FACULTY OF BIOLOGY, MEDICINE AND HEALTH

POSTGRADUATE RESEARCH STUDENT HANDBOOK

2019-20

Contents

Welcome to the Faculty of Biology, Medicine and Health

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

You are joining the Faculty's Doctoral Academy which is responsible for all aspects of the Faculty's postgraduate research student activity. Our goal is to create a supportive environment that allows you to excel and reach your full potential. Offering access to first-class facilities and strong links with regional health-service providers and industry, our postgraduate research degree programmes are designed to meet the diverse needs of all our students. Research topics span all areas of biomedical research, ranging from molecular biology to experimental medicine to dental science and health-service research. While subject areas are broad, all our programmes aim to foster your development and help prepare you for your future career by:

➢ Developing your research skills through your execution of a research project under the supervision of a highly qualified member(s) of staff and with the guidance of an advisor.

➢ Enhancing your general education within the field you have chosen; whether you are a graduate or have a clinical background, training is tailored to meet your specific needs.

➢ Developing key transferable skills which you can take into your chosen career, whether it be in academia, industry, healthcare or elsewhere.

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

You are a vital member of our Doctoral Academy. I encourage you to contribute to our vibrant postgraduate research community and get to know students and staff from across the Faculty, both professionally and socially, by coming along to Doctoral Academy events, joining the student-led Graduate Society, getting involved in the Research Hive blog and using the Postgraduate hubs. You can keep up to date with what's going on via the Doctoral Academy website and twitter.

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

JJ Penny

Dr Jeffrey Penny, Associate Dean Postgraduate Research

Using this Handbook

The Faculty provides this handbook to all postgraduate research students at the start of their programme. As such, it is a reference point and guidance document and is not programme or subject specific. You may find that your School / Division or research programme provides additional information on local requirements via Blackboard or through a supplementary handbook (particularly Wellcome Trust, CDT, BBSRC DTP, MRC DTP and HSST DClinSci students). You may also receive further information through your School or Division induction. If you are not sure of a process, policy or source of information you should ask any member of the Doctoral Academy team.

Other useful sources of information can be found here:
My Manchester – A-Z of Services

Doctoral Academy Website

Faculty Academic and Researcher Development Team

Governance of Postgraduate Research Degrees

All policy relating to research degrees and the strategic direction of postgraduate research training at the University of Manchester falls under the governance of the Manchester Doctoral College.

University Regulations and Policy
University ordinances and regulations

A student will abide to the University's ordinances and regulations that are in place at the time of entry to their programme of study; however, changes to University and Faculty policy and guidance will apply to all students, and with immediate effect.

See all APPENDIX I for policies in brief and useful links to further information

Faculty of Biology, Medicine and Health Structure

Vice President and Dean of the Faculty	Graham Lord
Associate Dean for Postgraduate Research	Jeffrey Penny
Director of the Centre for Academic and Researcher Development	Judy Williams
Doctoral Academic Lead for Student Experience	Sarah Peters
Doctoral Academy PGR Services Manager	Jessica Bowler
Doctoral Academy PGR Operations Manager	Alison Cox

The Faculty of Biology, Medicine and Health (FBMH) consists of three Schools, each divided into six Divisions (as below). PGR programmes in each School are overseen by a PGR Director and the Divisions by a Senior PGR Tutor. You will be registered in the same School/Division as your main supervisor. Within each School/Division there are a number of research groups or centres where you will find a thriving research environment to support you during your studies.

School of Biological Sciences	School of Medical Sciences	School of Health Sciences
Head of School: Judith Hoyland	*Head of School: Tony Heagerty*	*Head of School: Kay Marshall*
PGR Director: Alan Whitmarsh	*PGR Director: Nick Silikas*	*PGR Director: Jane Brooks*
Division of Cell Matrix Biology and Regenerative Medicine	Division of Cardiovascular Sciences	Division of Human Communication, Development and Hearing
Division of Evolution and Genomic Sciences	Division of Dentistry	Division of Informatics, Imaging and Data Sciences
Division of Infection, Immunity and Respiratory Medicine	Division of Developmental Biology and Medicine	Division of Nursing, Midwifery and Social Work
Division of Molecular and Cellular Function	Division of Diabetes, Endocrinology and Gastroenterology	Division of Pharmacy and Optometry
Division of Musculoskeletal and Dermatological Sciences	Division of Medical Education (including CHSTM)	Division of Population Health, Health Services Research and Primary Care
Division of Neuroscience and Experimental Psychology	Division of Cancer Sciences	Division of Psychology and Mental Health

Doctoral Academy Office

The Doctoral Academy Office is your first point of contact for help, enquiries and information. You should familiarise yourself with its location as early as possible after registration:

1.93 (1st Floor) Simon Building, Brunswick Street
doctoralacademy@manchester.ac.uk
finance.doctoralacademy@manchester.ac.uk
thesis-support.doctoralacademy@manchester.ac.uk

Opening Hours: Monday – Friday 9.00 – 16.30

Doctoral Academy Office Staff

Role	Name	Email
PGR Services Manager	Jessica Bowler	jessica.bowler@manchester.ac.uk
Operations Manager	Alison Cox	Alison.Cox@manchester.ac.uk
Recruitment and Admissions Manager	Tasleem Hanif	tasleem.hanif@manchester.ac.uk
PGR Student Experience Administrator	Iqra Habib	Iqra.habib@manchester.ac.uk
DTP Programmes Officer	Abbie Roberts	abbie.roberts@manchester.ac.uk

Student Support Administrator – Biological Sciences	Christine Burns	christine.burns@manchester.ac.uk
Student Support Administrator – Medical Sciences	Joy Stewart	joy.stewart@manchester.ac.uk
Student Support Administrator – Health Sciences	Catherine Delamar	catherine.delamar@manchester.ac.uk
Thesis Submission Team	Beth Taylor (SMS) Louise Hyde (SBS) Kate McWilliams (SHS)	Thesis-support.doctoralacademy@manchester.ac.uk
PGR Finance and Data Management Team	Vacant Izzy Cooper Steph Gilson	finance.doctoralacademy@manchester.ac.uk

Supervisory Team

Your supervisor(s), advisor and PGR Division Tutor comprise the *'supervisory team'*. This group has collective responsibility for your academic and personal development. For students on programmes with a significant taught element in Year 1, your Programme Director or Cohort Lead will act as your supervisor during this period.

Roles and responsibilities for the PGR management teams in Schools and Divisions are available on the Doctoral Academy website

Supervisor(s)

The responsibilities of the supervisor include giving guidance about the nature and direction of the research, the standard of work expected, the frequency and nature of progression meetings, the planning of the research programme and the relevant sources of literature and reference materials. Most students will have more than one supervisor e.g. those on cross Faculty interdisciplinary DTP and CDT programmes or have a supervisor based at an external company (CASE) or institution (split-site). It is important that you are aware of their respective roles and responsibilities from the outset. An early meeting with your supervisor to discuss expectations is a formal part of your progression. Supervision of research students is governed by the University '*Code of Practice for Postgraduate Research Degrees*' which details the responsibilities of the supervisor and the student. Students and supervisors must read this document before their first meeting together.

You will find a breakdown of supervisory activities under the supervision section of the Code of Practice.

Advisor

Your advisor will be a key contact for any personal or study related problems that you may encounter. They will be able to offer advice and provide information about appropriate support services that you may access. Advisors will not attend all your eProg progress meetings but they may attend the annual Planning Meeting so they are aware of progress and plans for your project. You can discuss issues relating to changes in circumstances that might require formal approval by the Doctoral Academy with your advisor and they will also be your point of contact should you take a period of interruption.

<u>Division PGR Tutors</u>

Division PGR Tutors will be assigned to a group of students in each Division. They will monitor progression and ensure that students remain on track to submit on time. They have a responsibility for dealing with any practical issues relating to academic progress that may require formal action or follow-up. Division PGR Tutors will undertake formal writing-up interviews around six months before your submission deadline (for DTP and CDT programmes this will be the Cohort Leads). If at any time you feel unhappy with your progress, or if any problems arise that you cannot resolve by contacting your supervisor or advisor, you should seek advice from your Division PGR Tutor as soon as possible.

Communication

[The Doctoral Academy website](#)

This site contains essential information on policies and procedures relating to postgraduate research, including all forms relating to PGR requests. An electronic copy of this handbook is also available on the site. You will also find PGR related news and information about opportunities to get involved in student representation, the PGR society, public engagement, teaching opportunities, etc.

<u>Student portal – [My Manchester](#)</u>

[My Manchester](#) provides a single gateway for accessing key tools, services and information to support your experience as well as your emails.

<u>School and Division Blackboard space</u>

Some Schools or Divisions will host information on Blackboard (virtual learning environment) and you will find a link to the Division Blackboard space for postgraduate students from the *My Manchester* student portal.

<u>Student email account</u>

At registration you will be supplied with a University postgraduate student account. Emails are web-based and are retrievable online through *[My Manchester](#)*.
Please note that your IT account (email and P drive) will be accessible whilst you are a registered student and during any periods of interruption and extension. You will lose access to the account at the end of your graduation month. You should ensure that you manage your documents and emails so that you do not lose these once your IT account has been closed.

<u>We will only contact you through your University of Manchester email address so you must check this account regularly.</u>

<u>Contact details</u>

It is your responsibility to ensure that that you maintain up-to-date contact details on your student record via the self-service facility in *[My Manchester](#)*.

Find out what Pure can do for you

Pure is the University's research information system, which allows you to record, share and promote your research here at Manchester.

There is a wide range of information you can add to your Pure account, including details of your publications, conferences you attend, placements you may undertake, presentations and talks you give, as well as ample free-text space where can add information about your area of research and details of your qualifications and career to date.

You can then showcase your profile on the University's [Research Explorer](#) portal.

Getting Started

You can access Pure using your University username and password here:-
https://www.staffnet.manchester.ac.uk/pure/researchsupportstaff/access-use-pure/

You can view examples of researcher profiles on the Research Explorer here:-
https://www.research.manchester.ac.uk/portal/w

Our range of user guides and top tips can be found here:-
http://www.staffnet.manchester.ac.uk/pure/pgrs/

Pure training sessions can be booked via the Library's My Research Essentials site:-

http://www.library.manchester.ac.uk/using-the-library/staff/research/support/my-research-essentials/workshops/

If you have difficulty logging in or have any questions about using Pure please contact the Pure Support team via email (pure@manchester.ac.uk) or telephone (0161 275 1810 or x51810 if calling internally).

[ORCID](#)

All postgraduate researchers at the University of Manchester will be expected to create an ORCID (Open Research and Contributor ID) and make it known to the University. ORCID is a non-profit organisation supported by a global community of organisations with interest in research. Your ORCID provides a unique research identifier that distinguishes you from every other researcher and links your professional activities. Registration to ORCID is free and will mean that research outputs can be tagged and tracked more easily throughout your career. ORCIDs are now routinely being requested by publishers and funders and it is therefore important that all researchers create an ORCID and make it available to the University.

Your Research Programme – Getting Started

Your supervisory team will be your main source of support for getting your project up and running. You will find that there are a number of administrative and governance tasks involved in initiating and managing your project.

Setting up your study

Starting to think about what approvals are required for your study can be quite daunting and it can seem as though there is a never-ending list of approvals required, countless forms to fill in and a wide range of organisations to which you have to send documents. Each study will be different depending on the nature of the research, complexity, participants involved, etc. Similarly, you may come to a project that is already established or you might be starting a completely new study alongside your supervisor. However, it is important that you consider what approvals may be required for your study. Approvals can't be given retrospectively and so you need to make sure you have them in place **before the research starts.**

Ethical approval for studies

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

- The University of Manchester Research Ethics Committee (UREC)
- An NHS Ethics committee (NHS REC)

The University has an online decision tool that will help you determine if you need (1) UREC review or (2) NHS REC review or (3) No ethical approval. The tool can be accessed here:

http://www.training.itservices.manchester.ac.uk/uom/ERM/ethics_decision_tool/story.html

HRA approval

In addition to ethics approval, if your study is taking place in the NHS it will need to undergo governance and compliance review; in England and Wales this means applying for HRA and Health and Care Research Wales (HCRW) approval, in the rest of the UK this means getting Research & Development (R&D) approval from NHS Trusts.

Application forms

If you need to apply for NHS REC review and/or HRA/R&D approval, you will need to use the Integrated Research Application System (IRAS). For people new to this system, there is an e-learning tool provided to assist in completing the form. The Faculty Research Governance (RG) Office will also provide a set of IRAS standard answers which can be downloaded as part of the Faculty's ethics application information pack.

If your study needs UREC approval, you will need to complete an application using the University's ERM system. The UREC application is in addition to any IRAS application e.g. if your study requires UREC approval and HRA approval, you need to complete a UREC application **and** an IRAS application.

Research passports

Depending on your area of research you may require an Honorary Research Contract (HRC) or Letter of Access (LoA) to undertake research within NHS Trusts. You should note that this process requires signatures from your supervisor and the PGR Services Manager before you take the completed paperwork to the relevant NHS Trust R&D office. The relevant paperwork is available at

https://www.nihr.ac.uk/about-us/CCF/policy-and-standards/research-passports.html If you were asked to get a DBS check at the admissions/registration stage of your programme then you should note that this disclosure can only be used for your research passport application if it is still *less than six months old*. Information on the process is available through the Doctoral Academy website

<u>Where to get help</u>

There are a lot of sources of help online but, the following pages should help you with the next steps:

Website	Useful for…..
University of Manchester Research Governance, Ethics and Integrity Team http://www.staffnet.manchester.ac.uk/services/rbess/governance/	- University policies and procedures about ethics, human tissue, clinical trials (drugs and devices) and research integrity - Online ethics decision tool - Guidance and templates - Access to the University/Divisional research ethics application system (ERM)
FBMH Research Governance Team http://www.staffnet.manchester.ac.uk/bmh/research/ethics-and-regulatory-support/	- Guidance about University sponsorship and managing studies taking place in the NHS - Information and resources relating to completion of the IRAS form - Sponsor authorisation for applications and amendments - Templates and standard guidance for IRAS
Health Research Authority (HRA) https://www.hra.nhs.uk/approvals-amendments/	- Essential guidance for those undertaking research in the NHS - Guidance on which approvals may be required for your study - Detailed guidance on the process for applying for NHS REC and HRA and HCRW a and R&D approval - Templates and model agreements - E-learning modules

<u>Research data management</u>

Research Data Management is part of good research practice and will help you complete your research efficiently. Before the start of your research project you must complete a Data Management Plan in DMPonline. Training on Research Data Management is available in person and online via My Research Essentials. There is more information on the Research Data Management website or you can send any questions to researchdata@manchester.ac.uk.

Support is also available across the University to assist you with this:

- Planning: Data Management Plans help you plan how you will collect and handle data and are also a requirement of the University for every new research project. You can find the data management planning tool, guidance on writing data management plans and a data management plan review service on the Research Data Management website.

- Storing: [Research Data Storage](#) is available from Research IT services, providing 8TB of replicated storage per project, free at the point of use for [funded projects (excluding commercial funders)](#). NB: currently only staff can apply for storage space so ask your supervisor to apply on your behalf.
- [Sharing](#): Where possible the University recommends using discipline-specific data repositories to share data and you can find repositories for your subject via [Re3data.org](#) and [fairsharing.org](#). [Mendeley Data](#) is the University of Manchester's recommended general-purpose research data repository for researchers without a discipline-specific repository. Records from Mendeley Data are automatically added to [Pure](#) and you can manually add datasets shared elsewhere to your Pure profile.
- Training: There are courses on Research Data Management targeted for each faculty available via [My Research Essentials](#).
- Support: If you have any questions about Research Data Management you can send them to [researchdata@manchester.ac.uk](#).

You should ensure that you are familiar with your responsibilities relating to the management and storage of your project data. You should also note the following statement from the University's Good Research Conduct Code relating to access to data:

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

Record keeping and storage

Regardless of the type of project, you are required to keep a systematic and detailed logbook of your experimental work and data. It is recommended that you write-up your work in draft form as you go along. You and your supervisor should meet regularly to discuss your results and opportunities to publish your work. It is your responsibility to ensure that these meetings occur and that your records or lab book are kept up to date

You must ensure that you save your work on University drives and that data from your project is available to your research group or supervisor, particularly if you leave the programme before completion of the project. All data must be stored in line with data protection and data security protocols.

If you have specialist data storage requirements you should speak to the Research IT specialists in [IT services](#).

Health & Safety training

Health & Safety requirements and training will again be dependent on your project and the type of research you are undertaking. All students will have to complete the University online training module PGR-IND001 which covers the basics of the University's expectations, fire safety, using computer equipment, and general risk assessment. You will also be invited to a general H&S induction.

Health & Safety and other regulatory training requirements checklist - This online questionnaire is designed to establish which Health and Safety and other regulatory training courses you need to attend. The checklist will be made available to you towards the end of your first month (or January for CDT students) and you should discuss it with your supervisory team. Supervisors are required to sign it off prior to submission. The checklist will ask whether or not you will be working with particular substances or performing certain activities and this will enable the Compliance and Risk team to assess your training needs and then contact you to inform you of relevant courses. It should be noted that in the majority of cases, these courses will be mandatory.

Funding

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

Any queries regarding your project funding can be directed to:
finance.doctoralacademy@manchester.ac.uk

Monitoring and Progression

eProg is the University system for recording and monitoring academic progression and for managing training and development for PGR students. eProg allows students and their supervisors to record and tracks key milestones, from the point of registration to thesis examination. The system also provides access to an extensive catalogue of training and development events hosted across the University. Your record can be viewed by your supervisory team, assessors (during annual review periods) and Doctoral Academy administrative staff. eProg should be accessed through the *My Manchester* portal.

Components of eProg

- My Profile: Key information about you and your programme
- My Pathway: Visual interactive timeline showing key milestones
- My Progression: List of milestones and associated progression forms with dates for completion and compulsory training.

- My Training and Development: Details of any booked, attended or failed to attend training courses. Link to the Training Catalogue through which you can search for relevant training opportunities
- My Examination Summary – visible in the last six months of programme, outlines tasks from notice of submission through to completion of your degree
- My Publications – List of publications and conference proceedings entered in for students with a Pure profile
- My Document Store: A personal document folder which can be used to share documents with your supervisory team

Completion of progression forms

You will be required to complete your progression forms on eProg. These constitute a formal record of meetings between you and your supervisory team. It also provides an opportunity for any issues to be raised.

It is your responsibility to arrange all of the meetings with your supervisor that form part of the formal progression monitoring.

Most forms will have a section for you to complete prior to the meeting and then a section for the supervisory team to complete following the meeting. If you upload documents to your progression forms you can send an email to your supervisory team to inform them that the document is ready for them to read. Forms can only be submitted by an academic member of staff on your supervisory team.

Colour coding of milestones

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

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

Delays in holding formal meetings

We recognise that, sometimes, it may be necessary to delay holding a formal progress meeting. Where this occurs you should aim to inform your PGR Student Support Administrator of the delay and the expected timeframe for holding the meeting. Please note that delays to the Literature Report Meeting and, most importantly, the Continuation / Transfer Report and Viva should be avoided as they may impact on your ability to continue on the programme. You need to complete and pass your Continuation / Transfer Report and Viva assessment prior to registering on the next phase of the programme. The viva should therefore not be scheduled after the next registration month.

Supervisory meetings

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

at the beginning of the degree, though again you are expected to meet with your supervisors once a month.

Assessing your Progress

Taught components in research programmes

A number of our programmes have a compulsory taught element. You should ensure that you are clear about any additional requirements for your programme and their impact on the assessment of your progression between each phase of your programme.

Division of Nursing, Midwifery and Social Work
Students will undertake a number of taught modules as part of the first year of their programme. Those participating in the 4yr (Taught) programme will take four modules (two in each semester) plus other elements. You will be required to complete and pass these modules by achieving 50% for each module in the assessments. Those participating in the 3yr programme will also have opportunity to take the taught modules. These units may be taken on a mandatory or 'view only' basis. Where modules are taken on a mandatory basis this will be agreed with your supervisor and recorded on eProg during induction week. You will be required to pass these mandatory modules by achieving 50% for each unit following assessment. Further details on these modules, the methods of assessment and reassessment opportunities will be made available during the Division's induction week and on the Division's Blackboard site.

Dentistry
Students may undertake taught modules covering statistics and research methods training. Where modules are taken on a mandatory basis this will be agreed with your supervisor and recorded on eProg. You will be required to pass these mandatory modules by achieving 50% for each unit following assessment with one reassessment opportunity.

Students on the 4yr Clinical Dentistry programme will also be assessed on their clinical competencies as part of the progression on the programme

PhD Programme with Integrated Teaching Certificate
Students on this programme may undertake modules from our various Masters' degree programmes as part of their first year. These modules are not compulsory and there is no requirement to undertake the formal assessments.

CDT students
CDT students will undertake six months of taught units during their first year. Students should refer to their programme handbook for specific information regarding assessment and progression.

Wellcome Trust 4yr Programmes
Students on these programmes will undertake a number of assessed units in their first year as specified in the programme handbook. Students will need to pass these units at 50%. The marks on

the taught units will be part of the overall assessment of your ability to transfer to the next phase of the programme.

Attending taught modules

You may be able to access and/or attend Masters' modules that are offered across the Faculty. This will be dependent on local agreement with the relevant Programme Director. If you or your supervisor would like to ask about attending a course unit or accessing Blackboard material please speak to your Student Support Administrator in the first instance.

Continuation/transfer viva report

This report will be submitted towards the end of your first year (2nd year part time students) on standard PGR programmes and will be assessed by an oral examination. This assessment will be undertaken by two assessors independent of your supervisory team. The assessors will then recommend whether you should progress to the next phase of the programme.

The potential outcomes from your continuation/transfer report are outlined in a flowchart on the [FBMHM1990 milestone](#) under the resources tab. Where a 2nd attempt is required this will need a further viva.

NOTE: Where programmes have a structured taught element in Year 1 the Continuation/Transfer Report and Viva will take place at either 18 months or 24 months. This will be specified in the programme handbook or on eProg. The requirements for the end of Year 1 progression will also be detailed in the handbook.

The Faculty has outlined three potential formats for the Continuation / Transfer Report. **Detailed guidance on the structure and format can be found on the Continuation or Transfer Report Milestone in eProg by clicking the blue unit code number to reveal the milestone profile information e.g. FBMHM1990**. The appropriate format of your report should be agreed in consultation with your supervisory team. The assessment criteria for the Continuation / Transfer Report are detailed on the *eProg milestone profile* or on the online eProg form.

End of 2nd year and 3rd year reports

Your supervisory team will assess your progress at the end of your 2nd year (and 3rd year for students on a 4yr programme). This assessment will take the form of a written report. The content and style of the end of year progress reports should be agreed with your supervisory team. Many students will provide an update on their end of year one Continuation/Transfer Report; this may now include a draft chapter or discussion of results/data collection. You will need to revisit your project timeline and set out your aims and objectives for the remainder of your project plan. This assessment is required to ensure that you are still on track to complete your research and thesis within your programme and that the level of work being undertaken, and results being produced, are in line with the standards

required for your degree. **The Faculty does not expect that working on these reports will overly disrupt your ongoing research activities**.

If your supervisory team has identified significant progression problems they may request a formal annual review at the end of Year 2 (or Year 3 for 4yr programmes). This would follow the same format as the end of Year 1 Continuation Report and Viva and would be examined by independent assessors. Approval to progress to the next phase of the programme would be dependent on this assessment of your report and viva.

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

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

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

International students should note that there may be visa implications relating to transferring programme and should discuss these with the Student Immigration Team (visa@manchester.ac.uk) or the relevant Student Support Administrator.

Problems with progress

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

Writing Up Your Research

[DA Thesis Submission Guidance](#)

Presentation of Thesis

The University has a specific format required for PGR theses. You will find this detailed in the [Presentation of Theses Policy](#). If you have queries about presentation then you can ask staff in the Doctoral Academy Office or ask them to have a look at a draft document.

Thesis format – Traditional or Journal format

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

The standard thesis will have an introduction, literature review, materials and methods, results and discussion and conclusion, references and appendices. The journal format thesis comprises chapters that have been written in the form of journal papers. These may be papers that have been submitted to a journal, already accepted and published or chapters that are written as journal papers but are not yet or even are not intended to be submitted. The advantage of this format is that it gives you the experience of writing in journal paper format. This format is increasingly popular in some disciplines and yet may not be appropriate for all projects. Your supervisory team is the best place to start discussing your thoughts on this. There is no requirement to request permission to submit in journal format, however it is important that you discuss the relative merits of this format with your supervisory team and ensure that you pick the right format for you and your project. Further guidance is available in the [Journal Format Theses - Guiding Principles for Students and Staff](#).

Submission pending

3 yr PhD, MDs and part time students – 12 months
MPhil and 3.5 yr PhD students – 6 months

If you are a student on one of the programmes above and you do not submit by the end of programme you may be able to register for the submission pending period. You will need to have completed all your research (e.g. data collection, experiments, etc.) and should have a draft of the thesis completed (usually 80% of chapters in a reasonable draft form). Your Student Support Administrator will provide details on registering for submission pending and paying the fee (£225 in the 18/19 session).

You should be aware that during this writing up period you are not considered to be a full time student at the University. You will still have access to facilities and your supervisory team will continue to support you towards submission of the thesis and preparation for the oral examination (as appropriate). Once you enter submission pending you may be returning to full time work or be involved in a number of external activities that will reduce the amount of time that you have to spend on writing your thesis.

Note – due to HMRC requirements the University cannot make stipend payments to a student during the submission pending period.

Submission deadlines

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

Your final submission deadline will be stated on your original offer letter. If you are granted any periods of interruption or an extension to your programme then you will be notified of any change in your final submission deadline in the letter confirming this change to programme. You will also see your submissions deadline displayed in eProg (Thesis Submission Deadline on My Profile page).

Extension to the final submission deadline

Extensions to your final submission deadline will only be considered in exceptional circumstances and where permission is sought at least two months prior to the final submission deadline. You will need to provide clear documented evidence as to how your mitigating circumstances have impacted on your ability to meet your deadline. Examples of appropriate exceptional circumstances can be found within the Policy on circumstances leading to changes to Postgraduate Research study. It is expected that your mitigating circumstances will have occurred within the submission pending period or the last 12 months of a 4yr programme. Should your request for an extension to the final submission deadline be rejected you will have the right of appeal. Please note that even if you submit an appeal you should still submit your thesis for examination by the final submission deadline.

Submission and Examination

This section provides a very brief outline of the processes from intention to submit, through submission to examination. The most up to date information on this can be found on the Doctoral Academy website.

Notice of submission and nomination of examiners

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

Electronic submission of your thesis

You will need to submit an electronic copy of your thesis prior to examination. You will be able to do this via the *My Manchester* student portal once you have completed your notice of submission in eProg. After submitting a pdf of your thesis into the Library thesis repository, you will be required to print, bind and submit your thesis as a hard copy for examination. Following examination, you will be required to submit the final corrected version of your thesis electronically. Full guidance is available via the Library's eThesis web pages.

Access status

When you submit your initial thesis for examination you will be asked to select the access status for the final approved version. The default for University of Manchester theses is open access with a 12 month embargo (you can still choose immediate open access), except in some areas. You should discuss the access status with your supervisor and ensure that you consider the requirements of your funder or sponsor. For example, Research Council funded students must comply with the open access

within 12 months of submission unless there is a CASE partner contract in place. If the studentship involves an external partner (e.g. industrial collaborator on a CASE award) the company should be fully consulted on the route being taken for Open Access to ensure that the CASE partner has no objections. This is important given the potential for commercial sensitivities. Arrangements over IP and any restrictions on publishing results will be stated in the relevant contract, and which should be referred to in advance of submission. For students registered at CRUK MI the default access status is open following a five year embargo.

Submission

You will submit your two bound copies of your thesis to the Doctoral Academy Office, Room 1.93, 1st Floor Simon Building, Brunswick Street. If your examiners are in place, and approved, at the time of submission, the Thesis Support Team will then send the thesis and the examination documentation to your examiners. You can track the process of your examination via *My Examinations Summary* in eProg. If you have concerns about the examination process or about delays in getting a viva or result then you can contact the Thesis Support Team.

Oral Examination / Viva

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

Examiner recommendations

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

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

Graduation

Once you have successfully passed the examination all students are invited to attend graduation at Whitworth Hall and join celebrations within the Faculty for our graduands. There are two graduation ceremonies held each year:

- July Graduation - two weeks in early July (recommended submission by 1st April)
- December Graduation - two/three days in mid December (recommended submission by 30th September)

All information regarding graduation, including the relevant timetables can be found via the University of Manchester Graduation website.

IT access for University of Manchester alumni

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

Attendance and Absence Monitoring

The University requires you to reside within a commutable distance from Manchester during your time as a registered student, unless you are on approved fieldwork (study away from the University), distance learning programme, a formal placement or registered for the submission pending period. This is to ensure that you are able to meet attendance expectations and participate in wider research activities within your discipline area and/or school. Should you be unable to do this at any point during your programme, a formal case must be made to the Doctoral Academy office, together with the full support of your supervisor. The University reserves the right to reject such a request where it is considered that your residency could have a detrimental impact on the progression and engagement of your studies.

Attendance monitoring

The University is required to monitor the attendance of all PGR students; this is done via eProg. Your supervisor will be prompted on a monthly basis to complete an attendance form on eProg to confirm that you are engaging with your project. See Appendix I for the relevant regulation and policy information.

Attendance monitoring of Tier 4 students

The UK Visa and Immigration (UKVI) Agency requires the attendance of students studying on a Tier 4 visa to be monitored regularly. Monthly attendance checks will be carried out via eProg for all students and at specific **additional** times during the academic year via an attendance 'Census' for International students who hold a Tier 4 visa.

2019-20 census points for international students who hold a Tier 4 visa can be found online using this link: http://www.saa.manchester.ac.uk/student-immigration/censusandattendancemonitoring/

You will be contacted by the Doctoral Academy office to confirm the specific dates and location of any census meetings that you will need to attend during the above periods. You must check your University email account regularly. Failure to check your email account is not a valid reason to be absent from an attendance census point.

Note: for new students attending the <u>International Student Check-In</u> – this is your first point to confirm your attendance at the University and you will not be required to attend the Census point in October 2019.

The University must tell the UKVI if:
- Your attendance is poor
- You leave your course
- You have a gap (interruption) in your studies
- You complete your course earlier than expected
- You change course
- You switch into another immigration category but continue studying
- You are in breach of your immigration permission in some way

Further information on Tier 4 visas can be found at the UKVI website

<u>Unauthorised absence</u>

With the exception of agreed holidays, students are not permitted to be absent from their studies without the knowledge or prior agreement of their supervisor(s). Unauthorised absence will be treated very seriously. **Action may be taken to cancel studentship payments, without notice, if absences of more than two weeks are not supported by a sick note or a written letter explaining your absence.** The University will seek to reclaim any overpayment made to any student where the student has been deemed to have received payments to which they are not entitled.

<u>Absence due to sickness</u>

You must notify your supervisor and your Student Support or Programme Administrator as soon as possible if you are absent between one and seven days due to ill-health. Thereafter a 'Fitness to Work' note or other medical note outlining your inability to work should be obtained from your GP, the counselling service or a hospital consultant. Failure to submit a medical certificate or other appropriate documentation to explain your absence may result in loss of any claim that special circumstances be taken into consideration when academic performance or progression is assessed.

<u>Holidays</u>

You are entitled to eight weeks of holiday per year, inclusive of weekends, public holidays and University closure days. Note that prior agreement of your supervisor is needed before taking annual leave and your supervisor may not approve annual leave being taken in one large block due to the impact on your research and progress.

Changes to Your Programme

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

Change of Circumstances Pro Formas

Change of circumstances include:

> Application for Internship/Placement
> Interruption Request
> Change of Mode of Attendance
> Change of Programme
> Transfer to MPhil
> Transfer of School/Division
> Extension to Programme
> Extension to Final Submission Deadline
> Change of Supervisory Team
> Change of Research Title
> Application to Study Away from University/Fieldwork
> Request to Submit Early
> Extension to the Resubmission Period

Interruptions to the prescribed period of the programme

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

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

The total period(s) of interruption should not normally exceed 12 months over the full period of the programme. Where a period of interruption is granted the degree is suspended and both the period of research and the thesis submission date are extended by a corresponding period.
Should a request for interruption not be approved by Faculty, you may re-apply only if you have new or additional information and/or evidence to add to your application which was not originally considered. If the request is refused again, you will not normally be permitted to reapply.

Grounds for an interruption request

Examples of potential valid grounds for an interruption request are listed in the University policy above. You should note that work commitments are not normally valid grounds for an interruption request. The Doctoral Academy Research Degrees Panel will consider requests on a case-by-case basis. You should only report circumstances that are unforeseen and/or unpreventable and that have had a serious adverse effect on your research. *Retrospective interruptions may be allowed in exceptional circumstances and only within the previous 12 months of the programme or since the last annual review process, whichever is most recent*.

Maternity leave

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

Athena Swan policy for maternity pay

As part of its commitment to the Athena Swan agenda the Faculty has pledged to ensure that there is equitable financial support for students in receipt of a stipend administered by the University during their maternity leave. Therefore, where a student's funding body does not provide additional costs to maintain the stipend during the maternity leave, the Faculty will cover these costs in line with other funded students. The maintenance stipend for the maternity leave period will be paid in line with UKRI rates.

Eligibility
- Students must meet the criteria for maternity leave stipend as set out in the University policy
- Students who apply for their maintenance stipend to be covered by the Faculty will need to provide evidence that their funding body will not cover the cost
- Retrospective requests will only be considered in exceptional circumstances

Policies relating to adoption leave and shared parental leave are held on the University webpages.

Students sponsored by external funding organisations (including charitable grants and overseas governments)

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

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

Changes in mode of attendance

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

Changes to the supervisory team

You and your supervisory team are required to notify the Doctoral Academy Office of any changes to supervision by completing the change of supervisory team form. Changes to the supervisory team may result from a supervisor taking sabbatical leave, if a member of the supervisory team leaves the University, appointment of an additional supervisor or change of advisor. The relevant pro forma should be signed off and agreed by all supervisory members in advance of any changes taking place.

Periods of study/ fieldwork away from the University

As part of your research programme you may spend periods of time away from the University undertaking data collection, gaining experience of new techniques in another University in the UK or overseas. These processes will be planned in conjunction with your supervisory team but you will still need to request permission from the Doctoral Academy for this study away period. As part of this process you will need to ensure that the appropriate risk assessments have been undertaken for your fieldwork. In most circumstances you will be able to use the University travel insurance to cover your trip. In the first instance you can contact your Student Support Administrator for information on the issues and processes relating to periods of study away from the University.

Nursing, Midwifery & Social Work students - for students who will be undertaking research fieldwork it is essential that you do so safely and in line with the Division's policy, this includes the mandatory use of Skyguard MySOS Unit. Please discuss this with your supervisors and contact Susan Crofts for training and access to the devices.

Additional information for international students on tier 4 visas

Non-EU students should consult the Student Immigration Team in the Student Services Centre for impartial advice regarding the immigration implications of a particular course of action. For contact details see: http://www.studentsupport.manchester.ac.uk/immigration-and-visas/

The University is legally required to report to the government if non-EU international students, who have been issued a visa or residence permit as a student, interrupt or extend their degrees or if they withdraw or their registration is terminated. **The University is required to monitor the attendance of this group of students and to report any periods of absence lasting more than 60 days.**

Length of student immigration in the UK

A Tier 4 visa will normally cover the period of the programme and where appropriate the 12 month writing up period, plus three months for the examination process. If you interrupt or extend your programme it will take longer to complete your studies and therefore you may have to apply for an

extension to your immigration permission in your home country or in the UK. Note that there may also be a requirement to request a new ATAS certificate for students who require additional time due to an interruption or extension to programme.

<u>Interrupting your programme of study</u>

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

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

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

Once a period of interruption is agreed you will receive formal confirmation from the Doctoral Academy Office. Should the interruption be 60 days or more you will receive further correspondence from the Student Immigration Team regarding the implications for your visa.

If you need to reapply for immigration permission to re-enter the UK following a period of interruption then you should contact your [Student Support Administrator](#) regarding applying for a new CAS number.

Doctoral Academy Training Programme

A full list of training courses is available online here: https://www.bmh.manchester.ac.uk/doctoral-academy/training/programme/

Doing a research degree requires a special set of skills for identifying a problem, investigating what is currently known about the problem and then looking for a unique and original solution. No matter what discipline you are studying, there are generic approaches that can be applied to any research project. The aim of the [Doctoral Academy Training Programme](#) is to provide you with the skills, competencies and subject-based training necessary to complete your research. We are also keen to develop skills that will aid you in your future career, wherever that may be. You will find a number of courses that are designed to get you thinking about your future career and employability.

To help you decide what training you need at each stage of your research journey, the [Doctoral Academy Training Programme](#) has been mapped onto the Researcher Development Framework [(RDF).](#) This is a national framework which summarises the knowledge, behaviours and attitudes of

effective and highly skilled researchers. The programme has been separated into nine distinct themes so that you can identify which courses really meet your needs.

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

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

Doctoral Academy Training Programme Team

Director of the Centre for Academic and Researcher Development – Prof Judy Williams
Researcher Development Office – Lorna Jones
CARD Administrator - Holly Dewsnip (acadresdev@manchester.ac.uk)

[Leadership in Education Awards Programme (LEAP)](#)

The Leadership in Education Awards Programme (LEAP) supports you in documenting and evidencing your teaching excellence, and is an opportunity for you to receive a formal national qualification for your contribution to teaching and learning.

The programme is accredited by the Higher Education Academy (HEA) and can award Associate, Fellowship, Senior and Principal HEA Fellowships.

If you join LEAP you'll be assigned a mentor and a peer support group and will also have access to a range of workshop and online support.

Training and development catalogue

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

Booking on training courses

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

<u>Attendance at training courses</u>

As demand for courses is always high it is vital that once you have a confirmed place on a course that you attend. **If you are unable to attend then you should cancel your place as soon as possible to give other students a chance to attend instead. You can cancel your place through the My Training and Development link.**

<u>Waiting list on the Training catalogue</u>

When booking on to a course using the Training Catalogue, you can also apply for a place on the waiting list. The waiting list option is available to you if you are unable to attend existing course dates, if the course is full or if there are no dates currently available. To be added to the waiting list, please click `Apply` at the bottom of the course profile page and then select `Add me to the waiting list`. **When places become available you will be sent an email inviting you to sign up, the waiting list does not automatically allocate you a place.**

<u>Mandatory training</u>

Each student has their own progression area on eProg which details milestones and relevant skills training with the associated deadlines. You are expected to complete the mandatory training within the first few weeks of your programme. Required training courses include:

- First Year: Life as a PhD Student: Getting off to the Best Start
- Academic Writing (pre assessment)
- University Health & Safety Modules
- Research Integrity
- Export Control
- Communications Skills (Clinical Dentistry 4yr PhD only)
- Basic Life Support - annual (Clinical Dentistry 4yr PhD only)
- Transferable Skills Unit (Nursing, Midwifery & Social Work only)

There may be other compulsory training events for specific programmes such as DTP and CDT programmes – please check individual programme handbooks for details.

<u>Research Integrity</u>

The University expects the highest standards of research integrity from its research students. These standards are set out in its Code of Good Research Conduct which can be found here: https://www.manchester.ac.uk/research/environment/governance/conduct/

All PGR students must complete the University's Research Integrity on-line training which can be found here: https://app.manchester.ac.uk/FBMHS1013

The process for reporting concerns about potential research misconduct can be found here: https://www.manchester.ac.uk/researchmisconduct

Academic writing support

There are a number of different sources of academic writing support available to you throughout your programme. All students will undertake a short online academic writing pre-assessment during the Life as a PhD Student workshop. You will be directed to additional support according to your score in this test. This may be through online modules or face to face workshops delivered by the University Language Centre.

Training for CHSTM students

While the Training Programme aims to be inclusive of all disciplines within the Faculty, students registered on programmes in the Centre for the History of Science, Technology and Medicine should also consider training courses delivered by the Faculty of Humanities. These can be found through the Training and Development Index.

Doctoral Academy Online Training Resource

All PGR students in the Faculty can access the Doctoral Academy Online Training Resource through Canvas (online learning environment). The aim of this site is to give you additional resources that further enhance your research skills. Within this space you will find material to support you with:

          Research Methods
          Qualitative Research Methods
          Academic Writing
          Presentation Skills
          Statistics: Key Concepts*
          SPSS*
          Plagiarism Prevention Resource
          Intellectual Property Awareness Resource

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

Research IT Training
The Research IT team offer a host of services to support PGR students and researchers. This includes a number of face to face or online training courses or materials on IT applications, software and systems - its-research-training@manchester.ac.uk

Statistics Support

"Basically research starts with a question, for any given question there are a couple of ways in which you can go, in using existing data or getting new data and perhaps it's not easy to find good guidance on that... There are loads of books on analysis – I don't think that is the issue, I think there is a need for guidance on statistical thinking and research design."
(Excerpt from interview with Professor Doug Altman, renowned statistician and medical researcher, taken from an interview given to Methods in Research on Research (http://miror-ejd.eu/2017/01/24/interview-with-professor-doug-altman/))

There are many options available for statistical guidance for students and junior researchers in the

Faculty of Biology, Medicine and Health, from drop-in clinics to formal courses. In addition to the information presented below, it is worth asking around in your Division or School, as many degree programmes run courses for specific groups but which others can sometimes attend. There may also be specialist training attached to your particular PhD funding stream.

Centre for Biostatistics

If you're a PhD student in FBMH, you can request an appointment with a statistician from the Centre for Biostatistics. To arrange an appointment please contact the Centre's Administrator Lisa McDonald by e-mail Lisa.Mcdonald@manchester.ac.uk or telephone 0161 276 8008.

Researchers and PhD students based at a University hospital can contact the hospital-based statisticians directly. For researchers and students based in:

- Salford Royal Hospital, contact Andy Vail (Tel: 0161 206 4262) or visit http://www.salfordresearch.org.uk/support-research/statistics/
- Manchester University NHS Foundation Trust (MFT), contact Steve Roberts (Tel: 0161 276 5785)
- Christie NHS Foundation Trust, contact Clare Hodgson (Clare.Hodgson2@christie.nhs.uk)

The Centre for Biostatistics also hosts the *Biostatistics Collaboration Unit*, which provides statistical expertise for grant-funded research. Investigators with funding for statistical input can apply to the Unit for part-time and temporary statistical staff as required. Grant applicants should agree the requirement for statistical input into their project in advance with a senior statistician, usually a co-applicant. When the grant is awarded the Unit will identify or appoint a Research Assistant, Associate or Fellow to work on the funded research at the required times.

The Doctoral Academy hosts both online training resources and more formal face-to-face teaching. It is hoped that the training provision will be expanded in the coming months. Courses available for the 2018/ 2019 academic year include:

- FBMHS1309 Basic Introduction to Statistics in Research
- FBMHS1307 Introduction to Statistics
- FBMHS2303 Systematic Review Training
- RRDATA Data analysis using R

To book on to a workshop, please visit the University's training catalogue https://app.manchester.ac.uk/training/default.aspx.

Online resources

Online resources include 'Statistics: Key concepts (Basic)' and 'Statistics: Key concepts (Full)' courses.

Students who began their doctoral studies before September 2016 can access these courses by going to your My Manchester page (my.manchester.ac.uk) and click the Blackboard button at the top right. The community space should appear on your Blackboard homepage under the My Communities section. Click on Statistics: Key Concepts and then select the Statistics: Key Concepts (Basic) or Statistics: Key Concepts (Full) course.

Students who began their doctoral studies after September 2016 can access these courses through Canvas. Go to https://fbmh.instructure.com and log in using your normal university username and password. From your homepage, click on FBMHS8040 Skills Training. Once in the course, click on Modules in the left hand menu, then select the course you require from the Statistics: key concepts section at the bottom of the module list.

StatsClinic

StatsClinic was set up in 2016 by Dr Paraskevi Pericleous to support researchers from all areas of study across the University of Manchester. The group holds monthly drop-in sessions providing information and insight into specific statistical queries. StatsClinic is run on a voluntary basis and staffed by postdoctoral research associates and PhD statisticians.

Appointments can be requested by completing the StatsClinic query form which is available at https://sites.manchester.ac.uk/statsclinic/. Once you have submitted your form, you will be allocated a time slot during one of the StatsClinic sessions to discuss your query in more detail with one of the members face-to-face.

Teaching Opportunities Website
https://www.bmh.manchester.ac.uk/doctoral-academy/training/teaching-opportunities-training/

Across the Faculty we have opportunities for postgraduate research students to work as graduate teaching assistants (GTAs) and demonstrators on our undergraduate courses. You will earn cash while gaining valuable experience and boosting your CV.

It is suggested that student's undertake no more than 6-8 hours per week (in line with UKRI guidance). Please note that students on a Tier 4 visa can only work for a maximum of 20 hours per week. This includes paid, unpaid and voluntary work. You can find more information in the Student Immigration Team's `A Guide for Tier 4 Visa Holders`. You will also find more information regarding working in the UK.

All students looking to undertake these opportunities are expected to complete the Faculty's online GTA course and demonstrators will need to attend further face-to-face training.

University Library and Careers Resources

The University of Manchester Library, a designated National Research Library, offers a range of tailored products and services that directly underpin research at Manchester. This includes the provision of research support facilities across campus, offering access to an unparalleled range of electronic resources including over 40,000 e-journals and a comprehensive range of research datasets.

The Library provides a range of services for researchers. Our collections and resources help to shape research projects, whilst our expert services provide guidance on managing data, disseminating research and identifying impact. See the Researcher services webpages for more information on open research, impact, managing research data and much more.

The Library offers a range of resources and workshops to help you whilst you are studying here. My Learning Essentials is an award winning skills programme offering face-to-face workshops and online

resources on a range of academic topics and personal development including lots of resources around wellbeing. My Research Essentials offers a range of workshops and online resources specifically aimed at researchers. The programme is delivered by Library staff and invited speakers and topics covered include writing a research paper, managing your ORCID, raising your research profile and open access publishing.

The Library's guide to copyright will help you to find out how copyright affects your work, research and study here at the University of Manchester. Copyright is legal protection for an author/creator which restricts the copying of an original work they have created. These pages should be read in conjunction with the University's Copyright Policy and provides information on how both staff and students can adequately protect the material they produce, whilst adhering to copyright laws and practices when using work belonging to others. You should be mindful of the copyright of any images used within your final thesis and its access status.

Keep up to date with the latest Library developments via Twitter and Facebook. Follow the Library's Research team and Open Research team on twitter for research specific news, information and tips.

The Careers Service

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

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

My Research Essentials

My Research Essentials is a developing programme of training workshops, information sessions, and online resources that are relevant to researchers at all career stages. The topics covered range from resources to use during the research process, to recent developments, scholarly communication tools and research funder policy requirements.

Student Representatives

PGR Students can put themselves forward to become PGR reps in their division. Being a rep is way to get involved and to influence what's happening to PGR students from a local to a University level, as well as being a good point to note on your CV. Divisional reps get together once every couple of months to raise issues with the school rep, school PGR Director and the Doctoral Academy. There is one main school rep per school, who sits on the relevant School committee and as well as on the Faculty Doctoral Academy Management Group. Each year the Doctoral Academy runs a training session for PGR Reps, over lunch, which usually takes place in November. For more information on

the role of the PGR student rep, you should contact iqra.habib@manchester.ac.uk. For information on the current PGR Reps, please see the Doctoral Academy Website Contacts page here.

Student Support

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

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

Manchester Ways to Wellbeing
http://www.studentsupport.manchester.ac.uk/taking-care/wellbeing/
http://www.sport.manchester.ac.uk/fitness/wellb/

Wellness looks at how you concentrate on more than just physical health, exercise or nutrition. It is about the whole you and how you nurture all areas of physical, mental and spiritual well-being. The University of Manchester is developing its Wellbeing framework and holds a number of Wellbeing events throughout the year.

In addition to the Wellbeing events, The University of Manchester Counselling Service runs an extensive timetable of free group sessions that help support your mental wellbeing as well as your physical health. Sessions will take place in the Wellbeing Rooms 1.63, Simon Building and at the Alan Gilbert learning commons- for more information. Chill Out Room access (Simon Building) is available 09:00 - 17:30 Monday to Friday.

The International Society

With over 4,000 members from over 130 countries, the International Society is the best place for you to make new friends from all over the world including the UK. Among the things we do are trips around the UK during the weekend, language classes, cultural evenings, social events, cultural awareness project (Rocketworld), hospitality scheme and families group. Our Families Group offers a warm and supportive atmosphere for the partners and children of students. The group meets every Thursday and is a great way for people in a similar situation to meet and make friends. They regularly celebrate children's birthdays, go on trips and have visiting guest speakers to share information and give advice. For those still learning English it's a great place to practice in a supportive environment. For more information, check out the website at www.internationalsociety.org.uk.

Student Support and Advice The Student Support and Advice team, based in the Atrium of University Place, can offer advice on issues affecting your student life, with signposting to more specialist services. They also have information and resources on their website covering topics such as money, health and wellbeing. studentsupport@manchester.ac.uk	0161 275 3033/3871
Student Services Centre (SSC) Offers advice on all aspects of student life, particularly fees, funding, registration and graduation. The SSC is also home to the International Advice Team who can provide guidance to international students on immigration and Tier 4 issues	0161 275 5000
The University Language Centre (ULC) Offers English language and academic skills support to both Home and International students in the form of part-time courses, workshops for specific groups and individual tutorial support.	
Disability Advice Support Service The DASS team work with a large number of students (over 4000 this year) including students with: specific learning difficulties (such as dyslexia), mental health difficulties (such as anxiety), medical conditions (such as epilepsy and arthritis), deaf and hard of hearing students, blind and partially sighted students, students with autism/Asperger syndrome. dass@manchester.ac.uk	0161 275 7512 / 8518
Counselling Service The Counselling Service is a team of professional counsellors and psychotherapists offering confidential help with any personal issues affecting work, self-esteem, relationships, mental health or general well-being. They mainly offer brief, focused counselling that encourages people to make the most of each session. They also offer a wide range of workshops including managing anxiety; procrastination; assertiveness; confidence and self-esteem; low mood; and speaking out in groups. - counselling.service@manchester.ac.uk	0161 275 2864

<u>Support for Students with families</u> <u>FBMH PGR Parents Group</u> The Doctoral Academy offers a PGR Parents Group. The Group is open to all parents and parents-to-be and meets once a month. The sessions begin with a brief introduction by a member of the Doctoral Academy Student Support Team, but then attendees are left alone for the session to run un-facilitated and at their own pace. These informal sessions provide the opportunity to: o Discuss issues related to returning to your PhD after parental leave o Share experiences of balancing research and caring responsibilities in a safe environment o Hear about what has worked for others o Offer peer support Hot drinks and light refreshments are always provided, and students are welcome to bring their own lunch. If you have any questions about the peer support group, please contact: joy.stewart@manchester.ac.uk or abbie.roberts@manchester.ac.uk International Society Families Group Manchester Student Parents and Carers Network This is a Facebook group run by the University of Manchester and the Students' Union.	

Student support at Manchester

You will find the most comprehensive information on student support services on the central website: http://www.studentsupport.manchester.ac.uk/ or alternatively you can contact the Students' Union if you don't want to talk to University staff: http://manchesterstudentsunion.com/ (advice.su@manchester.ac.uk) 0161 275 8066

Report and support – As a follow on from the 'We Get It' Campaign the University launched a web-based platform which allows students, staff and visitors to securely report bullying, harassment, sexual harassment or discrimination and get confidential advice from a Harassment Support Advisor. You can also report something anonymously.

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

Disability Support

The Disability Advisory and Support Service (DASS) is open Monday to Friday 10am to 4pm. DASS offers short 20 minute appointments with a Disability Advisor. To book an appointment please contact dass@manchester.ac.uk or call 0161 275 7512. Your Student Support Administrators act as Disability Coordinators.

Disability support - guidance for students funded through UKRI

UK Research and Innovation (UKRI) will help with additional costs of study-related requirements that may be incurred as a result of disability, mental health problem or specific learning difficulty that means additional support is needed to undertake a Research Council-funded studentship. https://www.ukri.org/skills/funding-for-research-training/

Disability support allowances can cover the cost of:
- non-medical personal assistance
- items of specialist equipment
- extra travel costs
- general expenses

To request support, students should follow the procedure outlined below:
1. Register with the University of Manchester Disability Advisory Support Service
2. You will be required to provide details of your studentship award (start and end date and grant reference number). You can obtain this information from your Programme Administrator

3. A 'Needs Assessment' will be carried out by DASS and they will approve the level of disability support allowance (DSA) required and make arrangements to provide personal support services and/or equipment.

Note: Students are not entitled to receive DSA whilst on interruption to their studies.

How we use your data

The University needs to collect, maintain and use personal data relating to you to allow us to administer your course and to provide facilities during your time as a student. We share this data within the University in order to deliver a high standard of service to you, so it is important that you ensure we have up to date information about you in the Student System.

We occasionally have to share your information with external agencies, such as the Higher Education Statistics Agency, the Student Loans Company, or funding bodies, such as the Research Councils, for funded students. We may also ask other agencies for the information they have about you, in order to verify the personal details you provide.

We will ensure that personal data held about you is always processed in accordance with data protection law. You also have the right to access any personal information we hold about you.

For more information on how the University collects, stores and shares your personal data, please see the Registered Student Privacy Notice.

APPENDIX I - University Regulations and Policies in Brief

Note that you are bound by the regulations active at your point of registration. New policies or changes in policies will be applied to all students unless specifically specified.

Ordinances and Regulations for PhD, MD and MPhil

Policy on circumstances leading to changes to Postgraduate Research study.
Within this area of the Code of Practice you will also find the policies on maternity, paternity and adoption leave which include information relating to eligibility for continued stipend payments during maternity or sick leave absence.

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

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

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

Monitoring Attendance and Wellbeing of Students (Regulation XX)
The University monitors the attendance of all students:
   a) To support academic attainment and progression.
   b) To ensure student wellbeing.
   c) To satisfy external body reporting/accreditation requirements.

While it is accepted that research degrees do not follow the standard format of taught programmes there is still a requirement for students to meet with their supervisors on a monthly basis. In all likelihood it will be more frequently than this, though it will vary over the course of the programme. Attendance points for postgraduate research students are recorded monthly via the attendance and engagement forms within the University's online progression system, eProg. It is the main supervisor's (or appropriate member of the supervisory team's) responsibility to ensure that attendance and engagement forms are completed in a timely manner for each of their students. The University online monitoring system (eProg) identifies trigger points, which indicate that non- attendance on **two**

consecutive months has occurred. Reports are provided via the online system and will be used to indicate patterns of nonattendance which are a cause for concern. Schools and institutes will follow the processes set out in Sections 4 and 5 of the [Policy on Recording Monitoring Attendance and Wellbeing of Students](#).

You should refer to the support services set out in this handbook or to your Student Support Administrator if you feel that there are circumstances that are impacting on your ability to meet the requirements for work and attendance. Where students fail to meet the requirements for minimum attendance and the School has taken the case through the appropriate channels as set out in the policy a student may be excluded from the programme following the review of the case by a School Progress Committee.

[Dignity at Work and Study](#) (bullying and harassment)

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

It is important to report any instances of bullying and harassment to someone you trust, this will ease the burden on you and will help you receive the support you need. There are many ways this can be achieved in addition to talking with friends and family. You can [report](#) any incidences of harassment, bullying or discrimination using [this form](#), either anonymously or to receive support. The [Report and Support](#) system has been put in place for both staff and students to use.

Research Integrity and Research Misconduct

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

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

- Fabrication, falsification, plagiarism, or deception in proposing, carrying out or reporting the results of research;
- Piracy (the deliberate exploitation of ideas and work of others without acknowledgement);
- Fraud (including the invention of data, using false information on a funding application or the misuse of research funds, equipment or premises);
- Publication of data known or reasonably believed to be false or misleading;
- Deliberate, reckless, dangerous or negligent deviation from current accepted practice in carrying out research (including failure to meet requirements of ethical review, legislation, relevant guidelines of professional, academic, scientific or government bodies) if this failure results in unreasonable risk or harm to humans, animals, property or the environment;
- Misrepresentation, including deliberate misrepresentation of data, undisclosed duplication of publication, failure to declare material interests, misrepresentation of qualifications or experience and misrepresentation of involvement (i.e. inappropriate claims to authorship);
- Intentional failure to acquire the required favourable opinion from the appropriate ethics committee for research;

- Mismanagement or inadequate preservation of data and/or primary materials;
- Breach of duty of care, including breach of confidentiality, improper conduct in peer review of research proposals or results;
- Facilitating misconduct in research (as defined by this Code of Practice) by collusion in, or concealment of, such actions by others or planning, conspiring or attempting to commit research related misconduct, or any incitement to do so.

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

Academic Malpractice – including Plagiarism

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

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

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

Intellectual Property

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

Code of Good Research Conduct

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

sources of their funding, their area of research, their experience as researchers or whether they are lone scholars or members of a research team. It is the responsibility of all researchers and staff supporting research to be aware of their commitments and the expectations of the University outlined in this Code.

Guidance on the use of blogs and wikis

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

APPENDIX II - Financial Information

Studentship funding

Many Home/EU students are funded via Doctoral Training studentships awarded to the Faculty from one of the UK Research Councils (BBSRC, NERC, MRC, EPSRC, ESRC, AHRC). These are commonly called DTP or CDT awards. Some students are funded by The Wellcome Trust and other charities or receive external sponsorship from industry (CASE). Most Home/EU studentships provide fees, a monthly stipend (maintenance payment) and a contribution towards project / fieldwork or conference costs.

Payment of tuition fees

Students must be able to demonstrate that they are able to pay their tuition fees at the start of each academic year. If you are funded via a Research Council, fees will normally be paid directly to the University. In the case of self-funded or externally sponsored students, a signed declaration that all fees will be paid in respect of each academic year must be produced at registration. The Student Services Centre will arrange for fee payments to be collected by sending an invoice directly to the sponsor.

Payment of Research Council studentship awards

Research Council maintenance payments will normally be paid **in advance**. You will receive 12 instalments on or around the 1st day of each month by bank transfer (BACS) commencing on the 1st October. All awards are subject to satisfactory progression and attendance. For prompt payment set up your bank details at the same time you complete online registration.

The following table provides guidance on when maintenance awards will be paid, however these slightly earlier payments cannot always be guaranteed, so all direct debits and standing orders should be set up for 1st of the month, which is the official payment date for monthly maintenance.

Payment Due Date	Proposed Payment Run Date	Proposed Pay Date	No. Days between Payments
	Tuesday	Thursday	
01 October 2019*	24 September 2019	26 September 2019	
01 November 2019	29 October 2019	31 October 2019	35
01 December 2019	26 November 2019	28 November 2019	28
01 January 2020**	17 December 2019	19 December 2019	21
01 February 2020	28 January 2020	30 January 2020	42
01 March 2020	25 February 2020	27 February 2020	28
01 April 2020	24 March 2020	26 March 2020	28
01 May 2020	28 April 2020	30 April 2020	35
01 June 2020	26 May 2020	28 May 2020	28
01 July 2020	23 June 2020	25 June 2020	28
01 August 2020	28 July 2020	30 July 2020	35
01 September 2020	25 August 2020	27 August 2020	28

* 1 October instalment will be processed as early as 17 September and credited to students' bank accounts on

Payment of industrial CASE awards

A CASE award requires a contract to be set up between the University and the CASE partner before the funds can be invoiced. This is a legal process and can take up to several months to finalise. Therefore we cannot guarantee that the CASE stipend supplement will be paid on-time at the start of the studentship.

Note: some CASE sponsors choose to pay the student directly; please check with the Doctoral Academy office if you are unsure.

Payment of stipend in submission pending

Due to HMRC requirements the University cannot continue to pay a monthly stipend to a student who is registered for the submission pending period.

Annual review of payments

The Doctoral Academy will review stipend and bursary payments at the start of each academic year. *Continuation of registration and payments of stipends will always be subject to satisfactory academic progress and attendance.* Payments will be withheld, should there be any cause for concern. All students, without exception, must be in regular attendance, have completed all progression requirements and be registered in order to receive stipend payments for each year of study.

Payment problems or queries

The Doctoral Academy Office works closely with the Faculty Finance Office and the Student Services Centre to ensure that all payments are set-up on and are paid promptly. However, payments can sometimes be delayed, especially during the busy registration period at the start of each academic year.

If you are having problems or a delay, please contact finance.doctoralacademy@manchester.ac.uk as soon as possible, as often the problem can be solved very quickly.

Termination of studentship payments

Any student in receipt of a studentship award must inform the Doctoral Academy Office if they are absent. Stipend payments may be stopped, without prior notice, for periods of unauthorised absence or irregular attendance, periods of non-approved interruption or in cases where a student withdraws from their programme of study or takes up full-time paid employment, before the end of their programme. If an interruption is necessary, this will be arranged on your behalf in consultation with your supervisor and sponsor via the Doctoral Academy Office.

Students who submit early or take up paid employment

In line with Research Council policy, students in receipt of a monthly stipend who submit before the end of their programme are eligible to receive stipend payments until the end of the financial quarter in which they submit. The end of financial quarter dates are: 31 December; 31 March; 30 June; 30 September. If you have any queries regarding your entitlement to stipend payments then please contact finance.doctoralacademy@manchester.ac.uk

Please note that you cannot continue to receive a stipend if you move into full time employment and the Doctoral Academy will seek to reclaim any overpayment made to any student where the student has been deemed to have received payments to which they are not entitled. ***Note: You must therefore inform us as soon as there is any change to your personal circumstances or employment status.***

Research training costs (RTSG)

Research Council funded students are entitled to an allowance towards the cost of attending a national or international conference during their PhD. You should discuss your training requirements on a regular basis with your supervisor. Your main supervisor will receive an annual allocation of funding towards your research and training support (RTSG) which is intended to cover lab consumables, research facilities, printing and reprographics, fieldwork (if appropriate) and conferences. You should speak to your supervisor regarding the processes for ordering items against your RTSG. ***Note: The Research Councils do not normally permit the purchase of PCs, laptops or equipment using RTSG. Please contact the Doctoral Academy office if you require further advice.***

Project costs

For students who have paid a composite fee (band 1-3) a task code will be set up on their main supervisor's P code account with an agreed allocation for consumables, travel, etc. The allocation will be available during the period of the programme. The supervisor can apply to the Doctoral Academy to spend funds within the submission pending period if they relate to conference attendance or publication costs. The supervisor will be able to view the budget and balance through the My Project Finance functionality in MyManchester.

Credit Control

Students who have outstanding academic debt at the end of their academic programme will not be permitted to graduate and will not receive their degree certificate.

Key Travel (paying for travel)

Any travel or hotel costs covered by your project funds must be booked through Key Travel. In order to arrange travel, please contact either a travel administrator or arranger from your faculty. You can find a list of these contacts here Key Travel - System Access

APPENDIX III – Publishing Your Research

Open Access at Manchester

The University's Publications Policy applies to all research staff and students. The policy is based on the Open Access requirements of various research funders, e.g. the Higher Education Funding Council for England (HEFCE), the UK Research and Innovation (UKRI) and the Wellcome Trust.

In line with the new HEFCE policy, the minimum requirement of the Publications Policy is that all peer-reviewed journal articles and conference papers accepted from the 1st April 2016 are made Open Access. Where required by funders other research output types must also be made Open Access, e.g. book chapters and monographs funded by the Wellcome Trust.

 It is important to note that papers that do not meet the HEFCE Open Access policy requirements may not be eligible for submission to the next Research Excellence Framework (REF) exercise. The REF is the system for assessing the quality of research in UK universities and allocating research funding to universities. The next REF is expected to take place in 2020.

Open Access (OA) means that items of scholarly work are made available online, in a digital format, at no charge to the reader and with limited restrictions on re-use. Many of the University's research funders have Open Access (OA) policies but requirements vary between funder. The Library website lists the requirements of the University's major funders but other funder policies can be checked using the SHERPA/JULIET database.

Research Councils UK's OA policy requires researchers to publish any peer-reviewed journal articles or conference proceedings, which acknowledge Research Council funding, in outlets that comply with the policy. You can find information regarding the OA routes and potential funding support on the University's dedicated Open Access website. The Open Access (OA) funds currently available at the University are:
- UKRI block grant
- Charity Open Access Fund (COAF)
- Institutional Open Access Fund

Further information:
Scholarly Communication Service
The University of Manchester Library
Tel: +44(0)161 306 1517 (internal: x61517)
Email: uml.openaccess@manchester.ac.uk

Guidelines for Addresses and Acknowledgements on Publications Addresses

External agencies are increasingly using citation analysis as one means of ranking institutional applications. Such analysis searches for appropriate Hospital, as well as University, names in the address lines of publications. The Faculty of Biology, Medicine and Health has now developed guidelines on how to cite your address in the publications that arise from your PGR studies. It is recognised that some journals may restrict the level of detail that can be included – however, the following should be used wherever possible.

All students
Joseph Z. Bloggs
Centre name if applicable (e.g. Manchester Collaborative Centre for Inflammation Research), Division of XXXXX, School of YYYYY, Faculty of Biology, Medicine and Health, University of Manchester, Manchester Academic Health Science Centre, rest of address as appropriate - Manchester M13 9PL, UK

For students who have a contract with, or are working within, one of the University's NHS partners*
Joseph Z. Bloggs[1,2]
[1]Centre name if applicable (E.g. Manchester Collaborative Centre for Inflammation Research), Division of XXXXX, School of YYYYY, Faculty of Biology, Medicine and Health, University of Manchester, Manchester Academic Health Science Centre; [2]Hospital Division (e.g. Manchester Royal Eye Hospital), NHS Trust (e.g. Central Manchester University Hospitals NHS Foundation Trust), Manchester Academic Health Science Centre; rest of address as appropriate

Acknowledgements
When externally funded facilities have been used in a study it is very important, for their annual reports, and therefore the likelihood of further funding, that they are acknowledged e.g. our core facilities (such as bioimaging, single cell facility, etc.), our NIHR Clinical Research Facilities and our UKCRC accredited MAHSC Clinical Trials Unit (appropriate wording can be provided by facility managers). Involvement of Great Manchester Local Clinical Research Network funded staff must also be acknowledged e.g. `this study was facilitated by the Great Manchester Local Clinical Research Network'.

*UoM NHS partners: Central Manchester University Hospitals NHS Foundation Trust; Salford Royal NHS Foundation Trust; University Hospital of South Manchester NHS Foundation Trust; The Christie NHS Foundation Trust; Greater Manchester Mental Health Foundation Trust; Salford Clinical Commissioning Group.

APPENDIX IV - Doctoral Academy Governance Structure

<u>Research Degrees Panel</u>

The remit of the Research Degrees Panel encompasses the following business
areas and activities:

- Ratification of PGR final examinations
- Applications for PhD by Published Work and higher doctorates
- Monitoring submission and completion rates
- Considering special permissions requests

Membership: the Associate Dean for Postgraduate Research (Chair), the School PGR Directors, Academic Leads for International Students and Student Experience and the PGR Services Manager.

<u>Doctoral Academy Management Group</u>

The remit of the Doctoral Academy Management Group encompasses the following business areas and activities:

- PGR strategy and operational priorities
- PGR recruitment and major funding schemes
- Quality assurance and policy development
- Student experience

Core membership: Associate Dean for Postgraduate Research (Chair), the School PGR Directors, Academic Leads for International Students and Student Experience, School and Student Union PGR representatives, key PGR administrative staff.

<u>School PGR Committees</u>

The remit of the School PGR Committee encompasses the following business areas and activities:

- PGR strategy and operational priorities
- PGR recruitment and major funding schemes
- Quality assurance and policy development
- Student experience
- Issues relating to registered PGR student progress
- Cases relating to Regulation XX – Attendance and Well-being of Students

Membership: School PGR Director (Chair), Division Senior Tutors, Programme Directors (funded programmes), PGR Tutors, School PGR representatives.

<u>Progress Committee</u>

School Progress Committees consider issues of poor student progress, insufficient attendance and engagement, student dissatisfaction with academic supervision and mitigating circumstances that may be influencing progress. Students may be referred to Progress Committee at any point in their programme where concerns have been raised and informal attempts (i.e. through the supervisory

team, advisor or PGR Tutor) to resolve the situation have not been successful. The purpose of the committee is to provide a fair and transparent mechanism for considering such matters, and to reach a decision based upon the evidence presented to it. The Progress Committee is not empowered to consider appeals against judgments taken in accordance with University Ordinances and Regulations. Details of the protocol are available on request from your Student Support Administrator.

<u>Student representation</u>

Each School and Division within the Faculty has a number of student representatives. These cover the range of disciplines and cohorts of students within FBMH. At a School level a student representative will attend the School Postgraduate Committee. Divisions will identify the most appropriate mechanism for meeting with their representatives. The School representatives and the Student Union PGR representative will be invited to the Doctoral Academy Management Group. Students interested in acting as a student representative for their School or Division should approach their PGR Senior Division Tutor and the Student Experience Administrative Assistant for information on the nomination process and cycle.