The University of Manchester

AMBS Doctoral Programmes Postgraduate Researcher (PGR) Handbook

Alliance Manchester Business School

The University of Manchester

2023/24 PhD and MPhil programmes

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Welcome statement

Message from the Dean of the Faculty of Humanities

"As Vice-President and Dean of the Faculty of Humanities, I would like to extend a warm welcome to all students joining The University of Manchester.

"We have over 21,000 students across four Schools which embrace disciplines as diverse as business and management, social sciences, law, education, languages, arts, and environment and development. As a postgraduate researcher in Humanities, you will join a strong academic community that boasts a range of thriving interdisciplinary groups, institutes and partnerships. The relationships we have developed cross borders – engaging with and learning from colleagues across our campus as well as overseas. We are tackling global challenges such as environmental sustainability, climate change, business innovation, social justice, poverty and conflict response.

"Studying within the Faculty of Humanities gives you direct access to leading scholars and a diverse group of doctoral students from across the globe, from which you can gain support and inspiration. We hope you will take every opportunity to build friendships and alliances that may well last a lifetime. You will also benefit from world-class training and professional development from leaders and experts who are dedicated in supporting you in your research studies journey. Opportunities for development and collaborative working include [Methods@Manchester](#) and [Artsmethods@Manchester](#), knowledge exchange and placements and partnerships. Please take time to explore the range of opportunities on offer to you.

"In this online handbook, you will find material specific to the programme of study or the discipline area in which your research will be based. Your School postgraduate research support team will be able to help if you have further queries and guide you throughout your time with us.

"I wish you well in your research studies."

Professor Fiona Devine
Vice-President and Dean, Faculty of Humanities

Key information

The University [Welcome](#) website has a range of key information to help you get ready for the start of your studies including:

- Registration
- IT account and student card
- Accommodation
- Health and wellbeing
- Finance and funding
- Travel and visa
- Healthcare
- Support and services

How to register

Please read this start of year registration information in conjunction with the advice below. You can register online from 1 September 2023.

- [Registration information](#)

PGR Induction Schedule Tuesday 19 September 2023

Doctoral Academy Induction September 2023

Meeting ID: 312 418 785 265

Passcode: 9ZAhBD

Sessions will be online but please join us for the lunch and networking event in person at the Whitworth Hall.

Time	Session	Speaker/Lead
9:15am – 9:30am	Welcome from the Associate Dean for PGR	**Dr Admos Chimhowu** Associate Dean for PGR, Faculty of Humanities
9:30am – 9:45am	Meet your Doctoral Academy Support Team	**Anusarin Lowe** PGR Officer
9:45am – 10:00am	PGR Expectations	**Dr Stuart Shields** Deputy Associate Dean for PGR, Faculty of Humanities
10:00am – 10:15am	Researcher Development	**Dr Cathal Rogers** Researcher Development Manager

Time	Session	Speaker/Lead
10:15am – 10:30am	Support Services for PGRs	**Claire Francis** Head of Counselling and Mental Health Services
10:30am – 10:45am	Careers Service	**Louise Sethi** Careers Consultant
10:45am – 11:00am	PGR representation, PGR support groups	**Lev Eakins** Humanities PGR Student Representative
11:00am – 11:30am	PGR panel	PGR Volunteers *Yitian Ren (current final year, SEED)* *Sandra Clare (current 2nd year, SEED)* *Anna Nelson (2023 Graduate, SOSS)* *Ozioma Paul (current 2nd year, AMBS)* *Núria Barrios-Jurado (current 2nd year SALC)*
12:30pm - 2:00pm	Networking lunch	**Location: Whitworth Hall**

The AMBS Induction session can be found here:

AMBS Induction timetable September 2023

Further information

- PGR Transitions
- Wellbeing and Mental Health
- Getting started in Pure (instruction guide)
- Searchable map

- Visit the [Welcome to Manchester](#) website for information on IT account set up, accommodation arrangements, study preparation, exploring the campus and much more.
- [Computer request](#). After your supervisor has authorised the request form, please email it to hums.doctoralacademy@manchester.ac.uk.

Your AMBS PGR Handbook

Welcome to your Alliance Manchester Business School (AMBS) Postgraduate Research Handbook. This handbook focuses on the PhD and MPhil programmes; the Humanities Doctoral Academy should be contacted for access to the DBA and MRes handbooks. This handbook applies to AMBS only; postgraduate researchers (PGRs) of other schools within The University of Manchester should consult their own programme handbook.

The content of this handbook is owned by the Humanities Doctoral Academy. This handbook is, as far as possible, accurate and up to date when published. However, the matters that it covers are subject to change from time to time and the University reserves the right to make such changes without notice. If you cannot find the answer to your query in this handbook, please contact the Humanities Doctoral Academy.

This handbook can be used in conjunction with The University of Manchester's [Faculty of Humanities Postgraduate Research](#) website. Also available is the [PGR Welcome Transition Resource](#) for those just starting their postgraduate research journeys.

University ordinances and regulations

Regulations, policies and guidance notes apply to postgraduate research study at The University of Manchester and set out the regulatory framework by which these programmes of study are governed and the general context of a student's academic career at the University. All PGRs registering on a postgraduate research programme of study are committing to an undertaking to follow the [University Ordinances and Regulations](#), which are in force during the period of study.

Policies related to postgraduate research study are available in the [Code of Practice for Postgraduate Research Degrees](#).

Programme contacts

AMBS Doctoral Programmes academic leadership

AMBS academic members of staff provide academic leadership for PGRs in the School and work closely with the Humanities Doctoral Academy in the delivery of your PGR programme.

Professor Lloyd C Harris
PGR Director and Doctorate of Business Administration (DBA) Director
Email: lloyd.harris@manchester.ac.uk

Dr Stefan Zagelmeyer
Research Training Programme (RTP) Director and Director of Master of Research (MRes)
Email: stefan.zagelmeyer@manchester.ac.uk

Professor Edward Lee
Accounting and Finance (A&F) Divisional Coordinator
Email: Edward.Lee@manchester.ac.uk

Dr Karl Taeuscher
Innovation, Management and Policy (IMP) Divisional Coordinator
Email: karl.taeuscher@manchester.ac.uk

Dr Ilma Nur Chowdhury
Management Sciences and Marketing (MSM) Divisional Coordinator
Email: ilma.chowdhury@manchester.ac.uk

Dr Renfei Gao
People, Management and Organisations (PMO) Divisional Coordinator
Email: renfei.gao@manchester.ac.uk

Faculty of Humanities Doctoral Academy contact details

General enquiries
HUMS.doctoralacademy@manchester.ac.uk

Progression and welfare (eProg, mitigating circumstances/special permissions)
HUMS.doctoralacademy.support@manchester.ac.uk

Thesis examination
HUMS.doctoralacademy.exams@manchester.ac.uk

Funding
HUMS.doctoralacademy.funding@manchester.ac.uk

Applications for ESRC/AHRC funding (including +2 queries)
HUMS.doctoralacademy.admissions@manchester.ac.uk

PGR admissions
HUMS.doctoralacademy.admissions@manchester.ac.uk

PGRs on **dual PhD (Manchester-Melbourne)** programme should contact
hums.doctoralacademy.cdt@manchester.ac.uk for any queries and requests.

Doctoral Academy | Faculty of Humanities | StaffNet | The University of Manchester

Key dates/events in academic year

AMBS PGR events

You will receive notification of the following events from the Doctoral Academy if they are applicable to your programme of study.

- Induction – Induction for new PGRs takes place each autumn.
- AMBS Doctoral Research Conference – This annual spring event forms a key part of the Research Training Programme for first year PhD researchers, providing an opportunity to present and gain feedback on their research from an engaged audience. AMBS PGRs, leading researchers from the School, PhD participants from external institutions and external experts deliver presentations and workshops on key topics. Additionally, there are opportunities for those at a more advanced stage of their PhD studies to engage with, and enhance, the School's research community.
- International Student Census – This takes place four times a year to provide points of contact with international students, as laid out in the UKVI student visa regulations.
- Graduation – Graduation for our graduands takes place twice a year, in July and December.

AMBS Events Calendar

AMBS events are an excellent space to network and engage. The AMBS events calendar regularly updates its schedule of events.

Communications

Your University email account

It is important to regularly access your University email account, as correspondence via email is a primary form of communication regarding your programme progression throughout your time as a PGR. You will regularly receive, and need to reply to, frequent messages from the Humanities Doctoral Academy, your supervisors and your Division.

Please note: we will not communicate to a personal email account as this is not permitted by the University IT Policy.

To streamline the number of messages you receive, the Humanities Doctoral Academy consolidates general information by sending two regular communications to PGRs:

- General, cross-posting circulation newsletter that advertises events and opportunities
- Updated newsletters from the PGR Director, Doctoral Programmes Manager and Humanities Doctoral Academy that pertain to PGR issues either PGRs have raised themselves or that directly affect the PGR community in the current context

Additionally, you will weekly receive the AMBS e-Bulletin to keep you up to date with the latest information from the School. You will also receive emails relevant to you via the Faculty of Humanities PGR mailing list as well as University-wide student mailing lists.

Virtual PGR Noticeboard

The virtual Faculty of Humanities Doctoral Academy PGR Noticeboard includes useful hyperlinks, upcoming events, programme reminders, contact details, etc. This webpage and its associated divisional-specific dashboards have been created as resources to keep you up to date with easily accessible information regarding your programme.

Notice boards

You can find full contact details, information on training, advice and support and quick links to your handbook on the Doctoral Academy online noticeboard

Stay connected with AMBS via its social media platforms:

Facebook – Alliance Manchester Business School
Instagram – @alliancembs
LinkedIn – Alliance Manchester Business School
Twitter – @AllianceMBS
YouTube – Alliance Manchester Business School

Stay connected with the Doctoral Academy and The University of Manchester via its social media platforms:

X @HUMS_DocAcad
LinkedIn The Faculty of Humanities Doctoral Academy
Instagram – @officialuom
X @OfficialUoM
YouTube – The University of Manchester

Health and safety information

Health, Safety and Risk

The Faculty of Humanities' primary functions are research and teaching, but these aims must be achieved, so far as is reasonably practicable, with no adverse effect on the health and safety of any member of staff, student or third party. It is the policy of the Faculty to pursue the highest standards of Health and Safety in all of its activities.
The allocation of duties for safety matters and the arrangements for implementing the policy are set out in the Faculty's Health & Safety Policy.

Your health and safety responsibilities

All new postgraduate research students in Schools across the Faculty of Humanities are required to complete mandatory health and safety induction training. Training is delivered via the University's e-learning environment and covers basic information about how health and safety is managed at the University. All new PGRs are automatically enrolled onto the relevant course units. PGRs in AMBS, SALC and SOSSare required to complete modules 1 and 5. PGRs in SEED are required to complete all modules.
PGRs are expected to complete these courses within the one month of starting.

- HUMNSPGR-IND001 PGR Student Health and Safety Induction Mandatory Module 1

- HUMNSPGR-IND002 PGR Student Health and Safety Induction Module 2 - Working in labs/workshops

- HUMNSPGR-IND003 PGR Student Health and Safety Induction Module 3 - Chemical Risk Assessment

- HUMNSPGR-IND004 PGR Student Health and Safety Induction Module 4 - Biosafety

- HUMNSPGR-IND005 PGR Student Health and Safety Induction Module 5 - Off-campus work (including fieldwork)

First Aid

A list of the names of authorised first aiders can be found by the main entrances and lifts in every University building - you will need to scan a QR code for the latest list. The list can also be accessed via the First Aid webpage.Schools have first aid kits available in kitchen and reception areas.
PGRs and students are also encouraged to download the SafeZone App which is a safety app that comes with direct link to the University Security.
All security staff within Campus Support and Security Services are first aid and defibrillator trained. Security can be contacted by calling 0161 306 9966 (the number can also be found on the back of your ID card).

AEDs or Defibrillators or Defibs

An AED is a very simple piece of equipment that can be used by anyone to increase the chances of saving the life of someone who is having a cardiac arrest.
There are a number of AEDs at various points across the University. To find your nearest AED, please use the Interactive Campus Map. Double click on the icon for further information such as exact location.

Fire Safety

Fire training and information

LAOD147 Fire Awareness for All: All postgraduate researchers in the Faculty of Humanities are required to complete this mandatory fire training which covers University's arrangements and practical advice. All postgraduate research students must familiarise themselves with the location of their nearest emergency exit.

You are responsible for your visitors and must advise them of emergency action. If you hear the alarm you must leave the building as quickly as possible by the nearest available exit. Do not use the lifts. Please see below for building-specific assembly points.

If you oversee lectures or laboratory classes, you must take responsibility for the orderly evacuation of your class without delay.

Do not enter a building while the alarm is sounding, and do not re-enter until a Campus Support and Security Officer or a Fire Evacuation Marshall (wearing a green vest) gives permission.

Display Screen Equipment (DSE)

Display Screen Equipment (DSE) refers to equipment used in the workplace such as laptops, screens and PCs. We want to ensure that you are working in a safe and comfortable environment which is why we require you to complete a DSE self-assessment.

You can find guidance on how to set up your workspace and a self-assessment form here. You can also find further information on the HSE website.

Schools assess the risks associated with using DSE equipment by carrying out DSE surveys. For a DSE assessment or to report any issues you might have with your workstation set up please contact your School Safety Advisor by using the relevant email address below:

- AMBS: joann.slater@manchester.ac.uk
- SALC: Compliance.SALC@manchester.ac.uk
- SEED: SEEDestates@manchester.ac.uk
- SoSS: soss.dse@manchester.ac.uk

Personal Emergency Evacuation Plans (PEEPs)

Disability Advisory and Support Service (DASS) help students and members of staff who might need to have a Personal Emergency Evacuation Plan (PEEP). Additionally, if you require support evacuating a university building during an alarm but are not registered with DASS (e.g. due to having a temporary injury), please consider filling in a PEEP. For further information please see PEEPs webpage.
For queries on PEEPs please contact your School Safety Advisor by using the relevant email address below:

- AMBS: joann.slater@manchester.ac.uk
- SALC: Compliance.SALC@manchester.ac.uk
- SEED: SEEDestates@manchester.ac.uk
- SoSS: SoSS.risk@manchester.ac.uk

Lone Working

Lone working may occur at the normal place of work/study or it may be in off-site locations, either as part of field work, overseas trips, community-based working, etc. You can find our University guidance on Lone Working in the Lone Working toolkit.

Risk Assessment Training

PGRs are encouraged to familiarise themselves with HSE guidance on risk assessments and complete these two short online training courses as a minimum:

- HSE Risk Assessment Guidance
- TLCO300 Principles of Risk Assessment E Learning This course is aimed at individuals who carry out risk assessments within their departments. The course covers methods for identifying hazards, assessing risks and implementing controls.
- TLCO210 Management of off-campus activities This course is aimed at staff who will be accountable for the H&S of staff, students and other participants involved in off-campus activities. The course provides an understanding of systematic management and planning to fieldwork activities.

Accident/Incident Near miss reporting

All accidents, incidents or near-misses on School premises or arising out of University business must be notified via email to Safety Services in the first instance and ideally within 24 hours. Incidents result in damage to property only with no injuries, and near-misses are incidents with a potential for personal injury or physical damage but no actual injury or damage. Please see accident Reporting information and notification form.

Study Spaces and building local arrangements

Schools have dedicated postgraduate spaces within their buildings. Most computer clusters operate on a hot-desking principle. Please contact the Doctoral Academy at hums.doctoralacademy@manchester.ac.uk for further information about workspaces and facilities.
In this section you will find local Fire and First Aid arrangements as well as other building specific local arrangements:

AMBS Building

Fire Alarm	Two stage alarm. Building in two zones A&B A - ground to 4th floor B – 5th to 10th floor Alarm will sound intermittently for a few minutes in the unaffected zone, then go into full alarm.
Fire Alarm Test Time	Friday 08:00
Assembly Points	Signage near Bridgeford Street building
First Aid Arrangements	Monday – Friday 08.00 – 16:00 Find a First Aider
AED / Defibrillator	Ground Floor Reception area

Arthur Lewis Building

Fire Alarm	Single Stage Voice Alarm - continuous

Fire Alarm Test Time	Monday at 1:30pm
Assembly Points	Bridgeford Street
First Aid Arrangements	Monday – Friday 09.00 – 17.00 Find a First Aider
AED / Defibrillators	Ground Floor Reception area

Crawford House Building

Fire Alarm	Single Stage Voice Alarm - continuous
Fire Alarm Test Time	Wednesday at 11:45am
Assembly Points	Outside St Peter's House
First Aid Arrangements	Monday – Friday 09.00 – 17.00 Find a First Aider
AED / Defibrillators	Defibrillator is located outside Occupational Health on the fourth floor.

Ellen Wilkinson Building

Fire Alarm	Single Stage Voice Alarm - continuous
Fire Alarm Test Time	Wednesdays at 11.30
Assembly Points	Grassed area between Ellen Wilkinson Building and Samuel Alexander Building
First Aid Arrangements	Monday – Friday 09.00 – 17.00 Find a First Aider
AED / Defibrillators	C block entrance

Mansfield Cooper Building

Fire Alarm	Single Stage Voice Alarm - continuous
Fire Alarm Test Time	Thursdays at 08.30
Assembly Points	Grassed area around Stephen Joseph Building
First Aid Arrangements	Monday – Friday 09.00 – 17.00 Find a First Aider

Martin Harris Centre

Fire Alarm	Single Stage Voice Alarm - continuous
Fire Alarm Test Time	Wednesdays at 09.45
Assembly Points	Green area towards Coupland 1 Building
First Aid Arrangements	Monday – Friday 09.00 – 17.00 Find a First Aider

Humanities Bridgeford Building

Fire Alarm	Single Stage Voice Alarm - continuous
Fire Alarm Test Time	Fridays at 09.15
Assembly Points	Bridgeford Street
First Aid Arrangements	Monday – Friday 09.00 – 17.00 Find a First Aider
AED / Defibrillators	Defibrillator is located in a cabinet at the main entrance reception desk.

Samuel Alexander Building

Fire Alarm	Single Stage Voice Alarm - continuous
Fire Alarm Test Time	Thursdays at 12.50
Assembly Points	1. Grassed area between Ellen Wilkinson Building and Samuel Alexander Building 2. 2. Grassed area in front of Alan Gilbert Learning Common
First Aid Arrangements	1. Monday – Friday 09.00 – 17.00 Find a First Aider

178 Waterloo Place – Manchester China Institute

Fire Alarm	Single Stage Voice Alarm - continuous
Fire Alarm Test Time	Monday 9:30am
Assembly Points	University Green (grass area beside Waterloo Place)
First Aid Arrangements	Monday – Friday 09.00 – 17.00 Find a First Aider
AED / Defibrillators	

180 Waterloo Place – Confucius Institute

Fire Alarm	Single Stage Voice Alarm - continuous
Fire Alarm Test Time	Mondays at 09.15
Assembly Points	University Green (grass area beside Waterloo Place)
First Aid Arrangements	Monday – Friday 09.00 – 17.00 Find a First Aider

188 Waterloo Place – The Justice Hub

Fire Alarm	Single Stage Voice Alarm - continuous
Fire Alarm Test Time	Monday 9:50am
Assembly Points	University Green (grass area beside Waterloo Place)
First Aid Arrangements	Monday – Friday 09.00 – 17.00 Find a First Aider

AED / Defibrillators	

Williamson Building

Fire Alarm	Single Stage Voice Alarm - continuous
Fire Alarm Test Time	Monday 8:20am
Assembly Points	Brunswick Park
First Aid Arrangements	Monday – Friday 09.00 – 17.00 Find a First Aider
AED / Defibrillators	In cabinet beside ground floor reception desk

Out of Hours access to buildings

To arrange out of hours contact please contact your School by using the below email address:

- AMBS: ambsconference@manchester.ac.uk
- SALC: pgr-operations-salc@manchester.ac.uk
- SEED: SEEDestates@manchester.ac.uk
- SoSS: SoSS-PGR@manchester.ac.uk

Reporting Building Faults and Issues

Please report these issues via Estates Helpdesk or email estates@manchester.ac.uk or call0161 275 2424. Estates Helpdesk is open Monday to Friday 8am - 4pm
In case of emergency and outside these times you should report any problems to the Main Security Office on 52728 01613069966 or use the SafeZone App.

Help in a crisis

If you find that you are feeling very distressed and the pressures upon you seem overwhelming, you may start to experience a sense that things cannot get better. There are a number of support services here to help you take care of your wellbeing and these services are available online, over the telephone or face to face. If you feel you need to speak to someone urgently, or are worried about a friend, please get in touch: Student Support | Taking care of your wellbeing | Help in a crisis | The University of Manchester.

University Security Services

Security Control Room - 24 Hour Contact Number: 0161 306 9966 (telephone number listed on the back of your University ID card)

Occupational Health Service

The University of Manchester Occupational Health Service provides confidential services to protect the health of staff and students, assessing and advising on fitness for work, training and study, so as to ensure that health issues are effectively managed. They can provide advice on a PGR's fitness, appropriate adjustments that may be required as well as comprehensive travel advice, vaccinations, and travel packs for study-related travels.

Overview of AMBS PGR programmes

Postgraduate research at AMBS is comprised of four different PGR programmes: PhD, DBA, MRes and

MPhil.

Please note that this handbook is tailored for the PhD programme but also includes the MPhil programme; links to DBA and MRes AMBS PGR Programme handbooks can be obtained by contacting the Humanities Doctoral Academy.

For information, our full set of programmes is:

Doctor of Philosophy (PhD)

The Doctor of Philosophy (PhD) at AMBS is awarded in recognition of the successful completion of research training and supervised research, the results of which are embodied in a thesis comprising

evidence of the candidate's capacity to conduct a comprehensive and critical analysis of the relevant literature and to carry out substantial fieldwork designed to extend current knowledge.

Doctor of Business Administration (DBA)

The Degree of Doctor of Business Administration (DBA) is a distance-based, part-time doctorate programme designed to meet the needs of senior professionals who seek to improve their critical thinking and research skills and contribute new knowledge to their field whilst pursuing their profession.

This handbook focuses on the PhD programme; please speak to your Doctoral Programmes Administrator for access to the DBA Handbook.

Master of Research (MRes)

The Master of Research in Management (MRes) is designed to give candidates the opportunity to build knowledge of specialist areas of business and management, and to develop the research skills essential for doctoral research. Many students who complete an MRes go on to apply for a PhD.

This handbook focuses on the PhD programme; please speak to your Doctoral Programmes Administrator for access to the MRes Handbook.

Master of Philosophy (MPhil)

The degree of Master of Philosophy (MPhil) is awarded by the University in recognition of the successful completion of a period of supervised research and training, the results of which show convincing evidence of the capacity of the candidate to pursue research and scholarship and represent original work that is appropriately located by the candidate within a wider field of knowledge and investigation. The results of this research shall then be embodied in a thesis or other appropriate form.

The Ordinances and Regulations: Master of Philosophy contains information about the MPhil programme and should be referred to in matters of:

- Admission to the degree
- Duration of the degree
- Submission pending period
- Skills development
- Study away from the University
- Change of institution during the MPhil degree
- Interruption of the degree
- Changes to the nature of the degree
- Thesis submission
- Registration and fees
- Content and length of thesis
- Examination

This handbook focuses on the PhD programme but aspects of this handbook, such as supervised research, the PGR community, RTP offerings and researcher development opportunities are applicable to the MPhil programme; please speak to your Doctoral Programmes Administrator regarding your individual MPhil programme circumstances and requirements.

Aims and learning outcomes of the programme

As a postgraduate researcher (PGR), you will join a vibrant and dynamic group of people with diverse backgrounds, interests and world views, and gain the opportunity to work with leading experts who have a broad range of experience and knowledge in the respective fields. Your work as a PGR will culminate with the award of a doctoral degree, conferred to you for the production of an original thesis offering a significant new contribution to knowledge in your subject.

Your PhD/MPhil at AMBS is comprised of three key elements:

- **Supervised research** – Throughout your PhD you will be planning, executing, analysing and writing up your research. You will commence work on your supervised research from the start of your PhD or MPhil.
- **Research training** – You will follow a structured programme of research training in the first year of your programme which will run alongside, and underpin, the development of your thesis. The training will develop your advanced research training skills and provide you with transferable skills together with specialist knowledge that you will need in your doctoral research. You are welcome to register for further research training courses in years 2 and 3 if you wish, but there is no requirement to do so, providing you satisfy the research training requirements during your first year of study. You are encouraged to regularly review your training needs and to take advantage of relevant opportunities to enhance your research skills. *More details on the AMBS Research Training Programme (RTP) can be found in section 2.2 of this handbook.*
- **Researcher development** – The emphasis of researcher development is on the personal and professional skills required to produce a high-quality PhD or MPhil, as well as the career development that enhances employability and the ability to make the most of opportunities that arise. Many of the training and development opportunities offered outside the formal Research Training Programme are linked to the Researcher Development Framework.

PGR Turing Placement Scheme

Please see further information [here](#).

PGR exchange

We have agreements with international partners. Updated information will be provided when available.

Knowledge Exchange

Why Knowledge Exchange?

Knowledge Exchange refers to the two-way flow of ideas, insights, evidence, expertise, and people between academic and non-academic contexts.

This notion of intersectoral collaboration in the definition of what constitutes excellence in academic research has grown in relevance in the past decade, with Research Councils strongly advocating the role of humanities research in maximising 'public benefit', by 'enabling cultural participation, addressing contemporary social challenges and creating economic value'.

Knowledge Exchange between arts and humanities research and non-University sectors - from the creative industries and the heritage sector to the third sector, health services, and government agencies - therefore plays an integral part in what it means to do world-leading research today and as such is central in our doctoral training programme.

Benefits

Engaging with external partners is a great opportunity to broaden the scope and possibilities of your PhD, since it opens the door to developing new contacts in the field, bringing new insights into your research work, building and strengthening professional reputation, and opening further opportunities in terms of new research projects and collaborations.

Regardless of the career paths you will take, in academia or industry (or both), engaging with non-University partners during your PhD provides you with highly transferable skills and work experience which will support the development of a unique contribution to the cultural, social, and economic life of the wider community, that you can make thanks to your research skills and expertise.

Knowledge Exchange activities

Knowledge Exchange includes a wide variety of activities with the common trait of engaging with non-University partners in the public, private, or third sectors, in a way that shows the relevance of research to these external audiences. Knowledge Exchange activities can be classified into four broad groups:

- Community-based - For example lectures for the community, school projects, social enterprise activity, performing arts and related cultural activities, museums and art galleries, heritage and tourism activities, public exhibitions, and community-based sports.
- Commercial - For example patenting, licensing, spin-outs, and business consultancy.
- People-based - For example creating and participating in networks, lectures for the community, sitting on advisory boards, employee training, standard-setting forums, curriculum development, and enterprise education.
- Problem-solving - For example joint research and/or publications with external organisations, consultancy services, contract research, secondment to external organisations, prototyping and testing, and setting up new physical facilities.

The Humanities Placement scheme and the other initiatives listed below aim to provide you with a range of opportunities to develop awareness about the Knowledge Exchange potential of your research; that is to identify how your research can be relevant to contexts and communities beyond academia, and to develop these ideas in the most relevant directions for your own research interests, aspirations, and careers goals.

Summary of the programme structure: The AMBS PGR within The University of Manchester

University of Manchester Faculties and Schools

The University of Manchester boasts the largest student community in the UK. Its university campus, situated on Oxford Road, is the largest estate in UK higher education. Our sheer size and scale mean we can offer unparalleled opportunities for interdisciplinary ventures and collaborative working, enabling both academics and students to achieve great things.

To facilitate our organisation, The University of Manchester is divided into three Faculties, each of which comprises a number of Schools with powerful reputations for teaching and research success. AMBS is part of the Faculty of Humanities, with research institutes and centres, 800 PGRs across the University, offering an opportunity to be part of a large and interdisciplinary research community.

As part of the University's Campus Masterplan, AMBS has recently undergone an ambitious refurbishment to bring all staff and students together under one roof, so it has a centralised community where you will spend the majority of your on-campus study endeavours. The building adjoins to the Executive Education Centre, a Hyatt Regency Hotel and University Green. Learn more about the AMBS campus and its facilities.

AMBS academic Divisions

As a School, AMBS is organised by four Divisions of research studies. Depending upon focus of research and study, all AMBS academics and PGRs reside within the AMBS's four Divisions: Accounting and Finance (A&F); Innovation, Management and Policy (IMP); Management Sciences and Marketing (MSM); or People Management and Organisations (PMO).

ACCOUNTING AND FINANCE (A&F)

INNOVATION, MANAGEMENT AND POLICY (IMP)

MANAGEMENT SCIENCES AND MARKETING (MSM)

PEOPLE, MANAGEMENT AND ORGANISATIONS (PMO)

As a PGR you will be assigned an office with PGR colleagues who reside in the same academic Division. You will commonly receive targeted communications pertaining to your Division.

AMBS research centres and institutes

AMBS's centres and institutes cut across our four divisions to bring together academic colleagues from different disciplines and fields in the true spirit of interdisciplinary research. These centres and institutes are:

- Manchester Institute of Innovation Research (MIOIR)
- The Productivity Institute (TPI)
- Sustainable Consumption Institute (SCI)
- Work and Equalities Institute (WEI)
- Centre for the Analysis of Investment Risk (CAIR)
- Decision and Cognitive Sciences Research Centre (DCSRC)

Centres and institutes combine theoretical rigour with practical policy relevance, resulting in research that is relevant to academics, PGRs and practitioners. Each has a robust community and schedule of events, such as seminar series, in which you can get involved.

AMBS student community

The AMBS community comprises several degree programmes and is proud to attract students from across the world, at all levels of study, who combine considerable talent and high aspirations to develop themselves and make a difference in society. As a PGR, you will share the AMBS building and frequently mix with undergraduates and MBA students, as well as those on postgraduate taught and executive education programmes.

Modes of study

Residency requirements

The University requires you to reside within a commutable distance from Manchester during your time as a registered PGR, unless you are on approved fieldwork, a formal placement or in a period of submission pending. This is to ensure that you are able to meet attendance expectations and participate in wider research activities within your discipline area and/or the School.

Should you be unable to do this at any point during your programme, a formal case must be made to the Faculty office, together with the full support of your supervisor(s). 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.

Part-time study

The part-time PhD programme is twice as long in duration as the full-time programme, and so timing of milestone completions will be different to those on the full-time PhD programme.

- Doctoral Conference – this conference takes place within AMBS each spring. PGRs on the part-time mode of study must take part and present at the conference during either the first or second year of study.
- Research Training Programme – PGRs on the part-time mode of study can take the required courses during the first two years of the programme.

During the academic year, part-time PGRs are expected to have monthly meetings with their supervisory team.

Change in mode of attendance

If you have a change in circumstances that requires you to consider temporarily or permanently changing your mode of attendance from full-time to part-time, or vice versa, you should discuss this with your supervisor in the first instance. If you then decide to proceed with a change in mode of attendance for your programme, please contact your Doctoral Programmes Administrator for information on the process. NB: It is expected that the mode of attendance would be changed no more than twice in a programme at the most.

Section 2: Research training, development and assessment

Responsibilities of PGRs and staff

The Code of Practice for Postgraduate Research Degrees constitutes the central reference document for policies, procedures and good practice at The University of Manchester. It has been designed to ensure a high-quality framework is implemented and maintained consistently across the University. It sets out the responsibilities of the University, Faculties, Schools and supervisors so that PGRs know what they can expect from the University. In return, it details the responsibilities of postgraduate researchers so that PGRs know what the University expects of them.

Research Training Programme (RTP) and assessment

PhD and MPhil degrees are awarded by The University of Manchester for research and training. As such, the University expects that all postgraduate researchers will undertake a suitable programme of training and development based on both the needs of the researcher and the research topic.

The Research Training Programme (RTP) is an integral part of the AMBS PhD, and forms an optional component for the AMBS MPhil. During the first year of the PhD programme, you are expected to undertake research training courses to satisfy the degree's RTP requirements (PhDs on the part-time programme will be able to take their assessed courses during Years 1 and 2).

The AMBS PGR Induction sessions will provide you with information regarding RTP course offerings, timetables, and necessary instructions at the beginning of Year 1. Your RTP course units will follow the requirements of your particular PhD programme:

- Accounting and Finance (A&F)
- Business and Management (B&M)
- Science, Technology and Innovation Policy (STIP)

You must attain at least 60% in each of the assessed units. The RTP Exam Board will take place in early summer to discuss the RTP marks attained during the academic year to see whether the marks

satisfy the research training programme requirements. If any marks attained are below 60%, the board will determine whether a resubmission is required.

Bespoke option

We aim to make the RTP programme as flexible as possible. If you or your supervisory team feel certain assessed course units from AMBS Postgraduate Taught programmes may be better suited and more beneficial to your research training than those on offer in the suite of PGR RTP courses, then it is possible to replace one or two of the PGR RTP courses with those from the suite of AMBS Postgraduate Taught programmes, or of other Schools within the University.

To apply for a bespoke option, please refer to the Course Unit Selection Form for instructions. Your supervisor will need to endorse your request, explaining why the courses identified elsewhere would be better suited to your research, and the Humanities Doctoral Academy will then submit your request to the RTP Director for approval. If approved, you will be notified and advised to contact the School/Department that owns the course units to register directly with them. PGRs should be aware that the RTP Director can grant exemptions from courses if the supervisory team and PGR provides evidence that they already have the skills or do not need the course for their progression.

Taught course units enrolment

PGRs may be permitted to enrol on course units delivered for the undergraduate and postgraduate taught courses in Schools in the Faculty of Humanities subject to an agreement with the supervisor, class capacity and pre-requisite requirements. To request course enrolment, please consult the supervisory team and fill in the online request form. Requests will be forwarded to the School Teaching and Learning team to process.

The North West Social Science Doctoral Training Partnership (NWSSDTP)

The North West Social Science Doctoral Training Partnership (NWSSDTP) was established in 2017 and is a consortium of four universities in the North West of England.

This partnership enables University of Manchester PGRs to access courses delivered by The University of Liverpool and Lancaster University. If you are interested to see what courses are offered by our partner institutions, please visit the NWSSDTP webpage, which also contains a link to the module exchange application form should you wish to enrol on one or more courses.

Taught Exit Awards (applicable for PGRs who started their PhD programme from September 2022 onwards)

The 1st year of the full-time PhD programme (or Years 1 & 2 on a part-time basis) consists of a compulsory taught programme of Research Training (RTP). The course units delivered in this RTP and forming each of our PhD programmes (Accounting and Finance; Business and Management; Science, Technology and Innovation Policy) are credit-bearing and contribute to an early exit award in cases whereby a PGR may not be able to progress to submitting their PhD thesis.

Exit Awards

- Postgraduate Certificate is awarded following successful completion of 60 credits
- Postgraduate Diploma is awarded following successful completion of 120 credits

All course units that make up the credits must be assessed and the appropriate pass mark must be attained (see 2.2).

The points where a PGR might be considered for a taught early exit award (Postgraduate Diploma / Postgraduate Certificate) would be:

- After completion of the first year FT and second year PT

- At any future point beyond the first year FT or second year PT where it is clear (e.g. as a result of an Annual Review) that the candidate is not performing sufficiently well to be transferred to the MPhil as an early exit route.

A PGR would not be eligible to receive the Postgraduate Diploma (or Postgraduate Certificate) if they are recommended for the award of MPhil instead of the PhD.

The taught exit awards will be as follows:

- Postgraduate Diploma in Accounting and Finance
- Postgraduate Certificate in Accounting and Finance
- Postgraduate Diploma in Business and Management
- Postgraduate Certificate in Business and Management
- Postgraduate Diploma in Science, Technology and Innovation Policy
- Postgraduate Certificate in Science, Technology and Innovation Policy

Postgraduate Researcher Professional and Career Training and Development

The Postgraduate Researcher Professional and Career Training and Development Statement of Expectations sets out the expectations and mutual responsibility of the University, Supervisors and PGRs with the aim of supporting PGRs to excel in their research and achieve their potential.

PGRs are required to complete a development needs analysis in discussion with their supervisors to agree a training and development plan. This can be done using the Researcher Development Form in eProg.

Training and development needs will also be discussed and assessed at Mid-Year and Annual Reviews. Successful completion of the agreed programme of skills development and training will be considered as part of progression between each year of study.

How to access training and development opportunities

We have a range of opportunities and resources for postgraduate researchers in the Faculty of Humanities to support various aspects of training needs and professional development.

The Researcher Development website aims to bring together all the training and online resources available to postgraduate researchers. Training and resources are categorised according to the Researcher Development Framework to allow you to select workshops that best suit your personal training needs.

PGR Knowledge Exchange programmes support postgraduate and early career researchers to collaborate with external partners via placements and other cross-sectorial projects that bring research outside academia.

Methods@Manchester

Methods@Manchester is a resource that highlights the depth and breadth of methodological expertise in social sciences and humanities at the University of Manchester.

The website contains useful resources both at The University of Manchester and nationwide. Regular methods-related events are held through the year. For more details please see the Methods@Manchester website or email methods@manchester.ac.uk.

artsmethods@manchester

The artsmethods@manchester programme, launched in October 2011, is a series of talks and workshops focussing on interdisciplinary and methodological expertise in the arts, languages and

cultures at the University of Manchester. For more details please see the artsmethods@manchester website or email artsmethods@manchester.ac.uk.

Methods North West

Methods North West is a regional hub for research methods innovation, celebrating the collective strength, depth and breadth of methodological expertise across the participating Universities of Manchester, Liverpool, Lancaster and Keele.

Methods North West brings together social science researchers at all levels and by providing a network for collaborations between staff and research students across all four institutions.

Training in methods and research design are determined and conducted at School and discipline level, as well as through dedicated research centres and institutes. For specialist research training, you may need to take courses within another School or possibly another Faculty.

The Researcher Development Framework (RDF)

The Vitae Researcher Development Framework (RDF) is for you if you are doing a doctorate, are a member of research staff, pursuing an academic career or thinking about applying the skills developed during your PhD in another career. As the RDF is a national framework, it enables PGRs to record their development in a way that is recognised by other academic institutions and employers.

It is recommended that PGRs familiarise themselves with the Researcher Development Framework at a very early stage in their research programme to plan and reflect upon their professional development as a researcher.

Working/teaching while you study

Working part-time while you study can be a good way to supplement your income and gain experience. Please note that you should first speak to your supervisor before considering part-time employment. Your degree should be your priority and part-time work must never interfere with your studies.

If you are in the UK on a student visa, you will be restricted to the number of hours you are permitted to work. In addition, research councils and other funding bodies may place restrictions on how many hours you are allowed to work, so you should check with your funding body or sponsor before taking up part-time employment.

Schools and Faculties may offer part-time employment for postgraduate researchers as teaching assistants (TAs). This is an excellent way to gain teaching experience while you study. More information about TA work can be found at the Teaching Assistant Hub.

The University Guidance on Graduate Teaching Assistant (GTA) and Postgraduate Researchers should be referred to in addition to the Faculty of Humanities TA Policy.

Please note the following regarding TA work as a funded PGR:

- If you are funded by UKRI funding (ESRC, EPSRC etc.), there is no expectation to partake in teaching as a condition of the award. PGRs who wish to undertake additional work and apply to be a TA will be paid for any such work and workload is limited to 180 hours*, per academic year.
- If you are funded by the University (PDS, AMBS awards etc.), there is no expectation to partake in teaching as a condition of the award. However, should PGRs wish to, they may apply and will be paid accordingly, and limited to 180 hours*, per academic year.

*These hours can only be exceeded with the express permission of the supervisors and PGR Director, and can be increased up to 250 hours in a submission pending year. Part-time submission pending PGRs are allowed to teach for up to 270 hours subject to the approval of their supervisors.

You also have an opportunity to apply for AdvanceHE Fellowship upon completing training programme and meeting relevant teaching requirements through the Leadership in Education Awards Programme (LEAP).

Statement about the use of Turnitin

The University uses electronic systems for the purposes of detecting plagiarism and other forms of academic malpractice and for marking. Such systems include TurnitinUK, the plagiarism detection service used by the University.

As part of the formative and/or summative assessment process, you may be asked to submit electronic versions of your work to TurnitinUK and/or other electronic systems used by the University (this requirement may be in addition to a requirement to submit a paper copy of your work). If you are asked to do this, you must do so within the required timescales.

The School also reserves the right to submit work handed in by you for formative or summative assessment to TurnitinUK and/or other electronic systems used by the University.

Please note that when work is submitted to the relevant electronic systems, it may be copied and then stored in a database to allow appropriate checks to be made.

Intellectual property (IP), Confidentiality and Copyright

You can find basic information about intellectual property applicable to postgraduate research:

- Intellectual Property and Confidentiality A Researcher's Guide

The IP guide highlights relevant policies and the laws on the use of third party materials, ownership of intellectual property and copyright, how to protect your intellectual creation, how to ensure your research publication including thesis complies with the copyright laws, dealing with IP and commercialisation in collaborative research.

Further information

- University of Manchester Innovation Factory
- Copyright guide

Plagiarism and academic malpractice

The Academic Malpractice Procedure sets out the definitions of academic malpractice, how cases are considered before disciplinary action and how cases are handled.

It is vital that you read and understand the guidance on plagiarism and if necessary, discuss it with your supervisor(s). The following resources have been provided by the University regarding referencing and plagiarism:

- The University of Manchester referencing guide
- An Introduction to Referencing and Avoiding Plagiarism (Student Guidance Service)

PGRs are also advised to refer to the various plagiarism, academic malpractice and referencing resources and information available through the University of Manchester Library My Learning Essentials, including workshops and online resources such as 'Citing it right – introducing referencing' and 'Avoiding plagiarism'.

The use of Artificial Intelligence (AI)

AI tools have the potential to enhance learning, and can support inclusivity and accessibility when used appropriately. It is important that you understand the potential risks and benefits of these tools if you plan to use them during your studies.

You may use AI tools like any other resource to help you generate ideas, key themes, and plan your assessment, and you may also cite or quote content generated by AI systems. However, passing off

work generated by AI as your own is plagiarism, and will be treated as seriously as plagiarism of another person.

Some Course Units or assignments may vary this position. In these cases you will be given detailed instructions on what is and isn't allowed, and may be asked to sign a code of conduct. If you are unclear about what is permissible, contact the course unit lead.

For more detail on the University's position on the use of AI in teaching and learning, see Artificial Intelligence (AI) Teaching Guidance.

For advice on how to acknowledge and cite content generated by AI see https://manchester-uk.libanswers.com/teaching-and-learning/faq/264824

More information can also be found at: Generative AI - a Guide for PGR

Academic appeals

Where students wish to appeal against a final decision of a board of examiners, or a progress committee, etc, which affects their academic status or progress in the University and that there are eligible grounds to do so, they need to follow the University Academic Appeals Procedure outlined in the Regulation XIX.

- Academic Appeals (Regulation XIX)
- A quick guide to Academic Appeals

The University has a procedure for complaints from students registered for programmes of study at the University. Complaints should be made as soon as possible. Please see full details in the document.

- Complaints Procedures for Students (Regulation XVIII)

If you have further queries, please seek advice from the Doctoral Academy.

Section 3: Progression through your programme

For both the PhD and MPhil programmes, each year of study contains expectations that you need to fulfil in order to progress through the programme. In addition to the formal, twice-yearly monitoring of your academic progress, you will also be expected to undertake and participate in a number of other training and development milestones.

Your programme progress will be monitored on eProg, the University-wide system specifically designed to help structure your programme, and enable both you and your supervisors to monitor your progress.

There are progression milestones of eProg that need to be completed each year by you, and several elements that your supervisory team need to complete. For an overview of eProg, please see eProg Student Guide.

Your research progress will be planned in conjunction with your supervisory team. Progress is assessed periodically and monitored throughout the programme to ensure you can submit a high-quality thesis within the permitted timeframe. The University policy on progress and review of postgraduate researchers is set out in its Policy on the Progress and Review of Postgraduate Research Students.

Expectations each year of your programme

Expectations Year 1

Research training programme (RTP) (PhD only)

During your first year of the programme, you are expected to undertake research training courses to satisfy the Research Training Programme requirements and attain at least 60% in each of the assessed units that you are required to take.

See section 2 of this handbook for more information about the RTP.

Online health and safety courses

The following two units are mandatory on our PhD programmes, and PGRs should aim to complete them in Year 1 at Month 2 and Month 10, respectively.

HUMNSPGR-IND001

- This module consists of three parts: (1) University expectations, a very short introduction to the University, how we aim to provide a healthy and safe working environment and some basic expectations of students; (2) your safety, another short section containing action PGRs can take to keep them and the work environment safe; and (3) principles of risk assessment, a tutorial that guides PGRs through the principles of risk assessment for application to their particular research.

HUMNSPGR-IND005

- This module is designed to help in the planning and organisation of off-campus activities including fieldwork. It covers the definition of fieldwork, the university guidance, roles, and responsibilities. It also provides information on how to manage the risks and some useful resources.

Access to these units is via your progression page on eProg (click on the unit code i.e. HUMNSPGR-IND001 and HUMNSPGR-INDOO5). When you apply, you will receive an email with access to the course. You can check which courses you have been enrolled onto in your Training and Development section in My Progression page in eProg.

The courses are delivered through Blackboard, the University's virtual learning environment. To access Blackboard, log in to My Manchester and click on Blackboard. You will see a screen with a list of courses and communities/organisations to which you have access. To enter the course, click on its title in the course list.

You must achieve a mark of 70% on each module to pass. When you complete the course(s) you will immediately receive feedback and your mark and you can check this in the My Grades page within each unit in Blackboard. If you have not passed then you must complete the unit again until you achieve 70%.

Within two weeks of passing the courses, your eProg record will be updated if you have passed. The milestones will change to colour green and the status will show attended (i.e. passed). Further information about these courses can be found on the Postgraduate Research Students Safety Services website.

Research integrity training

Research integrity training is a compulsory part of your postgraduate research programme. The training covers a comprehensive overview of how researchers can meet their responsibilities, sets out the key principles and practices of good research conduct and provides a guide through a research project lifecycle.

Researcher Development Needs Analysis (RDNA)

As a postgraduate researcher, you are expected to identify your professional development needs and develop a training plan based on your research project and the Researcher Development Framework (RDF). The Researcher Development Needs Analysis should be carried out annually no later than the end of month 4 of each academic year in consultation with your supervisory team. The online tool for this is embedded in your annual Researcher Development milestones in eProg.

Pure researcher profile

The University of Manchester uses an electronic system called Pure to help researchers promote their profile via the University of Manchester Research Explorer. The online profile will showcase your research outputs or achievements such as publication, awards, internship, membership of professional bodies, prizes and help you engage with potential employer or collaborator.

Creating a research profile is important for postgraduate researchers and should be done in Year 1 of your PhD. To start creating your Pure profile, go to Pure and log in using your University username and password. See Pure guides for postgraduate researchers for additional support with Pure.

Open Researcher and Contributor ID (ORCID)

An ORCID is a unique identifier that allows you to distinguish yourself from other researchers throughout your career. It is a requirement that all postgraduate researchers at the University of Manchester create an Open Researcher and Contributor ID (ORCID) and make it known to the University.

Registration to ORCID is free and will mean your research outputs (e.g. research outputs, funding data, employment history) can be tagged more easily throughout your career. ORCIDs are now routinely requested by publishers and funders, and it is therefore important that all researchers create an ORCID and make it available to the University.

Registering for an ORCID is quick and easy, as there is a dedicated web page to help you to claim your ORCID. You can create your ORCID and connect it to your student record by following a few simple

steps on the [ORCID](#) webpage. If you have any questions about how to claim your ORCID please contact the Library's ORCID Support Service at uml.scholarlycommunication@manchester.ac.uk.

AMBS Doctoral Conference

The AMBS Doctoral Conference forms a key part of the first year of the PhD programme. The conference takes place each year (usually in May) and is attended by AMBS PGRs, academic colleagues and alumni members.

The conference is designed to give you the opportunity to present and gain feedback on your research from an interested audience. The conference also gives you the opportunity to attend presentations and workshops delivered by some of the School's leading researchers and external experts.

Attendance at the AMBS Doctoral Conference is compulsory for all first year PhD PGRs (or second year part-time PhD PGRs), and all first year PGRs must submit an abstract and present their research at the conference. All PGRs at more advanced stages of their study are also invited to attend, present and/or volunteer to act as a discussant during PGR presentation sessions. MRes and MPhil PGRs are also encouraged to attend and present if they wish.

At the start of Semester 2, you will receive more information about the conference, including a draft programme, further guidance on writing an abstract, and details on compulsory and optional workshops. A briefing session for first year PGRs is also normally scheduled in late January/early February. This session includes tips on preparing for conferences and the expectations ahead of your AMBS Doctoral Conference presentation.

When preparing your abstract, please follow the guidelines provided to you. Your abstract must be produced on the Abstract Form and submitted by the deadline.

Mid-Year Review & Annual Review

The Mid-Year Review is an interim review to discuss any issues, to prepare for the Annual Review, and determine progress. Mid-Year reviews are held at the end of month four of each academic session, for both full-time and part-time PGRs.

Full-time and part-time PGRs are required to undergo a formal review of progress in month nine of each academic year, which for most PGRs will be June. This Annual Review will determine whether you may progress to the next year of study.

See section 3 of this handbook for more information about Mid-Year and Annual Reviews.

Expectations Year 2

Data collection and fieldwork

See section 3 of this handbook for more information about data collection and fieldwork. Please note that off-campus fieldwork MUST be pre-approved by a change of circumstance application.

Mid-Year Review & Annual Review

The Mid-Year Review is an interim review to discuss any issues, to prepare for the Annual Review, and determine progress. Mid-Year reviews are held at the end of month four of each academic session, for both full-time and part-time PGRs.

Full-time and part-time PGRs are required to undergo a formal review of progress in month nine of each academic year, which for most PGRs will be June. This Annual Review will determine whether you may progress to the next year of study.

See section 3 of this handbook for more information about Mid-Year and Annual Reviews.

Expectations Year 3

Data collection and fieldwork

See section 3 of this handbook for more information about data collection and fieldwork. Please note that off-campus fieldwork MUST be pre-approved by a special permissions application.

Mid-Year Review & Annual Review

The Mid-Year Review is an interim review to discuss any issues, to prepare for the Annual Review, and determine progress. Mid-Year reviews are held at the end of month four of each academic session, for both full-time and part-time PGRs.

Full-time and part-time PGRs are required to undergo a formal review of progress in month nine of each academic year, which for most PGRs will be June. This Annual Review will determine whether you may progress to the next year of study.

See section 3 of this handbook for more information about Mid-Year and Annual Reviews.

Submission pending (writing up)

You are expected to complete all research degree work, including the writing up of the thesis, within the standard period of the degree programme. If you cannot submit your thesis by the end of the standard period of the degree programme, you need to apply to register for a period of submission pending for the purpose of preparing the thesis for submission and a fee will be payable for the submission pending period registration.

Progress will be monitored via eProg during this period. PGRs and supervisors should meet prior to the end of their degree programme to formalise the timetable for thesis writing and to agree on a schedule for supervision during this period. You are then required to submit the thesis within the submission pending period registration. PGRs who have not submitted their thesis by the end of the submission pending period will have their automatic right to submit withdrawn.

See section 3 of this handbook for more information about applying for submission pending as a change in your programme/circumstance (special permissions).

Thesis submission and examination

Information regarding your thesis and examination can be found in section 3 of this handbook.

Graduation and beyond

Access to your IT account

You have access to IT facilities, including email and personal storage space, during the prescribed period of your programme, the submission pending period and the time leading up to and including your PhD examination. Access to these facilities is terminated on the date of graduation. We therefore advise you to ensure all data and files you wish to retain beyond the date of your graduation is safely transferred ahead of that date to prevent loss of work. Please find more information on IT Services leavers webpage.

Graduation Ceremony

After your degree award has been confirmed by the Doctoral Programme Office, you can register to attend the graduation ceremony. You will be able to find more details to help you arrange your graduation at the Graduation page.

Alumni community

Learning is a lifelong pursuit and we encourage all AMBS alumni to stay connected. Reaching across over 175 countries, the AMBS alumni network extends to high-performing individuals all around the world. Take advantage of this ready-made network that can provide you with lifetime support and professional development by registering with Your Manchester Online - the exclusive portal for University of Manchester AMBS alumni!

Careers Service

The award-winning Careers Service provides information, advice and guidance to current students and staff of The University of Manchester and recent graduates. The Careers Service can help you to research your career options, find out about employers, look for work experience and much more.

Mid-Year and Annual Reviews

The University's [Policy on the Progress and Review of Postgraduate Research Students](#) details the minimum requirements in relation to progress, review and attendance monitoring of PGRs at The University of Manchester.

Progress is assessed at formal progress reviews held twice a year. This regular monitoring of progress provides an opportunity for PGRs to receive feedback on their performance and to identify and address difficulties as they arise.

Mid-Year and Annual Reviews are treated as examinations in as much as, if a meeting is cancelled, it will be rescheduled at the nearest possible date. Further, should you fail to attend, or fail to submit a piece of work that is to be reviewed at that meeting without presenting any mitigating circumstances, then the panel will record this on your file and you will be required to attend a rescheduled meeting.

Mid-Year Reviews

The Mid-Year Review is an interim review to discuss any issues and to prepare for the Annual Review, and will be held at Month 4 of each academic session, which for most PGRs will be January.

Details of the requirements of the review are contained within the Mid-Year Review milestone in eProg. You need to complete this form with your supervisory team by the deadline given in the system. You will meet with your supervisory team to discuss the comments made and to discuss plans for onward progression to enable timely completion of the thesis.

Please note that the format and organisation of the meeting may vary between Divisions. In particular, for PGRs in Accounting & Finance, the Mid-Year Review will involve a panel of academic staff and not just the supervisory team. In other Divisions, it is more likely that the meeting will only involve the PGR and their supervisory team. Your Doctoral Programmes Administrator will provide specific details if special arrangements are to be made for your Mid-Year Review.

Annual Reviews

All PGRs are required to undergo a formal review of progress in Month 9 of each academic year, which for most PGRs will be June. This review will determine whether you may progress to the next year of study. All PGRs will continue to undergo formal Annual Reviews until the thesis has been submitted for examination.

It is a requirement of registration that all PGRs successfully progress via the Annual Review process each year. You will not be permitted to re-register until the Humanities Doctoral Academy has received confirmation from the Annual Review Panel that your academic progress is satisfactory.

Your responsibility in terms of the Annual Review is:

- to attend the Annual Review Meeting, unless you have mitigating reasons to not be in attendance;
- to submit the work required on time and engage with the process;
- to complete your sections of the Annual Review form before the Annual Review meeting in a timely manner allowing the Panel enough time to consider all inputs on the form.

You should also ensure you are available following the Annual Review meeting to discuss the outcome with either your supervisors or the PGR Director and/or Divisional Coordinator.

Year 1 Annual Review

The Year 1 Annual Review possesses certain characteristics. The Annual Review Panel will consider the following:

- The completion of prescribed taught assessment from the RTP will be a formal condition of progression. Results will be ratified by an Exam Board and passed to the Chair of the Review Panel in advance of the Annual Review taking place.
- Written work, timeline, presentation and any evidence by the PGR is required.

- Any additional academic matters (for example, evidence of academic malpractice, attendance of workshops and RTP core courses, attendance and participation at research seminars in your Subject Area Group, attendance and participation at the AMBS Doctoral Conference, late submission of assessments, unauthorised absence etc.) will be reviewed.

By considering the full range of work undertaken by PGRs during the first year (or part-time equivalent), the Review Panel will conclude whether the PGR has made progress in their research which is consistent to a standard expected after 9 months (or part-time equivalent) on the programme.

Annual Review Panel membership

Reviews are undertaken by a Review Panel, which includes your supervisory team and one other senior academic participating as the Independent Reviewer. The role of the Independent Reviewer is to provide a view independent from the supervisory team and will therefore not be involved in supervising your work between review panels.

Written work, timeline and presentation

A written piece of work must be submitted for consideration, as a minimum, for every Annual Review. The work must be submitted to your supervisory team before the review so that you can be given feedback and support to revise the work accordingly before it is submitted for consideration by the Panel.

A timeline for completion should also be completed. The purpose of the timeline is to act as a guide to PGRs in terms of planning for completion and so that you can readily see how far you have already progressed in terms of work completed, but also visualise what remains to be done. It also provides a clear illustration to those assessing your progress what has actually been achieved, when the majority of the Annual Review might be focused mainly on a current project/piece of research.

The written piece of work will be required by a certain deadline (normally by mid-May) when it should be uploaded to the Annual Review Form in eProg, along with Part A, which must be fully completed by you. The Review Panel will then access your work within eProg itself and complete the rest of the Annual Review prior to and after the review meeting has taken place.

Details of specific requirements are updated annually in the [AMBS Guidance on PhD/MPhil Annual Reviews](). Please note that each academic Division of the School will specify the contents and length of the written report. These requirements may change so you should not rely on what other PGRs tell you but should refer to the guidance provided by your Doctoral Programmes Administrator.

Panel Review Report

Initial recommendation

After the Annual Review, the Annual Review Panel will write a report on the review using the Annual Review Form in eProg. They will outline their judgement and give details of any further action required by you – for instance, you may be asked to re-submit a written report or undertake further work, with or without a further presentation. They will record one of the following initial recommendations regarding your future study:

CONTINUATION - The PGR has met the required doctoral standards and the recommendation is made for the PGR to continue registration on the doctoral degree.

If the initial recommendation is CONTINUATION, you do not need to undertake further work. This result will be confirmed as the final recommendation and you can continue with your studies.

RESUBMIT (remedial work) – the PGR has almost met the required doctoral standards but further work must be done to continue registration. Following the first attempt at a formal review, PGRs will normally be given one opportunity to resubmit work for a further review and will normally be given up to 10 weeks after the first panel meeting to complete the remedial work and submit it to the panel for consideration. The resubmission and review of the submitted work should, where possible, take place before the end of the PGR's current year of study. The outcome of 'RESUBMIT' should be based on the quantity and quality of the revisions that would be necessary to achieve the standard required in the time available. Following the review of the remedial work the outcome 'RESUBMIT

(remedial work)' must not be recommended. The outcome must be either, 'CONTINUATION', 'TRANSFER' or 'WITHDRAW'.

If the initial recommendation is RESUBMIT (remedial work), the work required will be specified by the Review Panel. This will give you the opportunity to show that you can reach the required standard for PhD or MPhil work. This additional work must be submitted within 10 weeks (usually by mid-September) and will be considered by the Panel. If the panel has any major reservations about your progress, you should be asked to make a further presentation to the panel.

TRANSFER – If the PGR resubmits work after the initial recommendation and still has not met the required doctoral standards, a recommendation is made for the PGR to be transferred from the doctoral degree to the MPhil degree.

WITHDRAWAL – The PGR has not met the required standard for doctoral degrees or MPhil and the recommendation is made for the PGR's registration to be terminated.

If the initial recommendation is WITHDRAWAL (not permitting progression to the next year of study), the PGR Director will consider the panel's comments and overall recommendation, and will ratify the decision to end the PGR's registration.

Final recommendation

The panel will then make one of the following final recommendations: CONTINUATION, TRANSFER or WITHDRAWAL.

Appealing the outcome an Annual Review

If you are not satisfied that the reviews were undertaken and recommendations were made in accordance with University regulations, you may submit a formal appeal. We advise that you discuss this in the first instance with your supervisor, PGR Director and/or the Humanities Doctoral Academy.

Data collection and fieldwork

Research Ethics

All researchers need to consider research ethics in relation to data collection, management and use. Research ethics policies and guidance are set by the University of Manchester and the most comprehensive and up to date information about research ethics can be found on the University [research ethics webpages](). You must ensure that you have obtained ethical approval before you commence data collection. You should also allow sufficient time for this to be completed well ahead of your planned research.

When you have a good idea about your research design, including the kinds of methods you plan to use and the types of data you would like to collect, you can consider a) whether you need ethical approval and, if so, b) the ethical approval route that is suitable. Both of these considerations are summarised below.

a) *Does my study need ethical approval?*

Unless your study is covered by an ethical exemption you will need to obtain ethical approval. Exemptions are in place for some specific kinds of study. To find out about which studies qualify for an exemption you can refer to the University [research ethics webpages](). This includes ***some but not all*** studies that are market research, evaluations, secondary data and work with professionals.

Your first step should be to use the [Ethics Decision Tool](). The tool will ask you a series of questions about your planned study and then give you an instruction about whether you need ethical approval. You should save a copy of the final screen of the tool because you will be asked to add this to eProg. You should also discuss the outcome of the decision tool with your supervisor and make sure they agree with the way you answered the questions.

If your study does not need ethical approval but you are collecting data from human participants, you will still need to follow ethical good practice and data protection requirements. This includes the use of standard consent forms and participant information sheets, completing a data management plan and complying with the University's policies on data protection. You can find templates and

information [here](): go to the 'participant information sheet', 'consent form' and 'data management and protection' tabs for more information.

b) How can I obtain ethical approval?

If the Ethics Decision Tool tells you that you need ethical approval you will use the [Ethical Review Manager]() (ERM) system to submit an application. Most PGR applications are considered by the AMBS ethics review panel; this includes both low and medium risk projects. If your study is deemed to be high risk, it will be reviewed by the University Research Ethics Committee (UREC). Some studies are review by the Health Research Authority (HRA). For more information about these different ethical approval routes, please go to the University [research ethics webpages]().

If you are completing an ethics application, you will need to refer to various policies. Links to all of these can be found from the University ethics webpages. Key policies include:

- Advertisements
- Participant information sheets
- Informed consent
- Survey tools
- Social media
- Distress policies and debrief sheets
- Guidance on collaborations
- Data protection and management
- Fieldwork
- Lone working
- Research with children
- Use of recordings and images

You should allow sufficient time to complete the ethical approval process in advance of starting your data collection. If you are using the School approval route, you should allow up to six weeks to complete the process, including time for revisions. For high-risk applications using UREC, you should allow up to 12 weeks.

Where to get help?

- The University webpages provide most of the information you need. There is a useful set of FAQs which can be accessed from [this page.]()
- You should discuss the ethical implications of your planned research with your supervisor and ask their advice in completing the ethical form.
- You can get information and advice from the AMBS Ethics Chair, Julie Froud either via email or by attending one of the monthly ethics clinics.

Can I change my data collection after receiving ethical approval?

If you have ethical approval but need to make a change in your data collection procedures you should either a) apply for an amendment (this covers relatively minor changes e.g., to the data collection period, sample size etc.); or b) submit a new application. For more information about what is covered by an amendment, go to the University [research ethics webpage]() and click on the 'Amendments to ethics applications' tab, or contact the AMBS Ethics Chair [julie.froud@manchester.ac.uk]() if you need further advice.

Fieldwork

Fieldwork is defined as primary, first-hand data collection that takes place away from The University of Manchester. In some instances, collecting data away from the University campus may be requirement of your research.

Wherever and whenever you travel there will be some form of risk involved. It is compulsory, regardless of destination, to assess the risks associated with your trip and that a risk assessment is in place before any travel commences. If you are planning to travel on University business (e.g., conference, research fieldwork) you will require a risk assessment and pre-travel approval. In Humanities all Schools follow the current University [Fieldwork guidance and toolkits]().

You are not to begin your fieldwork until fieldwork approval has been granted. The University has a duty of care to you throughout your period of registration and for wellbeing, insurance and legal purposes, and we must maintain an accurate system for recording any official and unofficial absences or periods away from the University. As such, off-campus fieldwork requires a [Humanities Doctoral Academy Research Fieldwork Application Form](#) that MUST be submitted to the Humanities Doctoral Academy at least 3 months prior to the start of your fieldwork.

All travel conducted for University data collection purposes must adhere to the University's travel policies and procedures. You must not make any travel arrangements prior to receiving an approval letter in response to your special permissions fieldwork application.

See section 4 of this handbook for more information about travel.

Thesis submission and examination

Thesis presentation

PGRs who are approaching their thesis submission date must first familiarise themselves with the [Presentation of Thesis Policy](#), which states how the thesis must be formatted and presented. Please read this carefully before submitting your thesis.

If you are planning to prepare your thesis in the non-traditional format (e.g. three papers tied together), please see [Journal Format PhD Theses - Guiding Principles for Students and Staff](#). Regarding the journal format thesis, we are very keen to dispel the misunderstanding that any PGR needs to publish journals in order for their PhD or DBA thesis to be deemed as eligible for submission. Although many will be wanting to publish as soon as possible and we encourage you to do so if feasible (please see the [Faculty of Humanities Guidance to PGR Supervisors and Students of Co-publication](#) if this applies), the journal format thesis is a *format* to allow candidates to incorporate sections that are in a format suitable for submission for publication in a peer-reviewed journal. The doctoral degrees being taken in AMBS as PhDs are *not* PhDs by publication (they are something different and only available to staff).

All theses must be in English and achieve a universally acceptable standard of writing.

Prior to submitting your thesis, you are advised to have it professionally proofread and corrected. The final draft of the thesis should be submitted to your supervisor(s) before forwarding to the proof-reader. The University has supplied [guidance on the proofreading of your thesis](#).

If a PGR chooses to approach another person to proofread their written work or seeks to use the services of a proofreading service or agency, they must take account of the following principles:

- It is the responsibility of PGRs to ensure that all work submitted is their own, and that it represents their own abilities and understanding. Any proofreading of work that is undertaken by a third party must not compromise the PGRs' own authorship of the work.
- Proofreading undertaken by a third party must not take the form of editing of text, such as the adding or rewriting of phrases or passages within a piece of PGR's work.
- Proofreading undertaken by a third party must not change the content or meaning of the work in any way.

Any queries regarding the presentation of your thesis should be directed towards your Doctoral Programmes Administrator.

Early submission or deadline extension

It is expected that you will complete your PhD within the standard length of the programme. Your programme's official end date is indicated in eProg. However, the University recognises that there may, on occasion be justifiable reasons for early or indeed late submission.

If you intend to submit your thesis early (earlier than three months before your programme end date for a full-time student or six months for part-time PGRs), please contact your Doctoral Programmes Administrator to apply for special permission to submit early.

Likewise, if there are mitigating circumstances that prevent you from submitting the thesis by your deadline, you must contact your Doctoral Programmes Administrator to apply for permission to extend the deadline.

All applications for early or deadline extension need to be formally considered by the School.

Notice of submission

To prepare your thesis submission, a Notice of Submission Form must be completed through eProg at least six weeks prior to your intended submission date; this is the first stage in the examination process.

Thesis submission

You must ensure that you submit your thesis electronically by the end of your programme. This date is displayed on your eProg Details page.

A postgraduate research thesis submission must consist of:

- An electronic copy in Portable Document Format (PDF) with a plain-text metadata record submitted via the eThesis Submission System

Please ensure that you plan enough time to upload your thesis to the electronic thesis submission system.

We recommend that you prepare for your eThesis submission in advance by:

- Familiarising yourself with the University's Presentation of Theses Policy
- Considering any third-party claims on the Intellectual Property (IP) and copyright of your thesis
- Considering and discussing with your supervisor the appropriate access level for your final thesis

For more information on how to submit your thesis electronically, please visit the eThesis website and eThesis submission guide.

- eThesis
- eThesis submission guide

Bound copies of the thesis are not required. However, if you require your own copy, binding services include:

- U-Print.com
- MuPrint.com
- The Document Centre

Open Access

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. The University of Manchester Publications Policy, which applies to all research staff and students, sets out to ensure that output arising from publically-funded research is widely disseminated and made freely accessible.

The University's Presentation of Theses policy requires that all final postgraduate research theses are made Open Access within 12 months of submission unless an exception to the policy is required. You will select your preferred access level for your final eThesis submission. This is subject to approval by your supervisor. Most PGRs will be able to comply with the policy by selecting either immediate Open Access or Open Access with a 12-month embargo. It may not be possible for some PGRs to comply with the policy, in which case an exception to the policy can be requested.

If you are publishing research outputs during your time at Manchester, you need to make them Open Access. There are two ways of doing this and the best option for you will depend on your funding situation and output type.

- You may wish to publish your work Gold OA, where it is immediately available on publication via the publisher's website and with limited restrictions on reuse. This method is required by certain funders. Some publishers levy an Article Processing Charge (APC) for Gold OA, so it is worth investigating your funding options.
- Alternatively, most authors will be able to make their work Open Access via a repository, a method known as Green OA. The Library can advise you on depositing the appropriate

version of your work, and setting any embargo required by the publisher. There is no additional cost associated with Green OA.

Further information regarding different types of Open Access, institutional and funder requirements, how to deposit your publication and funding for APCs can be found at the Library's open access for research outputs webpage.

Appointment of examiners

External Examiners are individuals from another institution or organisation who monitor the assessment processes of the University to ensure fairness and academic standards. They ensure that assessment and examination procedures have been fairly and properly implemented and that decisions have been made after appropriate deliberation. They also ensure that standards of awards and levels of performance are at least comparable with those in equivalent higher education institutions.

You can expect your viva examination to take place around 6 – 8 weeks after submission (but no more than 12). During this time, the examiners will convene to agree a viva date and time, which your Doctoral Programmes Administrator will formally confirm to you.

Examiners are appointed by the candidate's School and approved by the Chair of the School PGR Committee. Two examiners (normally one internal and one external) will be appointed, their function being to make a recommendation to the Committee about the award of a research degree. Your supervisor(s) may not serve as the internal examiner.

You should be consulted when deciding upon appropriate examiners. Although you do not necessarily have the right to veto any particular nomination, you can appeal against an examiner nomination. If you are unhappy with the choice of examiners, you should put your objections in writing to the Humanities Doctoral Academy.

Substantial grounds for objecting to a particular examiner might be:

- That the candidate has had too close a connection with either examiner, on either a personal or professional basis
- That there is felt to be too close a relationship between the examiners themselves (e.g. they are partners/relatives or they are directors of the same company)
- That there is evidence of dispute between an examiner and the candidate

Oral examination (i.e. viva)

All candidates for the degree of PhD and MPhil will be required to attend an oral examination, also known as a viva. (There are circumstances, however, where the internal and external examiners may agree to dispense with the oral examination for an MPhil thesis.)

Through the viva, the examiners satisfy themselves that the thesis is the candidate´s own work and clarify any ambiguities in the thesis. The viva also allows the candidate to relate the thesis to a broader field of study, and to demonstrate a knowledge and appreciation of adjoining fields that is up to the standard expected for the award of the degree.

Unless otherwise approved by the University, oral examinations must be held on University premises and will be attended by all the examiners. Oral exams are automatically open to University staff, PGRs and the supervisors, but the candidate has the right to exclude any individual.

Useful preparation for your viva

- Postgraduate Online Research Training - Preparing for your viva video
- Good Viva video
- Viva Survivor video
- Vitae - Your viva

Examination policies

- Examination of Doctoral Degrees Policy - full details of the regulations for examination of a PhD thesis

- Examination of MPhil Degrees Policy - full details of the regulations for examination of an MPhil thesis
- Resubmission and Re-examination of Postgraduate Research Degrees Policy - full details of the regulations for the examination of a resubmitted PhD or MPhil thesis
- Nomination of Examiners and Independent Chairs for PGR Degree Examinations Policy - the regulations governing the nomination of examiners for thesis

Results and award

Examiners are asked to ensure that there is no unnecessary delay between the examination of a thesis and their submission of a report. Completed examiners' reports (pre-oral and joint Examiners Report Form) must be submitted to eProg within five working days of the oral examination and will be made available to you via eProg once the recommendation has been ratified.

The Humanities Doctoral Academy will write to you with the outcome of your viva examination, along with the required next steps. Details of the possible outcomes of your viva examination can be found in part five of the Examination of Doctoral Degrees Policy.

When you have been recommended for award of the degree, you will be asked to submit a final version of your thesis through eThesis. When you have submitted your final thesis into the eThesis window and it has been checked against the Presentation of Theses Policy, your student record will be completed and marked for graduation.

Appeals procedure

In accordance with the University's Regulations XIX governing academic appeals, if you believe your case has not been dealt with properly or that the outcome is unreasonable, you may appeal against this decision by writing to the University Student Appeals and Complaints Coordinator. Examiners will be made aware, that, under the University's Regulations Governing Academic Appeals at Postgraduate Research Level, in the event of an appeal, and notwithstanding their confidential nature, the examiners' reports would be made available later to the Graduate Appeals Committee. Before initiating an appeal, you are strongly advised to discuss the matter with your supervisor(s), the PGR Director or any other appropriate person in the School. If the matter remains unresolved, you may invoke the formal appeal procedure.

- A basic guide to academic appeals

Important note: access to your IT account following degree completion

You have access to IT facilities including email, eProg and personal storage space during the prescribed period of your programme, the submission pending period and the time leading up to and including your thesis examination. Access to these facilities is terminated on the date of graduation. We, therefore, advise you to ensure all data and files you wish to retain beyond the date of your graduation are safely transferred ahead of that date to prevent loss of work.

Changes to your programme/circumstance

Change in supervision

While it is expected that you will work with your supervisors throughout your period of registration, there will be occasions when a change of supervision becomes necessary, e.g. when the original supervisor leaves the University, temporarily or permanently, or where your research topic changes significantly.

In such circumstances, new supervision will be allocated to you and the change approved by the School PGR Committee. If your topic of research has changed substantially and you require changes to your supervisory team, you should ensure your new title has been discussed and approved in principle prior to requesting to change supervisors.

For changing supervisors, you must submit a Humanities Doctoral Academy Changes to Programme Application Form to your Doctoral Programmes Administrator for the PGR Director to consider.

Study away / conducting fieldwork away from the University

A PGR may be permitted to devote part of the PhD degree to study and research outside the University (in addition to fieldwork or short laboratory visits) if:

- it is in the interests of the PGR's research and training
- the institution or location of proposed study is suitable
- a suitable work-plan for the period of study outside the University is agreed with the supervisory team
- satisfactory supervision arrangements are in place

To study away or conduct your fieldwork away from the University, you must submit a Humanities Doctoral Academy Research Fieldwork Application Form and state your case as to why this is requested. You will then need to submit the application to your supervisor to authorise and return to your Doctoral Programmes Administrator for the PGR Director to consider.

Interruption from programme

If you experience serious problems during your studies, you may apply to interrupt your degree by using a Humanities Doctoral Academy Changes to Programme Application Form. Interruptions are only considered in exceptional circumstances (such as ill health, family issues, bereavement). Please refer to the Change of Circumstances for Postgraduate Research Students Policy.

If you interrupt your studies, your registration will be temporarily suspended, "stopping the clock". Your submission deadline and any formal reviews will be postponed accordingly. The usual schedule of milestones and requirements will resume when you return to your studies. The total period of interruption must not normally exceed 12 months during the full period of the degree, and any further interruptions beyond 12 months will only be permitted under the most exceptional circumstances. During the period of interruption, a PGR's registration status is put on hold and no tuition fees are payable.

If you are in receipt of an official sponsorship, you should discuss your situation with your sponsor to ensure that you understand the financial implications of an interruption (for example, in most cases, a sponsor will stop paying any fees or maintenance awards during an interruption).

Please review section 4 of this handbook for procedures about reporting ill health if you are considering applying for an interruption to your programme due to illness.

Interruption approval process

Interruptions of up to six months can be granted by the School. If you request more than six months in the first instance, the School can only grant a maximum of six months and you will then have to re-apply for a further interruption at the end of the six months. (Please note that Maternity, Paternity and Adoption Leave are exempted from this process).

If you request a second interruption, the application will be submitted to the Faculty for consideration, regardless of the length.

You should apply for an interruption using the Humanities Doctoral Academy Changes to Programme Application Form, attaching all relevant documentation. Your application must also include a detailed study plan detailing the stage you have reached with your work and the remainder to be completed upon your return from interruption and how you will go about this. Your application will be reviewed in the first instance by the School PGR Director, with whom you may be required to discuss your application before a decision is made. If it is a second interruption request, your application will also be reviewed by the Faculty of Humanities Associate Dean for PGR.

During the submission pending period

PGRs in the Submission Pending Period cannot be granted permission to interrupt because the Submission Pending Period is not part of the programme period. PGRs with mitigating circumstances in Submission Pending may, instead, apply for an extension to thesis submission deadline using the Humanities Doctoral Academy Changes to Programme Application Form. Retrospective interruption requests will not be considered.

Interruptions of more than 59 days - international PGRs

The University of Manchester is responsible for monitoring student attendance and reporting poor attendance, withdrawal and interruption to UK Visas and Immigration (UKVI). If you hold a student visa, you must check its conditions carefully to ensure that you will be able to comply with them before requesting an interruption period as you may not be permitted to remain in the UK for the duration of the interruption. Retrospective interruption requests will not be considered.

Please contact the Student Immigration Team (visa@manchester.ac.uk) in the Student Services Centre for further advice.

Extension to programme

Extension to prescribed programme

If you are approaching the end of your programme, your final year Annual Review panel will determine whether an extension to your prescribed programme is required due to mitigating circumstances. Please refer to the Change of Circumstances for Postgraduate Research Students Policy.

If this Annual Review recommendation is ratified by the PGR Director, you will be asked to submit a Humanities Doctoral Academy Changes to Programme Application Form, stating your case as to why an extension is required. You will then need to submit the application to your supervisor to authorise and return to your Doctoral Programmes Administrator for the PGR Director to consider.

Extension to thesis submission deadline

If you are experiencing serious personal difficulties, you may make a request to extend the deadline for submitting your thesis. Requests to extend submission deadlines are only granted in extreme circumstances where events beyond your control have made it impossible to submit on time. You should discuss this with your supervisory team as soon as possible and, if appropriate, make an application at least two months before your submission deadline.

You will be required to submit a Humanities Doctoral Academy Changes to Programme Application Form, again including a supporting statement from your supervisors and documentary evidence for your mitigating circumstances where this is available. Your application will then be considered by the School PGR Director and the Faculty of Humanities PGR Committee.

Extension approval process

A maximum of six weeks can be granted by the School for extensions to your submission deadline. Extensions above six weeks must be approved at Faculty level. Except in exceptional circumstances, an extension should usually not be more than six months.

Applications to Faculty should be made using the Humanities Doctoral Academy Changes to Programme Application Form, attaching all relevant documentation including a plan of work for your thesis. You will then need to submit the application to your supervisor to authorise and return to your Doctoral Programmes Administrator for the PGR Director to consider. Once a decision has been made, your Doctoral Programmes Administrator will confirm the decision by letter.

All applications received will be reviewed in the first instance by the School PGR Director, with whom you may also be required to discuss your application before a decision is made. If your application is for an extension of more than six weeks, it will also be reviewed by the Faculty of Humanities Associate Dean for PGR.

If your application for an Extension to Prescribed Programme is approved, you will be charged the appropriate registration fee. There is no fee for an Extension to Submission Deadline.

If your thesis is submitted AFTER the agreed submission deadline (with or without an extension) and if the School agrees to accept the late submission, you will be charged a late submission fee. Late Submission is only available for those PGRs who commenced their study before 1st September 2012.

Applications for extensions based on a PGR's employment situation or on computer or other equipment failure are unlikely to be approved. PGRs will not be granted extensions because research has taken longer than expected, nor based on personal or financial situations which could reasonably have been foreseen.

Important note for PGRs holding a Student Visa

If you are a PGR holding a student visa and your research is delayed, you will need to apply to the UK Visas and Immigration (UKVI) for an extension of stay in the UK to enable you to complete your studies. Medical certificates and other relevant documents must be gathered as an essential part of the immigration extension application.

Changes to thesis

Thesis title change

Throughout your PhD study, it is likely that the title of your thesis upon entering the programme will change over the course of the three years on the programme. It is vital that you download and complete a [Humanities Doctoral Academy Changes to Programme Application Form](#) and submit this to your supervisor to authorise and return to your Doctoral Programmes Administrator. The PGR Director will consider this, and if approved, you will receive a letter confirming approval.

This application should be submitted to your Doctoral Programmes Administrator at least 6 weeks prior to your thesis submission date.

Increase of thesis word count

You may apply to extend the word limit for your thesis from 80,000 words (PhD traditional format thesis), 90,000 words (PhD journal format thesis), or from 50,000 words (MPhil). The word count covers the main text of your thesis, including tables, endnotes and footnotes. Your application must provide compelling academic justification for your request.

All word limit extension applications will be considered by the School in the first instance. Applications up to 10% of the word limit can be approved at School level by the PGR Director. However, if applications are for above the 10% limit, the application will also be sent to Faculty for approval.

You must justify your application in detail with the support of your supervisory team and submit your [Humanities Doctoral Academy Changes to Programme Application Form](#) request no less than six weeks prior to submission.

Your application will be reviewed in the first instance by the School PGR Director. If your application requires Faculty approval, the Deputy Associate Dean for PGR will make a decision on the case.

Early submission

If you intend to submit your thesis early (three months before your programme end date for a full-time PGR or six months for part-time PGRs), please complete a [Humanities Doctoral Academy Changes to Programme Application Form](#).

You will need to submit the application to your supervisor to authorise and then return to your Doctoral Programmes Administrator for the PGR Director to consider.

Submission pending

PGRs are expected to complete all research degree work, including the writing up of the thesis, within the standard period of the degree programme. However, the University recognises that it may sometimes not be possible for PGRs to submit their thesis by the end of the standard period of the degree programme. Upon successful completion of final year's Annual Review and depending on your programme of study, you may therefore apply to enter a period of submission pending for the sole purpose of preparing the thesis for submission.

The maximum registration period for submission pending is 12 months for PhD and 6 months for MPhil. These periods are applicable to both full-time and part-time routes. **Please note**: Registration for Submission Pending is **only** available for the following programmes:

- PhD Accounting and Finance
- MPhil Accounting and Finance

- MPhil Business and Management

If you are registered on PhD Business and Management or PhD Science, Technology and Innovation Policy, you will be required to submit your thesis by the end of your programme (i.e. at the end of Year 4 full-time or Year 8 part-time).

In extreme exceptional circumstances, PGRs will have the option to apply to the Faculty Postgraduate Committee for permission to extend the thesis submission deadline, but generally the PGR would have been expected to submit within the above timescale.

To check eligibility and apply for submission pending, please refer to the Faculty's Guiding Principles for the Submission Pending Period and the University's Submission Pending Procedure for PGR Students, and then complete a Faculty of Humanities Submission Pending Period Application Form.

You will need to submit the Faculty of Humanities Submission Pending Period Application Form to your supervisor to authorise and then forward it to your Doctoral Programmes Administrator for the PGR Director to consider.

Withdrawal

A withdrawal is defined as the complete and total cessation of all participation on the programme. If you want to withdraw from the programme, for whatever reason, please discuss this with your supervisor first. If you then decide to proceed with a withdrawal from the programme, please contact your Doctoral Programmes Administrator for information on the withdrawal process. Please also refer to the Withdrawals and Terminations Procedure for PGR Students.

Please complete the Faculty of Humanities PGR Withdrawal Form and send it to Hums.doctoralacademy.support@manchester.ac.uk.

Tuition fees are charged on a daily basis up to and including the last date of attendance on the degree. If a refund is required, it must be requested in writing to the Student Services Centre. Refunds will not be made unless the School has issued an official last date of attendance.

Section 4: Student support

Online guides with essential advice, information and guidance

An A-Z Index is available with the services, subjects, departments and academic Schools/Faculties that you might need to access at The University of Manchester.

The University regularly updates its UoM FAQs with important information, including information related to the Coronavirus pandemic and its impact on PGRs.

Student News is a valuable resource for keeping up to date with important University information.

The University's Student Support Website contains support information tailored to and designed for the PGR community. If you're looking for support resources but don't know which service may be most appropriate, you can email studentsupport@manchester.ac.uk and the wellness team will point you in the right direction.

Students' Union

Explore the world that is your Students' Union, where you can find non-stop events and gigs, relax, eat, drink, learn, connect and work.

Counselling and Mental Health Service

The University of Manchester Counselling and Mental Health Service offers confidential help with any personal issues affecting work, self-esteem, relationships, sexuality, mental health and general well-being. The Counselling Service is accessible to all University of Manchester students and staff.

They offer focused counselling and a wide range of workshops including managing anxiety; exam stress; procrastination; assertiveness; confidence and self-esteem; low mood; and speaking out in groups. The Counselling Service is part of a wider network of help and support; it can advise on where else to seek help within the University and make referrals to NHS mental health services.

Disability Advisory and Support Service

The Disability Advisory and Support Service (DASS) supports you to succeed - in your studies, work and the rest of your University experience. Disabled students make up over 15% of University of Manchester students, and the University is proud to offer an accessible and inclusive service. DASS provides equality of services to everyone, regardless of people's age, disability, gender, gender identity, race, religion or belief or sexual orientation. Find out more about DASS services, who is eligible for support, and how to access support on the DASS website.

Careers Service

The University of Manchester has its own dedicated Careers Service to which PGRs have full access during studies and for two years after graduation. The award-winning service provides information, advice and guidance to research your career options, find out about employers, look for work experience and much more.

PGR parents

This section provides information about policies, guidance and support groups available at The University of Manchester.

- PGR Parents: A Toolkit
- Information about childcare and nurseries
- Manchester City Council local information including free childcare, children's centre, special educational needs, support for disabled children, childminders
- Nursery subsidy
- University Policy on maternity/paternity/adoption leave and eligibility criteria for receiving stipend during maternity/adoption/shared parental leave
- PGR COVID Hardship fund - Living Cost Support Fund for childcare costs
- Maternity support
- University of Manchester Student Parents and Carers Facebook group
- Parents at University of Manchester Peer Support Group
- Faculty of Biology Medicine and Health PGR Parents Group
- PGR FAQs about funded and unfunded programme extension due to COVID-19-related caring responsibilities

For further queries, please get in touch with your School PGR/Doctoral Programme team.

Attendance

Holiday allowance

Postgraduate PGRs are entitled up to eight weeks annual leave within each academic year. It is your responsibility as the PGR to maintain this record, and to only take annual leave if:

- Your supervisory team agree this, and the research training course convenor (if your leave coincides with the courses you may take)
- You do not leave the country for more than 59 days if you are an international student on a student visa, as the UKVI will curtail the visa
- Your annual leave does not coincide with any of your programme's assessment periods

Procedure for reporting ill health

You should always consult your doctor (or in the case of an emergency, the Accident & Emergency department of a hospital) if your illness is severe, if it persists, or if you are in any doubt about your health.

For illnesses lasting 7 consecutive days or less: Self-certification

If your condition is not sufficiently serious to cause you to seek medical advice, the School does not require you to supply a medical certificate unless you are absent from the School for more than seven consecutive days (including weekends). You should, however, self-certify your illness by completing and signing Part 1 of the [Certification of Student Ill Health](#) form as soon as you are able to return to the School. If you have been, or are likely to be, ill and unable to study for more than four consecutive weeks, you should apply to interrupt your studies.

For illnesses lasting more than 7 consecutive days: GP's certification

If you are absent from the School for more than seven consecutive days (including weekends), you should consult your doctor. If your doctor considers that you are not well enough to attend the School, then you should obtain a doctor's note to document your illness; or you can ask your doctor to complete and sign Part 3 of the Certification of Student Ill Health form. Your doctor may make a charge for this service.

If your illness causes you to miss an RTP assessment deadline

You should notify the Humanities Doctoral Academy of your illness in advance of the assessment deadline, wherever possible, and hand in the piece of work as soon as you possibly can after you are feeling well again. If you are ill for seven days or less, then you can self-certify your illness. If your illness has been for more than seven days, then you must attach a doctor's note or a Certification of Student Ill Health form signed by your doctor. Agreement for an extension is required from the MRes/RTP Director.

If you cannot attend an examination or presentation because of ill health

If you are not well and feel unable to attend a formal assessment (such as a presentation or Mid-Year/Annual Review), then you must inform the Humanities Doctoral Academy immediately, and certainly no later than the day of the assessment. You can do this by phoning or emailing the Humanities Doctoral Academy or by asking a friend or relative to do so on your behalf. If you do not do this, you will normally be considered to be absent without good reason and will be awarded zero for the assessment. When you return to the School, you must then either self-certify or produce evidence from your doctor, depending on the length of your absence.

The School is only obliged to offer PGRs a maximum of two opportunities to take assessments (i.e. the original opportunity plus a re-take for either failing the subject or because of special circumstances such as ill health). If the examiners grant you more than two opportunities, you will normally be required to take the assessment at the next scheduled opportunity.

If you think that ill health has affected your performance

If you are not feeling very well but are able to proceed with an assessment or examination, but you feel that your performance has been impaired by your illness, you need to inform the Humanities Doctoral Academy on the same day as the assessment. You should do this by following the procedure for self-certification. Please note that the School will not normally consider such claims if you self-certify later than the day of assessment.

If you are suffering from a long-term medical condition, which is affecting your performance and/or your ability to meet deadlines

In such cases, you should consult your supervisory team and/or the Doctoral Programmes Manager as early in the programme as possible and provide supporting medical evidence. The School will consider your personal circumstances. If your illness is serious or persistent, then you may need to interrupt your studies. Please liaise with the School at the earliest available opportunity to consider your options. Further, consider support from the University Disability Advisory and Support Service (see section 4.4) or Occupational Health Service (see section 1.6) as these services can help with adjustments to study to support your continued progression on your programme.

Persistent self-certification

The School reserves the right to refer PGRs who persistently self-certify for a formal medical assessment. If your illness lasts for longer than four weeks, you should apply for an interruption to your studies.

Student visa requirements

For the University to meet UKVI statutory requirements as a visa sponsor of PGRs and its responsibilities in accordance with its sponsor status, we will refer to eProg attendance and engagement records to ensure that PGRs are in attendance and engage with their studies. The eProg attendance and engagement milestones are confirmed by supervisors.

International checkpoints

UKRI requires that we report the attendance and engagement at various points in the academic year. You are not required to attend specific session as attendance and engagement information will be taken from your eProg record. Unless there are legitimate reasons for the absence is recorded as a formal period of absence, PGRs identified as "not in attendance" will be reported to the UKVI and the University will cease to sponsor the student's visa. The visa will then be curtailed and the student must leave the UK within 60 days. For more information, please refer to Student Support | Immigration and Visas | The University of Manchester.

Visa extension

PGR should complete section 1 of the CCR1 form and email hums.doctoralacademy.support@manchester.ac.uk.

Further information

For more information on student visas:

- Immigration and visas

Your wellbeing

The University has a wealth of resources, support, and advice on wellbeing issues for postgraduate researchers ranging from online resources on reducing stress and tension through to talking to counsellors at times of greater need. These resources and support are there for you to use – if you feel well, you will do well.

Online PGR transition resource helps you to address concerns and questions relating to wellbeing and mental health issues as well as signpost to sources of support.

Supporting wellbeing and mental health hub has information about various support resources for PGRs.

You can find information specific to PGR wellbeing on the Student Support site which includes:

- Developing your Academic Identity
- Managing Professional Relationships
- Maintaining a Work-Life Balance
- Making Progress and Making the Most of your Time
- Making Connections and Creating Communities
- University Support Services
- The Wellbeing Thesis
- Six Ways to Wellbeing for PGRs
- Wellbeing Flowchart for PGRs

Financial resources

UK doctoral Loan

A [doctoral loan](#) can help with course fees and living costs while you study for your PhD. Please check the eligibility requirements carefully.

AMBS Doctoral Research Support Allowance (DRSA)

AMBS PhDs are eligible for a Doctoral Research Support Allowance (DRSA) over the course of their postgraduate research studies, up until the completion of their programme. The allowance is allocated to pay for expenses that the PGR and supervisory team deem to be in direct support of the PGR's research, such as conference attendance, fieldwork arrangements, and training courses. The total amount normally available across the course of a PGR's programme is £3000 (with some exceptions depending on funding source).

It is the PGR's responsibility to budget appropriately within these limits. The Doctoral Academy Funding Team will keep track of amounts spent and will work closely with PGRs to ensure they are not going over budget. We urge PGRs to have a conversation with supervisors when they are in the initial stages of the PhD and/or MPhil about how to best utilise these funds over the course of the programme.

Pre-expenditure approval is required to access your DRSA. A DSRA Access to Funding Application must be submitted and approved before any DRSA expenditure. Additional information must be submitted if the expenditure requires travel. Travel and accommodation must be pre-booked and pre-paid via Key Travel, The University of Manchester's travel procurement system, with the assistance of the AMBS School Office team. For all other expenses incurred, including conference fees, PGRs need to submit a PR7 expense claim form for reimbursement to the Humanities Doctoral Academy Funding Team using the email address noted below.

Those registered on the MPhil programme are eligible for a DRSA over the course of their year-long programme. These funds are allocated to pay for expenses that the PGR and supervisory team deem to be in direct support of the PGR's research, such as conference attendance, fieldwork arrangements, data collection, and training courses.

The DRSA Access to Funding Application Form is [available on this link](#). Completed forms should be sent to HUMS.DoctoralAcademy.Funding@manchester.ac.uk

ESRC NWSSDTP funded PGRs

Additional funding is available for NWSSDTP-funded PGRs as outlined in the funding offer letter. This includes Research Training Support Grant (RTSG), Overseas Fieldwork Funding (OSFW), Internships, Overseas Institutional Visits (OIV) and Fieldwork and Conference Fund, subject to eligibility. To find out more and to apply, please see:

- [ESRC NWSSDTP](#)

Further information including student funding guides and contact details can be found on the Faculty of Humanities intranet:

- [Faculty of Humanities intranet](#)

Research council funded students should direct their queries to their School doctoral programme office in the first instance.

ESRC NWSSDTP doctoral studentships

Students in the first year of their doctoral degree may apply for ESRC North West Social Science Doctoral Training Partnership studentship to fund their second and third years, subject to eligibility.

To find out about the details of the studentships, eligibility criteria and how to apply please visit:

- ESRC North West Social Science Doctoral Training Partnership

AMBS: Exceptional Support Funding Applications

The Alliance Manchester Business School believes it is important to support the development of postgraduate researchers and recognise their ongoing achievements. In circumstances where a PGR student has depleted their DRSA, they may approach the Doctoral Academy with a request for Exceptional Support Funding. The Exceptional Support Fund is only intended for use by PGR students who have exhausted their DRSA allowance but require further funding support to attend conferences, expand fieldwork or complete essential training.

The Exceptional Support Fund can be used for travel, accommodation and fee costs associated with:

- Presentation (NB: not merely attendance) at conferences
- Attendance at summer schools or advanced research training courses
- Contribution to the costs of fieldwork
- Contribution to the costs of data collection

This scheme is in addition to the support already provided through the DRSA and will only be awarded to those who have used up their DRSA allowance.

Normally, **a maximum of £800** will be awarded on the Exceptional Funding scheme in support of the activities noted above. Normally, PGR students can only apply **once per academic year** to the Exceptional Funding scheme, and all costs should be incurred in the 2023/24 financial year (i.e.; before the end of July 2024).

Applications for amounts exceeding £800 can be made, particularly in relation to costs associated with data collection, however clear and comprehensive justification must be provided and the final decision rests with the budget holder. Due to budget limitations, it may not be possible to support all applications for Exceptional Funding.

The Exceptional Funding Application Form is available on this link. Completed forms should be sent to HUMS.DoctoralAcademy.Funding@manchester.ac.uk

Expense claims

PGRs are able to claim reimbursement for qualified expenditures using the PR7 Fees & Expenses – Non University & External Personnel claim form.

Before submitting your claim, please refer to the Directorate of Finance's guidance section for criteria regarding receipts, exchange rates, mileage rates and more.

You should submit your claim with all accompanying documents to the AMBS Humanities Doctoral Academy within 3 months of costs being incurred. The Humanities Doctoral Academy will then obtain the necessary authorised signatures and submit your claim to central HR for payment processing.

HR aims to make payment within three weeks of receiving the authorised claim from the AMBS Humanities Doctoral Academy. However, depending upon their department's capacity and calendar closures, payment may be delayed beyond this time target.

UoM Living Cost Support Fund

The University of Manchester understands that even with the best financial planning, students can experience unforeseen circumstances that can affect their ability to meet their day-to-day living costs. All students who are studying on a full time programme (or at least 60 credits if part time) are eligible to apply for the Living Cost Support Fund for financial support with living costs (NB: the fund cannot help with tuition fees).

Maintenance stipends

If you have been awarded funding administered by the University (e.g. ESRC, EPSRC, RADMA, AMBS) and this includes a maintenance allowance, your monthly stipend payments will be due on the first of each month. Information to help you register your bank details and a schedule for receiving stipend payments can be found on the Student Support Finances website.

Alternative funding sources

The Alternative Guide to Postgraduate Funding is an online resource that provides a comprehensive overview of how to find and apply to alternative sources of funding, particularly charities, that make awards to current and prospective PGRs. The online guide contains a huge database of funding opportunities, comprehensive guidance and numerous tools to help you prepare a winning application.

Travel Approvals, Fieldwork and Risk Assessments

Wherever and whenever you travel there will be some form of risk involved. It is compulsory, regardless of destination, to assess the risks associated with your trip and that a risk assessment is in place before any travel commences. If you are planning to travel on University business (e.g., conference, research fieldwork) you will require a risk assessment and pre-travel approval. In Humanities all Schools follow the current University Fieldwork guidance and toolkits.

In addition to the risks involved in travel, any other risks associated with the teaching or research activity also need to be assessed. Students who are required to travel for course related work will be insured under the University travel insurance provided that necessary risk assessments are carried out prior to the planned trip or activity. Each School has their own local process for travel approvals.

University uses AIG, the University's insurance company's risk indicators and FCDO foreign travel advice as guidance to categorise travel destinations as low, medium, high, or extreme risk. The University Insurer's AIG Travel Assistance website can be accessed through here (requires creating an account with the University's Insurance policy number).

The risks associated with fieldwork are not necessarily confined to travel related risks. All hazards associated with fieldwork needs to be carefully considered and assessed.

All individual and group fieldwork require a School approval prior to the start of the fieldwork. For further information on travel, fieldwork and risk assessment approvals please contact your School Safety Advisor by using the relevant email address below:

- AMBS: joann.slater@manchester.ac.uk
- SALC: Compliance.SALC@manchester.ac.uk
- SEED: SEEDestates@manchester.ac.uk
- SoSS: SoSS.risk@manchester.ac.uk

Fieldwork off-campus training

- TLCO210 Managing Health and Safety in Off Campus Activities -Fieldwork This training will help you
  understand and appreciate the value of systematic management and planning to fieldwork
  activities. Drawing on the principles of Risk Assessment and integration of Health and Safety into
  the overall management process.
- TLCO300 Principles of Risk Assessment E Learning Management of Health and Safety at Work
  Regulations require you to assess risks to health and safety of anyone that may be affected by your
  activities. This course will cover methods for identifying hazards and assessing risks, how the

perception of risk is influenced by many factors, and how using successful control strategies can minimise the risk of damage/injury.

Application process

Applications to undertake fieldwork should be made using the [Postgraduate Research Fieldwork Application Form](#) and send to [hums.doctoralacademy.support@manchester.ac.uk](#) at least 3 months in advance of the start of the fieldwork.

Advice on travel health, vaccination and protection

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

- [Occupational Health Service Travel Advice](#)

Export control

PGRs must discuss with their supervisor and take into consideration whether the activities they carry out could be subject to [export control](#) regulations as their studies and research may include movement of tangible and intangible "controlled" items and whether a licence would be required. Export control training is highly recommended and available [online](#).

PGRs travelling internationally need to be aware of the export controls that apply to goods, technology, software and/or knowledge "exported" outside of the UK.
If you are uncertain whether export controls apply to you, please contact the Export Controls Compliance (CCC) Team at ecc@manchester.ac.uk for assistance.

- [Export controls](#)

Key Travel

The University partners with [Key Travel](#) to offer a one-stop shop for all University-funded travel including hotel, rail, flights, group bookings, visa and overseas car hire. Key Travel should be used for all spend on the categories noted above, and all AMBS PGR arrangements for these are to be made through the AMBS Humanities Doctoral Academy. University travel insurance and liability cover

Staff and PGRs who travel on University business or for course-related work are insured under the University's [travel insurance policy](#). University business travel must be directly related to University business operation or linked to a compulsory element of a University award-bearing degree programme of study; any travel not defined as such is classified as personal travel and travellers are required to purchase their own cover.

The University also has other insurance policies in place for protection in relation to public liability. Please contact the Insurance Office if you have queries.

Section 5: PGR representation and feedback

AMBS PGR representation

Postgraduate researcher representatives (PGR Reps) have the opportunity to contribute and develop University of Manchester experiences for both themselves and their colleagues whilst studying at Alliance Manchester Business School.

The core aims of PGR representation are to:

- Ensure that the views of PGRs about their learning and research experience are represented and included in key decision-making processes and discussions at the University
- Help the University identify ways in which to improve the PGR experience Each

division will be represented along with a representative for submission pending.

One member from the group of PGR reps is invited to attend the scheduled meetings of the AMBS Postgraduate Research Committee each year, to represent PGRs' views and to contribute to discussions. A Student Rep meeting will also be held in semester 1 and semester 2.

For details of who your AMBS student representatives are, please visit the Doctoral Academy Padlet.

Faculty PGR Representation

Information about PGR representation within the Faculty of Humanities.

Mechanisms for collecting and reporting back on feedback from PGRs

The purpose of the PGR Rep is to empower the voice and representation for AMBS doctoral cohorts and their divisional peers. PGR Reps play an important role in facilitating communication between staff and PGRs by raising issues and providing feedback.

To do this, PGR Reps are encouraged to maintain regular communication with their cohorts throughout the academic year, and forward feedback/questions/issues/concerns to School leadership the PGR governance structure of the University.

PGR representation within the University PGR governance structure

PGR representation is important to how PGR is managed and governed at all levels of The University of Manchester. PGR Governance at the University consists of:

- School PGR Rep meetings chaired by the School's PGR Director and Doctoral Programmes Manager
- School Postgraduate Research Committee (PGRC), which coordinates local PGR policy and management, and discusses discuss changes to PGR policies and regulations that can feed into the Faculty PGRC for wider discussion. There is also PGR representation at Faculty PGRC.
- The Manchester Doctoral College Strategy Group (MDCSG), which discusses the University's strategy for PGR and agrees University PGR policies to forward for Senate approval.

Matters raised in the School PGR Rep meetings, PGRC, and MDCSG are taken very seriously. Action plans and changes implemented resulting from these raised matters are then communicated back to the PGR community via PGR Reps and communications from the Humanities Doctoral Academy.

PGR representation guidance and other resources

- PGR Representative handbook
- Faculty of Humanities PGR Rep training
- PGR rep useful information including training

- [Students' Union](#)

We understand that there may be some matters, due to confidential sensitivities of individual issues, which PGRs may like to raise independently of the University's PGR representation model. Such communications are always welcome directly to the Doctoral Programmes Manager.

Use of University surveys and other questionnaires

The University participates in a number of sector wide student experience surveys each year. These demonstrate our commitment to listening to the student voice and the results are used to promote quality enhancement, thus ensuring we deliver the best possible experience for our students.

The University of Manchester is committed to ensuring that all PGRs have the best possible experience while undertaking their research at Manchester. To do this, we need to know what works well and what we can improve upon, and your participation in PRES is one way for you to tell us.

The [Postgraduate Researcher Experience Survey (PRES)](#), designed by the Higher Education Academy (HEA) is a biennial, national, sector-wide survey which collates feedback and information about the experience of research students on a doctoral or research Master's programme.

This national survey collects anonymised feedback every two years from PGRs on a range of issues including supervision, resources, assessment and skills and professional development. It helps the University to evaluate our work and to benchmark our performance against other participating UK universities. We draw up accountable action plans identifying areas where improvements could be made based upon the responses, so it is vital that as many PGRs as possible complete PRES.

You will receive an email in with details on how to complete the survey when it opens.

Section 6: Learning resources available within the School and wider University

Doctoral Network sessions and seminars

The AMBS Humanities Doctoral Academy holds regular (usually monthly) sessions for PGRs on topics of important relevance to PGRs, followed by a great opportunity for PGRs to take some time out from their research to network informally with refreshments. You will be notified once each session has been arranged.

PGR study spaces at AMBS

PGR office space

Each PGR at AMBS will be provided with hot desking facilities in rooms 3.112 and 3.115 and by the end of October 2023, room 9.037 in AMBS Building. Any allocated space will have computer monitors. Some will have desktop computers (while these are being phased out by the University of Manchester IT Services) or the capability to plug in a laptop.

Where necessary, and approved by the PGR Director and Supervisor, when a PGR requires higher specification desk top capability, this will be provided in a dedicated hot-desking room.

For disability (DASS) equipment requirement, once assessed, the support plan will be shared with the School to make appropriate arrangements. For display screen equipment (DSE) requirement, the assessment should be made as per the online Health and Safety training unit (HUMNSPGR-IND001) and shared with the School Safety Advisor.

Other provision around the school includes;

- Common room spaces, Room 3.059 and 9.040, complete with casual furniture, sink, kettle, fridge and games facilities.

- Multiple tea points interspersed around the hot-desking areas and study spaces.
- Ground floor café 65 – 8am to 5pm during term-time, reduced hours out of term.
- 2nd floor Hive café – 9am – 4pm term-time only.
- 2nd floor vending machines.
- Eddie David library and study spaces.
- Fully manned reception 8am to 6pm during term-time.
- 24-hour access to the building and hot-desking space (TBC).

To book a meeting room or event space, please email ambsconference@manchester.ac.uk.

House Rules

PGR office and hot-desking spaces are provided for the sole purpose of facilitating your studies. For the benefit of all PGRS and to ensure that the environment is conducive to study, it is expected that all PGRs:

- Remain with their allocated study locations, unless otherwise communicated by the Humanities Doctoral Academy.
- Keep working area safe, clean and clear of obstructions.
- Make appropriate use of storage facilities provided in the space.
- Keep noise to a minimum and conduct any meetings/calls in designated meeting and common areas. If you need a dedicated space to conduct your teaching or meeting duties, please contact your divisional Doctoral Programmes Administrator in the Humanities Doctoral Academy.
- Do not disconnect, swap, or otherwise tamper with IT equipment – if computer equipment appears faulty or in need of repair, please contact IT Services at 0161 306 5544.
- Do not permit unauthorised persons (e.g., friends from other Schools or non-University personnel) into the study space, and report any suspicious persons or activities to University Security at 0161 306 9966.
- Lock office/storage facilities when leaving the room unattended and take valuables home overnight.
- Respond appropriately when the fire alarm sounds (please note: the fire alarm is tested weekly on Friday mornings at 08:30 hours - all other times, obey any instruction from security and fire marshals).
- Refrain from eating hot food in office spaces (utilise common room spaces instead).
- Observe the opening hours of the AMBS building; under no circumstances should academic offices be used as overnight lodging.
- Inform the Humanities Doctoral Academy if the allocated office space is no longer required.
- Remove all personal belongings and return keys for office/storage facilities to the Humanities Doctoral Academy when the space is no longer required.

What to do if…

- *My computer/IT equipment fails:* Contact IT Services at 0161 306 5544.
- *I would like to obtain IT peripherals:* Contact the Humanities Doctoral Academy, who will work with you to purchase this from your Doctoral Research Support Allowance (DRSA).
- *The printer has run out of toner/staples:* Levels of toner are monitored automatically and replenished via a central ordering system. However, if replenishment does not take place, please follow the contact information and instructions labelled on each machine.
- *The printer has run out of paper:* Reams of printing paper can be provided to you by the AMBS Media team, whose office is on the second floor of AMBS.
- *I have confidential or sensitive documents to dispose of:* Use the secure shred-it bins located throughout the building.
- *The lighting/door locks/furniture/etc. have become faulty or broken:* Contact the Humanities Doctoral Academy, who will let you know how to report these to Facilities.
- *I have lost my office key / forgotten my keypad code:* Contact the Humanities Doctoral Academy.
- *I need a new piece of hardware or software:* Contact IT Services, who will investigate the possibility of obtaining this.

- *I have a concern about the behaviour of one of my office colleagues:* Please relate any issues directly in confidence to the Doctoral Programmes Manager.

If there are any issues you feel are not clear or require clarity at any point during your studies at AMBS, in the first instance please report them to your divisional Doctoral Programmes Administrator in the Humanities Doctoral Academy.

Common rooms and kitchen points

PGRs are encouraged to make use of AMBS common rooms and kitchen points when taking breaks. PGRs are invited to use AMBS staff common rooms, located at 3.059 and 9.040. PGRs are also welcome to use the tea points and kitchen areas available throughout the building. Individuals are expected to keep kitchen appliances clean after each use (especially if spillages occur) and maintain a hygienic area for the health and comfort of all.

Library

As well as offering extensive virtual resources, The University of Manchester's Library has several physical sites. The Eddie Davies Library specifically supports the teaching, learning and research activities of the Alliance Manchester Business School community.

Electronic systems and support

IT Services

IT Services provide a full range of IT support to all staff and students at The University of Manchester by delivering technology-based services for research, teaching and learning.

Tel: 0161 306 5544

Find out more about your UoM IT account, including information on email and getting online in the IT Services guide to getting started.

You have access to IT facilities, including email and personal storage space, during the prescribed period of your programme, the submission pending period and the time leading up to and including your PhD examination. Access to these facilities is terminated on the date of graduation. We therefore advise you to ensure all data and files you wish to retain beyond the date of your graduation is safely transferred ahead of that date to prevent loss of work.

Blackboard

You can access information about all your courses online through the University's virtual learning environment, Blackboard.

eProg

eProg is a University-wide system that is designed to help to structure and break down the PGR programme and monitor progress, both for supervisors and for PGRs.

It is useful to think of eProg as split into three main functions:

- *Progression* – It monitors and records your progression from the point of registration to the point at which you submit the Notice of Submission form.
- *Submission to examination* – It monitors and records the submission to examination process from the point at which you submit the Notice of Submission form to the point at which your final award is ratified.
- *Training* – You can book researcher development training via eProg and keep a record of all training you have attended (this is also visible to your supervisors), which is useful when writing CVs or job applications.

The benefits of eProg to PGRs:

- It helps you to stay on track to submit your thesis on time.
- You can use eProg to track your progression and plan targets.
- You and your supervisor can view your progression history and meeting logs remotely at any time.
- All completed milestones and forms remain in eProg and can be referred back to.
- eProg is an interactive tool for you and your supervisor, and offers an online platform for you to record and track key progression milestones throughout the programme from the point of registration to examination.

The eProg Student User Guide is a resource for using eProg, the University's postgraduate research progression system.

- For queries related to specific milestones on your programme, please contact your Doctoral Programmes Administrator.

MyManchester

Your [MyManchester](#) service provides an online portal that enables students to access key University systems, advice and guidance from a single location. The service is provided via My Manchester and can be accessed from any device with a web browser and from any location on or off campus.

MyManchester features include:

- Access to module and exam timetables
- Top up your student card and manage payments for services across the University
- View outstanding charges
- Access courses, assessments and podcasts
- Access library services
- Access to webmail
- Details of upcoming event at your union
- University news and announcements
- Student blogs
- Help with planning for the future
- Easy management of all aspects of student life

Templates for presentations and meetings

Presentations communicate important information about your research, so a professional, sophisticated style is essential – especially when delivering to external audiences at event such as academic conferences and meetings. University of Manchester branded [templates for PowerPoint and Keynote](#), as well as [Zoom backgrounds](#), are available to download for this use.

University-wide learning resources

[methods@manchester](#) is a Faculty-funded initiative, highlighting Manchester's strength in research methods in the social sciences.

[Methods North West](#) highlights the depth and breadth of the North West's methodological expertise in the social sciences, within the Universities of Manchester, Liverpool, Lancaster and Keele. It promotes and facilitates methodological excellence, innovation and inter-disciplinarity – within and beyond the social sciences.

[Policy@Manchester](#) aims to impact lives globally, nationally and locally through influencing and challenging policymakers with robust research-informed evidence and ideas.

[My Learning Essentials](#) is the library's award winning skills programme.

[My Research Essentials](#)

[The Northern Advanced Research Training Initiative (NARTI)](#) is a network of research-led universities, including The University of Manchester, in the north of England providing specialist advanced training through the facilitation of events, retreats and conferences to establish networks to share

cross-regional expertise. As a self-funded initiative, NARTI operates with care and probity, with funds held and administered by the University of Leeds.

The official Alliance Manchester Business School website contains information about study, research, collaboration, people, events and news at AMBS.

From tackling cancer and poverty to finding the energy solutions of the future, The University of Manchester's research is making a real difference to the quality of people's lives across the globe. Search our Research Explorer to find out more about UoM's researchers, publications, faculties and schools.

Additional AMBS PGR resources

Business cards

Personalised, AMBS-branded business cards may be ordered through the Humanities Doctoral Academy, with the cost charged to the PGR's Doctoral Research Support Allowance (DRSA). Please contact your Doctoral Programmes Administrator for more information.

Alliance Manchester Business School

Postgraduate Research Programme (PhD)

Research Training Programme – Handbook 2023-24

Contents

SECTION 1 – INTRODUCTION AND OVERVIEW

1.1   Introduction to the AMBS Research Training Programme

The Research Training Programme (RTP) is an integral part of the AMBS PhD programmes, and forms an optional component for the AMBS MPhil. During the first year of the PhD programme, you are expected to undertake research training courses to satisfy the degree's RTP requirements (PhDs on the part-time programme will be able to take their assessed courses during Years 1 and 2).

The AMBS PGR Induction sessions will provide you with information regarding RTP course offerings, timetables, and necessary instructions at the beginning of Year 1.

This Handbook will provide the main source of information regarding the Research Training Programme at Alliance Manchester Business School. If anything is unclear, you are encouraged to make contact with the Director of the MRes/Research Training Programme in the School or the Postgraduate Research Coordinator for Progression & Welfare in the Humanities Doctoral Academy.

1.2   Key Contacts

The AMBS PhD Research Training Programme is led by Dr Stefan Zagelmeyer, the MRes and Research Training Programme Director. He is supported by members of the AMBS Research Training Programme Committee, with administrative support from the Humanities Doctoral Academy.

Your first point of contact for any queries regarding the RTP is the Doctoral Academy.

Dr Stefan Zagelmeyer
Director of Research Training Programme/MRes, Alliance Manchester Business School
s.zagelmeyer@manchester.ac.uk

Lynne Barlow-Cheetham
Postgraduate Research Coordinator (Progression & Welfare), Humanities Doctoral Academy
rtp@manchester.ac.uk

2.1 RTP Overview

The Research Training Programme has been designed with our particular PhD programmes in mind, providing relevant doctoral level training to Postgraduate Researchers. RTP course units will follow the requirements of your programme:

- Accounting and Finance (A&F)
- Business and Management (B&M)
- Science, Technology and Innovation Policy (STIP)

Subject to enrolments, it may be necessary to cancel certain course units in an academic year. Alternative provision will be possible from other parts of the School, the wider University or from elsewhere.

2.2 Programme Structures

2.2.1 Accounting and Finance

Postgraduate Researchers registered for the PhD Accounting and Finance programme are required to take 75 credits of taught course units from their respective stream:

Stream 1: Finance

Core:

BMAN80931 Advanced Financial Theory (15 credits)
BMAN82440 Advanced Finance Research Seminar (30 credits)
BMAN80711* Empirical Corporate Finance (15 credits)
(* In years when BMAN80711 is not running, students will take BMAN70162 Current Issues in Empirical Finance (15 credits)*

Electives:

The remaining 15 credits to be taken from a choice of:

BMAN80450 Additional Research Training (15 credits)
BMAN80312 Advanced Corporate Finance (15 credits)
MSc courses from Economics Department (15 credits)
PhD courses from NWSSDTP institutions (15 credits)

Stream 2: Accounting (Quantitative)

Core:

BMAN80271 Advanced Financial Accounting Theory (15 credits)
BMAN80842 Market Based Accounting Research (15 credits)
BMAN80711* Empirical Corporate Finance (15 credits)

(* In years when BMAN80711 is not running, students will take BMAN70162 Current Issues in Empirical Finance (15 credits)*

Electives:
The remaining 30 credits to be taken from a choice of:

BMAN80450 Additional Research Training (15 credits)
BMAN80312 Advanced Corporate Finance (15 credits)
MSc courses from Economics Department (15 credits)
PhD courses from NWSSDTP institutions (15 credits)

Stream 3: Accounting (Qualitative)

Core:

BMAN80900 Advanced Accounting Research Seminar (30 credits)
BMAN73821 Assurance and Credible Reporting (15 credits)

Electives:
The remaining 30 credits to be taken from a choice of:

BMAN80450 Additional Research Training (15 credits)
BMAN71282 Qualitative Research Methodology (15 credits)
PhD courses from AMBS PhD Business and Management RTP (see below) (15 credits)
PhD courses from NWSSDTP institutions (15 credits)

2.2.2   Business and Management

Postgraduate Researchers registered for the PhD Business and Management programme are required to take 60 credits of taught course units:

Core:

BMAN82111* Developing Research Contributions (15 credits)
BMAN82541 Research Philosophy and Introductory Methodological Issues (15 credits)

*PGRs who have completed an AMBS MRes can be exempt from BMAN82111

Electives:

PGRs should take at least 15 credits from the following optional units:

BMAN80941 Qualitative Research Methods (15 credits)
BMAN82232 Quantitative Research Methods (15 credits) (PGRs must also enrol on the non-credit unit BMAN80121 Introduction to Quantitative Research Methods as a pre-requisite, which PGRs must either attend in full AND take a final test, or undertake the test)

Any remaining 15 credits to be taken from a choice of:

BMAN80450 Additional Research Training (15 credits) (see *Additional Note* below)

PGT/PGR courses from within/outside AMBS *(In exceptional cases, PGRs with very strong methodological backgrounds may (with the support of their supervisor) apply for exemption from this requirement and instead take 30 credits from outside this core provision – with the expectation that at least 15 of these credits will be in advanced research methods).*

Additional Note on BMAN80450 Additional Research Training

If a student undertakes 'Additional Research Training', normally at least two electives (maximum three) should be combined to accumulate 15 credits. Assessment will be agreed between supervisors and elective course leads. In some cases, ONE assessment task could combine the learning outcomes of these two courses. If this is not possible/appropriate, TWO (maximum) tasks will be set. Alternatively, 'Additional Research Training' can provide a mechanism for PGRs to access bespoke research training opportunities (agreed with their supervisors) to strengthen skillsets and fill the gaps of other existing RTP courses.

Below are three scenarios that would be accepted in forming an assessment for this bespoke unit:

i.   *A student takes two (or three) 5-credit electives under BMAN80450 and is assessed independently on two of those electives, completing an assessment set by each of the respective course leaders. The course leaders will mark the respective assessments.*

ii.   *A student takes two (or three) 5-credit electives under BMAN80450. The supervisory team agrees that a single assessment is completed combining the learning points of the two (or three) electives and discusses the nature of the assessment with the respective course leaders. The RTP Director will moderate the setting of the assessment before it is communicated to the student. The supervisor will mark the assessment and the RTP Director will moderate.*

iii.   *With agreement from the supervisory team and the RTP Director, a student undertakes a unit outside of the University of Manchester and is either formally assessed by that institution or a piece of assessment is set by the supervisory team. The RTP Director will moderate the setting of the supervisor-led assessment before it is communicated to the student. The supervisor will mark the assessment and the RTP Director will moderate.*

2.2.3   Science, Technology and Innovation Policy

Postgraduate Researchers registered for the PhD Science, Technology and Innovation Policy programme are required to take 60 credits of taught course units:

Core:

BMAN82111 Developing Research Contributions (15 credits)
BMAN81170 Scope and Theory in Science and Innovation Policy (15 credits)
BMAN80810 Advanced Topics in Science, Technology and Innovation Policy (15 credits)
BMAN80962 Advanced Methods in Science, Technology and Innovation Policy Analysis (15 credits)

PGRs may also (with agreement of the supervisory team) enrol on any of the following units on an **Audit** basis:

BMAN80121 Introduction to Quantitative Research Methods
BMAN82232 Quantitative Research Methods (and must enrol on BMAN80121 as the pre-requisite)
BMAN 80941 Qualitative Research Methods
Other methods courses at the University of Manchester or NWSSDTP institutions
Summer / Winter / Specialist / Doctoral Training Schools

Also, in Year 2 of the PhD Science, Technology and Innovation Policy programme, PGRs will be enrolled on the non-credit bearing course unit BMAN80920 Research and Policy Seminar in Science, Technology and Innovation Policy.

2.3   Taught Early Exit Awards *(applicable for PGRs who started their PhD programme from September 2022 onwards)*

The 1st year of the full-time PhD programme (or Years 1 & 2 on a part-time basis) consists of a compulsory taught programme of Research Training (RTP). The course units delivered in this RTP and forming each of our PhD programmes (Accounting and Finance; Business and Management; Science, Technology and Innovation Policy) are credit-bearing and contribute to an early exit award in cases whereby a PGR may not be able to progress to submitting their PhD thesis.

2.3.1   Exit Awards

- Postgraduate Certificate is awarded following successful completion of 60 credits
- Postgraduate Diploma is awarded following successful completion of 120 credits

All course units that make up the credits must be assessed, and the appropriate pass mark must be attained (see Section 4.6).

In addition to the requisite number of taught credits undertaken via the Research Training Programme, PGRs will also be assessed on the compulsory unit of BMAN87000 (A&F PGR Pilot Project) (45 credits) or BMAN88000 (Research Proposal) (60 credits) as part of the Year 1 Annual Review (or Year 2 Annual Review if registered on the part-time programme). These units are graded on a Pass/Fail basis.

The points where a PGR might be considered for a taught early exit award (Postgraduate Diploma / Postgraduate Certificate) would be:

- After completion of the first year FT and second year PT
- At any future point beyond the first year FT or second year PT where it is clear (e.g., as a result of an Annual Review) that the candidate is not performing sufficiently well to be transferred to the MPhil as an early exit route.

A PGR would not be eligible to receive the Postgraduate Diploma (or Postgraduate Certificate) if they are recommended for the award of MPhil instead of the PhD.

The taught exit awards will be as follows:

- Postgraduate Diploma in Accounting and Finance
- Postgraduate Certificate in Accounting and Finance
- Postgraduate Diploma in Business and Management
- Postgraduate Certificate in Business and Management
- Postgraduate Diploma in Science, Technology and Innovation Policy
- Postgraduate Certificate in Science, Technology and Innovation Policy

3.1   Course Unit Outlines 2023-24

The course unit outlines provide summary information about each course and the form of assessment. Please take time to read these carefully and discuss with your supervisory team before making your choices. Please note that, as per the Programme Structures (Section 2.2), some course units are mandatory.

3.1.1   Accounting and Finance

BMAN80271 Advanced Financial Accounting Theory https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69136
BMAN80312 Advanced Corporate Finance https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69137
BMAN80711 Empirical Corporate Finance https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69139
BMAN80900 Advanced Accounting Research Seminar https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69143
BMAN80931 Advanced Finance Theory https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69145
BMAN82440 Advanced Finance Research Seminar *(2023-24 version forthcoming; the 2022-23 outline gives an indication of content)* https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=62549
BMAN80842 Market Based Accounting Research https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6914

3.1.2   Business and Management

BMAN80022 Case Study Research Method and Methodology https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69133
BMAN80062 Qualitative Comparative Analysis https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69134
BMAN80121 Introduction to Quantitative Research Methods https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69135
BMAN80432 Reviewing and Evaluating Manuscripts https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69138
BMAN80792 Introduction to Multilevel Modelling https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69140

BMAN80941 Qualitative Research Methods in Practice
https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69146

BMAN81042 Navigating the Publication Process
https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69148

BMAN82111 Developing Research Contributions
https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69150

BMAN82232 Quantitative Research Methods *(2023-24 version forthcoming; the 2022-23 outline gives an indication of content)*
https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=62532

BMAN82541 Research Philosophy and Introductory Methodological Issues
https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69151

BMAN85112 Data Preparation for Quantitative Research *(2023-24 version forthcoming; the 2022-23 outline gives an indication of content)*
https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=62534

BMAN85232 Advanced Qualitative Analysis and Theorising
https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69152

BMAN85322 Introduction to Longitudinal Data Analysis -
https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69153

BMAN88132 Introduction to Qualitative Data Analysis using NVivo **-**
https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69154

3.1.3   Science, Technology and Innovation Policy

BMAN80810 Advanced Topics in Science, Technology and Innovation Policy
https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69141

BMAN80920 Research and Policy Seminar in Science, Technology and Innovation Policy
https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69144 (Year 2 enrolment, compulsory but non-credit bearing)

BMAN80962 Advanced Methods in Science, Technology and Innovation Policy Analysis
https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69147

BMAN81170 - Scope and Theory in Science and Technology Policy
https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69149

3.2   Course Unit Selection & Enrolment

3.2.1   Course Unit Selection

You must submit your **Course Unit Selection Form <u>no later than 3pm</u> on Thursday 21 September 2023.**

Some courses have limited capacity (in particular PGT course units) and places will be allocated on a "first come, first served" basis.

Once you are enrolled, visibility of the units in your personal timetable (see section 6) and access to materials in Blackboard (see Section 7) will be available (usually within 24 hours).

The **Course Unit Selection Forms** are available for each of the PhD programmes, and in the case of Accounting and Finance for each of the different streams of training.

Accounting and Finance

[Course Unit Selection Form - Finance Stream](#)

[Course Unit Selection Form – Accounting (Quantitative) Stream](#)

[Course Unit Selection Form – Accounting (Qualitative) Stream](#)

Business and Management

[Course Unit Selection Form - Business and Management](#)

Science, Technology and Innovation Policy

[Course Unit Selection Form – Science, Technology and Innovation Policy](#)

You must submit your completed **Course Unit Selection Form** by email to rtp@manchester.ac.uk

3.2.2   Bespoke Research Training

We aim to make the RTP programme as flexible as possible. If you and your supervisory team agree that certain assessed course units from AMBS Postgraduate Taught programmes may be better suited and more beneficial to your research training than those on offer in the suite of PhD RTP courses, then it is possible to replace one or two of these with course units from the suite of AMBS Postgraduate Taught programmes, or of other Schools within the University.

To apply for bespoke research training, please refer to your **Course Unit Selection Form** for instructions. Your supervisor will need to endorse your request, explaining why the courses identified elsewhere would be better suited to your research, and the Humanities Doctoral Academy will then submit your request to the RTP Director for approval. If approved, you will be notified and advised on the enrolment process. PGRs should be aware that the RTP Director can grant exemptions from courses if the supervisory team and PGR provide evidence that they already have the skills or do not need the course for their progression.

3.2.3   PGT Course Units

If you have indicated any PGT course units for enrolment and these are approved by the RTP Director, the Humanities Doctoral Academy will either arrange for you to be enrolled or will advise you on the enrolment process as this may vary between Schools.

Please note that capacity may be limited on some PGT courses.

3.2.4   North West Social Science Doctoral Training Partnership (NWSSDTP)

The North West Social Science Doctoral Training Partnership (NWSSDTP) was established in 2017 and is a consortium of four universities in the North West of England.

This partnership enables University of Manchester PGRs to access courses delivered by The University of Liverpool and Lancaster University. If you are interested to see what courses are offered by our partner institutions, in the first instance please contact Lynne Barlow-Cheetham in the Humanities Doctoral Academy (rtp@manchester.ac.uk).

3.2.5   Enrolling on Course Units for Audit

In addition to the credit-bearing course units, you are also permitted to enrol on additional RTP course units (or, if relevant, from the AMBS PGT suite of course units or from outside of the School) on an Audit (non-credit) basis. You must discuss this with your supervisory team when making your course unit selections at the start of the academic year. If a course unit is felt to be of particular relevance and importance to your first year of study, then this can normally be accommodated. However, we recommend that you are mindful of the requirements and of not over-committing yourself in your first year. The 5-credit RTP elective courses are available to students in Year 2 and beyond when, in a number of cases, it may be most relevant to take them.

3.2.6   Making Changes to your Enrolments

Requests to make alterations to your 15-credit enrolments must be made no later than the first week of teaching in Semester 1 (i.e., **by 29 September 2023**). All requests will be considered by the RTP Director to ensure that the RTP requirement is still being fulfilled appropriately. This is to prevent disruption to courses and to ensure that you do not miss excessive amounts of teaching.

The 5-credit RTP course units take place in Semester 2. If you wish to make amendments to your selection (to drop, swap or add a course), you must submit your request **by Monday 15 January 2024.**

Please submit your requests in an email to rtp@manchester.ac.uk, clearly stating the change and, where applicable, an explanation for the change.

3.3   Your Timetable

Teaching on the RTP will commence in the week starting Monday 25 September 2023.

You will be able to access and view your personal timetable at: Publish. Please note that you will not see anything on your timetable until you have completed registration and the Doctoral Academy has added your classes.

You must check your timetable in advance of each class in case any last-minute changes (such as room changes, cancellation, re-scheduling) have occurred.

Further guidance on using Publish, including syncing it with your devices, is available at: Timetables (The University of Manchester). You can also find a brief guide to using **Publish** at: Using Publish to view your personalised timetable

3.4   Blackboard

Blackboard is the University's online learning system, which allows you to view course material for any units that you are taking. You will also complete and submit coursework through a submission window which will be accessed through the respective course unit's Blackboard space. It all enables you to communicate and collaborate with your lecturer or other students using discussions or chat.

The eLearning support (The University of Manchester) webpage provides **Top Guides for Students** on the following topics:

Introduction to Blackboard
Accessing Grades and Feedback
Downloading TurnItIn Feedback

3.5   Attendance

You are required to attend and participate fully in all of the required sessions for the courses on which you enrol. You will not be permitted to attend a course unless you have been formally enrolled onto it.

If you are ill and unable to attend a class, you should notify the Humanities Doctoral Academy (rtp@manchester.ac.uk) as soon as possible and provide either a Self-Certification (for absences of up to 7 days) or a Fit Note from your GP (if sickness absence is for longer than 7 days).

4.1   Assessment

Postgraduate Researchers registered on a PhD programme at AMBS will be required to undertake assessment in each of the credit-bearing course units they are enrolled upon and which are intended to contribute to the overall PhD RTP requirement (75 credits for Accounting and Finance; 60 credits for Business and Management; and 60 credits for Science, Technology and Innovation Policy).

4.1.1   Methods of Assessment

Assessment can be in several forms, including but not limited to written assignment, presentation, poster, and examination (although examinations tend to apply more to PGT courses). Some course units may require more than one piece of assessment, each of which will be weighted in its contribution to your overall grade for the course.

If you enrol on a PGT course unit for assessment which requires an examination, you will be able to view your personal exam timetable and also the complete composite exam timetable via https://www.exams.manchester.ac.uk/exam-timetable.

4.1.2   Assessment Deadlines

For 2023-24, assessment deadlines for the PhD RTP course units are confirmed as:

Course Unit	Assessment Deadline(s)	Expected Grading Date
Details will be provided here shortly		

If there are any changes to the above Assessment Deadlines, you will be informed as soon as possible.

Submissions must *normally* be made **no later than 3pm (15:00hrs)** on the deadline date. However, some course leaders may require an alternative submission time.

If you are enrolled on a PGT course unit for assessment, please refer to the relevant Course Unit Outline and/or speak to the course leader for confirmation of particular assessment requirements and deadlines.

4.1.4   Submitting in Blackboard

All formal written assessments will be marked anonymously in keeping with the University's Policy on Marking. However, it is recognised that this may not be possible for all assessments - for example, presentations.

To maintain this policy, please ensure that your name does not show anywhere in your work when you submit it online. Please ensure that you state your Student ID number on the title page, along with the full title of the course (Course Code and Title) and any title for your piece of work.

4.2   Mitigating Circumstances and Late Submission

4.2.1   Requesting an Extension to an Assessment Deadline

If you are unable to meet your assessment deadline due to extenuating circumstances, you may request an extension to the deadline. Requests for such extensions must be submitted by email at the earliest opportunity **in advance of the deadline**. In the request, you must state the circumstances that will prevent you from submitting your assessment on time, provide a timeframe when you will be able to submit by, and attach appropriate evidence (where possible). The Extension request must be sent to rtp@manchester.ac.uk. Your request will be considered and you and the respective course leader will be notified of the decision. For further information, please refer to the Policy on Mitigating Circumstances and Coursework Extensions (2023-24).

Extension requests should be submitted via a separate form (available on request to rtp@manchester.ac.uk); no supporting evidence is required to be submitted (unless the student wishes to provide this).

4.2.2   Mitigating Circumstances

In cases where a Postgraduate Researcher is aware of any possible issues that may affect their progress or assessments, they are encouraged to tell the School as soon as possible. The PGR student is responsible for submitting a request for mitigation to according to the procedures and deadlines published by the School. Students may wish to consult the Basic Guide to Mitigating Circumstances, the Student Support page on mitigating circumstances or the Students' Union Advice Service for further advice about the process. Early submission of requests makes it easier, for example, to offer flexibility in the arrangements for assessment.

For further information, please refer to the Policy on Mitigating Circumstances and Coursework Extensions (2023-24).

The Mitigating Circumstances form is available upon request from rtp@manchester.ac.uk.

4.2.3   Late Submission

The AMBS Research Training Programme follows the University's Guidance on Late Submission. Any work submitted *at any time* within the first 24 hours following the published submission deadline will receive a penalty of 10% of the maximum amount of marks available. Any work submitted at any time between 24 hours and up to 48 hours late will receive a deduction of 20% of the marks available, and so on, at the rate of an additional 10% of available marks deducted per 24 hours, until the assignment is submitted or no marks remain.

If a piece of work is not marked out of 100, the deduction per day is proportional to that for work marked out of 100. For example, for a piece of work marked out of 60, the deduction would be 6 marks per day/24 hours. The reduction is therefore 10% of the *total assessment value*, rather than 10% of the mark awarded for the piece of work.

4.3   **Plagiarism and Academic Malpractice**

The Academic Malpractice Procedure sets out the definitions of academic malpractice, how cases are considered before disciplinary action and how cases are handled.

4.3.1   Guidance on Plagiarism

It is vital that you read and understand the guidance on plagiarism and if necessary, discuss it with your supervisor(s). The following resources have been provided by the University regarding referencing and plagiarism:

- The University of Manchester referencing guide
- An Introduction to Referencing and Avoiding Plagiarism (Student Guidance Service)

PGRs are also advised to refer to the various plagiarism, academic malpractice and referencing resources and information available through the University of Manchester Library My Learning Essentials, including workshops and online resources such as *'Start to Finish: Referencing'* and *'Avoiding Plagiarism'*.

4.3.2   Statement about the Use of Turnitin

The University uses electronic systems for the purposes of detecting plagiarism and other forms of academic malpractice and for marking. Such systems include TurnitinUK, the plagiarism detection service used by the University.

As part of the formative and/or summative assessment process, you will be asked to submit electronic versions of your work to TurnitinUK and/or other electronic systems used by the University. If you are asked to do this, you must do so within the required timescales.

The School also reserves the right to submit work handed in by you for formative or summative assessment to TurnitinUK and/or other electronic systems used by the University.

Please note that when work is submitted to the relevant electronic systems, it may be copied and then stored in a database to allow appropriate checks to be made.

4.4   **Confirmation of Results (Exam & Re-Sit Boards)**

4.4.1   Marks

Assessments are marked and internally moderated within 15 working days of the Assessment Deadline. If there are unexpected delays, you will be informed in a timely manner.

Any marks that you might see on Blackboard are provisional until moderation has been completed. Please refer to Accessing Grades and Feedback and Downloading TurnItIn Feedback for guidance on how to view your marks.

4.4.2   Exam Board

All marks from the assessed course units undertaken as part of the RTP will be considered by an Exam Board in early summer. The Board will determine whether the marks satisfy the requirements of the Research Training Programme.

You are required to have successfully completed the RTP (in addition to successfully completing the Annual Review) before progression to Year 2 can be confirmed. You must attain marks of at least 60% in each of your credit-bearing RTP courses. If any marks attained are below 60%, the Board will decide whether a re-assessment is required.

If you do not achieve a mark of 50%, you will be deemed to have failed the assessment. The Exam Board will confirm whether a re-assessment is required. You will be advised of your mark and receive feedback on your performance, and you will have one further opportunity to take the assessment. The course leader will provide details of this re-assessment via the Exam Board, which may be either:

- Re-submission of the same assignment
- Submission of an alternative assignment

If you achieve a mark of 50-60% on a course, the Exam Board may recommend further work, such as:

- Submit another assessment related to this course
- Submit further work as specified

The Exam Board has some discretion in making their recommendations and will take into consideration marks on other courses. For example, if you achieved a mark in the mid-50s on one course but considerably higher than 60% in the others, you may not be required to submit another assessment for the course.

4.4.3   Re-Assessment following Exam Board

This re-assessment work will be marked and both the original and the re-assessment mark will be forwarded to the Re-Sit Exam Board for consideration prior to the start of the new academic year. In the event that the Board deems your re-assessment as unsuccessful, the appropriate steps towards ratifying the award of a Taught Early Exit award will be taken.

4.5   Academic Appeals Procedure

The University's Regulation XIX: Academic Appeals Procedure provides information about the process for students who want to appeal against a final decision made by an Examination Board, progress committee or equivalent group which affects the student's academic status or progress in the University. It sets out the reasons why a student may appeal and the procedure that should be followed.

If you are considering making an appeal against a decision affecting your progress or status, you are advised to read this document and check that the reason for your appeal is covered by the list of 'grounds for appeal' in the document. Please also review the Basic Guide to Academic Appeals. You can seek advice from the Students' Union Advice Centre; from the Humanities Doctoral Academy; or from the Information, Advice and Guidance Service.

Before initiating an appeal, we strongly advise you to discuss the matter with your supervisor(s), the PGR Director or any other appropriate person in the School. If the matter remains unresolved, you may invoke the formal appeal procedure by following the details set out in the formal procedure section of the Regulation XIX: Academic Appeals Procedure.

SECTION 5 – POSTGRADUATE & RESEARCH TRAINING PROGRAMME REGULATIONS

5.1   Ordinances and Regulations: Degree of Doctor of Philosophy (PhD)

The Degree of Doctor of Philosophy (PhD) is awarded by the University in recognition of the successful completion of a period of supervised research and training, the results of which show convincing evidence of the capacity of the candidate to pursue research and scholarship and make an original contribution and substantial addition to knowledge.

5.2.   PGR Research Training

In providing assessed Research Training to PhD students at Alliance Manchester Business School, we draw on the following Postgraduate Taught regulations and guidance to support our delivery and, where relevant, the award of Taught Early Exit Awards.

Postgraduate Taught Regulations (including MRes), Version 3.9, April 2023
https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/degree-regulations/regulation-documents/pgt-degree-regulations/

Guide to Taught Degree Regulations, Version October 2022
https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/degree-regulations/supporting-documents/guide-to-degree-regs/