

MANCHESTER  
1824

The University of Manchester  
Alliance Manchester Business School



## What's coming up?

Event	Date	Page	Completed/ attended?
Attend two-week online induction	21 September – 2 October 2020	-	<input type="checkbox"/>
Research Training programme commences	5 October 2020	-	<input type="checkbox"/>
Doctoral Luncheon (Within the first week of each month – TERM TIME ONLY)	October 2020	-	<input type="checkbox"/>
Complete online Health & Safety module (via eProg)	November 2020	-	<input type="checkbox"/>
Ethics training (compulsory)	December 2020 (Date TBC)	-	<input type="checkbox"/>
Mid-year review (compulsory)	January (every academic year)	-	<input type="checkbox"/>
Doctoral Conference Briefing Session	January 2021	-	<input type="checkbox"/>
Research Fish (RCUK students only)	February/March 2021 (Date TBC)	-	<input type="checkbox"/>
Annual Review Expectations meeting	April 2021 (Date TBC)	-	<input type="checkbox"/>
GTA Recruitment and Information session	April 2021 (Date TBC)	-	<input type="checkbox"/>
Alliance MBS Doctoral Research Conference (compulsory)	May 2021 (Date TBC)	-	<input type="checkbox"/>
Postgraduate Summer Research Showcase event	May 2021 (Date TBC)	-	<input type="checkbox"/>
Annual Review (compulsory)	June 2021 (Date TBC)	N/A	<input type="checkbox"/>
Remember to ask your supervisor to complete the eProg meeting and attendance requirements (compulsory) every month	Monthly	-	<input type="checkbox"/>

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### The purpose of this guide...

#### Welcome to Doctoral Study at Alliance MBS.

The purpose of this guide is to provide a clear insight into some of the opportunities available to you during your time at Manchester. It is designed to support you both during your induction period as well as to be used as a reference guide as you progress through your programme of study.

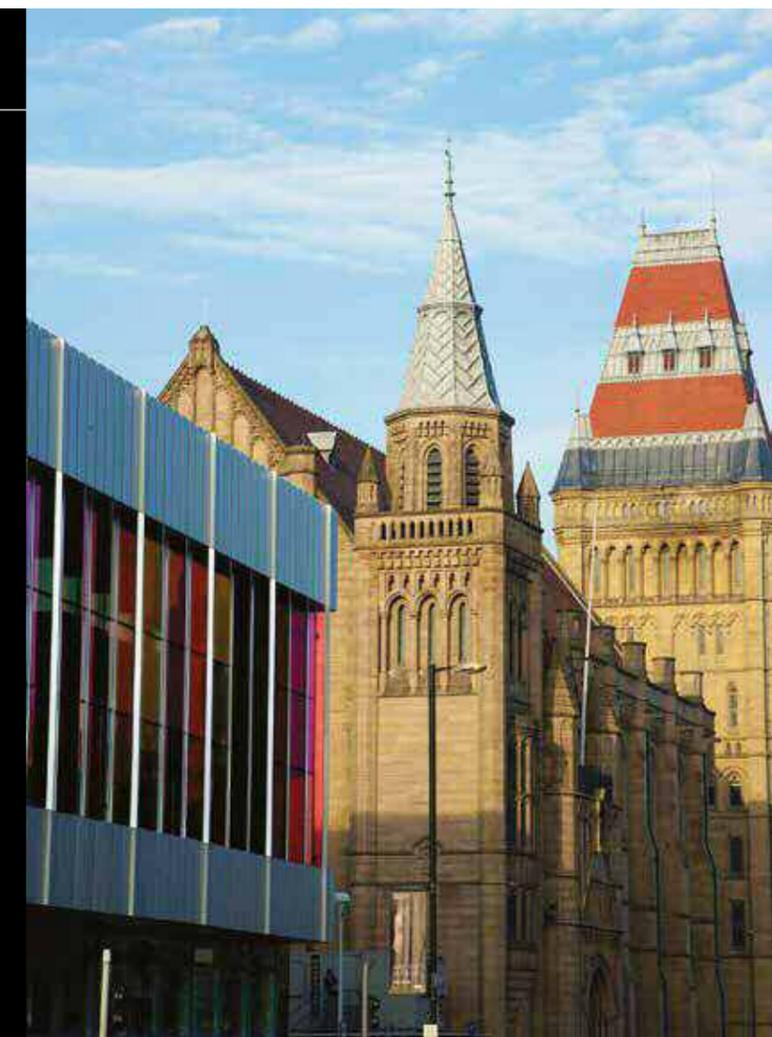
There is a lot of information available and this guide gives a flavour of some of the many opportunities and resources available to you.

This guide should be used as a constant point of reference in conjunction with your Programme Handbook. Please familiarise yourself with the handbook which will signpost you through your PGR programme.

Acronyms are used throughout with a page dedicated to their extended phrasing towards the end of the guide.

Should you have any questions, between your supervisory teams and your administrative contacts, together we aim to support you as best as we possibly can.

**Doctoral Programmes Office: 0161 275 1200.**



## Welcome from Head of School

It is with great pleasure that I welcome you to Alliance Manchester Business School.



The University of Manchester and Alliance Manchester Business School have a long and proud tradition of excellence in research and teaching across a wide range of disciplines. In addition, we have a strong commitment to engage with our immediate locality and the economic and social wellbeing of the Manchester city region.

I am delighted that you have decided to pursue your research, learning and development journey here at Alliance MBS.

Our academics conduct internationally renowned research across a range of subjects and they will work with you to guide and strengthen your chosen areas of expertise.

In 2015 we celebrated 50 years of delivering world-class research and business and management education.

When we opened our doors in 1965, we were renowned for innovation. Much has changed in the world since then of course. Our core aims of generating the highest quality research to enable and inspire the business and management leaders of the future remains the same.

Studying for a PhD will be a life-changing experience that will improve your understanding of modern business and management issues as you work alongside some of the world's most admired academic colleagues.

I wish you every success as you embark upon this ambitious and highly rewarding challenge.

**Professor Fiona Devine**  
Head of School

## Welcome from Programme Director

Welcome! I am so pleased that you have chosen to study on the PhD programme at Alliance Manchester Business School (AMBS).



You join a vibrant research environment and a talented pool of doctoral researchers.

The School is proud of its reputation for an excellent doctoral programme and aims to meet your expectations and aspirations as you develop as a researcher. Through its research community, AMBS provides a unique opportunity and foundation to train, develop and produce innovative research in a collegial environment.

There are many activities to support you on your PhD journey – not least, the dedicated teaching programme noted in these pages. In addition, you will be developing your knowledge and skills through regular meetings with your supervisory team and within larger research seminars. In a range of different physical and intellectual spaces, you will be encouraged to share your thoughts on key articles or to present a draft of a paper for discussion and feedback. We want you to immerse yourself in the research environment of the School and make the most of this exciting time.

We also acknowledge the importance of developing a sense of belonging and identity and we encourage you to take full advantage of the distinct opportunities we provide to bring PGR colleagues together, both socially and professionally, across the School.

In the meantime, I very much look forward to meeting you and learning of your achievements as you develop as a doctoral researcher.

**Professor Anne McBride**  
Director of Postgraduate Research for AMBS



## Welcome from Director of Research

It is my pleasure to welcome you to the postgraduate research community at Alliance Manchester Business School (AMBS), one of the first two original business schools in the UK.

Research lies at the heart of everything we do and you will be joining a community of world leading experts producing world changing research.

AMBS is a social-science based business school and, as such, we are very well placed to contribute both understanding and direction to the fundamental shift that is taking place in the role of business in society. We are organized around four divisions which encompass a broad range of research strengths: Management Science and Marketing; Accounting and Finance; People, Management and Organisation; and Innovation Management and Policy. While our academics are located within discipline based units, much of our scholarship is informed by interdisciplinary perspectives. Our scale and breadth enable us to tackle complex contemporary problems that don't fit neatly into any one discipline area.

AMBS is ranked 2nd in the UK for research power. However, while our research is recognised as world leading, we are not driven by league tables. Inspired by Manchester's history we are driven by the positive difference that our research can make. Our work feeds into impactful policy and practice discourse.

Our research communities, which are organised around a range of research centres, groups and funded research themes, are central to the intellectual life and vibrancy of our research culture. In joining AMBS you will become part of these units and join a hugely talented, energetic, committed, and supportive academic and postgraduate community.

Postgraduate research is frequently a life-changing experience, marking what for many of you will be the beginning of an absorbing and important intellectual project. You will need to be resilient and hard-working, but the goal offers to be transformational. We are interested in guiding you towards success; your success makes the AMBS research community stronger.

**Professor Ken McPhail**

Director of Research, Professor of Accounting



## Meet the team

**Professor Anne McBride**

Director of Postgraduate Research for AMBS

**Helen Mcmanamon**

Doctoral Programmes Manager

Throughout your studies, you will build strong relations with your supervisory team, academic colleagues that reside within one of the four divisions (and others) dependent on area of your subject/ expertise.

In addition to your supervisory team, there will be occasions where matters will be escalated to your divisional coordinator who are listed below:

**Accounting and Finance (A&F)**

Professor Edward Lee

**Innovation Management and Policy (IMP)**

Dr Oliver Laasch

**Management Sciences and Marketing (MSM)**

Dr Matti Jaakola

**People, Management and Organisations (PMO)**

Dr Stefania Marino

In addition, within the Doctoral Programmes team, each division has an administrator that is dedicated to providing admin support and guidance and details are listed below:

**A&F: Mark Falzon**

mark.falzon@manchester.ac.uk

**IMP: Kristin Trichler**

kristin.trichler@manchester.ac.uk

**MSM: Paul Greenham**

paul.greenham@manchester.ac.uk

**PMO: Sandra Bundy-Palmer**

sandra.bundy-palmer@manchester.ac.uk

Other administrative contacts are:

**Lynne Barlow-Cheetham**

lynne.barlow-cheetham@manchester.ac.uk

## Divisional Coordinators



Professor Edward Lee

Dr Oliver Laasch

Dr Stefania Marino

Dr Matti Jaakkola

*"The Accounting and Finance Division of AMBS has strong tradition of research excellence and international visibility in four main areas. These include (1) asset pricing and financial economics, (2) corporate finance, (3) qualitative and interdisciplinary accounting, and (4) market-based accounting research.*

*Our researches in these areas have been disseminated through publications in world elite academic journals such as Journal of Finance, Journal of Financial Economics, and Review of Financial Studies in the finance discipline, as well as Accounting, Organization, and Society, Journal of Accounting Research, and The Accounting Review in the accounting discipline. Our faculty members serve editorship in internationally excellent academic journals such as Accounting and Business Research, Corporate Governance: An International Review, Journal of Business, Finance, and Accounting, and Management Accounting Research.*

*Our former PhD students have placements in well-known institutions around the world such as University of Chicago in U.S.A., Fudan University in Shanghai, China, and London Business School in UK."*

**Professor Edward Lee** · Accounting and Finance.

*"Welcome to the Innovation, Management and Policy (IMP) Division of the Alliance Manchester Business School. The division is one of the largest research centres for innovation management and policy globally. It is made up of two groups - Innovate, Strategy and Sustainability, and Health Management - and includes the Manchester Institute of Innovation Research (MIOIR) and the Sustainable Consumption Institute (SCI).*

*As well as firmly establishing itself as a leading centre for science and innovation policy analysis, the group works on the challenges facing firms and public services, and also provides independent advice helping public and private sector organisations to apply innovation within their own organisations and areas of work. Research in the division ranges from firm level analysis of managing innovation to inter-firm relations and system dynamics.*

*In terms of specific topics, our research covers innovation and entrepreneurship, through creativity and design, including imagination; managerial and organisational cognition, and cognitive adaptation; developing management capabilities for innovation processes across firms and country boundaries including procurement of innovation, and governance of inter-firm relations, including outsourcing, alliances and M&As; competitive dynamics of professional service firms, especially those oriented to design and creativity, and many aspects of the policy-making process."*

**Dr Oliver Laasch** Innovation Management and Policy

*"The People Management and Organization (PMO) division brings together internationally recognised scholars working across the areas of comparative international business, human resource management and employment relations, organization and society, and organisational psychology. The division is also home to two research institutes, the Work and Equalities Institute (WEI) and the Institute for Health Policy and Organisation (IHPO).*

*The excellence of the research produced within the PMO division is reflected in the outstanding record of publications in word-leading journals (e.g. Journal of International Business Studies, Journal of Management, British Journal of Industrial Relations, Work Employment and Society, Journal of Occupational and Organizational Psychology, Journal of Organizational Behaviour) and the leadership of and participation in nationally and internationally funded research projects as well as crucial bodies and societies.*

*The PMO research addresses core academic and policy challenges and is regularly used by key stakeholders and policymakers to make informed contributions to policy formation and organizational practice."*

**Dr Stefania Marino** · People Management and Organisations.

*"Research within the MSM Division encompasses four key topic areas: marketing management and strategy, consumer behaviour, business informatics, and operations and supply chain management. This contributes to a wide range of expertise within the division, and our staff publishes in the top journals in our key research areas on a regular basis.*

*Whether you wanted to discuss about sophisticated big data analytics, latest trends in corporate social responsibility research, or understand better why consumers behave the way they do, please do not hesitate to contact our knowledgeable staff even if they were not in your supervisory team. We want you to become a member of the MSM community, and our research seminar series and research workshops provide good opportunities for you to learn from both internal and external speakers as well as to get comments for your own project.*

*While our PGR students are encouraged to attend these events, we are also keen to learn from you what else we could do to enhance your PGR journey further. Therefore, let's keep the dialogue open – please get in touch with your suggestions!"*

**Dr Matti Jaakkola** · Management Sciences and Marketing

## Alliance Manchester Business School

Founded in 1965, Alliance Manchester Business School is one of the UK's first business schools.



The school became the largest business and management school in the UK in 2004 when it merged with The Victoria University of Manchester's School of Accounting and Finance, UMIST's School of Management and the Programme in Research in Science and Technology. In 2015, the School celebrated its landmark 50th anniversary.

Alliance Manchester Business School is home to over 500 academic, teaching and support staff, representing 41 nationalities. Lead by Professor Fiona Devine and her leadership team and supported by our Advisory Board of senior business leaders, the school is proud that its staff continue to gain international recognition for their work.

Experts from the school generate globally recognised research across a wide variety of disciplines, industries and specialisms ranging from health and infrastructure, innovation, globalisation, work and employment, data science and marketing, to organisational psychology, accounting and finance.

They use this original thinking to influence business leaders and policy-makers to address some of the world's biggest issues; to work in collaboration with international partners in academia, business and industry; and across our teaching and executive education for the success of our students and delegates.

Ranked 2nd in the UK for research power, our influential research impacts all areas of business and management – from accounting and health management to big data and human rights.



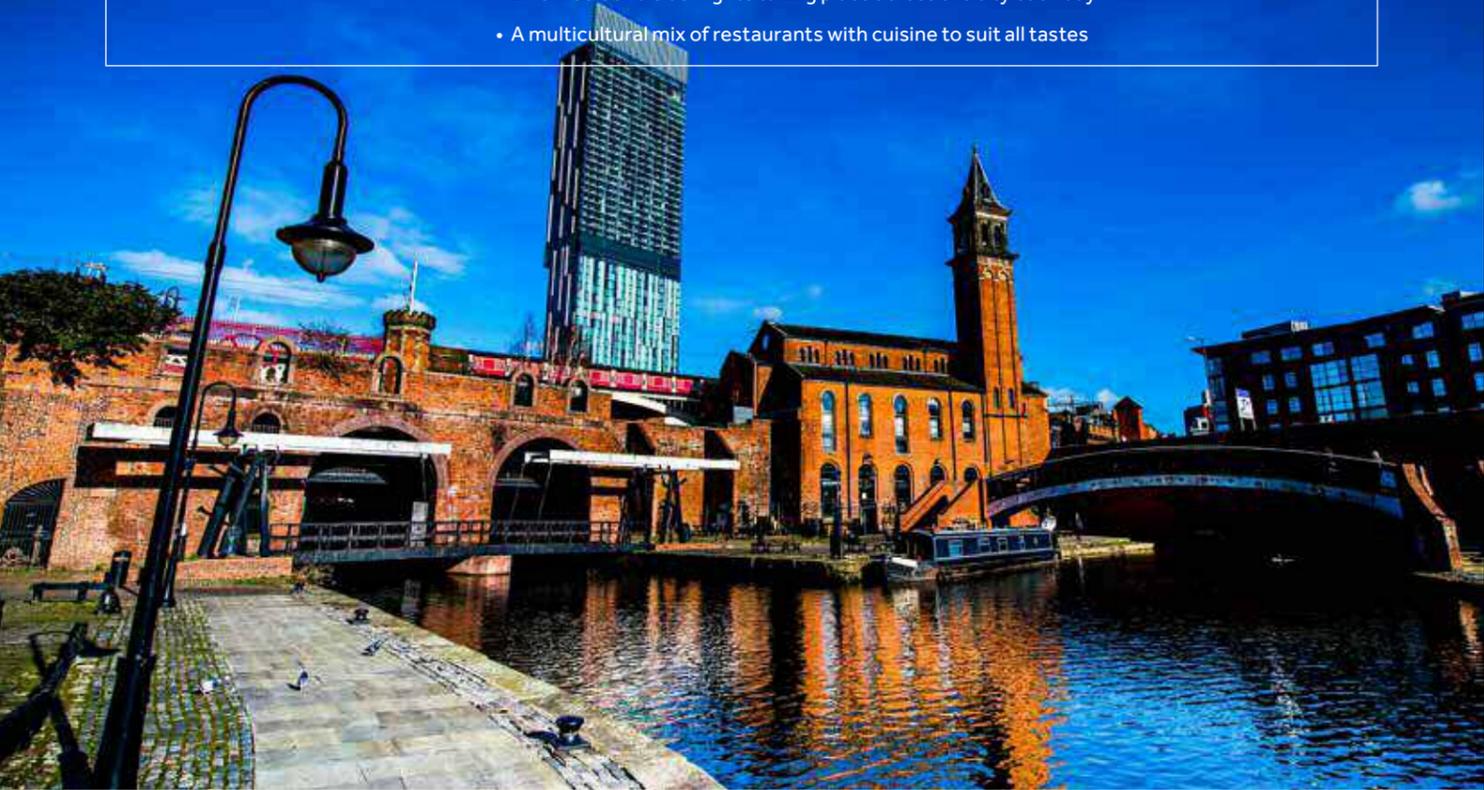
The school was renamed Alliance Manchester Business School in recognition of Lord Alliance's generous £15 million donation and his long-standing relationship with the University and the Business School.

## The City of Manchester

Originally shaped by its success during the industrial revolution of the 19th century, Manchester's strong, pioneering character endures today – only now its achievements also include shaking up the music scene, nurturing artistic creativity and hosting international sporting events.

Never content to live on past glories, Manchester is a city that looks to the future with a passion for progress – and invites you to share in its vision and vitality.

- A big city with a compact and friendly centre. Alliance MBS is close to the heart of the city, just a short walk from the centre and all its attractions
- A short journey away from four national parks including the Lake District and the Peak District
- A haven for lovers of fashion with many global brands and independent shops
- Live music and club nights taking place across the city each day
- A multicultural mix of restaurants with cuisine to suit all tastes



Manchester is a university that answers life's biggest questions. It's a city with a passion for innovation and reinvention, setting the pace in industry, sport and the arts. We offer an education that will equip you for future success and inspire you to make a difference.

The 2008 UK Cities Monitor named Manchester as best regional location for business. European Cities Monitor also placed Manchester among the top 20 'best cities to locate a business today' and Manchester is widely credited as Britain's most creative city.

The city has a world-class transport system including buses, trams and a train network with connections throughout the UK. Manchester Airport has direct flights serving more than 200 destinations.

Just a few miles away from the Alliance MBS campus, on the banks of Greater Manchester's waterfront, the Quays, is one of the

North West's major destinations - MediaCityUK. MediaCityUK is a landmark creative hub home to BBC North, ITV, over 200 innovative businesses, 400 apartments, a hotel and an exciting range of bars and restaurants.

From an industrial yet innovative past, to a digital-led future, Greater Manchester's MediaCityUK is now leading the region's resurgence as a global city.

Just over the water lie other leading attractions such as the Imperial War Museum, the Lowry Outlet mall, The Lowry theatre and galleries as well as Manchester United FC.

Manchester is one of the most vibrant and exciting destinations in the world – a place to study, learn and enjoy yourself.



Sandra Hamilton  
PhD Science, Technology and Innovation Policy

*"As Canada's first Social MBA, a business owner, and having worked as an independent consultant for over 25 years, I am a mature student passionate about the role of responsible business in creating a more inclusive and sustainable future. In 2017, I addressed the WTO symposium on Sustainable Public Procurement in Geneva, on 'the importance of People, in a People, Planet, Profit approach to Sustainable Procurement'. Having developed Canada's first municipal social procurement framework, and after working with public authorities across British Columbia, Alberta and Ontario to advance Socially Responsible Public Procurement (SRPP), it became clear that to achieve the UN SDG 2030 agenda, a systemwide transformation of public procurement is needed."*

*"When it comes to social responsibility Manchester University is the UK's top university and is ranked 8th in the world, with the Alliance Manchester Business School (AMBS) committed to excellence in the advancement of responsible business management research. Manchester University has provided the financial and academic support I required to transition from the private sector into academia, where I am currently pursuing an impact focused PhD. With respect for my prior experience, I have received the supervision and guidance needed to transition into this vastly different world of academia. I have been humbled, challenged, and pushed to develop new competencies. It has not always been easy, but it has been extremely rewarding."*

*Housed within the Manchester Institute of Innovation Research (MIOIR), my research explores the role and responsibility of public procurement in OECD countries to reward responsible business conduct. This research seeks to shine a light on how the global frontrunners are harnessing the power of public procurement to achieve UN SDG 12.7 Sustainable Public Procurement and AMBS."*

## Academic Organisation of AMBS

The School is organised into four academic divisions which each consist of cognate areas or disciplines:

- Accounting and Finance (A+F)
- Innovation Management and Policy (IMP)
- Management Sciences and Marketing (MSM)
- People Management and Organisations (PMO)

The divisions are responsible for a number of things, including:

- organising and delivering the teaching of the school
- support and development of academic staff
- planning the workload of staff

**Whilst members of staff are working within divisions in their disciplinary areas, there are sometimes advantages to developing research structures (research groups; centres; institutes) where informal or formal structures and organisation can have benefits to:**

- facilitate the bidding for external funds;
- establish a structured environment for the career development of contract research staff (CRS);
- improve recruitment and retention of research staff;
- communicate the major achievements and contributions of the School to particular research areas;
- organise and integrate doctoral students into the research culture of the school.



## Organisation of Research

Research structures are subject to regular review and some may come and go, depending on the changing landscape of research. The current organisation of research can be viewed below.

AFFINITY GROUPS	DIVISIONS	RESEARCH GROUPS	RESEARCH CENTRES	INSTITUTES
Accounting	Accounting and Finance	Finance (asset pricing, corporate finance)	CAIR – Centre for Analysis of Investment Risk	
Finance		Accounting (auditing, interdisciplinary accounting, management accounting, market-based accounting)		
Manchester Enterprise Centre	Innovation Management and Policy	Health management		MIOIR - Manchester Institute of Innovation Research
Innovate, Sustain and Strategy				
Health Management				
Marketing	Management Sciences & Marketing	Customer management leadership group	DSC - Decision & Cognitive Science Research Centre	
Management Sciences		Operations & SCM research group		
		MIMP - Mcr industrial mktg & Purchasing		
		Service systems group		
		RIM - Research in marketing group		
HRMERL	People Management and Organisations	Responsible Intl Bus Research Group		WEI - Work and Equalities Institute
Organisational Psychology				
CIB				
Management & Organisation Studies				

# Doctoral Programmes Induction 2020-2021

Week commencing Monday 21 September 2020

Doctoral Programmes Induction 2020-21 Week 1 commencing Monday 21 September 2020														
	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00
Monday 21.09.20	Free time			"Welcome to AMBS" Presentation Professor Anne McBride, PGR Director Professor Kenneth McPhail, Director of Research		Free time				Presentations from 2nd Year PGRs		Preparation time for viewing online materials prior to Research Training Programme: Business and Management Pathway		
Tuesday 22.09.20	Preparation time for viewing online materials prior to Research Training Programme: Business and Management Pathway <a href="https://spark.adobe.com/page/OAJ0bvIQocoQp/">https://spark.adobe.com/page/OAJ0bvIQocoQp/</a>			Research Training Programme: Business and Management Pathway  Prof Emma Banister - RTP Director		Free time				Speed PhD Introduction  Professor Anne McBride		Preparation time for viewing online materials prior to discussion in Session 1		
Wednesday 23.09.20	Preparation time for viewing online materials prior to Session 1			Speed PhD Session 1  Professor Anne McBride		Free time		Meet your Division (MSM) Dr Matti Jaakola		Meet your Division (A&F) This session will include the RTP: Accounting and Finance Pathway - Prof Edward Lee  (IMP) Dr Oliver Laasch (PMO) Dr Stefania Marino		Preparation time for Session 2		
Thursday 24.09.20	Preparation time for viewing online materials prior to Session 2			Speed PhD Session 2  Professor Anne McBride		Free time				PGR Representation		Free time		
Friday 25.09.20	Free time			Summary and Close This will include a Q&A with existing PGRs  Professor Anne McBride		Free time								

# Doctoral Programmes Induction 2020-2021

Week commencing Monday 28 September 2020

Doctoral Programmes Induction 2020-21 Week 2 commencing Monday 28 September 2020														
	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00
Monday 28.09.20	Free time	STIP Induction (open to IMP)										Free time		
			MSM Induction											
Tuesday 29.09.20	Free time			Research Training Programme Open Door  Professor Emma Banister, RTP Director		Free time				Faculty Induction  <a href="https://zoom.us/j/97795037064">https://zoom.us/j/97795037064</a> Password: Humspgr			Free time	
Wednesday 30.09.20	Free time				MSM Research Part 1			Free time		A+F Induction			Free time	
									PMO Speed Networking					
Thursday 01.10.20	Free time										PMO 'From peer to peer'		Free time	
Friday 02.10.20	Free time			Closing Session  Professor Anne McBride, Director of Postgraduate Research		Free time		MSM Research Part 2			Free time			

## Activities Calendar

The following outline gives an insight into the many activities and requirements planned for your first year ahead.

<b>September</b>	<b>March</b>
Induction	Deadline for Doctoral Conference abstracts
Register for the academic year ahead	Weekly A&F seminar
Weekly A&F seminar	
<b>October</b>	<b>April</b>
Semester 1 Research Training Programme begins	Prepare for Doctoral Conference presentation
Tier-4 census requirement (1 of 4)	Weekly A&F seminar
Weekly A&F seminar   PGR representative nominations	
<b>November</b>	<b>May</b>
Weekly A&F seminar	Prepare for Annual Review
<b>December</b>	AMBS Doctoral Conference
Ethics training	Make sure eProg milestones are complete
Epigeum research integrity training	Best Paper Competition
Weekly A&F seminar	Weekly A&F seminar
Make sure eProg milestones are complete	
<b>January</b>	<b>June</b>
Mid-Year Review of your progress with supervisors	Annual Review of your progress/presentation of your work
Doctoral Conference Briefing Session	Tier-4 census requirement (3 of 4)
Tier-4 census requirement (2 of 4)	Weekly A&F seminar
Weekly A&F seminar	
<b>February</b>	<b>July</b>
Semester 2 Research Training Programme begins	Tier-4 census requirement (4 of 4)
RTP/MRes committee meeting	Faculty TA training
Weekly A&F seminar	



**Michael Lloyd**  
PhD Accounting and Finance

*“As a PhD researcher in AMBS, I have access to a wide range of resources and training, which is of great importance for my development as an academic. I have always felt supported by my supervisors and the administrative team, which has made my everyday experience here truly enjoyable. I believe that AMBS will give me the skills and knowledge needed to conduct impactful research and develop my career in academia.*

*From the beginning of my PhD, I felt part of a very welcoming research community and was offered plenty of opportunities to be an active member of the University and the School. I acted as a PGR representative for my division, which has given me the chance to work closely with the programme director and contribute to the improvement of the PhD life. AMBS offers an inclusive, supportive and positive working environment, where everyone can thrive.*

*I am also a member and a PhD representative of the Work and Equalities Institute, where I get to work with colleagues from various disciplines and organise seminars and conferences for PGR students. The institute has provided me with the unique opportunity to network with academics and policy makers in my field.*



## Programme Events

**Research Ethics for Doctoral Students** A compulsory two-hour workshop will take place in December 2020, where you will explore the principles and practice of research ethics.

In this compulsory workshop, students explore the principles and practice of research ethics. AMBS research operates in a global marketplace for ideas, where setting and upholding ethical standards is increasingly important to those who support, publicise and use our research - including funders, journal editors, accreditors, practitioners, businesses organizations and policy makers. In addition to compliance with ethical guidelines, research ethics is increasingly a matter of professional competence and integrity.

As members of a research-intensive business school, the doctoral students undertaking research at AMBS will have a responsibility to ensure that ethical issues are considered at all stages of a research project - from research design to data collection, reporting of results and storage of data.

This session is run as an interactive workshop designed to introduce students to the principles of research ethics as they apply to various types of business and management research, from questionnaires and interviews to ethnography and the analysis of secondary data. The session also provides guidance on the practical aspects of obtaining ethical approval for your project.

### The AMBS Doctoral Research Conference

The AMBS Doctoral Research Conference forms a key part of the first year PhD Research Training Programme.

The Conference takes place each year in May and is attended by AMBS Research students, 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 and Presentation

Attendance at the Conference is compulsory for all 1st year PhD students (or second year part time students) with the requirement to submit an abstract and to present their research at the event.

MRes and MPhil students in year 1 are also encouraged to attend and present if they wish.

All PGR students at more advanced stages of their study are invited to attend, present and/or volunteer to act as a discussant during student presentation sessions.

At the start of Semester 2, you will receive more information about the Conference via email, including draft programme, detail on compulsory and optional workshops and further guidance on writing an abstract.

### Preparatory workshops/resources

A Briefing Session for 1st year students is normally scheduled in late January/early February. This session includes tips on writing abstracts for Conferences and the expectations ahead of your AMBS Doctoral Conference presentation.

## What does your first-year entail?

### Research Training Programme 2020/2021

The Research Training programme (RTP) includes compulsory courses, a Research Ethics seminar and the AMBS Doctoral Research Conference – all of which form part of this compulsory training programme.

### RTP Core Modules

The RTP has a suite of courses scheduled to run in the 2020/2021 academic year. It is the compulsory taught element in your first year of study where you will be assessed and you must attain marks of at least 60% in each of the specified units to satisfy the RTP requirements. Part-time students will have two years to complete these units.

In total there are three pathways of which you will choose one to follow. These are: Accounting and Finance (A&F), Business and Management (B&M), Science, Technology and Innovation Policy (STIP).

### RTP Course Timetable

Once you have enrolled on your courses your timetable will be linked to MyManchester (My Manchester is a digital platform for Manchester students which connects you to all the tools you need for your studies and essential services such as your timetable, email, Blackboard, library account and many more useful apps) - You can find your timetable by clicking on 'My Timetable' in the left hand navigation. This will take you to a login page where you'll need to enter your student username and password to access your timetable.

Students and supervisors have the option to develop a bespoke programme of research training to be approved by the RTP director.





## Resources and Support

### Doctoral Student Study space

Desk space will be made available when you join the School in the 20/21 academic year. Specific details will be emailed to you towards the end of September.

Students who enter a period of submission pending/extended period of study will not be allocated personal study space and will have access to hot desking facilities.

### Management of space

Locations will be determined by where divisions are located but all Doctoral study space will be managed by the Doctoral Programmes Office and not by divisional staff or research centre staff.

This is led and managed by Kristin Trichler –  
[kristin.trichler@manchester.ac.uk](mailto:kristin.trichler@manchester.ac.uk)

No students or visiting students should be allocated space in a PGR managed space without approval of the Doctoral Programme Office to ensure equity of treatment.

Part-time students will not be automatically allocated to doctoral study space unless there is spare space available.

Doctoral students who have been approved fieldwork of six months and more will be asked to vacate their office space to allow other students to use the office facilities. Once students have returned from fieldwork, they should request to be reallocated to available office space.

### AMBS doctoral funding

The School offers a variety of financial support to doctoral students, though the two primary ones are:

#### DRSA

We provide £2000 through the three years of your study to support such costs as:

- Travel to and from research meetings or fieldwork and associated costs;
- IT peripherals, some software and data;
- Conference registration fees and other associated costs;
- X Reasonable costs directly related to your academic research.

### Additional Funding

We believe it is crucial to support the development of our doctoral researchers and to recognise their achievements. We provide a research support allowance (DRSA) to most students and we also provide a funding competition open to Alliance MBS doctoral research students. This scheme is open for applications in support of:

1. Presentation at conferences;
2. Attendance at summer schools or advanced research training courses;
3. Contribution to the costs of fieldwork.

Overall, this represents an annual investment in Doctoral financial support of over £100,000

### Beyond AMBS - Postgraduate Doctoral Loan

A Postgraduate Doctoral Loan can help with course fees and living costs while you study a postgraduate doctoral course, such as a PhD.

The UK government has confirmed that new doctoral loans will be available for those starting a new doctoral/PhD on or after 1 August 2018.

More information regarding the Postgraduate Doctoral Loan, eligibility and how to apply can be found on the following:

UK Government  
[www.gov.uk/doctoral-loan](http://www.gov.uk/doctoral-loan)

Student Room Student Finance Zone  
[www.thestudentroom.co.uk/student-finance/postgraduate-doctoral-loan](http://www.thestudentroom.co.uk/student-finance/postgraduate-doctoral-loan)

My Manchester Student Support  
[www.studentsupport.manchester.ac.uk/finances/funding-opportunities/all/doctoral-loans/](http://www.studentsupport.manchester.ac.uk/finances/funding-opportunities/all/doctoral-loans/)

### Doctoral Luncheon Programme

In response to feedback from the PGR student community, we have established a monthly networking event which gives you the opportunity to meet with your peers and supervisors in an informal social setting whilst learning more about a particular subject area which may be useful to your studies.

Keep a look out for an email to your student account and we very much look forward to seeing you at future events!



## Communication

There are a number of ways in which we will communicate with you.

### PGR Student Newsletter

In addition, you will receive a monthly e-bulletin that is full of important announcements (pertinent to one particular month) and it is essential you read all future bulletins which will be emailed to your student account at the beginning of each month.

### Social Media

To help you connect with each other while working remotely, we have created a **Facebook group** where you can build connections with your cohort - search for **Alliance MBS | PGR 2020 intake**.

You can follow us on **Twitter** where we post good news about the PGR student community and advise of upcoming events -

**@mbsdoctoral**

The School social media channels provide news and upcoming events from across the School:

– [facebook.com/alliancemanchesterbusinessschool](https://facebook.com/alliancemanchesterbusinessschool)

– [linkedin.com/school/alliancembs](https://linkedin.com/school/alliancembs)

– [twitter.com/alliancembs](https://twitter.com/alliancembs)

– [instagram.com/alliancembs](https://instagram.com/alliancembs)

### Email

The School and the University will communicate with you regularly using your university email address, which you will be given on arrival. This email address will normally be in the format:

**firstname.surname@postgrad.manchester.ac.uk**

It is essential that you check this email inbox daily

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

The Doctoral Programmes Office also have lists compiled of all students' email addresses within each division. Students are

able to use these in order to communicate with larger groups of students - there is one for each division (including all year groups) as well as a specific list for first year students.

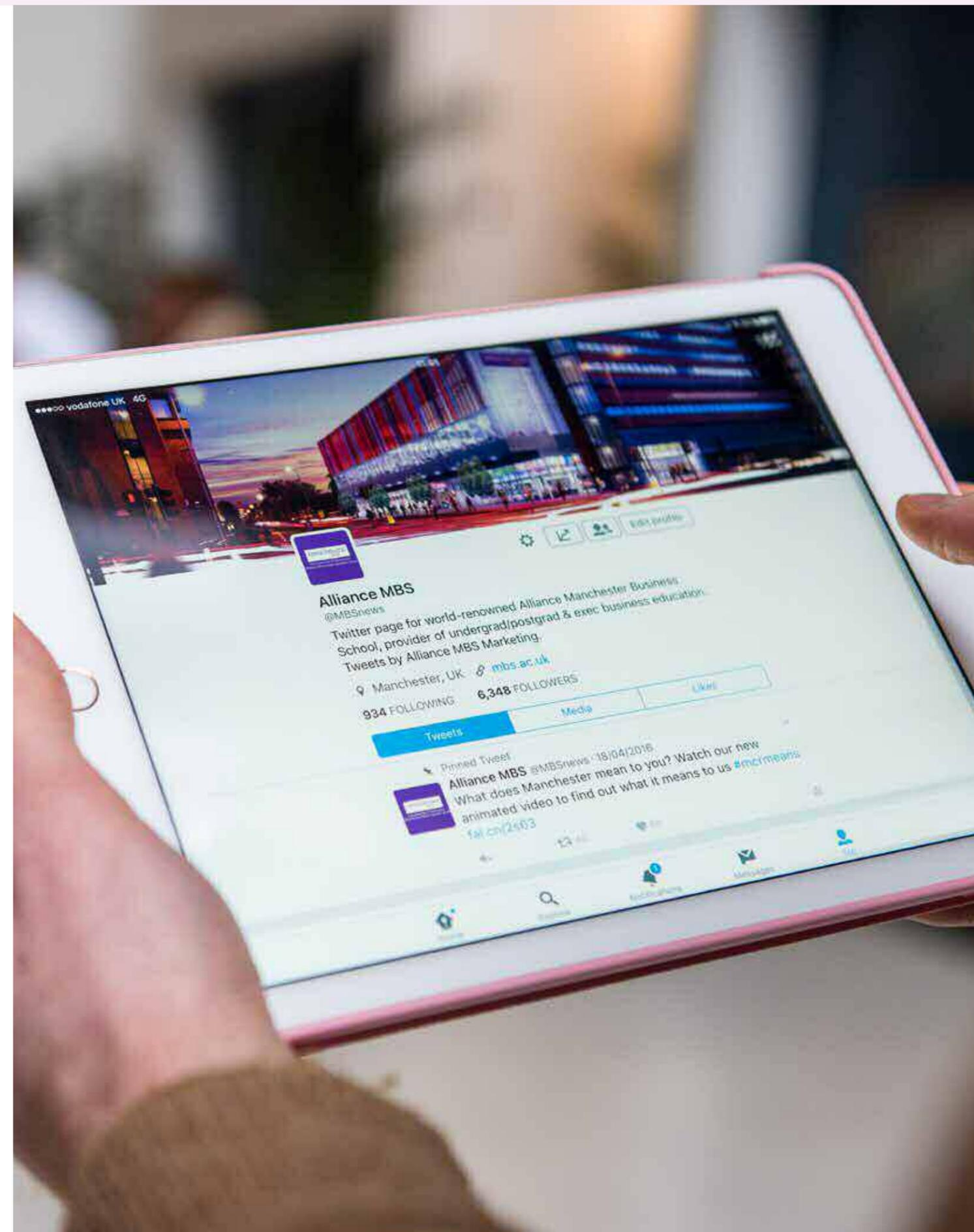
### International Student (Tier 4) Census

The UKVI requires the University to monitor attendance of all students on Tier 4 immigration permission. This monitoring takes place at School level.

If you are an International Student and you hold a Tier 4 Visa for your studies, you will be required to attend for the International Student Census at regular points throughout each academic year (October, January, June and July).

The importance of attending these census points cannot be over-emphasised, and it is your responsibility to attend within the relevant periods. **The Doctoral Programmes Office will contact you via your University email account** before each census period commences to explain what you need to do.

If you have any questions about these checks or your visa more generally, more information and contact details for the Student Immigration team can be found at [studentsupport.manchester](https://studentsupport.manchester)



## eProg

### What is eProg?

eProg is a University wide system that is specifically designed to help to structure and breakdown the key requirements of your Postgraduate Research programme and monitor progress, both for you and your supervisors.

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



#### PROGRESSION

Monthly monitoring and recording progression from the point of registration to the point at which you submit your Notice of Submission form



#### SUBMISSION TO EXAMINATION

Monitoring and recording the submission to examination process from the point at which you submit your 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 attended, (this is also visible to supervisors), which is useful when writing CV's or job applications.

**Please note:** It is vital that eProg is updated and forms are completed regularly, and it is both yours and your supervisors' responsibility to ensure that this is kept up to date throughout your programme.

### Accessing eProg

You are expected to use eProg regularly throughout your studies and it is particularly crucial for thesis submission and recording meetings with your supervisors.

eProg can be accessed via **My Manchester** (select eProg from the options under the Research tab).

IT Sign Up must first be completed after which you will receive a central account. The username and password given to you is then used to log into eProg. You will have access to your eProg record only whilst you are an active student.

### Help and support

There is help and guidance, including an eProg student guide, available on the Faculty of Humanities eProg Guidance page: <http://www.humanities.manchester.ac.uk/humnet/our-services/postgraduate-research/eprog/>



## Mid-Year and Annual Reviews

The Mid-Year Review is an interim review to discuss any issues and to prepare for the Annual Review, and will be held six months into each academic session.

All students are required to undergo a formal annual review of progress in Month 9 of each academic year, which for most students will be June. This review will determine whether you may progress to the next year of study.

Details of the requirements of the reviews are contained within the Mid-Year Review and the Annual Review milestone in eProg. You need to complete these forms with your supervisory team by the deadline given in the system. You will meet with both your supervisors 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 students in Accounting & Finance, the Mid-Year and Annual Reviews will involve a Panel of academics and not just the supervisory team. In other Divisions, it is more likely that the Mid-Year review will only involve the student and their supervisory team, whilst the annual review will involve the student, supervisory team and an independent reviewer. Your Doctoral Programmes Administrator will provide specific details if special arrangements are to be made for either your Mid-Year or Annual Review.

## PhD Seminars

The School has a number of regular research seminar series where national and international researchers are invited to the School to discuss their research.

The seminars are organised by the academic divisions, research centres, or institutes and generally take place at lunchtimes.

The seminars form a vital part of the research environment of the School and are a key mechanism through which doctoral researchers can meet and interact with their peers, as well as researchers within the School.

Please liaise with your supervisors in the first instance, or the Divisional Office who assist with organising events organised by staff and students within your division, throughout the academic year.



## The Faculty of Humanities: Postgraduate Research Student Placement Scheme

Postgraduate Research (PGR) students will have the opportunity to apply to take a placement in the course of their doctoral programme. Students will have the chance to develop professional networking opportunities through collaboration and engagement with one of the University's partner organisations.

The scheme is flexible and offers placements ranging from two weeks to six months duration on a full-time or part-time basis. Participation in the scheme is subject to Supervisor approval and would ideally take place in either year two or three, so this is something you can plan for if you are just starting your doctoral programme.

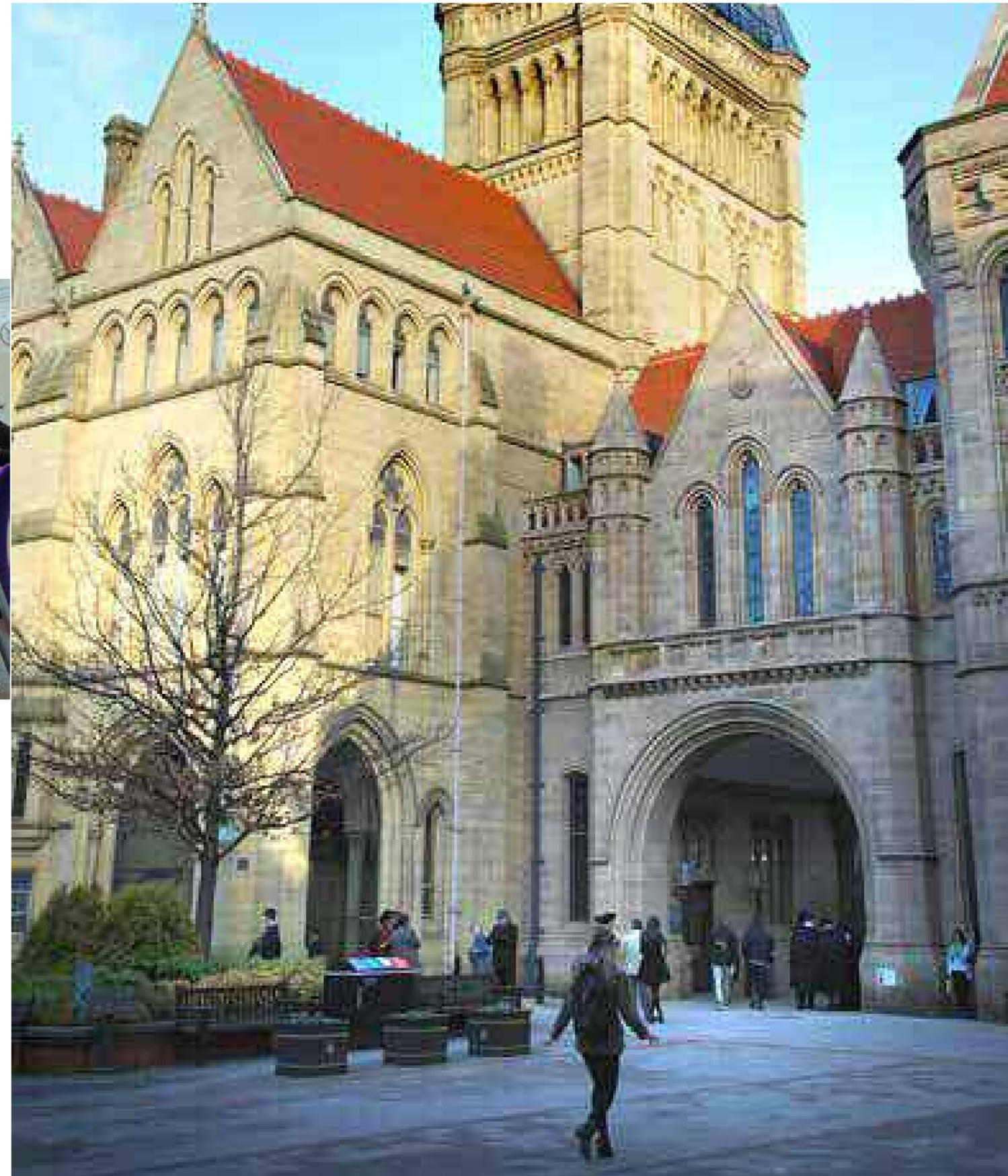
The Faculty Placements and Partnerships Officer can support you through the application process, liaise with the placement providers,

and act as a point of contact whilst you are on placement.

For further information please contact: [Rosalinda.quintieri@manchester.ac.uk](mailto:Rosalinda.quintieri@manchester.ac.uk).

Full details of the process and application forms are available on:

<http://progresstraininghub.humanities.manchester.ac.uk/training/future/category/pgr-placements-and-knowledge-exchange>





## The Northern Advanced Research Training Initiative (NARTI)

*'Advancing research capacity and impact among doctoral and early career scholars in business and management through a strong northern university network, engaging with world-class expertise.'*

NARTI is a network of 15 business and management schools in the north of England who collaborate to provide advanced research training for postgraduate and early career researchers.

The initiative supports a range of advanced training and development activities across the life-course of a research career in the field of business and management. It aims to encourage networking and mutual support for the sustainable enhancement of management research. Activity is facilitated through regional, national and international scholarly knowledge and expertise.

### Activity:

- Annual Doctoral Conference
- Seminars and events on advances in disciplinary areas
- Seminars and events on advanced methodological training
- Events on advanced skills training
- Early career researcher retreats (writing and publishing)
- Access to a European Summer School

### Partners:

- Alliance Manchester Business School
- Durham University Business School
- Huddersfield Business School
- Lancaster University Management School
- Leeds Business School
- Leeds University Business School
- Liverpool Business School
- University of Liverpool Management School
- Manchester Metropolitan University Business School
- Newcastle Business School
- Newcastle University Business School
- Sheffield Business School
- Sheffield University Management School
- Teeside University Business School
- York Management School

### Aims:

- To enable doctoral, early career researchers and staff in the Northern region to access specialist advanced training by top national and international scholars
- To establish networks between institutions
- To assist researchers and staff to share best practice, improve student and supervisory training and support early career researchers

### NARTI meets its aims:

- By facilitating opportunities for doctoral, early career researchers and staff to attend events such as regional events, seminars and retreats with globally recognised academic and professional speakers
- By running the Annual Doctoral Conference focusing on advanced methods training
- By providing an arena for researchers to network and share research interests, contacts and best practice
- By connecting the network with European business and management schools

### Examples of recent advanced training workshops and courses:

*Advanced Structural Equation Modelling using LISREL* with Professor Adamantios Diamantopoulos (University of Vienna)

*Qualitative Case Study Research* with Professor Emmanuella Plakoyiannaki (University of Vienna)

*Research Tradecraft* with Professor Neil Morgan (Indiana University)

*Rhetoric and Writing* with Professor Rowena Murray (University of Strathclyde)

### Potential Training Events Scheduled for the 2020/21 Academic Year:

*Thesis Writing* with Professor Rowena Murray (University of Strathclyde)

*Activity Theory Summer School* with Professors Yrjö Engeström (University of Helsinki), Professor Clay Spinuzzi (University of Texas), Annalisa Sannino (Tampere University) and Stan Karanasios (University of Queensland)

*Qualitative Case Study Research* with Professor Emmanuella Plakoyiannaki (University of Vienna)

*Partial Least Squares Structural Equation Modelling (PLS-SEM)* with Professor Christian Ringle (Hamburg University of Technology) and Dr Marko Sarstedt (Otto-von-Guericke University Magdeburg)

*Annual Doctoral Conference* (hosted by the University of Liverpool and John Moores University)

**Further training details and registration can be found on the NARTI website: [www.narti.org.uk](http://www.narti.org.uk)**

For further event information, please contact Jo Garrick, NARTI Network Manager at [narti@lubs.leeds.ac.uk](mailto:narti@lubs.leeds.ac.uk)



**Marilena Pagoni**  
PhD in Business and Management

*"As a PhD researcher in AMBS, I have access to a wide range of resources and training, which is of great importance for my development as an academic. I have always felt supported by my supervisors and the administrative team, which has made my everyday experience here truly enjoyable. I believe that AMBS will give me the skills and knowledge needed to conduct impactful research and develop my career in academia."*

*From the beginning of my PhD, I felt part of a very welcoming research community and was offered plenty of opportunities to be an active member of the University and the School. I acted as a PGR representative for my division, which has given me the chance to work closely with the programme director and contribute to the improvement of the PhD life. AMBS offers an inclusive, supportive and positive working environment, where everyone can thrive."*

*I am also a member and a PhD representative of the Work and Equalities Institute, where I get to work with colleagues from various disciplines and organise seminars and conferences for PGR students. The institute has provided me with the unique opportunity to network with academics and policy makers in my field.rch output."*

## Manchester Doctoral College

As a postgraduate research student at Manchester, you'll automatically become part of the Manchester Doctoral College community, which unites students, supervisors, administrators and external collaborators in working to improve facilities, locate accessible funding and enhance the postgraduate research experience across the University.

MDC staff includes Associate Deans from each Faculty, the Graduate Education Team, Faculty support staff and School representatives who contribute to the ongoing objectives of the college, ensure that best practice is shared across the University, standards of quality are met in all areas of postgraduate research

provision and interdisciplinary relations are forged where they benefit postgraduate research students. We work in collaboration with you to generate internationally leading research, support you to make the most of the opportunities at Manchester and guide you towards a successful future



## Your Pure Profile



### Introducing Pure

Pure is The University of Manchester's new research management system, which holds information about a wide range of research information including publications, activities, prizes, media coverage and more – all in one place.

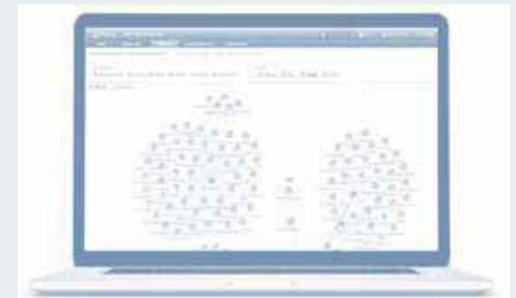
### Benefits for PGR students

- Record the breadth of your research activity : publications, conference attendance, teaching and more
- Showcase your research externally via a research profile on the University's [Research Explorer](#)
- Create and maintain your CV: use Pure to generate up-to-date CVs with just a click

### Getting Started with Pure

A step by step guide on setting up your profile can be found on the [Pure Support website](#), but if you are pressed for time, there are a few simple steps you can take to get started:

1. **Sign in to Pure** You can sign in by using this link: - <https://pure.manchester.ac.uk> and your University username and password.
2. **Upload a profile picture** To upload a profile picture, sign in to Pure and click on 'edit profile' (a new window will pop up). Next, under Profile photos click on 'add file'. Don't forget to click on 'create' and then 'save' on the next window to make the changes.
3. **Add a brief biography** Sign in to Pure and click on 'edit profile'. Under Curriculum and research description click on 'Add profile information...'. Select 'Biography' from the drop down menu and enter your text. Don't forget to click on 'create' and then 'save' on the next window to make the changes.
4. **Make your profile public** To make your profile visible on Research Explorer, you will need to sign in to Pure and click on 'edit profile'. At the bottom of the page select 'Public – no restriction' from the drop down menu. Don't forget to click 'save' !



### Questions about getting started or managing your Pure profile?

Full training and guidance can be found on the Pure Support website (<http://www.staffnet.manchester.ac.uk/pure/>)

If you have any queries please contact your local PGR admin team.

## ORCID

Claim an ORCID to ensure you get the credit you deserve throughout your research career.

ORCID (Open Research and Contributor ID) is a non-profit organisation supported by a global community of organisations with interest in research.

Your ORCID provides a unique research identifier that distinguishes you from every other researcher and links your professional activities. All postgraduate researchers are now required to create an ORCID and make it known to the University.

Registration to ORCID is free and will mean that your research outputs can be tagged and tracked more easily throughout your

career. ORCID is now routinely being requested by publishers and funders and it is therefore important that all researchers create an ORCID and make it available to the University

To claim and/or link your ORCID to your University student account go to [www.manchester.ac.uk/orcid/pgr](http://www.manchester.ac.uk/orcid/pgr) and follow the on-screen instructions.

The Library's Scholarly Communications Team can provide guidance on making the most of your ORCID via [uml.scholarlycommunications@manchester.ac.uk](mailto:uml.scholarlycommunications@manchester.ac.uk)



## Researchfish (UKRI students only)



The Research Councils in the UK have a responsibility to demonstrate the value and impact of research and training supported via public funds and as such they are required to provide information on the outputs, outcomes and impact of the research they fund to government and public bodies.

All UKRI (UK Research and Innovation – formally known as RCUK) students are responsible for providing this information via a system called 'Researchfish', the online system the UK Research Councils use to collect all researcher outputs. Such outputs could include;

- X Publications
- Engagement Activities
- X Collaborations and Partnerships
- X Secondments and placements
- Influence on Policy, Practice, Patients and Public
- Research Tools and Methods
- X Further Funding

Research outputs can be submitted onto Researchfish at any time throughout the research programme and three years after the completion of the degree – UKRI funded students are responsible for submitting their Researchfish return and this is a compulsory requirement.

There are submission windows when students are required to submit a record(s) of their research outcomes usually February/ March each year.

In instances where there are no research outputs to report then a blank response must still be submitted.

### What steps you should take as a UKRI student

1. Register your details using the login details provided by Researchfish (this will be sent to you via an email from Researchfish with the subject header 'Access to Researchfish' during the year when you register – Usually between October and January). If you have problems logging onto the Researchfish system please contact their support team at [support@researchfish.co.uk](mailto:support@researchfish.co.uk) or use Researchfish Livechat.
2. Ensure your main supervisor is added as a 'Team Member' on your award
3. Add any other supervisors as appropriate
4. Enter your outcomes, e.g. publications, collaborations, public engagement
5. Submit your outcomes during the submission period (January-March 2020)
6. Repeat every year until three years after your studentship has finished

A set of frequently asked questions for postgraduate students are attached for information and videos on how to access and use ResearchFish can be viewed via <https://www.researchfish.com/forpis>

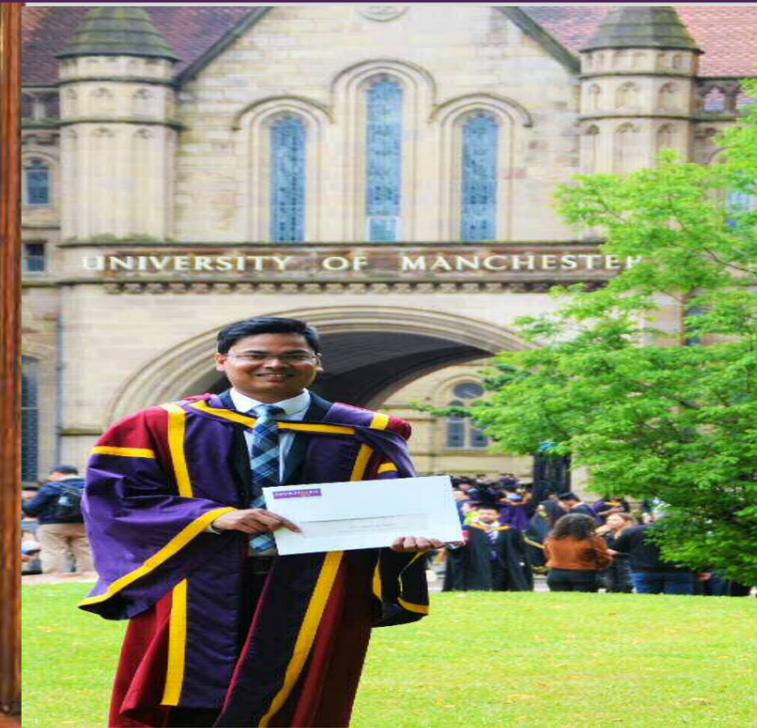
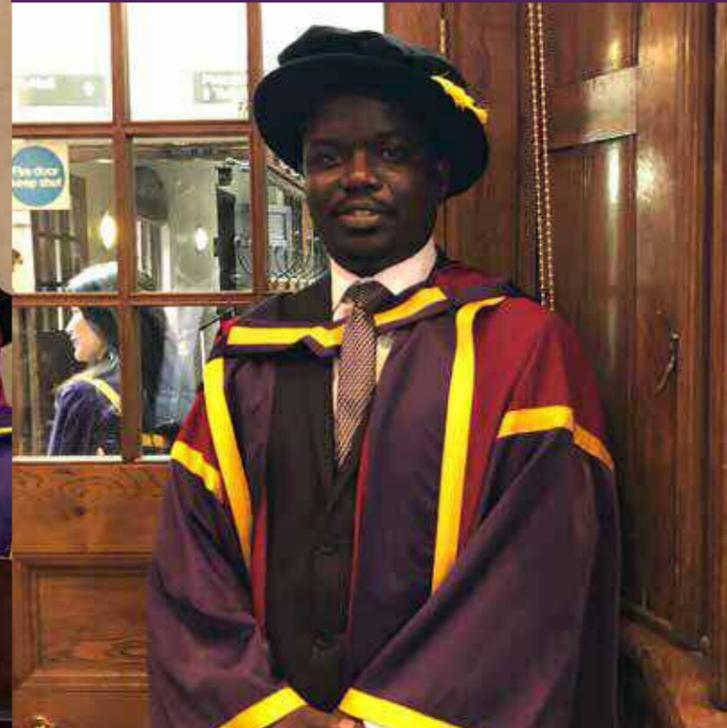
If you still have questions after reading the FAQ's and information located on the ResearchFish website please direct these to [mdc@manchester.ac.uk](mailto:mdc@manchester.ac.uk) with the header Researchfish query.

You can log onto Researchfish at [www.researchfish.com](http://www.researchfish.com)





Here are just some of the experiences and feedback shared by past PGR students who recently graduated from AMBS:



*“Doing a PhD at AMBS, you are guaranteed a fertile environment to stretch and challenge your thought process. Personally, I enjoyed every moment of it. From administration team to my supervisors, the experience was phenomenal and I now walk with shoulders high in the corridors of life because of this place.”*  
George Salijeni, PhD Accounting and Finance 2019.

*“At AMBS, you will find world-class infrastructure and a vibrant research community comprising internationally prominent supervisors, high-quality PhD students from all across the globe and excellent support staff. You will benefit from the well-designed training and development programmes for PhD students and frequent internal seminars.”*  
Dhruba Borah, PhD Business and Management 2019

## Become an Alumni of AMBS

At Manchester we're proud to have the largest global alumni community of any campus-based university in the UK, with many of the 350,000 graduates we are in contact with holding top positions in every imaginable field.

We're here to help alumni maintain a lifelong connection with us and with each other, sharing experiences and expertise and enjoying alumni-exclusive offers, events, networking and volunteering opportunities.

Alumni events take place throughout the year, from lectures on campus around the globe, to dinners, discussions and networking opportunities.

In addition, while you are here you may be interested in becoming a student representative. For more information please see the Student support and Well-being section of this guide



## IT for AMBS PGR

### Support Portal

Make a request, report a fault, or access the new Knowledge Base to find solutions and instructions for your IT visit the Support Portal via the Help and Support tab on the IT Services website.

Telephone support is available 24 hours a day, seven days a week. 0161 306 5544 (or extension 65544)

Walk-up support desks: Kilburn building, Joule Library, Main Library and Alan Gilbert Learning Commons.

### Our Services

For the full range of services offered such as information about email, wireless and printing visit the IT Services website:

[itservices.manchester](#) > [our services](#)

### Data Storage and P: Drive

The default storage capacity for student personal space (P: Drives) is 5GB. This can be increased on request to 10GB via the Support Portal.

In addition, students who are working on a research project can request for Research Data Storage and this MUST be done via the principal investigator (PI). Individual students (including PhD) CANNOT request storage via this service. Requests can be made via the Support Portal.

### Applying for additional software

Most standard or existing University licensed software can be requested by connecting the Software Centre. However, if you have a need for specialist software Please contact Steven Bagley.

IT Relationship Manager, [steven.bagley@manchester.ac.uk](mailto:steven.bagley@manchester.ac.uk)

### Research IT

IT Services has a dedicated Research IT division to meet the specific needs of those engaged in research. You can speak with them directly, arrange a consultation or submit a request by visiting their website: [itservices.manchester](#) > [research](#)

## Blackboard

Blackboard is a virtual learning environment where you can access all your courses online.

### To access Blackboard Virtual Learning Environment (VLE):

**Step 1:** Type <http://online.manchester.ac.uk/> into a web browser using your University username and password to get a direct access to Blackboard.

A note on user account: Please locate the university username and password you obtained during your IT registration process. Your username is in the format: **mzysXXXX** (8 characters long with a mixture of letters and numbers). If you have forgotten your password, or would like to change it please access: University IT Account Manager: <http://iam.manchester.ac.uk/> If this fails then please contact IT Services: <http://supportcentre.manchester.ac.uk/>

A note on web browsers: Blackboard is best used with a modern browser (we recommend Mozilla Firefox, Google Chrome or Internet Explorer 8 and above). Older browsers (particularly Internet Explorer 6) may experience difficulties when displaying text and/or accessing the student centre for academic registration or setting up mail forwarding.

**Step 2:** Once you are logged in, you will see a screen with a list of courses and communities to which you have access. Click on your course title and this will take you into your course homepage. To return to the VLE homepage at any time, select the yellow Blackboard tab in the top-right corner

**Step 3:** To explore your Blackboard course, all the links to key information, support, educational and assignment areas in the VLE are contained on the left-hand menu within the course, including lecture slides, reading material, and links to websites, for instance, Study Skills, Library Services, Academic Malpractice and Plagiarism.

Note: If you cannot see a course you expect to see, you should contact your School Administrator to check that you have been enrolled or/and check with your tutor that they have made the course available, however, please note the following conditions:

- X Any changes to your course enrolments may take up to 48 hours to be effected
- Second semester courses will not be available until 2019



### Mobile apps:

You can access Blackboard on your smartphone using the "Blackboard" app.

For more details see the guidance:

[https://help.blackboard.com/Mobile\\_Learn](https://help.blackboard.com/Mobile_Learn)



Stay connected wherever you are by downloading "iManchester" to your Smartphone or Tablet. The Student Guide for Blackboard is a useful resource for you and is available here:

<http://documents.manchester.ac.uk/display.aspx?DocID=11265>

When you have completed the course(s) and achieved the required 60% pass mark, this will be shown in the 'My Training and Development' and 'My progression' page in eProg. Please note that there may be a delay of up to a fortnight before completion of the course registers on eProg.

Further information about these courses can be found on the Postgraduate Research Students Safety Services page: [www.healthandsafety.manchester.ac.uk/toolkits/induction/student-ind/pgr/](http://www.healthandsafety.manchester.ac.uk/toolkits/induction/student-ind/pgr/)



## Library

The University of Manchester Library provides you with the resources and support you need throughout your PhD programme.

There are **library guides** for Business and Management students, providing all of the latest information on resources and learning and research services available. This is a good starting point if you are looking for any library resources, study space or information related to your course.

### Your libraries and other quiet study spaces available to you are:

- Eddie Davies Library
- The Main Library
- Alan Gilbert Learning Commons
- Other library sites:  
You can use any other of our site libraries to work, details of locations and opening hours are on the library website.
- Of course, you can use the library's extensive collection of e-books, e-Journals and databases on or off campus.

### Services for Researchers:

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

The Library also offers a range of specialised services tailored for researchers at the University of Manchester including,

- X Open Research
  - Research Data Management
- X eThesis support
  - My Research Essentials – our skills programme for researchers

### Getting Started

Many of our services and resources also require you to confirm This authentication can be your student card, the ID number on the card, your Library PIN, the central username and password you use to log on, or a combination of these.

The University of Manchester Library <http://www.library.manchester.ac.uk/>



John Rylands Library

## Careers Service

How can the Careers Service support Doctoral Researchers?

Set aside your preconceptions - the Careers Service at the University of Manchester has been providing bespoke support for our doctoral researchers for almost 20 years. We'd love you to use our online resources for researchers, come to our PhD events or pre-book an appointment with one of our doctoral research specialists, one-to-one. We won't tell you what you should do - but we will help you find your own way towards the next step in your career.

### Here are some of the services, links and resources you may find useful:

- An Academic Career, award-winning University of Manchester website for those considering a career as an academic
- Information about a wide range of careers outside of academia (not specifically PhD-focused)
- Pathways, our annual cross-university event on career options for PhDs and research staff, attended by over 300 researchers every year
- X Opportunities to meet employers outside academia
  - Year by year guides to support you at every stage of your PhD:
  - How to... guides on a plethora of career management topics, written just for postgraduates:
  - One-to-one, face-to-face appointments with a Careers Consultant to discuss your personal career hopes, aspirations and plans - or lack of (and that's okay, lots of people don't know what they want to do)
  - Interview simulations and applications advice
  - Job adverts, organisations who want to target University of Manchester graduates, and careers events - all advertised through CareersLink, the University of Manchester careers database:
  - Plus workshops throughout the year advertised on CareersLink, PGR Life, the Careers Service website and the Training Catalogue

### Here are just a few of the diverse range of queries the Careers Service has helped PhDs with:

*"I need a job hunting strategy while I write papers and look for a job."*

*"I feel like I could do anything with my PhD. How do I narrow that down?"*

*"Can you give me feedback on my application for this post-doc job?"*

*"How do I explain my research experience to non-academic employers?"*

*"I'm not sure an academic career is for me. What else can I do?"*

*"I've just started my second year - but I don't know if I want to continue my PhD. What should I do and how will it affect my career?"*

*"I have absolutely no idea what I want to do when I finish. Is it too late for me?"*

*"I have an interview next week - and my last interview was three years ago. Can you help?"*

*"What volunteer experience can I get to help me secure my ideal job when I graduate?"*

Whatever your career questions (and we do like a challenge), we're here for you during your PhD - and for two years after you graduate. For more information, please visit [www.manchester.ac.uk/careers](http://www.manchester.ac.uk/careers)



## Faculty-led initiatives

### Research Training and Professional Development

Your PhD journey is about more than writing your thesis. The Faculty of Humanities, of which the School is one of four schools, has a dedicated Researcher Development Team who will support your professional development throughout your PhD journey by providing workshops, online resources, and advice to support the professional development of researchers.

For more information visit:

[www.humanities.manchester.ac.uk/humnet/our-services/postgraduate-research/researcher-development/](http://www.humanities.manchester.ac.uk/humnet/our-services/postgraduate-research/researcher-development/)

In addition to Faculty level training, general research methods training and specialist training are determined and conducted at School and discipline level, as well as through

[www.methods.manchester.ac.uk/](http://www.methods.manchester.ac.uk/) and

[www.artsmethods.manchester.ac.uk](http://www.artsmethods.manchester.ac.uk).

### Epigeum Research Integrity Training

It is the responsibility of all researchers to conduct their research ethically and professionally as well as to comply with relevant University policies. Researcher Integrity Training for PGR students is provided through the University's online training module delivered through the Epigeum Impact system.

This internationally developed programme is designed to provide postgraduate, post-doctoral and early career researchers with a better understanding of the obligations and responsibilities today's researchers have, along with practical advice on how to deal with the complex situations in which they may find themselves. The course consists of information to read, case studies, videos and exercises and takes around 5 hours to complete.

All PGRs should complete this training during their first year. Please note that there are separate packages for different research areas including 'arts and humanities' and 'social and behavioural sciences'. You need only complete one of these, whichever is most relevant to your research.

### Accessing the Epigeum Impact system

To access the Epigeum Impact system containing the Research Integrity courses, please do the following:

- Go to <https://impact.epigeum.com>
- Complete registration. You will be asked for an access token. The token needed is: **8b7b96c7**.
- You will be sent an activation email. If this does not arrive, please check your spam email. The email will have been sent from [technical@epigeum.com](mailto:technical@epigeum.com).
- Once the account is activated, log in and you will be shown the course programme available.

Remember that your username will be your University email address, **not** your University ID.

If you forget your password, you can reset your password from <https://impact.epigeum.com>.

- After you request a password reset, a link will be sent to your University email

- If you do not find the email regarding your password reset immediately, check your spam folder

- The reset email will include a 32-character reset token

Enter this token and your email address to reset your password

### Building a PhD Community

**Developing Intellectual Leaders:** The Faculty of Humanities Researcher Development Team offers relevant, effective and comprehensive professional development for researchers at various stages of their career. Together with your School, we aim to support you in realising your career ambitions whilst developing your confidence and resilience to succeed in a highly competitive environment. Whether you see yourself as a university academic or doing research to influence policy or business strategy, the Researcher Development Team can help you develop the transferrable skills you need. Please visit the Faculty website for more details: [www.humanities.manchester.ac.uk/humnet/our-services/postgraduate-research/researcher-development/](http://www.humanities.manchester.ac.uk/humnet/our-services/postgraduate-research/researcher-development/) Follow us on Twitter [@HumsResearchers](https://twitter.com/HumsResearchers)

Subscribe to our blog:

<http://blogs.humanities.manchester.ac.uk/humsresearchers/>

Join our Facebook Group:

[www.facebook.com/groups/349538218544619/](https://www.facebook.com/groups/349538218544619/)

### What we do

The Faculty of Humanities Researcher Development Programme has been created to reflect the changing professional development needs of researchers and is aligned with the expectations of the Research Councils. This programme has been mapped to the nationally recognised 'Researcher Development Framework' (RDF) and structured so that researchers can plan their own bespoke development programme.

We work in collaboration with other University training providers to allow for shared delivery of training events, and to promote an interdisciplinary approach to the development of first-class research skills and expertise: [www.humanities.manchester.ac.uk/research/postgraduate-research/training-and-development/](http://www.humanities.manchester.ac.uk/research/postgraduate-research/training-and-development/)

### ProGress@manchester –

#### The Faculty of Humanities PGR training hub

The ProGress website brings together all the professional development training and events offered to PGRs. This is a "one-stop-shop" for PGRs to search, plan and book their place on training events.

### The University of Manchester University Library

Courses run throughout the year and cover literature searching, citation analysis, reference management and keeping up-to-date with the latest information. Training is also available in the use of specialist resources including news sources, maps and archives. The library can also provide one-to-one advice with a subject specialist in your field, and is able to help with Open Access publishing. Follow them on Twitter [@UoMLibrary](https://twitter.com/UoMLibrary).

### The Researcher Development Team

Dr. Ian Fairweather: Researcher Development Manager

Contact us: [humanities-training@manchester.ac.uk](mailto:humanities-training@manchester.ac.uk)

### Other training providers:

There are a number of 'providers' who offer training and development to PGR students. Some of these are listed below:

#### ProGress@humanities:

##### The Faculty of Humanities Training Hub Website

This web portal brings together all of the training that is available to PGRs in the Faculty of Humanities. Events are categorised by theme, allowing you to search and select courses that best suit your personal training needs.

#### 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](mailto:methods@manchester.ac.uk)

#### artsmethods@manchester

The artsmethods@manchester programme 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 email [artsmethods@manchester.ac.uk](mailto:artsmethods@manchester.ac.uk)

### My Research Essentials

My Research Essentials is our developing programme of training workshops, information sessions, and online resources that are relevant to researchers at all career stages. The topics we cover range from resources to use during the research process to recent scholarly communication tools and research funder policy requirements. We deliver the programme in a number of ways. Our general sessions are open to all researchers and can be booked from the intranet. Some of our sessions are also delivered within faculty researcher development programmes, the New Academics Programme or other School-led training activities. Some topics will be delivered as online modules.

The My Research Essentials programme is delivered by the University of Manchester Library and invited speakers and complements the University's researcher development programme.

Full details of workshops and online resources can be viewed on the My Research Essentials web page: [www.library.manchester.ac.uk/services-and-support/staff/research/support/my-research-essentials/](http://www.library.manchester.ac.uk/services-and-support/staff/research/support/my-research-essentials/)

### Creating your professional development plan

You will begin developing your professional development plan in consultation with your supervisory team at the start of your PhD.

An effective professional development plan (PDP) enables researchers to:

1. Develop the appropriate knowledge and expertise to complete their thesis

2. Develop as a research professional with the necessary skills, attitudes and experience to be an intellectual leader within and beyond academic circles.

[www.humanities.manchester.ac.uk/humnet/our-services/postgraduate-research/researcher-development](http://www.humanities.manchester.ac.uk/humnet/our-services/postgraduate-research/researcher-development)

### What constitutes Professional development?

Professional development can take a variety of forms. It can include (but is not limited to) attendance and participation in workshops provided by the Researcher Development team and a variety of other providers. It is also accomplished through self-directed reading, discussion with peers, attendance and participation at conferences, supervision meetings, review panels, participation in reading groups or researcher-led initiatives.

The important thing is to realise that this is a reflective process. It is crucial that researchers approach their training strategically in order to achieve an appropriate balance between the development of the thesis and gaining appropriate and useful research skills and knowledge.

At the beginning of the PhD programme, researchers should identify their training needs and develop a training plan, in consultation with their supervisor(s). The training plan should be updated at the beginning of every academic year and can provide a record and a framework for discussing and documenting progress. The Researcher Development Team can offer support and advice at every stage from planning your research to preparing for your viva.

### Teaching Assistants and Doctoral Research Associates

Many of you will be hoping to pursue a career in academia and there will be the opportunity for you to apply to a teaching assistant within the school.

### Information prior to Applying

Please note you must discuss teaching with your supervisor(s) before applying. This is still relevant for those that have taught before.

Written approval from your supervisor will be required before you can be allocated any work. The template for this can be downloaded from the Sharepoint Site. (Please note, you will need to be logged into a university machine or have the VPN installed on your private computer in order to access Sharepoint).

Teaching Assistants are normally recruited from the second year of study.

### Recruitment to Teaching Assistant Pool

If you are applying to be a Teaching Assistant for the first time please complete the New TA Application Form

Before starting your application, please ensure you have an updated copy of your CV available, and written approval from your supervisor. When your application has been received, you will be sent an email confirming the next steps and dates for Faculty & School training – please look out for these emails.

If you wish to discuss your application prior to applying or have any queries please contact [ambsta-enquiries@manchester.ac.uk](mailto:ambsta-enquiries@manchester.ac.uk)

## Looking after your wellbeing

Here at The University of Manchester we take wellbeing very seriously, striving to create an environment where everyone feels good and functions well.

Life as a new postgraduate researcher will be busy and challenging, so it's important to look after your mental health.

We define wellbeing as a measure of how well we function day-to-day, and how we feel about ourselves and our lives as a whole. We take a preventative, proactive approach, so we encourage all of our students, postgraduate researchers and staff - including those who aren't experiencing any difficulties - to engage with their own wellbeing.

We do this using our Six Ways to Wellbeing – small, everyday actions that evidence shows have a positive effect on mental wellbeing. Six ways is an adaptation of the New Economics Foundation's recommendations on communicating the evidence base for improving people's wellbeing.

You can find out more about the six ways at [manchester.ac.uk/sixways](http://manchester.ac.uk/sixways). A good start is to find out how you score on each of the six ways, with our wellbeing self-reflection tool, which you can also find there. By reflecting on your wellbeing and understanding where you are today, you can start to think about small actions to build into your daily life that evidence shows will boost your sense of wellbeing. You can check back on your score whenever you like.

But looking after your own wellbeing isn't a one-time, induction activity. You'll hear lots about the Six Ways to Wellbeing while you're at Manchester, with ideas and suggestions for each of the ways, to help you find what works for you. Welcome to research at Manchester.

### Useful links:

[manchester.ac.uk/sixways](http://manchester.ac.uk/sixways)  
[manchester.ac.uk/counselling](http://manchester.ac.uk/counselling)

[manchester.ac.uk/studentsupport](http://manchester.ac.uk/studentsupport)  
[manchester.ac.uk/disability](http://manchester.ac.uk/disability)



## PGR Bee-ing Project

The PGR Well Bee-ing Project is one of 17 projects taking place across the UK funded by the Office for Students and Research England. The aim of our project is to better understand wellbeing and mental health issues from a PGR perspective and improve and tailor our provision, support, and resources for our PGR community.

A key element of the PGR Well Bee-ing Project is co-production, for PGRs at the University of Manchester to participate in activities and to inform practice, so that we can create change together.

If you would like to contribute to the project and be a part of the PGR Consultative Forum, please email [pgrwellbeingproject@manchester.ac.uk](mailto:pgrwellbeingproject@manchester.ac.uk)

### PGR Wellbeing Champions Pilot

As part of the PGR Well Bee-ing project three PGRs (one from each faculty) are testing the viability of extending the current UG/PGT Wellbeing Champions Scheme to PGR. Wellbeing Champions help to promote Manchester's 'Six Ways to Wellbeing' and inspire students to try new positive activities or ideas that fit with their lifestyle. PGRs involved in the pilot study will be hosting a series of events and activities based on Manchester's 'Six Ways to Wellbeing' from September- November 2019.

To keep up to date with the PGR Well Bee-ing project and the PGR Wellbeing Champions Pilot Study, **follow us on Twitter @PGRwellbeingUoM** and to find out more information, please email [pgrwellbeingproject@manchester.ac.uk](mailto:pgrwellbeingproject@manchester.ac.uk)





## Student Representation at Alliance MBS

### What is representation?

All students have the opportunity to contribute and develop their experience whilst studying at the University of Manchester and the purpose of representation is to help the University find out what students think so that the student experience can be improved.

- Student Representatives play an important role in facilitating communication between staff and students by raising issues and providing feedback.

The Alliance MBS Postgraduate Research Programme has a Student Representative for each division and year of study; they are chosen by their peers to act as the representative for their particular Programme for a period of one year.

### What's involved in being a Student Representative?

- Making sure your fellow students know who you are and how to contact you;
- Listening to your fellow students' views, concerns and academic issues and raise these issues at relevant committee meetings;
- Attending the Student Representative meetings/Postgraduate Research Committee (PGRC)
- Feeding back results of student issues raised at committees;
- Keeping in regular contact with the students you represent.

Throughout the year you will be expected to have ongoing contact with the students you represent, via e-mail, drop-in sessions, etc. You will also need to attend the Student Representative Meetings and occasional Postgraduate Research Committee (PGRC) to represent the student body.

It is very important that you can listen to fellow students' views, concerns and issues and feedback on items raised to students on your programme.

There will also be opportunities for you to liaise with other student representatives both in Alliance MBS and in the Students' Union.

A Student Representative is expected to be trustworthy; non-judgemental; a team player; enthusiastic and diplomatic. You should also be someone who wants to make the most of this role – being a Student Representative can be very rewarding!

### What's in it for me?

- As a student rep you will have the opportunity to improve university life for yourself and those you represent and in addition you will gain some valuable skills and experience. These are the skills employers often say that graduates lack when entering the job market. There are many benefits to becoming a student rep and you will have the opportunity to:

- Practice effective Communication Skills
- Develop your Networking Skills
- Improve your Organisational Skills
- Obtain a Sense of Achievement
- Training

### Support for you

We will be in regular contact with you and will provide guidance on what is expected of you as a representative. We will also provide support, if you need it, in terms of how to handle certain situations and can help you to communicate with your fellow students.

At the End of the Academic Year Student Representatives will receive a certificate as well as a token of our appreciation for investing your time and efforts into this role.

### Next steps:

Inform **Kristin Trichler** by email by **1<sup>st</sup> October 2020** if you are interested in being a Student Representative for your division and year of study.

[kristin.trichler@manchester.ac.uk](mailto:kristin.trichler@manchester.ac.uk)



**Alaa Almirabi**  
PhD Business and Management

*“The global rank of Manchester University attracted me to make it my first choice. The PhD programme at the AMBS is a great opportunity to gain experience, develop new academic relations and increase my knowledge. Studying here has given me the opportunity to work with internationally recognised academic leaders and learn from their long experience in academia.”*

*“I’m proud that I had such a professional supervisory team during my PhD studies at the Alliance Business School – they helped me become one of the best students in the department. Throughout my journey, I got all the support that I needed from my supervisors, who made me feel as if I was part of their academic family. My supervisors guided me in the right directions, encouraged me to expand my ideas, and enabled me to do my best.”*

*“The environment is comfortable, the people are helpful, the equipment is wonderful. I think I found all that I could look for as a PhD student. My decision to study at the University of Manchester is the right one - I’m glad to be here.”*

## Acronyms

<b>A&amp;F</b>	<b>Accounting and Finance</b>	<b>MRes</b>	<b>Master of Research</b> The MRes at Alliance Manchester Business School is a one year programme, at the end of which students must present a dissertation embodying the results of a substantial piece of research.
<b>AMBS</b>	<b>Alliance Manchester Business School</b>	<b>MSM</b>	<b>Management Sciences and Marketing</b>
<b>DASS</b>	<b>Disability Advisory and Support Service</b>	<b>NARTI</b>	<b>Northern Advanced Research Training Initiative</b> NARTI is a network of leading research-based University Business and Management Schools in the UK's North of England.
<b>DBA</b>	<b>Doctor of Business Administration</b>	<b>NWSSDTP</b>	<b>North-West Social Science Doctoral Training Partnership</b> Alliance Manchester Business School as part of the North-West Social Science Doctoral Training Partnership (NWSSDTP), a major collaboration between the Universities of Manchester, Lancaster and Liverpool, is recruiting outstanding candidates for ESRC studentships
<b>DRSA</b>	<b>The Doctoral Research Support Allowance</b> AMBS makes £3,000 of funding available to PGR students to support their research studies - this takes the form of the DRSA. It is for full-time students and should be spent over the three years of their programme of study. The usual expectation is that the DRSA is used to attend and present at conferences.	<b>ORCID</b>	<b>Open Research and Contributor ID</b>
<b>DTP</b>	<b>Doctoral Training Partnership</b> These doctoral training programmes provide studentships for doctoral study within a dynamic research culture that encourages innovative, cross-disciplinary collaboration.	<b>PGR</b>	<b>Postgraduate Research</b>
<b>ESRC</b>	<b>Economic and Social Research Council</b> ESRC offers funding assistance for year-long projects through which academic expertise and knowledge are shared with industry and/or new research is undertaken.	<b>PhD</b>	<b>A Doctor of Philosophy</b> A doctoral degree programme in which a thesis is produced consisting of a body of original academic research.
<b>FOH</b>	<b>Faculty of Humanities</b>	<b>PMO</b>	<b>People, Management and Organisations</b>
<b>GTA</b>	<b>Graduate Teaching Assistant</b> All PhD students who wish to teach will be asked to complete the Faculty training programme, a large component of which is online. This qualifies you to begin teaching and to apply for a post as a Teaching Assistant.	<b>RADMA</b>	<b>Research and Development Management</b> RADMA is a small UK charity that provides funding opportunities from Journal sales.
<b>IMP</b>	<b>Innovation, Management and Policy</b>	<b>RCUK</b>	<b>Research Councils UK</b>
<b>KTP</b>	<b>Knowledge Transfer Partnership</b> A KTP is a three-way partnership between a business that has a significant strategic challenge, UK University and a recently qualified graduate (Associate).	<b>RTP</b>	<b>Research Training Programme</b> During the first year as a Doctoral student at Alliance Manchester Business School, you are required to complete advanced supervised research and structured training in research methods and skills. This is the Research Training Programme
<b>MDC</b>	<b>Manchester Doctoral College</b> Manchester Doctoral College (MDC) has oversight of all doctoral training and researcher development across The University of Manchester. The MDC team works to focus attention on postgraduate research requirements and develop cross-disciplinary, cross-School and cross-Faculty collaboration to enrich the student experience.	<b>SALC</b>	<b>School of Arts, Languages and Cultures</b>
<b>MIOIR</b>	<b>Manchester Institute of Innovation Research</b>	<b>SEED</b>	<b>School of Environment, Education &amp; Development</b>
<b>MPhil</b>	<b>Master of Philosophy</b> The MPhil at Alliance Manchester Business School is a one-year full-time Master's programme (or 2-years part-time) which is comprised of an individual combination of supervised research, research training and researcher development.	<b>SOSS</b>	<b>School of Social Sciences</b>
		<b>SSC</b>	<b>Student Services Centre</b> The Student Services Centre can offer all sorts of help and advice about tuition fee assessments or payments, Council Tax, graduation ceremonies etc.
		<b>STIP</b>	<b>Science, Technology and Innovation, Public policy and organisation</b>
		<b>SU</b>	<b>Students Union</b>

## We want your feedback!

### Was this Guide Useful?

- Overall, how helpful have you found this Postgraduate Research Welcome Guide?
- Do you have any suggestions for how the guide could be improved for future students?

We would be really interested to have feedback about this guide, please email the PGR office on [mbs-pgresearch@manchester.ac.uk](mailto:mbs-pgresearch@manchester.ac.uk)

All that remains to say is that we want you to enjoy and make the very most of your doctoral programme here at Alliance MBS.

We are committed to supporting you and would encourage you to get involved, meet regularly with your supervisory team and remember the importance of networking and broadening your opportunities during your studies.

As well as meeting with your peers on a regular basis, keep in touch with the PGR admin office as colleagues are always happy to help with whatever questions you may have.



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