should the need arise.
3. The Politics PhD (PGR) Director is responsible for monitoring and approving various aspects of your PhD progression. For instance, the Politics PhD (PGR) Director signs off any interruptions; small grant applications; fieldwork, risk assessment and ethics paperwork; and is also responsible for authorizing your Annual Review and signing off on your completion of continuation in the PhD Program each year.
4. The Politics PhD (PGR) Director is also your Academic Advisor and you will be expected to attend at least one meeting per annum to discuss your PhD progress. Typically, this will take place in October or January of each academic year.
5. Should you want discuss a particular matter outside of these scheduled meetings - you can book an appointment with the Politics PhD (PGR) Director any Friday in term-time within the designated time slots.
6. The Post Graduate Administrative Team – will also be a valuable resource of information. You can contact Ann and Bernadette directly via e-mail.
   o To visit the Postgraduate Administrative team, please report to the SoSS Postgraduate Reception, room 2.003, 2nd floor.
7. Please also regularly check the Postgraduate Research student pigeonhole (fourth floor of the Arthur Lewis Building [ALB]) and the Postgraduate Research notice boards (located on the fourth floor and second floor of ALB) on a regular basis.
8. You might also want to check-out : http://PhDcomics.com/comics.php
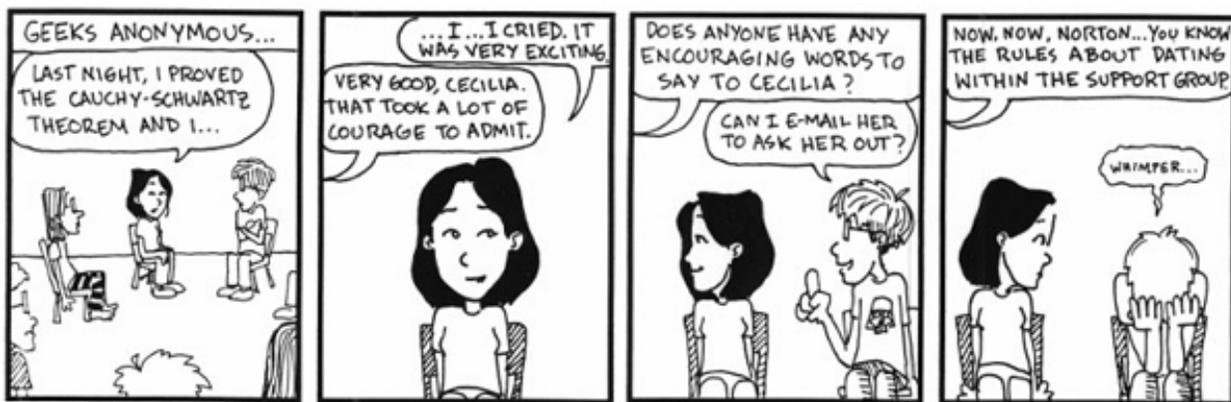
JORGE CHAM ©THE STANFORD DAILY

About Us

Politics Department Research Environment

Politics prides itself on its vibrant research environment in which our PGR students are fully integrated. You will find a wide range of activities and events which will be of interest to you, both within Politics and outside it. PGR students are expected to play an active part in the various research activities within the School. This will also assist your personal development as part of the PDP process.

As with many things, you are likely to get more out of your PGR training the more you put in. We therefore urge you to participate in the activities on offer. We require you to give one paper during your second year (normally to your research cluster), but we would strongly recommend that you make use of the many other opportunities to present your work, meet people with shared research interests and discuss their and your work and experiences. Participation in research clusters or other research groups is an invaluable means of learning about what goes into a formal presentation and of receiving additional feedback on your research.

Your supervisors (and your Annual Review Panel) will give you detailed and constructive feedback even if you do not ask for it. There is, however, also a world of expertise out there that you can tap into. Other PGR students and academics working in your field can comment on your work when you present it and may at times be willing to read your written work. The sooner you start participating in seminars and workshops, the easier it will be to figure out how to engage in research activities, to learn additional skills and to obtain useful feedback on your own research. We also believe that taking part in these research activities is a lot of fun. Writing a PhD thesis can be a lonely process. Workshops and seminars will bring you into contact with like-minded individuals and can be stimulating even when they are not on your precise research topic.

If you are planning a career in academia, being a part of the research environment is particularly crucial. You will need to show that you are able to present papers at conferences and that you are able to publish your work. Contacts within academia will also be vital. Your supervisors will be happy to give you advice on what is appropriate at different stages of your research degree programme.

Politics Department Research Clusters

Within the continuum of research that stretches across this substantive and methodological range within Politics we recognize a number of clusters of distinctive research strength which bring together significant numbers of researchers.

These clusters relate to:
- MANCEPT - Political Theory,
- Comparative Public Policy and Institutions,
- Democracy and Elections,
- Global Political Economy,
- Critical Global Politics.

While these clusters represent the largest concentrations of research excellence, there are other areas in which high quality research is underway including: European Politics, East Asian Politics, Political History, Historical Materialism, the Politics of Gender, Environmental Politics and the Politics of War and Terrorism.

As PGR students you will be associated with a research cluster, normally the cluster that your supervisors are a part of. You may be part of more than one cluster. If you are in any doubt as to which cluster is most appropriate for you, please discuss this with your supervisors. It is your supervisors' job to sign you up to their research cluster and make sure you are on the cluster's internal lists.

Some research clusters, and some elements of research that fall between these clusters, relate to the work of broader research groups that cross disciplinary and School boundaries at Manchester. For example, there are connections between the research cluster on Comparative Public Policy and Institutions and Policy at Manchester), and between the research cluster on Democracy and Elections and the British Election Study located in CMIST, just as there are links between researchers in Politics and the Jean Monnet Centre of Excellence in European Studies (JMCE), the Centre for Chinese Studies (CCS), the Manchester China Institute (MCI), the Sustainable Consumption Institute and other bodies.

Information about the clusters and links to other research centres can be found at
http://www.socialsciences.manchester.ac.uk/research/

Politics Centres & Events

Weekly Seminars

You are expected to regularly attend weekly seminars in the department. Please have your PhD supervisor contact the relevant Cluster Heads to add you to the seminar lists. Your attendance in your own cluster's seminars is considered mandatory.

Brave New World Conference

The Brave New World conference series is now established as a leading international forum dedicated exclusively to the discussion of postgraduate research in political theory. The conference offers a great opportunity for postgraduates from many countries and universities to share experiences, concerns and research interests, to exchange ideas and to make new friends - all in a financially accessible and highly informal setting. Participants have the chance to meet and talk about their work with eminent academics, including members of faculty from the University of Manchester and guest speakers, who will deliver keynote addresses at the event.

Guest speakers in previous years have included Brian Barry, Simon Caney, Ian Carter, G.A. Cohen, Cecile Fabre, Gerald Gaus, Peter Jones, Chandran Kukathas, Kasper Lippert-Rasmussen, Catriona McKinnon, Susan Mendus, David Miller, John O'Neill, Onora O'Neill, Michael Otsuka, Christopher Norris, Bhikhu Parekh, Carole Pateman, Anne Philips, Thomas Pogge, Henry Shue, Quentin Skinner, Adam Swift, Philippe Van Parijs, Andrew Williams, and Jonathan Wolff.

Jean Monnet Centre of Excellence

The Jean Monnet Centre of Excellence aims to provide a portal website for European Studies-related activities and research in Greater Manchester and the North West of England. The Centre aims to develop a platform to strengthen the intellectual community in European Studies, while also facilitating local and regional links with practitioners, researchers, students and others interested in European affairs. For more details on our activities see: http://www.manchesterjmce.ac.uk/

Political Perspectives

Political Perspectives is a peer-reviewed electronic journal for postgraduate research in political studies edited by postgraduate students at the University of Manchester. The journal's primary aim is to engender intellectual conversations across politics and facilitate graduate students on their pathway to publication. The journal places strong emphasis upon providing assistance by providing constructive and detailed feedback on manuscripts to authors http://www.politicalperspectives.org.uk/.

Resources

Desk Spaces in Politics

1. Politics PhD students are allocated to a specific desk and computer on the 4th floor of ALB, in the Politics department.
2. When you arrive, a desk will have already been put aside to you – your name plate will be on the desk. You may switch desks if you wish but this MUST BE REPORTED to and CONFIRMED WITH the Politics Administrator Ms. Val Lenferna val.lenferna@manchester.ac.uk
3. All Politics PhD Students in years 1-3 FT (or 1-6 PT) and those who are enrolled in a supplementary 4th year - also called a "submission pending year" - are guaranteed a desk space. But desk space is not guaranteed beyond this period.
   o Should a Politics student who is entering a 5th year of FT PhD study or a non-Politics SoSS PhD Student or a non-Politics PhD GTA want to make use of desk space on the 4th floor they must apply for a space by contacting the Politics Administrator Ms. Val Lenferna val.lenferna@manchester.ac.uk. Such desks will only be allocated should space allow and on a first come first serve basis.
4. Each year, student desks for incoming Y2-4 will be re-allocated at the end of term time (which is typically at the very end of June or in early July) *via* random draw.
5. All students will be expected to move/vacate their desk (if necessary) by September 15 – unless a special request has been made to and approved by the PhD Director.
6. There should be a computer for your use on each allocated desk. If upon your arrival, there is no computer, or the computer is not fit for purpose please contact IT services (see below) copying in Ms. Ann Cronley.
7. Once you have your University IT Account set up you should be able to sign in-to the computer on your desk.
   o If you are having any issues with getting your computer up and running you need to contact IT services directly by making a request for a service here: https://supportcentre.manchester.ac.uk/ServiceDesk.WebAccess/ss/Dashboard/OpenHomeDashboard.rails?id=cde2dcf0-52cf-47c7-a46a-5e6b1d6f87e8.
   o Please be sure to fill out the form with all the details (the MAC number of your computer is on a white sticker + your desk location/number).
   o Please note this computer is the property of UoM and is managed by UoM IT. Any software you might require must be downloaded via UoM IT and with their permission.
8. A network printer/copier is located in the Politics Department. All computers should be automatically connected. If this is not the case, please contact IT.
   o further information about printers and IT services can be found here http://www.humanities.manchester.ac.uk/pgr-handbook-soss/support/it-services-and-printing/
9. For more detailed information on learning resources, including Library and Computer facilities please see the *School of Social Sciences Postgraduate Research Student Handbook*.
10. Access to ALB is 24 hours a day and 7 days per week and access to the area is by the swipe card system (student ID cards). Please note if you are using your desks out of regular office hours (9am-5pm, Monday to Friday), on Bank Holidays or outside of term time – you must log-in at the reception by writing down your full name, floor, time of arrival and time of departure.

Web Presence

- Creating a research profile is important for postgraduate researchers. The University of Manchester uses an electronic system called Pure to help researchers promote their profile via the <u>University of Manchester Research Explorer</u>. All students should set up their Pure profiles as soon as possible and amend them as you are going through the program. The online profile will showcase your research outputs or achievements such as publications, awards, internships, membership of professional bodies, prizes, and helps you engage with potential employer or collaborator. To start creating your Pure profile, please go to <u>Pure</u> and log in using your University username and password. For additional support with Pure, please see <u>Pure guides for postgraduate research students</u>.
- We also want all students to set up an OCRID and connect it to their Pure Profiles. Registering for an ORCID is quick and easy and we have set up a dedicated web page to help you to claim your ORCID. You can create your ORCID and connect it to your student record by following a few simple steps on the following webpage: <u>ORCID for PGRS</u>. And see: <u>https://orcid.org/register</u>
- We would like you to be visible on the Politics/SoSS website (see for examples: <u>https://www.socialsciences.manchester.ac.uk/politics/research/postgraduate-research/current-PhD-students/</u>) – please follow instructions on how to do this. If you are having a difficult time with this please contact IT.
- You may also want to start your own professional website or have a profile on Academia.Edu, Research Gate and/or similar platforms.

Use Vitae

This is a service supported by Research Councils UK (RCUK). The site holds a wealth of information for researchers about events, conferences, career development and many other issues, with a dedicated section for postgraduate researchers. For more information see <u>http://www.vitae.ac.uk/1218/Postgraduate-researchers.html</u> or <u>http://www.vitae.ac.uk/policy-practice/1748/North-West-Hub.html</u>

Room Bookings in Arthur Lewis Building

If you wish to book a room in the ALB for a meeting with fellow students, reading groups etc, you can email <u>sossresources@manchester.ac.uk</u>

Supervision

Your offer letter from the School of Social Sciences will have explained who will act as your supervisors for the duration of your studies. It is important that the student and supervisors establish a positive working relationship with clear expectations of each other and a planned programme of work.

Your Supervisory Team will usually consist of two supervisors, the Primary Supervisor and the co-supervisor or Secondary Supervisor. They are responsible for agreeing a suitable programme of research work with you and overseeing your progress. They are also available to give advice on your studies, including training needs. You will complete an Expectations form in your eProg record at the beginning of your studies to ensure that you are aware of your supervisors' responsibilities towards you but also your responsibilities towards them.

- Depending on how your Supervisory Team has decided on the division of their supervision of your PhD - it will be either 50-50% or 25-75%.
    a. Please note this and adjust your expectations of each member of the Supervisory Team as necessary.
    b. Please also note that out of term time your supervisor may not be available as regularly as during term time (please see dates at end of Handbook).
    c. All normal supervisory meetings (approximately 4-5 supervisory meetings a semester) should be conducted in regular term time (there are some exception for January starters due to how your academic calendars are set up please clarify this with your supervisor).
    d. Please set up your meetings at the onset of each semester. Please see guide at the end of the Handbook.
    e. Please also establish with your supervisors how much time they need to read and comment on any submitted written drafts.
        i. It is not appropriate to expect your supervisor to read submitted drafts over weekends and holiday periods (inclusive of Bank Holidays). Thus, planning ahead of time and confirming dates when your supervisor will have time to read through your drafts is vital.
        ii. We recommend a two-week turnaround for submitted written drafts. But again, please consult with your Supervisory Team as necessary.
        iii. We also note that it is not good practice to contact your supervisors (or other members of staff) outside of regular office hours and/or on weekends. Of course there are exceptions to this rule – for instance if there is an emergency or if you are in the field and you need a quick reply.
- Your Primary Supervisor is the person directly responsible for your PhD progression and they *must* sign off on all important applications, documentation etc.
    a. They must also agree to and approve any work-related travel, absence during term time, and any changes to your program or thesis.
    b. Your Primary Supervisor is your co-applicant on ethics review applications and your Data Management Plan.
    c. Your Primary Supervisor is also the *data custodian* (if applicable) of any data you should collect during your PhD and they should have access to a copy of all of your collected data.

d. When you are traveling abroad for work/data collection they should have your contact details on-hand and you should be in-touch with them on a regular basis. We recommend on a weekly basis and more often if circumstances require it.

    i. To this end please note that there are restrictions on time away from the University and you should read the full SoSS Handbook for these regulations.

In addition, you also have an Advisor to provide general advice and support should you need it. The Politics PhD (PGR) Director takes this role for all PhD Students. In instances where the Politics PhD (PGR) Director is also a student's supervisor, the Deputy PhD (PGR) Director undertakes this role.

If you wish to discuss your supervisory arrangements, please contact the Politics PhD (PGR) Director or (if they are your supervisor) the Deputy PhD (PGR) Director. We urge you to also read the relevant information in the *School of Social Sciences Postgraduate Research Student Handbook*, which gives detailed information on these arrangements.

General Advice

If you have any questions regarding:
    i. Academic advice: Please consult with your PhD Primary Supervisor and with you Supervisory Team first;
    ii. PhD programme & administrative queries: please consult with the PhD Program Administrator (Ann) and the Politics PhD (PGR) Director when necessary.

If you have any grievances, then please contact us strictly in the following hierarchy:
    i. Your supervisors;
    ii. Politics PhD (PGR) Director;
    iii. HoD Politics;
    i. SoSS PGR Director.

Research Training

A PhD degree is awarded by the University of Manchester for 'research and training'. Training is, therefore, <u>mandatory</u> for all PGR students. This training should comprise general research methods training, specialist research training, as well as, transferable or generic professional skills training. Detailed information on all these aspects can be found in the *School of Social Sciences Postgraduate Research Student Handbook.* The Faculty of Humanities has also designed specific training for postgraduate researchers. Please see: <u>http://www.humanities.manchester.ac.uk/researcherdevelopment/</u>

Your research training requirements will be assessed in consultation with your supervisors at the start of your degree program and regularly thereafter. You *are expected to continue your methods training throughout your PhD studies* and we recommend that you take at *minimum of one research methods courses per annum.* These can include specialist spring/summer/winter schools, workshops, and short courses offer at annual meetings of professional associations, or one of the many courses offered at UoM. Please note that any extra course fees (such as those for spring/summer/winter schools) will not be covered by the Department.

Politics PhD Program Mandatory Training

All Politics PhD students must complete:

1. **PhD Research Design (POLI 70081) in Year 1**
   - The main outcome of this course will be the preparation of an updated PhD Prospectus.
   - The PhD Prospectus will be approved by your Supervisors during your Mid-Year Review and will be approved by the Independent Reviewer during your Annual Review.
   - You will be expected to update the prospectus in each year as appropriate.

2. **PhD Professional Development Course (POLI 70092) mandatory in Years 1, 2, 3** and should you be still registered in year 4.
   - The PhD PD course will include professional development skills training necessary for the successful completion of the PhD and a career beyond the PhD.
   - The PhD PD course is organized in a passport system, whereby you will be expected to take a minimum of 8-10 short courses/sessions throughout the year.
   - These will be offered in stepped up versions (such as Writing for Academics 1, 2, 3) to allow you to develop your skills and career plans in each area over the course of several years.

If you do not already hold a research route Masters and/or if you have not taken the same or similar courses at a **MA/MSc level** (*as confirmed by the Politics PhD (PGR) Director and Program Administrator*), you are also **required** to take:

1. **Qualitative Research Methods (QRM)**
2. **Introduction to Quantitative Research Methods**
3. **Philosophy of Politics Research**
   - Information on these courses and their timetables can be found on the Social Sciences intranet at <u>http://www.socialsciences.manchester.ac.uk/student-intranet/</u>

- ***If you believe you have completed the same or similar courses at a MA/MSc level*** please write and e-mail copying the Politics PhD (PGR) Director and PhD (PGR) Program Administrator attaching evidence of having completed the courses (such as a transcript or certificate).
- If you have completed similar courses at the UG but NOT at the MA/MSc level, you can apply to the Politics PhD (PGR) Director to take an equivalent stepped up course – but you will still have to take a respective graduate level course.
- N.B.: **These courses start in WEEK ONE of SEMESTER 1 and you must be registered in advance.** Ann Cronley the PhD (PGR) Program Administrator will be able to register you for each of these three courses.

Personal Development Plan

A Personal Development Plan (PDP) is a formalised process of individual reflection, planning, and recording your own research progress during the PhD training period. Such planning is supported by online skills audits, formal review meetings with your supervisors, individual records of your informal meetings with supervisors, own records of achievements, and personal reflection on your progress. The entire process is facilitated via eProg. See also the Researcher Development Planning section in the SoSS PGR Handbook: http://www.humanities.manchester.ac.uk/pgr-handbook-soss/

Foreign Language Training

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

English Language Training

The Language Academic Support Programme is offered to registered international students. These classes on academic writing, grammar, academic speaking and pronunciation are available for 20 weeks and can be up to 5 hours of tuition per week. Registration is via a diagnostic test which is compulsory for all postgraduate students registering on a programme in the School of Social Sciences for whom English is an additional language. Further details can be found on the Registration Timetable and at the website http://www.languagecentre.manchester.ac.uk/study-english/our-courses/. The Library also offers additional English language training.

Continuation & Review of Progress

Your supervisors will, amongst other things, give you guidance on the nature and standard of work expected to make appropriate progress on your research degree programme. They will give constructive feedback on your work and advise you on how to improve.

- It is particularly important that you are made aware if progress should not be satisfactory and that advice and guidance is given to facilitate improvement.

The School of Social Sciences operates a system of regular monitoring of progress in order to provide students with an opportunity to receive feedback on their performance and identify and address difficulties should they arise. The below sets out the relevant procedures for Politics.

Please note that the schedule will be adjusted for part-time students, students who have started at a time other than September and those students who have taken an interruption. You should consult eProg for these dates. Should this apply to you - *it is your and your Supervisory Team's responsibility to ensure that these dates are correct.*

Fieldwork is not a reason to delay or not hold a review meeting, though the meeting may be held by email, conference call or some other suitable means. If you have any questions about these arrangements, please contact the PhD Director.

Annual Reviews Years 1, 2 & 3

Mid-Year Progress Review

Approximately 4-5 months into their programme, each student will have a **Mid-Year Review**, conducted by their Supervisory Team. Please check eProg. Please note that any delay in the Mid-Year Review will result in less time to prepare for the Annual Review.

Students and supervisors are expected to meet for a formal Oral Examination. Supervisors should ask questions about research design, substantive questions with regard to the work submitted, and may ask for further clarification and more details on any aspect of the PhD. Students and supervisors are then required to complete a Mid-Year Review form (see eProg) covering aspects such as progress to date, satisfaction with supervision, obstacles to research, and objectives for the future. This report will be signed by the student, supervisors and approved and signed by the PGR Director.

a) For Year 1
   a. an updated proposal in the form of a PhD Prospectus (to be completed as part of the mandatory Research Design Course completed in S1 of Year 1).
   b. a first draft of a literature review chapter or equivalent
b) For Year 2
   a. one 'new' chapter or equivalent (e.g.: for empirical projects this should be an empirical chapter)
   b. updated PhD Prospectus.
c) For year 3
   a. one 'new' chapter or equivalent (e.g.: if the projects are empirical in nature the this must be an empirical chapter)
   b. updated PhD Prospectus

Continuation and Annual Review

Approximately 9 months into their programme, each student will have a **Continuation and Annual Review**, conducted by an independent reviewer(s). Please note that any delay in the Annual Review will result in less time to submit corrections should the student not pass the review on their first try. Corrections must be submitted, accept and approved before the student can re-register in September (or in January for January starters).

Via eProg each student and their supervisors will fill out Part I of the Annual Review form on eProg and upload:
a) For Year 1
   a. the student should submit an updated PhD Prospectus (to be completed as part of the mandatory Research Design Course completed in S1 of Year 1) this will have to be approved by the Continuation and Annual Review Panel
   b. one chapter or equivalent (we recommend a literature review or contextual overview chapter as is appropriate).
b) For Year 2

      a. one 'new' chapter or equivalent different from that submitted for the Mid-Year Review (e.g.: for empirical projects this should be an empirical chapter or for other types of projects a serious substantive/theoretical chapter that demonstrates clear progress)

      b. chapter submitted for mid-year review

      c. *updated* PhD Prospectus.

      d. The Reviewer in Year 2 should not be the same as the assigned Reviewer in Year 1.

c) For Year 3

      a. one 'new' chapter or equivalent different from that submitted for the Mid-Year Review (e.g.: if the projects are empirical in nature the this should be an empirical chapter or for other types of projects a serious substantive/theoretical chapter that demonstrates clear progress)

      b. *all* previously submitted chapters

      c. updated PhD Prospectus.

      d. Thus, Year 3 students *must* upload to eProg an updated Propectus (that includes a timeline for completion/submission + all draft chapters completed to date. Internal Reviewers will not read *in detail all of the draft chapters*, instead they will focus on the overall project and questions pertinent to students in third year – coherence, appropriate level of material submitted, clear articulation of the research question, main argument(s), contribution to knowledge, familiarity with relevant research fields, and so on.

      e. The student must indicate which chapter they would like the Reviewer to review in detail.

      f. Completion support is critical at this stage and this process will help identify any areas of concern and/or need for further refinement of the project. But also, this is an opportunity to prepare the student for their viva.

      g. The Reviewer in Year 3 is not eligible to be the students Viva Internal Examiner.

The independent reviewer(s) will evaluate the student's work, provide constructive written feedback on the work reviewed, and arrange an ORAL EXAMINATION to decide whether progression/upgrade is recommended. The duration of the oral examination will be approximately 45 minutes to one hour in length during which, the reviewer(s) will ask questions on research design, substantive questions with regard to the work submitted, and may ask for further clarification and more details on any aspect of the PhD. The Supervisory Team will be present for this component but should not be involved in the Q&A.

Following the examination, the reviewer(s) and Supervisory Team will confer and decide on progression/continuation or on any remedial action such as the resubmission of work. The oral examination is an opportunity to develop oral communication skills, viva training, and to ensure supervisors, reviewer(s), and students have a structured forum for communication.

Following the above, the supervisors and student will hold a discussion of the outcome of the formal Annual Review. For the meeting students and supervisors will consider the following:
a) the written and oral recommendation of the Continuation and Annual Review Panel
b) progress on the student's research training to date
c) outcomes of any taught components of their programme
d) milestones for the next academic year, which will be agreed.

The student, independent reviewer and supervisors will complete the final section of the Annual Review Form on eProg **which will be reviewed by the PGR Director, who will make a decision on the student's continuation on the research degree programme.**

Students who fail to achieve the required standard will be offered one opportunity to revise the work and resubmit according to regulations but will not be permitted to register for the following year until the Continuation and Annual Review Panel is satisfied that the student has made adequate progress.

Monitoring Research Progress

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

We use this system to monitor your progress in the PhD Program. There are several 'milestones' that you must achieve each academic year. Several of these elements require the detailed input of your Primary Supervisor and in some cases your whole Supervisory Team need to complete the forms. Please familiarize yourself with it now and check it regularly (at *minimum* once monthly).

The Politics PhD (PGR) Director will monitor your file in eProg and will be responsible for authorizing your progression based on this file.

1. The Annual Review of progress will be facilitated through **eProg**.

2. It is *your* responsibility to make sure the dates in eProg are correct.

3. It is *your* responsibility to make sure that the forms are completed on time and in full.

4. Please see the *School of Social Sciences Research Student Handbook 2019-2020* for further details about eProg http://www.humanities.manchester.ac.uk/pgr-handbook-soss/programme/progress-and-reviews/

5. The University Policy on Progress and Review of Postgraduate Research Students is set out at:http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=612

6. For queries related to specific milestones on your programme, please email: Ann Cronley ann.cronley@manchester.ac.uk

7. For other queries relating to eProg, please email: eProg@manchester.ac.uk

Submission Pending Period

If deemed necessary by your Supervisory Team and conditional on approval being obtained from the PhD Director, you will be allowed to enter a writing-up (or submission pending) period after Year 3. The maximum length of the writing-up period is 12 months.

Please note that you will not be allowed to carry out additional new research during this period. Further, it is the responsibility of candidates to verify any restrictions applied by funding bodies with respect to obtaining a writing-up period.

A Submission Pending form should be completed by the student and their supervisors, with an attached timeline to completion. Should there be a need for students to carry out further <u>research</u> during their submission pending year<u>, the student should be advised that they must apply for an extension and pay full fees pro-rata.</u> For further information about progression and review of PGR students please consult the *School of Social Sciences Postgraduate Research Student Handbook.*

Extensions beyond year 4 are not normally possible. If you are unable to submit your thesis within the required timeframe, but you have exceptional mitigating circumstances, you can apply to extend your programme or submission pending period.
See information at: <u>http://www.humanities.manchester.ac.uk/pgr-handbook-soss/</u>

Health and Safety

Accidents and Emergencies

1. All accidents at work or study must be reported to the SoSS Resources Manager, Tel: 0161 275 4567. More information about health and safety can be found here http://www.campus.manchester.ac.uk/healthandsafety/index.htm
2. There are first aid boxes located at main reception points in all buildings on campus and in some discipline areas. Contact details of first aiders for each building are listed on the First Aid notices located on each floor of the building. http://www.staffnet.manchester.ac.uk/services/occupational-health/first-aid/
3. Campus Security are also available by calling the number listed on the back of your Student ID Card.

Smoking Policy

All University of Manchester buildings are non-smoking.

Fire Alarms and Emergency Evacuation Procedures

You will be using many of the university buildings over the duration of your course. You must, therefore, familiarise yourself with the University of Manchester fire alarm procedures and emergency evacuation points by consulting the signs displayed in each building you use. **On NO account should you use the lifts in an emergency.** If for any reason you will need help to leave any building in the event of an emergency, you should inform your Course Administrator and the School Disability Co-ordinator (see SoSS website for contact details) of this fact.

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

Your wellbeing

The University has a wealth of resources, support, and advice on wellbeing issues for postgraduate researchers ranging from online resources on reducing stress and tension through to talking to counsellors at times of greater need. These resources and support are there for you to use – if you feel well, you will do well. If you would like to be updated as the project develops and join one of our group discussions please contact Claire Faichnie (email: claire.faichnie@manchester.ac.uk) or see PGR Well Bee-ing Project for more information.

Changes to the PhD Programme: Interruptions, Extensions

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

Please contact the PGR Administrator, Ann Cronley, in the SoSS Postgraduate Office (Tel: 0161 275 4747, email: ann.cronley@manchester.ac.uk)

Other Procedural Reminders

1. **Changes to Thesis Title** – All changes to a student's thesis title MUST be formally approved by the School. http://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/interruptions/
2. **Request to Submit Early** – Students MUST formally apply to the School for approval to submit early. http://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/interruptions/
3. **Request to Change Programmes** – Students MUST formally apply to the School for approval to change their programme. http://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/interruptions/
4. All cases, relevant forms, guidance and notes can be downloaded from: http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/PhD-mphil-proformas-and-guidance/

Teaching Assistants

Please also see the information on the SoSS Teaching Assistants' Website
http://www.humanities.manchester.ac.uk/pgr-handbook-soss/development/teaching-opportunities/
and the Politics TA Website
http://www.socialsciences.manchester.ac.uk/politics/about/people/teaching-assistants/

With the permission of your Primary Supervisor you can apply to be a Teaching Assistant. Teaching Assistants (TAs) are responsible for assisting academic staff in the delivery of high-quality education to undergraduate students on an hourly paid basis.

If you have been selected to act as a Teaching Assistant, you will have to attend the *Teaching Assistants Course.* The course will give an introduction to teaching, learning and assessment and concentrate on effective teaching in large and small group situations.

Some of the key points to bear in mind are:

Preparation: the role requires that you
- Prepare sufficiently to carry out the stated aims and objectives of the tutorial/exercise class which you are leading

Teaching: you will be expected to
- Facilitate and/or lead group discussions, either in small groups or with the whole class
- Facilitate discussion around the theme of the class/tutorial
- Ensure the smooth running of equipment necessary to achieve the aims of the class/tutorial (e.g. computers, software packages)
- Obtain from the course lecturer, or provide, suitable additional teaching materials as relevant to the stated aims of the class/tutorial
- Aim to maintain a conducive atmosphere and environment for the achievement of the aims of the class/tutorial

Administration: requires that you
- Keep records of student attendance using the Campus Solutions system
- Report briefly on the attendance and work of each student at the end of each semester
- Hold an office hour once a week or once a fortnight as appropriate for each course, notifying tutees accordingly
- Distribute, and arrange for return of, course evaluation questionnaires for each tutorial group taught

Assessment involves:
- Marking essays or other forms of formative assessment as required by the course programme

Teaching Assistants are responsible to the course co-ordinator for the unit that they are assisting. This includes liaising with academic staff on matters relating to preparation, teaching, administration and assessment.

For more information please contact Dr. Greig Charnock Greig.Charnock@manchester.ac.uk

Exam Invigilation Opportunities

PhD students can apply to be an Exam Invigilator for the Exams Office at both the January and May-June examination periods. This opportunity, however, is limited for students in Years 3 and 4, and is available for undergraduate examinations only. Interested students should:

ii. Obtain a written permission from their supervisors;
iii. Inform and consult the PGR administrator; and
iv. Contact Ms Kerry Mycock (kerry.mycock@manchester.ac.uk) of the Directorate for the Student Experience for more details and application forms.

Student Representatives

Student Representatives are elected each year to represent research students in their 1st, 2nd, 3rd and 4th years (1 each year). For 2nd, 3rd and 4th years elections will be held by electronic ballot in early September and for 1st years during the opening weeks of the first semester of the new academic year.

Student Reps hold their position for one academic year, but can be re-elected in subsequent years (though, of course, they will represent different years). Student Reps meet with the PhD Team in specially convened meetings. Details of these will be posted once the election has taken place.

The PhD Team will work with Student Reps to ensure that students concerns are discussed and measures are put in place to resolve any issues that may arise. The Student Reps will also work with the PhD Team to organise social events throughout the year.

Funding Support

This is only an excerpt of some of the relevant information for the full version, which you are responsible to have read, please see: http://www.humanities.manchester.ac.uk/pgr-handbook-soss/funding/

The Norman Chester/Politics Fund

This fund is designed to make a *contribution* to the cost of conducting fieldwork (or other research-related expenditure) or to the expenditure associated with presenting a paper at a scholarly conference/workshop. Applications are only eligible from Doctoral students whose fees are up to date. Each student may apply to the fund once in each year and is eligible for a grant up to three times during the period of their registration. Applications will not *normally* be considered for more than £250. Further details of when to apply, how and by what date will be provided in due course to all students. Our funding for this comes from an endowment from Norman Chester and a contribution from the Politics discretionary budget.

Hardship Fund

When *any additional funds are available*, the graduate team considers hardship applications to help students suffering financial distress. This is designed to make a *contribution* to student finances. Applications will only be considered from students whose fees have already been paid, who have made good progress with their research, and who will submit on time. It should also be noted that funds cannot be used to pay for research activities (applications for this purpose should be directed to the Norman Chester/Politics fund) or to pay fees. The limited nature of our funds dictates that we will not normally make awards of over £500. Further details of when to apply, how and by what date will be provided in due course to all students via email. For more information please contact the PG office.

SERB Fund

This fund is used to support activities that are designed to help cohort building and research environment for Politics PhD students. Politics PhD (PGR) Director along with the PhD Team decides on how to spend this budget each year in consultation with PhD Students. Students, via Student Reps or otherwise, can make requests for support for events and activities *if the budget permits*. Eligible applications to this fund include social, networking, and research events such as student conferences, invited speakers, end of semester social gatherings.

Submission of Thesis

Information about the presentation of thesis and submission process on eProg can be found on the SoSS student intranet at: http://www.humanities.manchester.ac.uk/pgr-handbook-soss/programme/thesis-submission/

Late Submission

If a thesis is not submitted before the end of the PhD degree or submission pending period and no extension has been approved, the student's candidacy automatically lapses. The student cannot subsequently submit unless further approval is granted by the University. Doctorate and MPhil degree students who have not submitted their thesis by the end of the registered period of their degree (which includes the submission pending period), but have exceptional mitigating circumstances, will be entitled to apply to extend their programme or submission pending period. In the absence of mitigating circumstances, late submission of theses **will not be permitted.** For further details, please see the *School of Social Sciences Postgraduate Research Student Handbook.*

Submission Pending Fee

Submission pending refers to the period where a student has completed all supervised research and is preparing the thesis. Doctoral and MPhil students who have not already submitted their thesis within the prescribed period of study permissible for the degree are required to register for the submission pending period. Students are required to pay a submission pending fee of £225. The total maximum period allowable for submission pending is one year.

Submission Pending Application forms are available at: http://www.humanities.manchester.ac.uk/pgr-handbook-soss/programme/thesis-submission/

Fieldwork

This is only an excerpt of some of the relevant information for the full version, which you are responsible to have read, please see: https://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/fieldwork/

Fieldwork is defined as primary, first-hand data collection that takes place away from the University of Manchester. Please note you are not permitted to spend more than 50% of your time registered for the PhD degree away from the University of Manchester.

Fieldwork approval procedure

https://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/fieldwork/

- Fieldwork should normally begin no sooner than following the successful completion of your First Year Annual Review.
- You should explore and discuss your potential fieldwork with your Supervisory Team well in advance, we suggest 6-4 months prior to your intention of going in the field.
- Your Primary Supervisor must approve your fieldwork.
- You must complete a Fieldwork Approval Form in liaison with your Supervisory Team. (**see:** https://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/fieldwork/)
- You must have obtained Ethics approval before going to the field.
- All projects which are relying on collecting data (or in some cases using secondary data) by **interacting with Human subjects *must* go through the ethics approval procedures**.
- Application for Fieldwork will not be approved until you have obtained ethical approval. **Please note that ethics approval may take up to 2 months. Please check departmental, school and faculty deadlines.**
- To receive full ethics approval – you will need to submit a full interview/FG/survey guide/questionnaire, GDPR compliant Participant Information Forms, Consent Forms etc.

ESRC-funded students

If you are funded by ESRC NWDTC or ESRC NWSSDTP and wish to apply for an overseas fieldwork funding or overseas institutional visit, please refer to the NWDTC or NWSSDTP website.

Fieldwork Bursary

Please see: http://www.humanities.manchester.ac.uk/pgr-handbook-soss/funding/. Please note the deadlines for fieldwork bursary applications.

Advice on travel health, vaccination and protection

If you are travelling outside of the UK for fieldwork or other study visits, you should see the Occupational Health Service's website for advice on safe travelling, vaccination and protection recommendation.

Risk Assessment

Together with your supervisors you must carry out risk assessments of your research activities, or to follow the control measures defined by existing risk assessments. Risk assessments are particularly important for off-campus activities, this includes:

- Events off campus external to the University organised by the School, Departments or Student Representatives
- Fieldwork, data collection for research projects

SoSS Risk Assessment & Travel Guide

This Guide is designed to supplement the University Health & Safety Procedures, and to give guidance to SoSS members when arranging travel for University Business and Fieldwork.

The University Travel Policy which highlights the requirements in relation to travel can be found at http://documents.manchester.ac.uk/display.aspx?DocID=38313 – On 1st July 2019, the University will launch an updated travel policy which includes a new process for approving travel bookings to "high threat" destinations.

1. Risk Assessments

A risk assessment should be in place for all members of SoSS travelling on UoM business before any travel takes place. The School has implemented generic risk assessments that should cover the low risk day to day activities for members of SoSS. These can be found here:

- SoSS generic risk assessment (A) – Off-Campus Work in the UK
- SoSS generic risk assessment (B) – Low risk Overseas Business Travel
- SoSS generic risk assessment (C) – Normal Office Work on Campus
- SoSS generic risk assessment (D) – On Campus Lone Working

If your travel falls within the School's generic risk assessments then all you need to do is complete the online **SoSS Pre-Travel Risk Assessment Declaration** before you travel. The form will request details of the place you are visiting, travel arrangements, duration of the trip, line manager/supervisor approval and emergency contact details. Please note that all travel must be approved by your line manager/supervisor.

If your travel does not fall within any of the generic risk assessments listed above and is of medium/moderate risk, then an adapted risk assessment, outlining the specific additional risks you anticipate and the measures you plan to take to address them. A risk assessment form and guidance can be found on the safety services webpage. You and your line manager/supervisor should work together to identify the risks involved with your trip before any travel takes place.

You should undertake research on the country and have a good understanding of the destination that you are travelling to.

Generic Risk Assessment	In most cases, a generic risk assessment can be used providing that there are no special circumstances requiring further consideration, such as health or disability.
Adapted Risk	Where circumstances are outside the scope of the generic risk assessment, such as

Assessment	additional hazards are identified, an adapted (or supplementing a generic) risk assessment might be appropriate.

Specific Risk Assessment/ Full Risk Assessment	A specific risk assessment must be carried out in the case of the following scenarios:
	
	• The country that you are going to is on the list of destinations, which is either of high threat or has additional control requirements
	• The area that you are going to has been given specific advice against travel by the Foreign Commonwealth Office (FCO)
	• The country is of moderate threat, but you have never travelled to the country before
	• The activity that you plan to undertake is deemed to be of high risk due to:
	    o ▪ unfamiliar/new activity;
	        ▪ requiring access to resource(s) to mitigate significant risks
	    o should they arise;
	        ▪ significant potential risks
	    o A specific risk assessment must cover the following:
	• Names of all travellers
	• Dates and period of travel
	• Destination(s), where possible an itinerary covering all locations of
	    o the trip
	• Purpose / expected outcomes of the trip
	• Name of organisation and/or individuals you are visiting, full postal
	    o address, and where possible a website
	• A detailed description of the planned activities, i.e. what you are
	    o planning to do and how you are planning to do it
	• Transportation / accommodation plan
	• A detailed list of all potential risks including personal circumstances
	• Plan detailing mitigation for all risks listed.
	• Emergency evacuation/accident plan in the event of something happening

2. Booking Your Travel - Key Travel

Note: All University travel must be booked via Key Travel. The School does recognise that at times this is not always possible. Where individuals have booked travel outside of the University Policy i.e.: not through Key Travel and intend to stay in unregulated accommodation such as, Airbnb, or have no choice but to book domestic flights from another region, then the School strongly advises that individuals obtain personal travel insurance.

You should also seek approval prior to your travel from the School that this expense can be claimed back.

• **Staff** – all staff will have access to Key Travel to book their own travel and accommodation.
• **Students** – For those students that do not have a Key Travel profile please see your local Departmental Administrator who will be able to assist you.

3. Insurance – Am I Covered?

A summary of the University Business Travel cover and emergency contact details can be found at:

- AIG University Business Travel
- AIG University Student Travel – **University insurance covers students undertaking fieldwork or study placements, anything that is not a compulsory element of a programme is not covered.**

    We do recommend that you register with the AIG Travel assistance site before any trip takes place.

4. Travelling to a High Threat Destination

The University has launched an updated travel policy which includes a new process for approving travel bookings to "high threat" destinations.

A full risk assessment is required for any travel that has been classified as high treat and must be submitted and approved by the Head of School before any arrangements are made. There will also be a two-approval authentication process that Key Travel will alert travellers and arrangers to confirm that they have "pre-travel authorisation" from their School/Division. Approvers will not be able to approve any bookings until the School's nominated staff (Head of School) confirms a "high threat" risk assessment has been submitted and approval has been granted.

To avoid delay in confirming the booking and the potential loss of ticket, you must check and ensure you have been given prior approval from your School before making your travel arrangements.

Step-by-Step Guide - Risk Assessment Process

Step 1

1. Traveller and Line Manager/Supervisor to identify risk associated to travel (low/medium or high risk) and use the correct Risk Assessment for task?
2. Complete SoSS Pre-Travel Risk Assessment Declaration.
3. *If an adapted or full risk assessment is required, then submit to soss.risk@manchester.ac.uk for*
   a. *approval. To avoid delay in confirming the booking and the potential loss of ticket, you must check and ensure you have been given prior approval from your School before making your travel arrangements.*
4. Identify budget and fund associated to the trip.
5. Once travel has been approved proceed to book travel via Key Travel.

Step 2

6. Proceed with correct risk process associated with travel.

Low Risk
- The generic risk assessment should cover this type of travel. Complete SoSS Pre-Travel Risk Assessment Declaration
- Book Travel via Key Travel

- Discuss overseas trip with line manager and submit adapted risk assessment soss.risk@manchester.ac. uk
- Once approved proceed to next stage. **For ERM applications:** upload approved RA
- Book Travel via Key Travel

- Line Manger and traveller to work together and prepare a RA for trip.
- Submit to soss.risk@manchester.ac.uk to obtain additional Head of School approval of trip
- Submit Pre-approved risk assessment to School Office for HoS approval
- Once approved Proceed to book Travel via Key Travel
- This type of travel will require a further approval process by a nominated staff member within the School

Ethics Approval

This is only an excerpt of some of the relevant information for the full version, which you are responsible to have read, please see: https://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/research-ethics/

Any project that collects data on/from human participants will involve ethical considerations. Often, ethical considerations can be handled straightforwardly, for instance by gaining informed consent and informing participants about the right to withdraw. Some types of research raise additional ethical considerations, such as working with children (i.e. persons under the age of 18) or gathering data on sensitive topics. For these reasons, students have a responsibility to ensure that they are aware of and comply with the University's requirements for research ethics.

How do I gain ethical approval?

The first stage is to complete the Ethics Decision Tool. Ideally this should be completed together with your supervisor. If this is not possible while completing the form, take screen shots of the pages (a print function for the Ethics Decision tool is currently under development) to discuss with your supervisor. Your supervisor should email your PG Administrator after the discussion to let them know whether you need ethical review or not. *Please note that completing and gaining approval from your supervisor does not provide ethical approval for your project.*

Please NOTE that all projects that involve interaction with Human Subjects – should indeed go through the ethics procedure.

If you require ethical approval, you will need to log on to the online Ethical Review Manager (ERM) to create a new ethics application and have it reviewed and approved so you can start your research. Without ethical approval you cannot start your research. Please read the School's guidance document SoSS guidance for students on ethics before logging on to the ERM. Please see guidance documents and training videos on how to complete the application on the ERM site. **It is really important that applicants read the guidance notes BEFORE logging into ERM and discuss their project with their supervisor to decide which route of review is most appropriate.**

Your application will be reviewed by a School Reviewer who is trained in reviewing ethics applications, they are likely to come back to you and query elements of the application or ask for adjustments. Your application and supporting documents will then be reviewed by an authorised SoSS signatory for research ethics. Once reviewed successfully, you will then receive notification of ethical approval, including an approval reference number.

Safety and risk assessment

The Soss research ethics template requires you to make a risk assessment of your project. The School's generic risk assessments can be found here (https://www.staffnet.manchester.ac.uk/social-sciences/policies-guidance/health-safety/). If your project does not fall within the generic risk assessments you will have to complete a full risk assessment. All risk assessments should be completed with guidance from your supervisor, outlining the specific risks you anticipate and the measures you plan to take to address them.

Data Management

Ethics approval involves issues of data management (what you will do with your data to secure them and protect them). See University guidance on data management.

Plagiarism

The University of Manchester is committed to combating plagiarism. In the School of Social Sciences a percentage of all work submitted for assessment will be submitted for checking electronically for plagiarism. Please see the School Research Student Handbook for further information. http://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/intellectual-property/

Important Dates for Politics PhD Students

Election of 2nd 3rd 4th Year Student Reps	1 September
Semester 1 Starts	16 September 2019
2nd 3rd 4th Years Student Reps Meeting with Politics PhD (PGR) Director & Deputy	17 September 2019
1st Year PhD Induction	18 September 2019
Start of Year PhD Social @ Home Café Bar @ 18:00	18 September 2019
1st & 2nd Years Mandatory Meetings with Politics PhD (PGR) Director	19 September 2019
Semester 1 Teaching Starts (please register for courses before this date)	23 September 2019
3rd & 4th Years Mandatory Meetings with Politics PhD (PGR) Director (via zoom)	On or after 27 September 2019
Ethics Applications – first deadline of 2019-2020 academic year (please note this process can take up to 2 months so select the appropriate deadline)	27 September 2019
Norman Chester Applications-first deadline 2019-2020 academic year	27 September 2019
Selection of 1st Year Reps	2 October 2019
Student Rep Meeting with Politics PhD (PGR) Director and Deputy	6 November 2019
January Starters Only - Materials for Annual-Review to be submitted as per Reviewer's request	Starting 15 September
Materials for Mid-Year Review to be submitted as per Supervisor's request	Starting 1 December
Norman Chester Applications -second deadline 2019-2020 academic year	6 December 2019
Ethics Applications – second deadline of 2019-2020 academic year (please note this process can take up to 2 months so select the appropriate deadline)	6 December 2019
School scholarship selection meeting for January starters	TBC/6 December 2019
January Starters Only - Annual-Reviews dates organized as per Reviewer's request	1 October – 30 October (any extensions to be applied for by Supervisory Team and granted by PhD (PGR) Director)
Winter graduation	9–13 December 2019
End of Term PhD Social	13 December 2019
Christmas Break Starts (out of term time begins)	13 December 2019
Christmas Break Ends (out of term time ends)	13 January 2020
Semester 1 Exam Period	13–24 January 2020
PhD Mid-Year Review Period	13–24 January 2020
Semester 1 Ends	26 January 2020

Start of Term PhD Social	27 January 2020
Semester 2 Starts	27 January 2020
Semester 2 Teaching Starts (please register for courses before this date)	27 January 2020
Student Reps Meeting with Politics PhD (PGR) Director and Deputy	27 January 2020
Ethics Applications – third deadline of 2019-2020 academic year	31 January 2020
Norman Chester Applications - third deadline (should funding still be available) 2019-2020 academic year	31 January 2020
School and ESRC Scholarship Selection Meeting	TCB
Easter Break Starts (out of term time begins)	27 March 2020
Easter Break Ends (out of term time ends)	20 April 2020
Ethics Applications – last deadline of 2019-2020 academic year (please note this process can take up to 2 months so select the appropriate deadline)	24 April 2020
Norman Chester Applications - final deadline (should funding still be available) 2019-2020 academic year	24 April 2020
Semester 2 Teaching Ends	8 May 2020
Materials for Annual-Review to be submitted as per Reviewer's request	Starting 4 May
January Starters Only – Materials for Mid-Year Review to be submitted as per Supervisor's request	Starting 4 May
Semester 2 Exam Period	13 May–3 June 2020
Student Reps Meeting with Politics PhD (PGR) Director and Deputy	13 May 2020
Annual Review dates organized as per Reviewer's request	13 May–19 June 2020
Mid-Year Review dates organized as per Supervisor's request	13 May–29 May 2020
End of Year PhD Social	19 June 2019
Semester 2 Ends (out of term time begins – until start of year in September)	26 June 2020
Summer Graduation	13–24 July 2020
Desk Allocation Draw	13–24 July 2020
Desk Moving Date Years 1-3	13–24 July 2020
Elections Of New Students Reps	1 September 2020
Desk Moving Date Years 4	30 September 2020

Tier 4 Visa Attendance Monitoring Census

For the attention of Tier 4 Visa holders

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

You must attend the census points in addition to complying with the attendance requirement of your programme of study. You will be reminded of the dates by email. **Attendance at lectures and seminars is mandatory** and this is recorded on campus solutions.

Your responsibilities as a Tier 4 student are outlined in the crucial guide <u>here</u>. If you have any concerns about the attendance monitoring census points, or your Tier 4 visa status, please contact <u>visa@manchester.ac.uk</u> For more information on Tier 4 visas: <u>www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/</u>

When are the census points?

Census Point Dates:

The Census Dates for 2019/20 for all Tier 4 students are as follows.

Census Point	Dates	Where
September /October 2019	23 September – 4 October 2019	New students – completed at <u>International Student check-in</u> Returning students - Postgraduate Office, 2nd Floor Arthur Lewis Building (ALB)
January 2020	13-24 January 2020	All Tier 4 students - Postgraduate Office, 2nd Floor ALB
May 2020	13 May – 3 June 2020	All Tier 4 students - Postgraduate Office, 2nd Floor ALB
July 2020	13 – 24 July 2020	All Tier 4 students - Postgraduate Office, 2nd Floor ALB

Please note:
- Please enter these dates in your diary. You must report in person on one occasion during each census period with your student card to the PG Reception Desk on the 2nd Floor of Arthur Lewis building during the dates specified.
- You must ensure that your current term-time address, telephone number and other contact details are correct and up to date at all times. How do I do this? see: <u>change of circumstance</u>.
- You will receive a reminder e-mail from the School about each census point. You must check your University e-mail account regularly. Failure to check your e-mail account is not a valid reason to be absent from a census point.
- If you are going to be away from Manchester during any period of your registration **you must let your Programme Administrator know.**

- **If you cannot** attend the census in person for any reason you need to let your programme administrator know by replying to the email sent to you at the start of the census.

    - If you cannot attend due to illness you must provide a copy of a medical certificate to your Programme Administrator
    - If you are unable to attend the census you should report in person to the School as soon as possible after you return to campus.
    - Students who are recorded as interrupting their studies are not expected to attend during their period of interruption

What happens if I cannot attend a census point?
The School must be able to confirm your presence to the UKVI by the end of each census point in the academic year. If you do not attend a census point when required and you do not provide a valid explanation for your absence you will be deemed to be "not in attendance". Those students identified as "not in attendance" will be reported to the UKVI and the University will cease to sponsor the student's Tier 4 visa. The Tier 4 visa will then be curtailed and the student will be required to leave the UK within 60 days

Further information
1. For more information on Tier 4 visas:
2. www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/
3. Your responsibilities as a tier 4 student are outlined in the crucial guide.
4. If you have any concerns about the attendance monitoring census points, or your Tier 4 visa status, please contact visa@manchester.ac.uk

Doctorate Extension Scheme
For information/queries please contact the Student Immigration Team visa@manchester.ac.uk or via: http://documents.manchester.ac.uk/display.aspx?DocID=32803

First Supervision Meeting of Year

Please note that this is JUST a suggested guide – and that not all things need to be discussed. Your supervisor will know what is and is not applicable in your particular case.
Please NOTE that you are expected to read over the first meeting eProg form prior to your first meeting.

Take notes at your meeting!

Year 1

1. Bring your proposal.
2. Make sure you have read through handbooks (Politics and SoSS).
3. Make sure you have read through eProg (open this page up during your meeting).
4. Your supervisors should set up general expectations about the year's timeline
   a. Talk about when you/they might be away/unavailable
   b. Ask about key deadlines (e.g.: in prep for midyear and annual reviews)
   c. Take note of the KEY DATES in this handbook and how they will affect your planning/working.
5. Discuss the mandatory courses/training and ask if you should be enrolling in any further trainings/methods schools.
   a. Your supervisors should support your research training as this is a key element of your PhD development and your PhD is one of the only times you will have the space to get this training.
   b. They will know what other training you should get in ref. to your sub-field.
6. Discuss version control for submitted documents (see prospectus for advised guide)
   o e.g.: PhD_Prospectus_Webber_OW_V1_20190102
7. Discuss GDPR and how it affects research – discuss setting up a Data Management Plan https://www.library.manchester.ac.uk/using-the-library/staff/research/research-data-management/
8. Discuss research ethics and research integrity basics and make a note should you need to apply for ethics approval later on in the year.
   a. N.B: All PhD collecting data by interacting with Human Subjects should be applying for ethics review.
   https://www.manchester.ac.uk/research/environment/governance/
9. Discuss Risk Assessments and note that all 'lone worker' travel requires a risk assessment to be filled out. ALL WORKSHOPS ALL TRAVEL.
   a. Please bookmark: "Pre-Travel Risk Assessment Declaration". This is to be completed before all travel which also incorporates line manager/supervisor approval.
   b. Please review the University's Travel – Duty of Care web page and review the SoSS Risk Assessment and Travel Guide attached.
   c. Before any travel arrangements take place ensure that there is an authorised Risk Assessment in place.
10. Ask any questions you may have.
11. Set up the next meeting.

Year 2

1. Bring your updated prospectus and consider making a short report of what you accomplished since your Annual Review.
2. Make sure you have read through new/updated handbooks (Politics and SoSS).
3. Make sure you have read through eProg (open this page up and go through it during your meeting).
4. Your supervisors should set up general expectations about the year's timeline
   a. Talk about when you/they might be away/unavailable
   b. Ask about key deadlines (e.g.: in prep for midyear and annual reviews)
   c. Take note of the KEY DATES in this handbook and how they will affect your planning/working.
5. Discuss and agree on the **two** substantive (empirical) chapters that you will work on this academic year.
6. Discuss presentations in Department
7. Discuss applying to present at bigger discipline-wide conferences: MPSA, APSA, ISA, IPSA, PSA – deadlines in fall!
8. Discuss any planned fieldwork trips.
9. Flag up JobMarket – and consider making time in the year to look over CV, set up website.
10. Consider discussing applying for any visiting fellowships.
11. Consider a plan for/towards - publication of a Review Article, Masters Thesis or other (if applicable).
12. Discuss whether you need any further training – e.g: systems of analysis?
    a. Your supervisors should support your research training throughout your PhD and identify any necessary development.
13. Ask any questions you may have.
14. Set up the next meeting.

Other Review:
15. Discuss version control for submitted documents (see prospectus for advised guide)
    o e.g.: PhD_Prospectus_Webber_OW_V1_20190102
16. If you haven't before – make sure you discuss GDPR and how it affects research – discuss setting up a Data Management Plan https://www.library.manchester.ac.uk/using-the-library/staff/research/research-data-management/
17. If you haven't before – make sure you discuss research ethics and research integrity basics and make a note should you need to apply for ethics approval later on in the year.
    a. N.B: All PhD collecting data by interacting with Human Subjects should be applying for ethics review.
       https://www.manchester.ac.uk/research/environment/governance/
18. If you haven't before – make sure you discuss Risk Assessments and note that all 'lone worker' travel requires a risk assessment to be filled out. ALL WORKSHOPS - ALL TRAVEL!
    a. Please bookmark: "[Pre-Travel Risk Assessment Declaration](#)". This is to be completed before all travel which also incorporates line manager/supervisor approval.
    b. Please review the University's [Travel – Duty of Care web page](#) and review the SoSS Risk Assessment and Travel Guide attached.
    c. Before any travel arrangements take place ensure that there is an authorised Risk Assessment in place.

Year 3

1. Bring your updated prospectus (especially the timeline bit) and consider making a short report of what you accomplished since your Annual Review.
2. Make sure you have read through new/updated handbooks (Politics and SoSS).
3. Make sure you have read through eProg (open this page up and go through it during your meeting).
4. Your supervisors should set up general expectations about the year's timeline
   a. Talk about when you/they might be away/unavailable
   b. Ask about key deadlines (e.g.: in prep for midyear and annual reviews)
   c. Take note of the KEY DATES in this handbook and how they will affect your planning/working.
   d. Discuss your completion/submission strategy.
5. Discuss and agree on the **two new** substantive (empirical) chapters that you will work on this academic year.
   a. And also discuss the writing of the introduction + Conclusion of your PhD.
6. Discuss presentations in Department
7. Discuss present at bigger discipline-wide conferences: MPSA, APSA, ISA, IPSA, PSA – deadlines in fall!
   a. This should be happening at this stage – it is important to get this external experience.
8. Discuss any final planed fieldwork trips.
   a. We do not advise extensive field trips in Year 3.
9. Discuss your JobMarket preparedness
   a. Set up a date to look over your CV, Cover letter, make sure you have your pure profile set-up and discuss setting up a website.
   b. You should plan to have a job market paper and job market portfolio (discuss this with your supervisors)
   c. Discuss the difference of applying for lectureships and post-docs
   d. Discuss if you are staying in academia or not
   e. Make sure you are booked into relevant sessions on job market preparedness at Politics and at the School.
10. Consider a plan for/towards - publication of a article based one of the substantive chapters coming out of your thesis (if applicable).
11. Discuss whether you need any further training – e.g: systems of analysis?
    a. Your supervisors should support your research training throughout your PhD and identify any necessary development.
12. Ask any questions you may have.
13. Set up the next meeting.

Other Review:

14. Discuss version control for submitted documents (see prospectus for advised guide)
    a. e.g.: PhD_Prospectus_Webber_OW_V1_20190102
15. If you haven't before – make sure you discuss GDPR and how it affects research – discuss setting up a Data Management Plan https://www.library.manchester.ac.uk/using-the-library/staff/research/research-data-management/
16. If you haven't before – make sure you discuss research ethics and research integrity basics and make a note should you need to apply for ethics approval later on in the year.
    a. N.B: All PhD collecting data by interacting with Human Subjects should be applying for ethics review.
       https://www.manchester.ac.uk/research/environment/governance/

17. If you haven't before – make sure you discuss Risk Assessments and note that all 'lone worker' travel requires a risk assessment to be filled out. ALL WORKSHOPS - ALL TRAVEL!
    a. Please bookmark: "Pre-Travel Risk Assessment Declaration". This is to be completed before all travel which also incorporates line manager/supervisor approval.
    b. Please review the University's Travel – Duty of Care web page and review the SoSS Risk Assessment and Travel Guide attached.
    c. Before any travel arrangements take place ensure that there is an authorised Risk Assessment in place.

Supervision Meetings Guide

Please note this is *only* a suggested guide and the Supervisory Team can adjust as they see fit.

Semester One (months 1-4) of Years 1-3 PhD Program

#	Meeting type	Date	Who is expected to be present	What is expected to be submitted	Submission date for written documents
1	Introduction to year/semester + setting expectations for year/semester + setting deadlines year/semester + reviewing training year/semester + reviewing progress year/semester/PhD. If in Y3 or Y4 reviewing submission as well as Job Market preparedness and plans.	End of September/January	Supervisor Team + PhD Student	Y1 = Proposal as submitted with application. Or if in Y2-3 as required by the Supervisory Team	Two weeks before meeting date – Or as required by the Supervisory Team
2	Supervision Meeting as required	October/February	Primary Supervisor + PhD Student (Secondary Supervisor only attends if supervision is 50-50%)	Y1 = Updated prospectus + any other written documents that the Supervisory Team asks for. Or if in Y2-3 as required by the Supervisory Team	Two weeks before meeting date – Or as required by the Supervisory Team
3	Supervision Meeting as required	October/ February	Primary Supervisor + PhD Student (Secondary Supervisor only attends in supervision is 50-50%)	As required by the Supervisory Team.	Two weeks before meeting date – Or as required by the Supervisory Team
4	Supervision Meeting as required	November/March	Primary Supervisor + PhD Student	As required by the Supervisory Team.	Two weeks before meeting date –

#	Meeting type	Date	Who is expected to be present	What is expected to be submitted	Submission date for written documents
			(Secondary Supervisor only attends if supervision is 50-50%)		Or as required by the Supervisory Team
5	Supervision Meeting as required	November/ December March/April/May (please note this will depend on where the long spring break falls)	Primary Supervisor + PhD Student (Secondary Supervisor only attends if supervision is 50-50%)	As required by the Supervisory Team.	Two weeks before meeting date – Or as required by the Supervisory Team
6	Mid-Year Review	4 months into PhD Program January/May	Supervisor Team + PhD Student	Y1 = Prospectus + first draft of first chapter (recommended Lit Review or contextual chapter) Or if in Y2-3 as required by Mid-Year Review guidelines listed above.	Two weeks before meeting date – Or as required by the Supervisory Team

Semester Two (months 5-9) of Years 1-3 PhD Program

#	Meeting type	Date	Who is expected to be present	What is expected to be submitted	Submission date for written documents
1	Introduction to semester + setting expectations for semester + setting deadlines semester + reviewing training semester + reviewing progress for semester/PhD. If in Y3 or Y4 reviewing submission as well as Job Market preparedness and plans.	February/[June for Jan Starters]	Supervisor Team + PhD Student	As required by the Supervisory Team.	Two weeks before meeting date – Or as required by the Supervisory Team
2	Supervision Meeting as required	February/[June for Jan Starters]	Primary Supervisor +	As required by the Supervisory	Two weeks before

			PhD Student (Secondary Supervisor only attends if supervision is 50-50%)	Team.	meeting date – Or as required by the Supervisory Team
3	Supervision Meeting as required	March/[July for Jan Starters]	Primary Supervisor + PhD Student (Secondary Supervisor only attends if supervision is 50-50%)	As required by the Supervisory Team.	Two weeks before meeting date – Or as required by the Supervisory Team
4	Supervision Meeting as required	March [August for Jan Starters]	Primary Supervisor + PhD Student (Secondary Supervisor only attends if supervision is 50-50%)	As required by the Supervisory Team.	Two weeks before meeting date – Or as required by the Supervisory Team
5	Supervision Meeting as required	March/April/May (please note this will depend on where the long spring break) [September for Jan Starters]	Primary Supervisor + PhD Student (Secondary Supervisor only attends if supervision is 50-50%)	As required by the Supervisory Team.	Two weeks before meeting date – Or as required by the Supervisory Team
6	Annual Review	9 months into PhD Program May/June [October for Jan Starters]	Supervisor Team + PhD Student	Y1 = Prospectus +full draft of first chapter/chapter equivalent (recommended Lit Review or contextual chapter) Or if in Y2-3 as required by Annual Review guidelines listed above.	Two weeks before meeting date – Or as required by the Independent Reviewer

Politics PhD Prospectus 2019 Guide

PLEASE NOTE YOUR SUPERVISORY TEAM WILL GUIDE YOU AS TO WHICH ASPECT SHOULD BE AMENDED BASED ON SUB-FIELD REQUIREMENTS!

Some Basics:
- The Research Prospectus must have:
  - a title page,
  - an abstract,
  - all required sections as detailed below (*unless Supervisory Team has advised otherwise*),
  - be properly referenced (using the Harvard or Chicago styles),
  - include a Bibliography with all the sources that you have used
- Methodological aspects as and when they are discussed should be cited too E.g.:
  - I will employ process tracing (see: Beissinger 2002)…[or]…
  - The Argentine mass mobilization is a critical case (Gerring 2001)…[or]…
  - I employ thought experiments and conceptual analysis (Cohen 2005; Schick & Vaughn 2010).)
- Since you have not yet completed the research, the language should be tentative in nature and not already formulating a firm finding or central argument E.g.:
  - I propose that it is necessary to…
  - It may be the case that…
  - It is necessary to explore in order to confirm…
  - I suggest that…
- Please read the guidance on data management and version control. Your document should be saved, tracked, and titled as is appropriate re: guidelines: NAME_OF_DOC_AUTHORINITIALS_VERSION#_ DATEasYEARMONTHDAY _EDITS/COMMENTSBYINITIALS_YEARMONTHDAY
  - PhD_Prospectus_Webber_OW_V1_20190102 = original
  - PhD_Prospectus_Webber_OW_V2_20190102 = same day new version
  - PhD_Prospectus_Webber_OW_V1_ 20190626_RS_20190809 = original with one supervisor's comments
  - PhD_Prospectus_Webber_OW_V1_ 20190626_RS_JG_20190809 = original with two supervisors' comments on same day
  - PhD_Prospectus_Webber_OW_V1_ 20190626_RS_20190808_JG_20190809 = original with two supervisors' comments on different days
- All pages must be **numbered**.
- **Length/Word Count:**
  - The PhD Prospectus should be **approximately 5,000-6,000 words.** That word length includes footnotes; however, the Bibliography, title page, appendices and abstract **do not count** towards the word limit.

Components of a PhD Prospectus:

The **title page** must give
- THE PhD TITLE
- The Main REASEARCH QUESTION
- Full Name
- Supervisors

- Date
- The wordcount

Introduction: (This should be one paragraph.)
- You will introduce and situate the *broader* research puzzle *vis a vis* the main scholarly literature.
- You will clearly state the specific (and central) research question (RQ) of the project that stems from the broader research puzzle.
- You will provide a *scholarly* justification as to why this is an important RQ to study (motivation).
- You will detail (very briefly in a sentence or two) the main debates in the scholarly literature and how your project enters into discussion with these debates (you may also identify gaps, but please be wary of not making straw person accounts of the literature and sweeping statements like "all scholarship on the topic…").
- You will provide a clear and concise roadmap for the sections and items to be covered in the later sections.

Brief Literature Review: [also known as a theoretical framework/depending on subdiscipline] (This should be no more than ½ of the whole text.)
- You will situate your main research question in the relevant scholarly literature
- You will explain how different scholars approached the broader topic and the specific RQ.
- You will elucidate the main debates in the literature.
- Typically, this is best done when organized into three sections – or three different literatures/sub-literatures/perspectives.
- You will draw out your hypotheses/theoretical expectations/or sub-questions for each section These should be embedded in the text.
- The literature review is not a summary of what others have said but rather should act as a clear blue print for your empirical or substantive focus/chapters in the PhD Thesis
- You should not simply list x said y and a said b – but you should be able to demonstrate that these scholars are engaged in discussion/debate and in this brief review you should signal where you and you project enter into discussion with them.
- This is a much shorter version of your Literature Review Chapter which we will expect you to submit at the end of year one along with this prospectus for your Year One Annual Review.

Methodology: (Please use methods readings to help guide you here and please cite them accordingly as suggested above. This should be about ½ of the whole text.)
- In this section you will describe in detail what methodological approach you have chosen **relating it back to your central RQ** and the theoretical (and or empirical) expectations in the literature review or theoretical framework
- You will explain **why** you think **this/these is/are the best method/s to answer your question**
- Please note that not all of these sections are applicable in the same way to all projects for instance Political Theory projects (e.g.; MANCEPT PhDs) do not require case selection sections/data collection etc But they do require some discussion of the type of analytical processes that the PhD will embark on an understanding of conceptual analysis, thought experiments and other methodological aspects related to Political Theory research .
  o Please adhere to sub-disciplinary conventions here and ask your Supervisory Team for advice.

- **General Methodological Framing**, in no particular order you should:

- o Make explicit if you are doing an empirical project or a theory project.
- o Clearly state if you are taking a qualitative or quantitative or mixed method approach? Or mixed method? And why?
- o Elucidate which theoretical approach/framework have you selected, **if any** and why?
- o Elucidate what ontological or ideological approach have you selected, **if any** and why?

- ▪ **Case Selection:**
  - o You will explain whether you are taking a case study or comparative approach?
    - ▪ And you detail why? Relating your answer back to your RQ and the above discussed
  - o You must make clear your case selection strategy This should be related you RQ and the literature you discussed above.
  - o You must identify what your case is a case of.
  - o You must identify what type of case is this?
  - o You must identify what is the universe of cases?
  - o You must elucidate how does it specifically relate to the theoretical expectations in the literature.

- ▪ **Data/Sources & Data/Sources Collection:** (Please use methods readings to help guide you here and cite accordingly.)
  - o You must identify what kinds of data/sources would be suitable to answer your main RQ and sub RQs?
  - o It may be useful to divide this discussion between primary and secondary data and relate it to your RQs/hypotheses/theoretical expectations
  - o You will describe in detail the different types of data/sources that you will seek and you will describe how you will locate them
    - ▪ Thus, you will need to not only state that you are conducting interviews but you will also need to detail: what type of interviews you will conduct (structured, semi-structured, life history, narrative, elite etc.); list who you will target for the interview (the population: individuals, institutions, types etc.); explain how you will locate these individuals (the sampling process); what are your inclusion and exclusion criteria etc.
    - ▪ The same will need to be done for documents, social media, focus groups, participant observation etc.
  - o You will list and discuss the quality, relevance and potential limitations of all the different types of data sources that you intend to use/collect during your research.
  - o These can include, but are *not limited to*:
    - ▪ Interviews (what kinds)
    - ▪ Focus Groups (what kinds)
    - ▪ Survey Data (which ones primary or secondary)
    - ▪ Index or composed data set
    - ▪ Official documents (of a government, IGO, NGO, SMO [can include stickers, posters or pamphlets] detail which ones and how you find them)
    - ▪ Organizational websites
    - ▪ Primary texts
    - ▪ Biographies
    - ▪ Online videos as appropriate
    - ▪ Transcripts of interviews as appropriate
    - ▪ Speeches:
      - • transcript of a speech
      - • video of a speech

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- Social media content (collected in systematic fashion as the main source of data)
- News media content (collected in systematic fashion as the main source of data)
- Photos/Images as appropriate
- Songs as appropriate

- **Data Analysis**: (Please use methods readings to help guide you here and cite accordingly.)
  o You will describe in detail what approach you have chosen to analyze *each* of the different data/sources (likely to be more than one method of analysis if you have several different types of data sources).
  o You will explain why you think this is the best approach in order to answer your main RQ and how it relates to the above discussed literature.
  o Acknowledge both the strengths/benefits and weaknesses/drawbacks of the method of analysis, and how this may affect the way you answer your research question.

Expected Chapter Plan:
- Please make sure that no more that 1/3 of your entire planned dissertation is intro, setup, methods, and literature review. The rest should be empirical/substantive analysis and no more than one chapter for conclusions.

Timeline of PhD:
- Provide a clear plan and detailed timeline for field work, conferences, training, writing up, publication, job market, etc.

Conclusion:
- Summarize your research puzzle and design and highlight its strength and weaknesses in answering your chosen research question.

Bibliography and References: (We *strongly* recommend that you use Endnote or the freeware ZOTERO reference managers)
- The Prospectus must contain **references** (parenthetical HARVARD style are preferred) that credit the works of other scholars, institutions, organizations and other sources used in the text.
  o You **must** reference any quotation, any data, any views that can be attributed to someone else.
  o You **must** reference any view or interpretation or 'facts,' which you have taken from any other source (institutional/governmental/organizational/news sources).
  o Only those things that are common knowledge do not have to be cited.
  o The use of **Harvard Style (parenthetical or internal referencing) is strongly recommended.**
  o Please see University guidelines on Avoiding Plagiarism and Self-Plagiarism.

- The Prospectus must include a full **Bibliography:**
  o This is a list of the sources used.
  o It should list alphabetically by author all works used and provide full bibliographic information for each source.
  o The list should NOT be numbered.