

MANCHESTER
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The University of Manchester

AMBS Doctoral Programmes Postgraduate Researcher (PGR) Handbook

Alliance Manchester Business School
The University of Manchester

2022/23 DBA edition

Important COVID-19 Information

For The latest advice on the coronavirus pandemic, please visit the [National Health Service](#), [Public Health England](#) and the [University coronavirus](#) websites.

To [report a positive Covid-19 test or self-isolation](#), please follow the process on the University website.

[Self-isolation guidance and support](#) is available. Please see the [UoM FAQs](#) website for useful information about issues such as working from home, campus reopening, research, teaching and learning and travel and insurance. Latest advice specifically for UoM's postgraduate researchers can be found at the [PGR FAQs](#) website.

Members of the PGR team are always available to support and advise you appropriately throughout your studies. Please be assured that any updates will be communicated to you where flexible arrangements are required.

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1. General information

1.1 Welcome statement

Welcome to your Alliance Manchester Business School (AMBS) DBA Handbook which focuses on the DBA programme.

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

This handbook can be used in conjunction with The University of Manchester's [PGR Life](#) website, which collates information relevant to all University of Manchester PGRs, and the [Faculty of Humanities Postgraduate Research](#) website.

Message from the Dean of Humanities

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

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

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

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

I wish you well in your research studies.

Professor Keith Brown, Vice-President and Dean, Faculty of Humanities

Further information

- [Welcome to Manchester](#)
- [PGR Transition](#)

1.2 University ordinances and regulations

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

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

1.3 Programme contacts

AMBS academic members of staff provide academic leadership for Postgraduate researchers (PGRs) in the School and work closely with the Doctoral Programmes Office in the delivery of your PGR programme.

Professor Lloyd C. Harris

DBA Director

Email: lloyd.harris@manchester.ac.uk

Professor Edward Lee

Accounting & Finance Divisional Coordinator

Email: Edward.Lee@manchester.ac.uk

Dr Oliver Laasch

Innovation Management and Policy Divisional Coordinator

Email: oliver.laasch@manchester.ac.uk

Dr Ilma Chowdhury

Management Sciences and Marketing Divisional Coordinator

Email: ilma.chowdhury@manchester.ac.uk

Dr David Hughes

People Management and Organisation Divisional Coordinator

Email: david.hughes-4@manchester.ac.uk

1.3.1 AMBS Doctoral Programmes Office

The Doctoral Programmes Office provides administrative and pastoral support for all PGRs in the School. Members of the Doctoral Programmes Office administrative team provide information about the programme and its processes, act as a point of liaison for all PGR matters in their specific Division, and regularly communicate with PGRs to facilitate support throughout their programme.

Location: AMBS, Room 3.038

Email: DBA.Office@manchester.ac.uk

Tel: 0161 306 6600

The Doctoral Programmes Office is open 10am to 4pm from Monday to Friday.

To meet any member of the Doctoral Programmes Office outside of these times, please make an appointment.

You can contact a specific administrator by using the contact details below.

Lynne Barlow-Cheetham

Acting Doctoral Programmes Manager

Email: lynne.barlow-cheetham@manchester.ac.uk

Telephone: 0161 275 6313

Paul Greenham

DBA Programme Coordinator

Email: paul.greenham@manchester.ac.uk

Tel: 0161 306 6600

Mark Falzon

Doctoral Programmes Administrator (A&F Division and IMP Division)

Email: mark.falzon@manchester.ac.uk

Tel: 0161 275 0784

Rachel McMenemy

Doctoral Programmes Administrator (MSM Division)

Email: Rachel.McMenemy@manchester.ac.uk

Tel: 0161 306 1290

Sandra Bundy-Palmer

Doctoral Programmes Administrator (PMO Division)

Email: sandra.bundy-palmer@manchester.ac.uk

Tel: 0161 275 6416

Kristin Trichler

Doctoral Programmes Assistant

Email: kristin.trichler@manchester.ac.uk

Tel: 0161 275 6580

Faculty contact details

[Contact us](#) | [Faculty of Humanities](#) | [StaffNet](#) | [The University of Manchester](#)

1.4 Key dates/events in academic year

University Calendar

From term times to graduation, here are the [key dates during The University of Manchester's academic year](#) to note in your diary.

AMBS PGR events

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

- **Induction** – Induction for our new Postgraduate researchers (PGRs) takes place each autumn. Some parts of this are DBA specific and others of a more general PGR nature.

- **AMBS Doctoral Research Conference** – This annual spring event forms a key part of the Research Training Programme for DBA and PhD researchers, providing an opportunity to present and gain feedback on their research from an engaged audience. AMBS PGRs, leading researchers from the School, PhD participants from external institutions and external experts deliver presentations and workshops on key topics. Additionally, there are opportunities for those at a more advanced stage of their Doctoral studies to engage with, and enhance, the School’s research community.
- **Graduation** – Graduation for our graduands takes place twice a year, in July and December.

AMBS Events Calendar

AMBS events are an excellent space to network and engage. The [AMBS events calendar](#) regularly updates its schedule of events.

1.5 Communications

Your University email account

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

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

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

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

Virtual PGR Office Noticeboard

The virtual [AMBS PGR Office Noticeboard](#) includes useful hyperlinks, upcoming events, programme reminders, contact details, etc. This webpage and its associated divisional-specific dashboards have been created as resources to keep you up to date with easily accessible information regarding your programme.

Social Media

Stay connected with AMBS via its social media platforms:

[Facebook – Alliance Manchester Business School](#)

[LinkedIn – Alliance Manchester Business School](#)

[YouTube – Alliance Manchester Business School](#)

Stay connected with The University of Manchester via its social media platforms:

[Faculty of Humanities Postgraduate Researchers facebook group](#)

[Facebook – The University of Manchester](#)

[Twitter – @OfficialUoM](#)

[YouTube – The University of Manchester](#)

1.6 Health and safety information

University Security Services

Security Control Room - 24 Hour Contact Number

Tel: 0161 306 9966 (on the back of your student card if required whilst on campus)

Occupational Health Service

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

1.7 DBA programme and structure

Alliance MBS Doctor of Business Administration (DBA) programme is aimed at senior-level individuals interested in the application of theory to practice. The Alliance MBS philosophy can be encapsulated in our tagline **Original Thinking Applied**.

Original

Your originality is key in developing a research project that addresses new and important problems in business and management.

Thinking

You will need to engage in rigorous thinking to work out the theoretical framework structure for your project to meet the high standards of the programme.

Applied

Your research project will emphasise the application and impact of your original thinking to guide present and future practice

The Manchester DBA programme is a mixture of online and residential coursework and interaction, combined with a supervisor-guided dissertation project. It is structured over four years with a focus on the coursework components in Years 1 and 2. The programme offers flexibility in that you can supplement and in some cases substitute, your Alliance MBS coursework with elective modules available elsewhere.

1.8 Expectations of each year of study

The information below shows the key expectations of each year of study on the DBA programme.

Expectations for Year 1

Residential visits to Manchester

There are two four/five-day residentials held in our School this academic year with the first set to take place in September/October 2022, and the second being held in January/February 2023. These will take place in person.

These residentials include components of the course work alongside specialist seminars on topics relevant to your research. They also provide an opportunity to work face-to-face with your supervisory team and other DBA and PhD colleagues. The residentials also include a social element to help build connections with your colleagues.

Core course modules

There are four assessed core modules which are all offered in Year 1:

- Evidence Based Practice Research
- Research Theory and Methods
- Statistics and Econometrics
- Qualitative Research Methods

Elective course modules

The following units are compulsory and are delivered over the duration of the Full Year:

- BMAN88120 Literature Review (Core: 15 Credits)
- BMAN88110 Pilot Project (Core: 15 Credits)

In addition, Year 2 students on the DBA programme are required to take the equivalent of 15 credits of PG modules (which can come from the PhD RTP offerings or other PG taught modules), subject to the approval of their supervisors and the DBA Director.

Alliance MBS Doctoral Conference

The Alliance MBS Doctoral Fortnight is a joint DBA and PhD conference that usually takes place over two weeks in May/June. It provides a mix of student presentations, external presentations, short workshops and the opportunity to interact with other doctoral students, AMBS academic staff and DBA Alumni.

The conference is a required part of the DBA programme and your attendance is **compulsory**.

Progress reviews

You will have a mid-year review by the end of January and an annual review by mid-July.

Expectations for Year 2

Residential Visits to Manchester

There are two five/six-day residentials held in September/October and January/February.

Core course modules

There are two core modules in Year 2:

- Literature Review
- Pilot Project

Elective modules

All of your remaining elective modules should be completed in Year 2.

Alliance MBS Doctoral Conference

The Alliance MBS Doctoral Fortnight is a joint DBA and PhD conference that usually takes place over two weeks in May/June. It provides a mix of student presentations, external presentations, short workshops and the opportunity to interact with other doctoral students, AMBS academic staff and DBA Alumni.

The conference is a required part of the DBA programme and your attendance is **compulsory**.

Reviews

You will have a mid-year review by the end of January and an annual review by mid-July.

Expectations of Year 3

Dissertation research

You will work with your supervisory team on the development and execution of your dissertation project for the majority of Year 3.

Alliance MBS Doctoral Conference

The Alliance MBS Doctoral Fortnight is a joint DBA and PhD conference that usually takes place over two weeks in May/June. It provides a mix of student presentations, external presentations, short workshops and the opportunity to interact with other doctoral students, AMBS academic staff and DBA Alumni.

The conference is a required part of the DBA programme and your attendance is **compulsory**.

Progress reviews

You will have a mid-year review by the end of January and an annual review by mid-July.

Expectations for Year 4

Dissertation research

You will work with your supervisory team on completing your dissertation project for the majority of Year 4.

You will carry out analysis and writing with the goal of submitting your dissertation viva towards the end of the academic year. Normal thesis length requirements for the DBA are between 60,000 and 70,000 words.

Alliance MBS Doctoral Conference

The Alliance MBS Doctoral Fortnight is a joint DBA and PhD conference that usually takes place over two weeks in May/June. It provides a mix of student presentations, external presentations, short workshops and the opportunity to interact with other doctoral students, AMBS academic staff and DBA Alumni.

The conference is a required part of the DBA programme and your attendance is **compulsory**.

Reviews

You will have a mid-year review by the end of January and an annual review by mid-July.

Submission of thesis

Your DBA thesis submission deadline is at the end of your fourth year of study, providing you have not been permitted any interruptions or extension to programme. Your eProg profile will show your thesis submission deadline on your profile page.

1.9 Aims and learning outcomes of the programme

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

Your DBA programme at AMBS is comprised of three key elements:

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

The successful completion of supervised research, research training and research development will culminate in your thesis, evidencing your capacity to conduct a comprehensive and critical analysis of relevant literature and to carry out substantial fieldwork designed to extend current knowledge.

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

1.10.1 University of Manchester Faculties and Schools

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

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

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

1.10.2 AMBS academic Divisions

As a School, AMBS is organised by four Divisions of research studies. Depending upon focus of research and study, all AMBS academics and PhDs reside within the AMBS's four Divisions: A&F, IMP, PMO or MSM. Please visit our website for the structure - [Research Divisions, Institutes and Centres | Alliance MBS.](#)



ACCOUNTING AND FINANCE (A&F)



INNOVATION, MANAGEMENT AND POLICY (IMP)



MANAGEMENT SCIENCES AND MARKETING (MSM)



PEOPLE, MANAGEMENT AND ORGANISATIONS (PMO)

AMBS research centres and institutes

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

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

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

1.11 Supervision

The relationship with your supervisors is critical to the success of your postgraduate research. If that relationship is not developed and maintained, it will be difficult or impossible for PGRs and supervisors to ensure that a satisfactory thesis is completed within the required time.

However, you may be unsure about the nature and expectations of the supervisory relationship. Supervisory arrangements for all PGRs at the University of Manchester are governed by [a University Code of Practice \(CoP\)](#).

Supervision is essentially a personal relationship in which the student and supervisor negotiate a mutually convenient approach within the guidelines of the Code of Practice. There are, however, some general points which will apply to all students:

Supervision Team

Your research will be supervised by at least two members of academic staff. Your main supervisor will usually be a member of MBS academic staff. However, if your research requires it, the School may arrange for supervision by someone outside the School, Faculty or University. You will also have a second supervisor or co-supervisor. While you should always feel free to consult any member of staff who may help you with your research, your most important academic contact will be your supervisors.

Meeting Your Supervisor

You should maintain regular contact with your main supervisor (normally once a month). Contact may be by email or video/internetcall where a face-to-face meeting cannot happen. While the supervisor and the School are there to support the successful completion of the thesis, the ultimate responsibility for completion is yours. You should record meetings with your supervisor(s) on eProg, where you can also upload details of meetings and targets set. It is important that from the beginning, you and supervisors establish clear and explicit expectations of each other and plan a programme of work.

Main Supervisor

The supervisor's main role is to give guidance about the nature of research and the standard expected, the planning of the research degree programme, literature and sources, attendance at taught courses where appropriate and about requisite techniques.

Second or Co-Supervisor

The second or co-supervisor may offer specialist advice or provide continuity of supervision when the main supervisor is absent from the University, in addition to providing you with a second opinion on research matters. Essentially, your second or co-supervisor should be knowledgeable in the area of research study but does not have to have the specific expertise of the main supervisor. The balance of responsibility for your day-to-day supervision should be negotiated between you and your supervisors as the research progresses.

Postgraduate Researcher

You are required to take responsibility for your own personal and professional development throughout the degree. Your main supervisor is your primary point of contact for consultation on all matters – academic, professional and personal – but you should also be aware of the opportunity to consult other members of your supervisory team.

You will be expected to:

- Maintain regular contact with supervisors, according to the pattern of meetings agreed between the supervisors and PGR. The frequency of meetings will be determined by the nature of the research that is undertaken and the stage of development of your research, but a normal expectation would be for such meetings to take place every fortnight.
- Prepare adequately for meetings with supervisors.
- Keep to timetables and deadlines for the planning and submission of work, and generally maintain satisfactory progress with the programme of research. Develop, in consultation with the supervisor, an agreed schedule for progressing and submitting the thesis in a timely manner.
- Make supervisors aware of any specific needs and of any circumstances likely to affect your work and take the initiative in raising issues or difficulties as soon as they arise, particularly in relation to targets relating to progress and achievement.
- Attend and fully participate in any training and development opportunities, research-related and others that have been identified when agreeing your development needs with your supervisors.
- Accept ultimate responsibility for your own research activity.

2. Research training, development and assessment

2.1 Responsibilities of PGRs and staff

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

2.2 Research Training Programme (RTP) and assessment – Year 1 and Year 2

The Research Training Programme (RTP) is an integral part of the AMBS DBA. During the first two years of the programme, you are expected to undertake research training courses that total 120 credits by the end of your second year of study, and to attain at least 60% in each assignment taken to satisfy the degree's RTP requirements

The DBA Programme Coordinator, Paul Greenham, will provide you with information regarding RTP course offerings, timetables, and necessary instructions at the beginning of Year 1 and Year 2 of the programme.

The DBA RTP Exam Board will take place in early summer to discuss the RTP marks attained during the academic year to see whether the marks satisfy the research training programme requirements. If any marks attained are below 60%, the board will determine whether a resubmission is required or whether there is a need to repeat the course in full in your next year of study.

The course requirements of Year 1 are shown in the table below. You are required to take courses that amount to 75 credits by the end of Year 1. Please click on the course code hyperlink to view the course outline.

Assessments will be required in order for you to attain at least a 60% pass mark in each unit to satisfy the course requirements.

Course Code	Course Title	Credits	Core/Elective
BMAN 80030	Statistics	15	Core
BMAN 88360	Evidence Based Practice Research	15	Core
BMAN 80990	Research Theory and Methods	30	Core
BMAN 80941	Qualitative Research Methods in Practice	15	Core

- You may wish to supplement the above courses by accessing further research training courses from the suite of available modules from the PhD programme. Information on the supplementary suite of courses will be circulated at the end of September 2022.

The requirements of Year 2 is to take courses that total 45 credits. The following two courses must be taken along with one or more courses worth 15 credits from either the PhD programme's suite of courses, or from the PGT suite of courses in AMBS/from another School within the University. You will need to discuss which course(s) to take with your supervisory team.

Assessments will be required in order for you to attain at least a 60% pass mark in each unit to satisfy the course requirements.

Course Code	Course Title	Credits	Core/Elective
BMAN 88110	Pilot Project	15	Core
BMAN 88120	Literature Review	15	Core

2.2.1 Postgraduate Researcher Professional and Career Training and Development

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

The 1st and 2nd years of the part-time DBA programme consist of a compulsory taught programme of Research Training (RTP). The course units delivered in this RTP are credit-bearing and contribute to an early exit award in cases whereby a DBA may not be able to progress to submitting their DBA thesis.

Exit Awards

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

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

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

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

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

The taught exit awards will be as follows:

- Postgraduate Certificate in Business Administration (Research)
- Postgraduate Diploma in Business Administration (Research)

Doctor of Business Administration – Programme Structure and Credits

DL Part-time Doctor of Business Administration - Research Training Programme	Credits	Taught exit award
Year 1		
Semester 1 & Semester 2: The following units are <u>compulsory</u> and are delivered over the duration of the Full Year*: <ul style="list-style-type: none"> • BMAN88360 Evidence Based Practice Research (Core: 15 Credits) • BMAN80990 Research Theory and Methods (Core: 30 Credits) • BMAN80030 Statistics (Core: 15 Credits) The following units are compulsory and can be taken in S1 or S2 depending on scheduling: <ul style="list-style-type: none"> • BMAN80941 Qualitative Research Methods (Core: 15 Credits) For the PG Certificate, successful completion of both BMAN88360 & BMAN80990 is required. Only the successful completion of only one of BMAN80030 or BMAN80990 is necessary. For the PG Diploma, successful completion of all the core modules is required.	75 credits total	60 credits: Postgraduate Certificate in Business Administration (Research)
Year 2		

<p>Semester 1 & Semester 2:</p> <p>The following units are compulsory and are delivered over the duration of the Full Year:</p> <ul style="list-style-type: none"> • BMAN88120 Literature Review (Core: 15 Credits) • BMAN88110 Pilot Project (Core: 15 Credits) <p>In addition, the students in the DBA are required to take the equivalent of 15 credits of PG modules (which can come from the PhD RTP offerings or other PG taught modules), subject to the approval of their supervisors and the DBA Director.</p> <p>To achieve the PG Diploma requirements, the student is required to successfully complete BMAN88120 & BMAN88110 plus an additional 15 credits from a range of electives available to all PhD students (assuming they have completed all the DBA Core requirements of 75 credits in Year 1).</p>	<p>45 credits total</p>	<p>120 credits: Postgraduate Diploma in Business Administration (Research)</p>
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2.3 Postgraduate Researcher Professional and Career Training and Development

The University is committed to creating an environment that allows all postgraduate researchers (PGRs) to strive for excellence and develop to their full potential. We provide PGRs with access to a wide range of professional, personal and career development training and opportunities to support them to complete their research degree and successfully transition to the next stage of their career.

Our training and development provision and opportunities are aligned to the [Vitae Researcher Development Framework \(RDF\)](#) Researcher Development Framework (RDF), a national framework that sets out the knowledge, attributes and behaviours of successful researchers. Here we have grouped the training and development opportunities, information and resources offered by the University of Manchester according to the four domains of the RDF.

A DBA degree is awarded by the University of Manchester for research and training. As such the University expects that all doctoral students will undertake a suitable programme of training and development based on both the needs of the researcher and the research topic.

In the first instance these needs should be discussed with the supervisory team during the initial supervisory meeting and concrete objectives set. Students are required to complete a development needs analysis in discussion with their supervisors in order to agree a training and development plan and this can be done using the 'Researcher Development Form' in eProg.

Training and development needs will also be discussed and assessed at mid-year and annual review panels. Successful completion of the agreed programme of skills development and training will be a condition of progression between each year of study.

How to access training and development opportunities

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

The [Researcher Development website](#) aims to bring together all the training and online resources available to postgraduate researchers. Training and resources are categorised

according to the Researcher Development Framework to allow you to select workshops that best suit your personal training needs.

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

Methods@Manchester 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 below or email methods@manchester.ac.uk

- [Methods@Manchester](#)

artsmethods@manchester

The artsmethods@manchester programme, launched in October 2011, is a series of talks and workshops focussing on interdisciplinary and methodological expertise in the arts, languages and cultures at the University of Manchester. For more details please see the artsmethods@manchester website below or email artsmethods@manchester.ac.uk

- artsmethods@manchester

Methods North West

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

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

- [Methods North West](#)

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

2.4 The Researcher Development Framework (RDF)

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

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

2.5 Statement about the use of Turnitin

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

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

The School also reserves the right to submit work handed in by you for formative or summative assessment to TurnitinUK and/or other electronic systems used by the University. For DBAs any work submitted via Blackboard will automatically be scanned for plagiarism.

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

2.6 Plagiarism and academic malpractice

The [Academic Malpractice Procedure](#) sets out the definitions of academic malpractice, how cases are considered before disciplinary action and how cases are handled. It is important to understand that the consequences of plagiarism and academic malpractice can be severe (including dismissal from the DBA programme).

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

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

PGRs are also advised to refer to the various plagiarism, academic malpractice and referencing resources and information available through the [University of Manchester Library My Learning Essentials](#), including workshops and online resources.

2.7 Academic appeals

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

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

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

2.8 Student complaints

We hope that you are normally happy with your programme and time at AMBS, but sometimes we understand that things do not go as planned. In these circumstances, we urge you to discuss these concerns with your Doctoral Programmes Administrator and supervisory team. You should inform the PGR Director and Manager of any concern that is not resolved by your Doctoral Programmes Administrator and/or supervisory team in the first instance. Should you remain unhappy with the outcome, you are entitled to formalise your complaint.

Student complaints are handled through [Regulation XVIII Student Complaints Procedure](#). This Procedure is available for students registered for programmes of study at the University. The University defines a complaint as ‘an expression of dissatisfaction by one or more students about the University’s action or lack of action, the standard of service provided by or on behalf of the University, or unacceptable behaviours as defined by the Policy on Dignity at Work and Study’. It is designed for complaints in respect of the student’s experience at the University related to:

- the provision of programmes, or parts of programmes of study, services or facilities by the University;
- the actions or lack of actions by the University or its staff;
- allegations of harassment, discrimination, victimisation and/or bullying by a student or member of staff [Dignity at Work and Study Policy](#).

The Complaints Procedure does not cover the following, for which separate procedures exist (as noted in brackets):

- appeals relating to examinations or assessments or to academic progress or against expulsion or exclusion on academic grounds (Regulation XIX Academic Appeals Procedure);
- complaints involving an allegation of misconduct by a student (Regulation XVII, Conduct and Discipline of Students);
- complaints against the Students’ Union (Code of Practice on the Students’ Union).

Further information regarding the Student Complaints Procedure:

- [Basic guide to Student Complaints](#)
- [Student Support Guidance – Complaints](#)
- [Student Complaints Form](#)

Mediation service

Mediation aims to offer a safe environment where people can talk through any issues or concerns they have and jointly agree how they might resolve their differences and move forward. The University’s [Mediation Service](#) is open to both staff and students, who may wish to address an issue or concern they have at work or study.

3. Progression through your programme

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

Your programme progress will be monitored on eProg, the University-wide system specifically designed to help structure your programme, and enable both you and your supervisors to monitor your progress. There are progression milestones of eProg that need to be completed each year by you, and several elements that your supervisory team need to complete.

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

3.1 Expectations for each year of your programme

Expectations Year 1

Research training programme

Please see **section 2.2** for information on the course units that Year 1 DBA students are required to take during their first year of study.

Online health and safety courses

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

HUMNSPGR-IND001

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

HUMNSPGR-IND005

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

Access to these units is via your progression page on eProg (click on the unit code i.e. HUMNSPGR-IND001 and HUMNSPGR-IND005). When you apply, you will receive an email with access to the course. You can check which courses you have been enrolled onto in your Training and Development section in My Progression page in [eProg](#).

The courses are delivered through Blackboard, the University's virtual learning environment. To access Blackboard, log in to [My Manchester](#) and click on Blackboard. You will see a screen with a list of courses

and communities/organisations to which you have access. To enter the course, click on its title in the course list.

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

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

Research integrity training

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

Researcher Development Needs Analysis (RDNA)

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

Pure researcher profile

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

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

Open Researcher and Contributor ID (ORCID)

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

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

Registering for an ORCID is quick and easy, as there is a dedicated web page to help you to claim your ORCID. You can create your ORCID and connect it to your student record by following a few simple steps on the [ORCID for PGRs](#) webpage. If you have any questions about how to claim your ORCID please contact the Library's ORCID Support Service at uml.scholarlycommunication@manchester.ac.uk.

AMBS Doctoral Conference

The AMBS Doctoral Conference is an approximately week-long conference that forms a key part of the first year of the DBA programme. The AMBS Doctoral Conference is designed to unite DBA and PhD researchers and give you the opportunity to present and gain feedback on your research from an interested audience. The conference also gives you the opportunity to attend presentations and workshops delivered by some of the School's leading researchers and external experts.

Attendance at the AMBS Doctoral Conference is compulsory for all first- and second-year DBA researchers who must submit an abstract and present their research at the AMBS Doctoral Conference. All PGRs at more advanced stages of their study are also invited to attend, present and/or volunteer to act as a discussant during PGR presentation sessions.

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

When preparing your abstract, please follow the guidelines provided to you. Your abstract must be produced on the Abstract Form and submitted to ambs-research-conference@manchester.ac.uk by a stipulated deadline.

Mid-Year Review & Annual Review

The Mid-Year Review is an interim review to discuss any issues, to prepare for the Annual Review, and determine progress. Mid-Year reviews are held at the end of month four of each academic year. All DBA researchers are required to undergo a formal annual review in month nine of each academic year, which for most PGRs will be June. This Annual Review will determine whether you may progress to the next year of study.

See section 3.2 of this handbook for more information about Mid-Year and Annual Reviews.

Expectations Year 2

Research training programme

Please see **section 2.2** for information on the course units that Year 2 DBA students are required to take during their second year of study.

Data collection and fieldwork

See section 3.3 of this handbook for more information about data collection and fieldwork. Please note that off-campus fieldwork **MUST** be pre-approved by a change of circumstance application.

Mid-Year Review & Annual Review

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

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

See section 3.2 of this handbook for more information about Mid-Year and Annual Reviews.

Attendance at Doctoral Conference in Semester 2 - See section 3.1.1

Expectations Year 3

Data collection and fieldwork

See section 3.3 of this handbook for more information about data collection and fieldwork. Please note that off-campus fieldwork MUST be pre-approved by a special permissions application.

Mid-Year Review & Annual Review

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

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

See section 3.2 of this handbook for more information about Mid-Year and Annual Reviews.

Attendance at Doctoral Conference in Semester 2 – see section 3.1.1

Expectations Year 4

Data collection and fieldwork

See section 3.3 of this handbook for more information about data collection and fieldwork. Please note that off-campus fieldwork MUST be pre-approved by a special permissions application.

Mid-Year Review & Annual Review

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

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

See section 3.2 of this handbook for more information about Mid-Year and Annual Reviews.

Attendance at Doctoral Conference in Semester 2 – see section 3.1.1

Thesis submission and examination

Information regarding your thesis and examination can be found in section 3.4 of this handbook.

Submission pending (writing up)

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

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

See section 3.5.6 of this handbook for more information about applying for submission pending as a change in your programme/circumstance (special permissions).

3.1.1 Graduation and beyond

Access to your IT account

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

Graduation Ceremony

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

Alumni community

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

3.2 Progress and Review

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

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

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

3.2.1 Mid-Year Reviews

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

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

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

3.2.2 Annual Reviews

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

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

Your responsibility in terms of the Annual Review is:

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

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

Attending the Annual Review

It is best if you can attend the DBA annual review in person, hence we encourage that you try and do this during the annual doctoral conference, when you are required to be on campus. It should not be possible and hence have to be held via video conferencing, you must provide a justifiable argument and subsequent formal permission either as a cohort or as an individual for your review to be held off-campus.

Year 1 Annual Review

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

- The completion of prescribed taught assessment from the RTP will be a formal condition of progression. Results will be ratified by an Exam Board and passed to the Chair of the Review Panel in advance of the Annual Review taking place.
- Written work, timeline, presentation and any evidence of Personal Development Plan by the PGR is required.
- Any additional academic matters (for example, evidence of academic malpractice, attendance of workshops and RTP core courses, attendance and participation at research seminars in your Subject Area Group, attendance and participation at the AMBS Doctoral Conference, late submission of assessments, unauthorised absence etc.) will be reviewed.

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

Annual Review Panel membership

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

Written work, timeline and presentation

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

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

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

Details of specific requirements will be sent to you by your Doctoral Programmes Administrator. Please note that each academic Division of the School will specify the contents and maximum length of the written

report. These requirements may change so you should not rely on what other PGRs tell you but should refer to the guidance provided by your Doctoral Programmes Administrator.

3.2.3 Panel Review Report

Initial recommendation

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

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

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

RESUBMIT (remedial work) – the PGR has almost met the required doctoral standards but further work must be done to continue registration. Following the first attempt at a formal review, PGRs will normally be given one opportunity to resubmit work for a further review and will normally be given up to 10 weeks after the first panel meeting to complete the remedial work and submit it to the panel for consideration. The resubmission and review of the submitted work should, where possible, take place before the end of the PGR's current year of study. The outcome of 'RESUBMIT' should be based on the quantity and quality of the revisions that would be necessary to achieve the standard required in the time available. Following the review of the remedial work the outcome 'RESUBMIT (remedial work)' must not be recommended. The outcome must be either, 'CONTINUATION', 'TRANSFER' or 'WITHDRAW'.

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

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

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

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

Final recommendation

If you have received RESUBMIT recommendation following the first attempt at the review, the Panel will then consider the resubmitted work (a further presentation may also be required) and make one of the following final recommendations: CONTINUATION, TRANSFER or WITHDRAWAL.

For further details of these outcomes, please refer to the [Policy on the Progress and Review of Postgraduate Research Students](#).

Appealing the outcome an Annual Review

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

3.3 Data collection and fieldwork

3.3.1 Research ethics

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

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

a) Does my study need ethical approval?

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

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

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

b) How can I obtain ethical approval?

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

Research Authority (HRA). For more information about these different ethical approval routes, please go to the University [research ethics webpages](#).

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

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

You should allow sufficient time to complete the ethical approval process in advance of starting your data collection. If you are using the School approval route, you should allow up to 6 weeks to complete the process, including time for revisions. For high-risk applications using UREC, you should allow up to 12 weeks.

Where to get help?

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

Can I change my data collection after receiving ethical approval?

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

3.4 Thesis submission and examination

3.4.1 Thesis presentation

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

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

All theses must be in English and achieve a universally acceptable standard of writing. [Useful information about academic writing](#), available on the Researcher Development Website, should also be reviewed.

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

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

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

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

3.4.2 Early submission or deadline extension

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

If you intend to submit your thesis early (earlier than six months of your programme end date), please contact your Doctoral Programmes Administrator to apply for permission to submit early.

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

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

3.4.3 Notice of submission

To prepare your thesis submission, you are required to give a minimum of six weeks' notice by completing the Notice of Submission Form in [eProg](#) prior to your intended submission date. This is the first stage in the examination process.

3.4.4 Thesis submission

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

A postgraduate research thesis submission must consist of:

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

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

Electronic submission of your thesis

The University of Manchester requires the mandatory submission of electronic theses for all PGRs through the eThesis submission system.

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

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

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

- [eThesis](#)
- [eThesis submission guide](#)

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

- [U-Print.com](#)
- [MuPrint.com](#)
- [The Document Centre](#)

3.4.5 Open access

Open Access (OA) means that items of scholarly work are made available online, in a digital format, at no charge to the reader and with limited restrictions on re-use. [The University of Manchester Publications Policy](#), which applies to all research staff and postgraduate researchers, sets out to ensure that output arising from publically-funded research is widely disseminated and made freely accessible.

The University's Presentation of Theses policy requires that all final postgraduate research theses are made Open Access within 12 months of submission unless an exception to the policy is required. You will select your preferred access level for your final eThesis submission. This is subject to approval by your supervisor.

Most PGRs will be able to comply with the policy by selecting either immediate Open Access or Open Access with a 12-month embargo. It may not be possible for some PGRs to comply with the policy, in which case an exception to the policy can be requested.

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

- You may wish to publish your work Gold OA, where it is immediately available on publication via the publisher's website and with limited restrictions on reuse. This method is required by certain funders. Some publishers levy an Article Processing Charge (APC) for Gold OA, so it is worth investigating your funding options.
- Alternatively, most authors will be able to make their work Open Access via a repository, a method known as Green OA. The Library can advise you on depositing the appropriate version of your work, and setting any embargo required by the publisher. There is no additional cost associated with Green OA.

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

3.4.6 Appointment of examiners

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

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

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

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

Substantial grounds for objecting to a particular examiner might be:

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

3.4.7 Oral examination (i.e. viva)

All candidates for the degree of DBA will be required to attend an oral examination, also known as a viva, which must take place in person at Alliance Manchester Business School. If there is mitigating circumstances as to why you cannot travel to Manchester for the reason, please inform your Doctoral Programme Administrator of your reasons so they can seek permission from the Faculty whether it can be permitted to take place by video link instead.

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

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

Useful links in preparation for your viva

- [Postgraduate Online Research Training - Preparing for your viva video](#)
- [Good Viva video](#)
- [Viva Survivor video](#)
- [Vitae - Your viva](#)

Examination policies

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

3.4.8 Results and award

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

The Doctoral Programmes Office will write to you with the outcome of your viva examination, along with the required next steps. Details of the possible outcomes of your viva examination can be found in part five of the [Examination of Doctoral Degrees Policy](#).

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

Appeals procedure

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

- [A basic guide to academic appeals](#)

Important note: access to your IT account following degree completion

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

3.5 Changes to your programme/circumstances

3.5.1 Change in supervision

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

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

For changing supervisors, you must submit an [Application for Changes to Postgraduate Research Programme](#) and state your case as to why this is requested. You will then need to submit the application to your Doctoral Programmes Administrator at dba.office@manchester.ac.uk for the PGR Director to consider.

3.5.2 Interruption from programme

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

If you interrupt your studies, your registration will be temporarily suspended, "stopping the clock". Your submission deadline and any formal reviews will be postponed accordingly. The usual schedule of milestones and requirements will resume when you return to your studies. The total period of interruption

must not normally exceed 12 months during the full period of the degree, and any further interruptions beyond 12 months will only be permitted under the most exceptional circumstances. During the period of interruption, a PGR's registration status is put on hold and no tuition fees are payable.

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

Please review section 4.6 of this handbook for procedures about reporting ill health if you are considering applying for an interruption to your programme due to illness.

Interruption approval process

Interruptions of up to 6 months can be granted by the School. If you request more than 6 months in the first instance, the School can only grant a maximum of 6 months and you will then have to re-apply for a further interruption at the end of the 6 months. (Please note that Maternity, Paternity and Adoption Leave are exempted from this process).

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

You should apply for an interruption using the [Application for Changes to Postgraduate Research Programme](#), attaching all relevant documentation. Your application must also include a detailed study plan detailing the stage you have reached with your work and the remainder to be completed upon your return from interruption and how you will go about this. Your application will be reviewed in the first instance by the School PGR Director, with whom you may be required to discuss your application before a decision is made. If it is a second interruption request, your application will also be reviewed by the Faculty of Humanities Associate Dean for PGR. The Associate Dean for PGR will endeavour to decide on the case and communicate this to the Doctoral Programmes Office within 10 days of receiving the completed request.

During the submission pending period

PGRs in the Submission Pending Period cannot be granted permission to interrupt because the Submission Pending Period is not part of the programme period. PGRs with mitigating circumstances in Submission Pending may, instead, apply for an extension to thesis submission deadline using the [Application for Changes to Postgraduate Research Programme](#).

See also [Change of Circumstances for Postgraduate Research Students Policy](#) and [Interruption Procedure for PGR Students](#).

3.5.3 Extension to programme

Extension to prescribed programme

If you are approaching the end of your programme, your final year Annual Review panel will determine whether an extension to your prescribed programme is required due to mitigating circumstances.

If this Annual Review recommendation is ratified by the DBA Director, you will be asked to submit an [Application for Changes to Postgraduate Research Programme](#) for Extension to Prescribed Programme, stating your case as to why an extension is required. You will then need to submit the application to your supervisor to authorise and return to your Doctoral Programmes Administrator for the PGR Director to consider.

Extension to thesis submission deadline

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

You will be required to submit an [Application for Changes to Postgraduate Research Programme](#), again including a supporting statement from your supervisors and documentary evidence for your mitigating circumstances where this is available. Your application will then be considered by the DBA Director and the Faculty of Humanities PGR Committee.

Extensions approval process

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

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

All applications received will be reviewed in the first instance by the School PGR Director, with whom you may also be required to discuss your application before a decision is made. If your application is for an extension of more than six weeks, it will also be reviewed by the Faculty of Humanities PGR Committee. The Faculty will endeavour to decide on the case and communicate this to the Doctoral Programmes Office within 10 working days of receiving the completed application.

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

See also [Change of Circumstances for Postgraduate Research Students Policy](#) and [Extensions Procedure for PGR Students](#).

3.5.4 Changes to thesis

Thesis title change

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

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

Increase of thesis word count

You may apply to extend the word limit for your thesis from 70,000 words (the word count covers the main text of your thesis, including tables, endnotes and footnotes). Your application must provide compelling academic justification for your request.

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

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

Your application will be reviewed in the first instance by the School DBA Director. If your application requires Faculty approval, the Deputy Associate Dean for PGR will endeavour to make a decision on the case and communicate to the Doctoral Programmes Office within 10 days of receiving the completed request.

3.5.5 Early submission

If you intend to submit your thesis early (more than six months ahead of your thesis submission date), please complete an [Application for Changes to Postgraduate Research Programme](#).

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

3.5.6 Submission pending

PGRs are expected to complete all research degree work, including the writing up of the thesis, within the standard period of the degree programme. However, the University recognises that it may sometimes not be possible for PGRs to submit their thesis by the end of the standard period of the four year degree programme. Upon successful completion of final year's Annual Review (Year 4), you may therefore apply to enter a period of submission pending for the sole purpose of preparing the thesis for submission.

The maximum registration period for submission pending is 12 months.

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

To check eligibility and apply for submission pending, please refer to the [Faculty's Guiding Principles for the Submission Pending Period](#) and the University's [Submission Pending Procedure for PGR Students](#), and then complete an [AMBS Application to Register for the Submission Pending Period](#).

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

3.5.7 Withdrawal

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

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

See also [Withdrawals and Terminations Procedure for PGR Students](#).

4. Student support

4.1 Online guides with essential advice, information and guidance

[Student Support](#) is available with essential advice, information and guidance for students at The University of Manchester.

The University regularly updates its [Student Support Website](#) with important information related to the Coronavirus pandemic and its impact on PGRs.

[Student News](#) is a valuable resource for keeping up to date with important University information, and has a tab specifically for those doing postgraduate research.

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

Wellbeing

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

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

[Supporting wellbeing and mental health hub](#) has information about various support resources for PGRs. You can find information specific to [PGR wellbeing on the Student Support](#) site which includes:

- Developing your Academic Identity
- Managing Professional Relationships
- Maintaining a Work-Life Balance
- Making Progress and Making the Most of your Time
- Making Connections and Creating Communities

- University Support Services
- The Wellbeing Thesis
- Six Ways to Wellbeing for PGRs
- Wellbeing Flowchart for PGRs

4.2 Counselling and Mental Health Service

Counselling Service

The University of Manchester [Counselling and Mental Health Service](#) offers confidential help with any personal issues affecting work, self-esteem, relationships, sexuality, mental health and general well-being. The Counselling Service is accessible to all University of Manchester students and staff. They offer focused counselling and a wide range of workshops including managing anxiety; exam stress; procrastination; assertiveness; confidence and self-esteem; low mood; and speaking out in groups. The Counselling Service is part of a wider network of help and support; it can advise on where else to seek help within the University and make referrals to NHS mental health services.

Togetherall

The University also provides access to [Togetherall](#). Togetherall (formerly known as Big White Wall) is free online mental health and wellbeing support available to students, staff and researchers. It is a safe space to talk, share and support others like you. Togetherall is an anonymous community that is available 24 hours a day, 365 days a year where members can support each other. There are creative tools to help you express how you're feeling as well as self-assessments, recommended resources and a wide range of self-guided courses to do at your own pace. It is monitored 24/7 by trained counsellors and complements existing University support services.

4.3 Disability and Advisory Support Service

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

4.4 Careers Service

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

4.5 Attendance

4.5.1 Holiday allowance

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

- Your supervisory team agree this, and the research training course convenor (if your leave coincides with the courses you may take)
- Your annual leave does not coincide with any of your programme's assessment periods

4.5.2 Procedure for reporting ill health

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

If your condition is not sufficiently serious to cause you to seek medical advice, the School does not require you to supply a medical certificate unless you are absent from the School for more than 4 weeks, where you can then apply for an interruption to pause your studies.

If your illness causes you to miss an RTP assessment deadline

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

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

If you are not well and feel unable to attend a formal assessment (such as a presentation or Mid-Year/Annual Review), then you must inform the Doctoral Programmes Office immediately, and certainly no later than the day of the assessment. You can do this by emailing the Doctoral Programmes Office – dba.office@manchester.ac.uk. If you do not do this, you will normally be considered to be absent without good reason and will be awarded zero for the assessment.

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

If you think that ill health has affected your performance

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

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

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

4.6.1 Export controls

PGR students travelling internationally need to be aware of the export controls that apply to goods, technology, software and/or knowledge “exported” outside of the UK.

More [information about export controls](#) can be found on the University’s compliance and risk webpage. If you are uncertain if export controls apply to you, please contact the Export Controls Compliance (CCC) Team at ecc@manchester.ac.uk for assistance.

5. Learning resources available within the School and wider University

5.1 IT Services

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

Tel: 0161 306 5544

Find out more about your UoM IT account, including information on email and getting online in the [IT Services guide to getting started](#). PGRs also have access to [Microsoft Teams](#).

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

5.2 Blackboard

You can access all of your courses online through the University’s virtual learning environment, [Blackboard](#).

Library and resources

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

Facilities

The University of Manchester Library operates across a number of sites. The Main Library offers group study rooms, individual study spaces and computer clusters. WiFi is available throughout the building and a cafe lounge is located on the ground floor.

The Alan Gilbert Learning Commons provides a state of the art 24/7 learning environment, offering flexible open learning spaces, multimedia facilities, computer clusters and bookable group study rooms as well as running a wide range of study skills workshops throughout the academic year.

In addition to the main sites, there are a number of specialist libraries located throughout the campus. For further information, see:

- [Library locations and opening hours](#)
- [Library study spaces](#)
- [Eddie Davies Library \(access restricted to Alliance MBS students and PGRs only\)](#)

Get started: quick guide

You will need your student card to access all library sites around campus, and your central university username and password to access the electronic resources. Our Get Started guide provides helpful videos on how to use the Library plus information on how to navigate and find support:

- [Get Started](#)
- [Library Search](#)
- [Subject Guides](#)

Training

Training for academic skills and finding/searching our resources is available all year round, either online or via face-to-face workshops. Full details can be found via our My Learning Essentials training site:

- [My Learning Essentials](#)

My Research Essentials (MRE) is our programme of workshops, information sessions, and online resources designed to support development for researchers at all career stages. Topics covered include resources to use during the research process, dissemination of research and raising your research profile. .

- [My Research Essentials](#)

Library research support

The Library has a dedicated Research Services team offering support and guidance on research profile, open access, citation analysis and research data management. The research data management page provides detailed information about information security, data protection policies and regulations, how to organise data, where to store research data and what to do if you need to increase storage capacity. Please find out more on:

- [Researcher services](#)

5.3 eProg

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

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

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

The benefits of eProg to PGRs:

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

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

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

5.4 MyManchester

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

MyManchester features include:

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

5.5 Templates for presentations and meetings

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

5.6 University-wide learning resources

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

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

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

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

[My Research Essentials is a programme dedicated to the development of researchers at all levels.](#)

[The Northern Advanced Research Training Initiative \(NARTI\)](#) is a network of research-led universities, including The University of Manchester, in the north of England providing specialist advanced training through the facilitation of events, retreats and conferences to establish networks to share cross-regional expertise. As a self-funded initiative, NARTI operates with care and probity, with funds held and administered by the University of Leeds.

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