

ALLIANCE MANCHESTER
BUSINESS SCHOOL

**POSTGRADUATE RESEARCH
WELCOME GUIDE
2022-23**

MANCHESTER
1824

The University of Manchester
Alliance Manchester Business School

WHAT'S COMING UP?

Event	Date	Completed/ attended?
Attend induction	19-23 September 2022	<input type="checkbox"/>
RTP commences	3 October 2022	<input type="checkbox"/>
Doctoral network	October 2022	<input type="checkbox"/>
Complete online Health & Safety module (via eProg)	November 2022	<input type="checkbox"/>
Ethics training (compulsory)	December 2022	<input type="checkbox"/>
Ethics training (compulsory)	January (every academic year)	<input type="checkbox"/>
Doctoral Conference Briefing Session	January 2023	<input type="checkbox"/>
Research Fish (RCUK students only)	February/March 2023	<input type="checkbox"/>
Annual Review Expectations meeting	April 2023	<input type="checkbox"/>
GTA Recruitment and Information session	April 2023	<input type="checkbox"/>
Alliance MBS Doctoral Research Conference (compulsory)	May 2023	<input type="checkbox"/>
Postgraduate Summer Research Showcase event	May 2023	<input type="checkbox"/>
Annual Review (compulsory)	June 2023	<input type="checkbox"/>
Remember to ask your supervisor to complete the eProg meeting and attendance requirements every month (compulsory)	Monthly	<input type="checkbox"/>



CONTENTS

Introductions	4	PGR Communities and Networking	26
Organisation of the School	14	PGR Essential Systems and Resources	36
Student Life	13, 16, 29 & 44	Faculty-Led Initiatives	40
The PhD Programme	16	Student Support and Wellbeing	42
Communication	22	Acronyms	44
Progression	24	We want your feedback	46

The purpose of this guide...

Welcome to Doctoral Study at Alliance MBS.

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

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

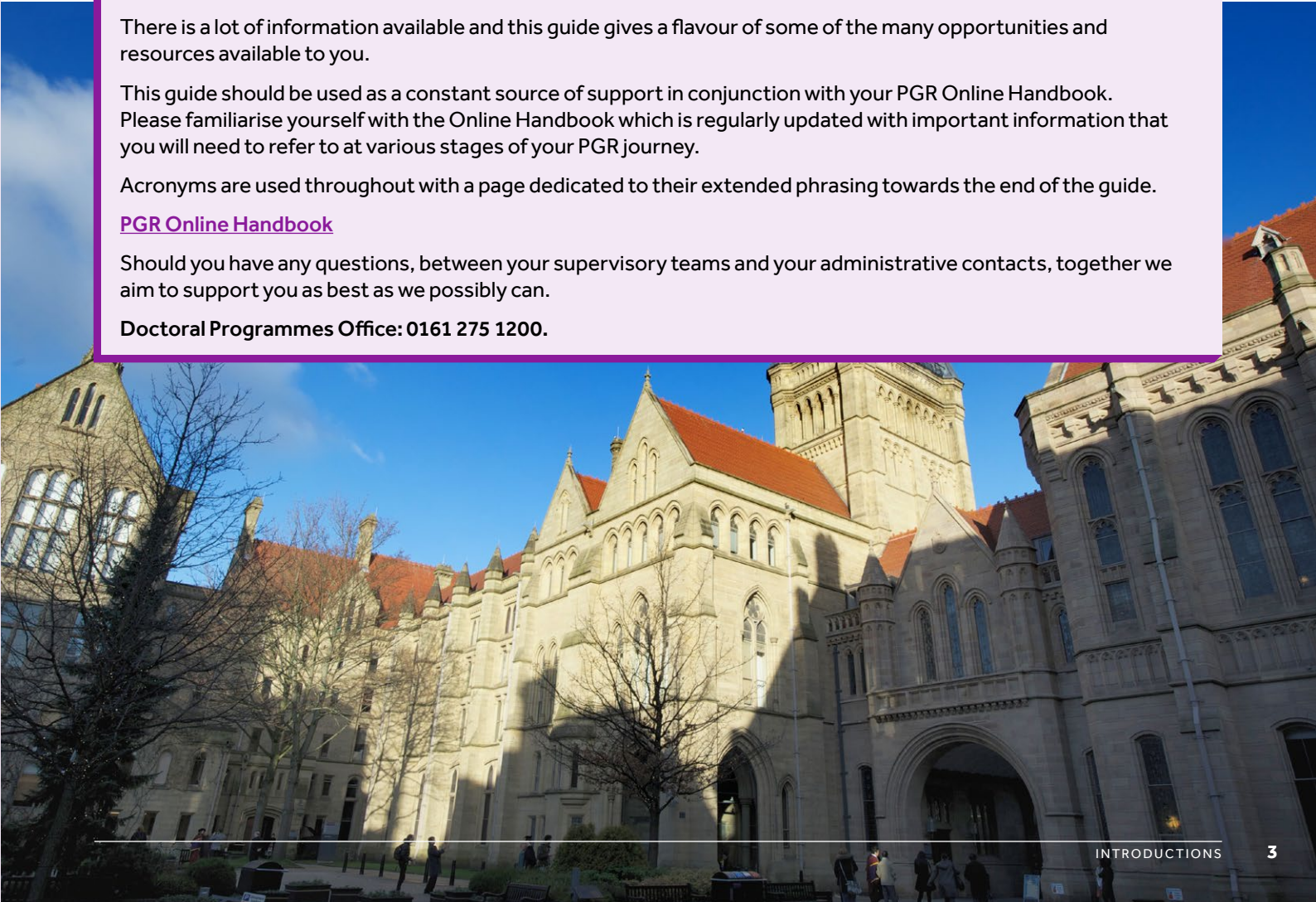
This guide should be used as a constant source of support in conjunction with your PGR Online Handbook. Please familiarise yourself with the Online Handbook which is regularly updated with important information that you will need to refer to at various stages of your PGR journey.

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

[PGR Online Handbook](#)

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

Doctoral Programmes Office: 0161 275 1200.



WELCOME FROM HEAD OF SCHOOL

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

Inspired by the city of Manchester's history as a world-leader in enterprise, innovation and creativity, at AMBS we have a long and proud tradition of excellence in research and discovery across a wide range of disciplines, as well as the very best teaching and learning. We were one of the first Universities to have social responsibility as a core goal and we have a commitment to making a difference on a global scale.

Our ethos is defined as Original Thinking Applied and it is now time for you to begin your journey to undertake cutting-edge and influential research that showcases your own original thinking.

Studying for a PhD or DBA will be a life-changing experience that will improve your understanding of modern business and management issues as you work alongside some of the world's most admired academic colleagues. They will work with you to guide and strengthen your chosen areas of expertise.

We embed our PhD and DBA programmes into the research life and culture of the School and I am looking forward to meeting with you, working together and hearing about your area of research over the coming years.

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

Professor Fiona Devine
Head of School



WELCOME FROM DIRECTOR OF POSTGRADUATE RESEARCH

A very warm welcome to all PGRs at Alliance Manchester Business School (AMBS)!

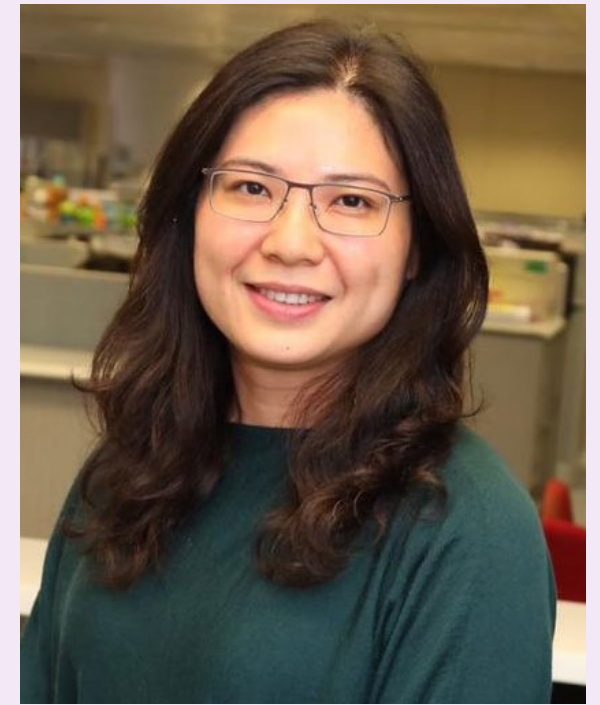
First of all, let me say well done for getting into our doctoral programme. We had a substantial number of applications this year, so you had to be very good to get in. Congratulations to you all! You are joining in to our excellent doctoral programme for what is sure to be a transformative and life-changing new chapter in your PhD journey, career, and life.

Our faculty, staff, and research community of AMBS create a collegial environment in which you will grow and learn. By fostering a spirit of collaboration, engagement, and inclusion, we are eager to welcome you into a community that supports your academic success, professional development, and personal well-being.

We encourage you to take advantage of AMBS's distinct opportunities, to take courses in strengthening your research knowledge and skills, to meet with faculty and PGR colleagues in seeking out similar and diverse interests, to present your research findings within and outside AMBS in developing intellectual collaboration, and to write up key articles in sharing new discoveries.

We take pride in seeing you develop a sense of belonging and identity. I look forward to personally welcoming you and am confident that you will find this a truly exciting and academic journey.

Professor Wing Lam
Director of Postgraduate Research for AMBS



WELCOME FROM DIRECTOR OF RESEARCH



We have a large breadth of academic and engagement activities at Alliance Manchester Business School (AMBS), and we are inspired by the positive difference that our research can make.

You, as the new generation of future researchers, will be at the heart of these activities, working together with your supervisors to maintain our momentum of impactful research.

We are proud to have contributed to the incredible achievement of the University of Manchester, which has topped the UK Research and Innovation funding table, having been awarded £98 million of competitive Research & Innovation Grants. This was nearly £10 million more than the second-ranked Oxford University.

The AMBS-hosted Productivity Institute with its £32m of funding is a keystone in this success, and its interdisciplinary and inter-organisational nature is fully aligned with our spirit of open collaboration with both academic and industrial partners. Indeed, our School was just awarded seedcorn funding to establish collaboration with the University of Melbourne in FinTech and Financial Crimes, which included academics from three University of Manchester schools in addition to AMBS (Social Science, Computer Science and Maths). This interdisciplinary research approach allows us to tackle problems of real-world complexity, which escape the tools of a single scientific specialism. We are shaped by this interdisciplinarity, for example, each of our four Divisions (Management Science and Marketing; Accounting and Finance; People, Management and Organisation; and Innovation, Management and Policy) hosts several research groups and activities. Together with our research centres, these conduct internationally excellent research within and across discipline boundaries. In joining AMBS, you will become part of these units and join a hugely talented, energetic, committed, and supportive academic and postgraduate community.

The start of your postgraduate journey is the beginning of an exciting and challenging experience, requiring resilience, motivation, and dedication. We are here to guide you and challenge you towards academic excellence, but you can also rely on our support. Indeed, your success will, in many ways, be a success for all of us!

Professor Nikolay Mehandjiev
Director of Research,
Professor of Enterprise Information Systems

MEET THE TEAM

Professor Wing Lam
Director of Postgraduate Research for AMBS

Lynne Barlow-Cheetham
Acting Doctoral Programmes Manager

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

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

Accounting and Finance (A&F)
Professor Edward Lee

Innovation, Management and Policy (IMP)
Dr Oliver Laasch

Management Sciences and Marketing (MSM)
Dr Ilma Nur Chowdhury

People, Management and Organisations (PMO)
Dr David Hughes

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

A&F & IMP: Mark Falzon
mark.falzon@manchester.ac.uk

MSM: Rachel McMenemy
rachel.mcmenemy@manchester.ac.uk

PMO: Sandra Bundy-Palmer
sandra.bundy-palmer@manchester.ac.uk

OTHER ADMINISTRATIVE CONTACTS

DBA Programme: Paul Greenham
paul.greenham@manchester.ac.uk

Doctoral Programmes (PGR) Assistant:
Kristin Trichler
kristin.trichler@manchester.ac.uk



DIVISIONAL COORDINATORS



PROFESSOR EDWARD LEE
Accounting
and Finance

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

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

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



DR OLIVER LAASCH
Innovation, Management
and Policy

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

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

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



DR DAVID HUGHES
People, Management
and Organisations

The People, Management and Organisation (PMO) division is home to internationally recognised scholars in the areas of comparative international business, human resource management and employment relations, organisation and society, and organisational psychology. PMO research addresses theoretically intriguing and practically important questions often generating knowledge that informs academic understanding and policy implications for organisational practice.

The rigorous and intellectually challenging nature of our research is reflected in the outstanding publication record in prestigious, world-leading outlets (e.g. Journal of International Business Studies, Journal of Management, The leadership Quarterly, British Journal of Industrial Relations, Work Employment and Society, Journal of Occupational and Organisational Psychology, Journal of Organisational Behaviour) and the leadership of nationally and internationally funded research projects.

The division is also home to two world-class research institutes, that facilitate collaborative research and our ability to influence policy and practice, namely, the Work and Equalities Institute (WEI) and the Institute for Health Policy and Organisation (IHPO).



DR ILMA NUR CHOWDHURY
Management Sciences
and Marketing

The Management Sciences and Marketing (MSM) Division specialises in the areas of marketing management and strategy, consumer behaviour, business informatics, decision sciences and operations and supply chain management. Our research diversity allows for greater cross-disciplinary collaboration and alongside publishing leading edge research, our staff often work on large research grants, knowledge-transfer partnerships, and consultancy projects to address organisational problems.

In MSM we want doctoral researchers to become part of our research community and we welcome them to attend our research seminar series, to present their research too and to teach alongside us as Graduate Teaching Assistants. Please do not hesitate to engage us in discussions about your research or methods that you are thinking of using, as our colleagues will be happy to give you a helping hand or be a sounding board for your ideas. Feel free to contact me with any comments and suggestions concerning any aspect of your MSM doctoral experience. Our PhD students now work in leading UK and international universities, and we could not be prouder of them!



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

ALLIANCE MANCHESTER BUSINESS SCHOOL

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

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

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

Experts from the school generate globally recognised research across a wide variety of disciplines, industries

and specialisms ranging from health and infrastructure, innovation, globalisation, work and employment, data science and marketing, to organisational psychology, accounting and finance.

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

Ranked 3rd in the UK for research power, our influential research impacts all areas of business and management – from accounting and health management to big data and human rights.





THE CITY OF MANCHESTER

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

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

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

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

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

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

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

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

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

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

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



STUDENT LIFE

SANDRA HAMILTON
PhD Science, Technology and Innovation Policy

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

"When it comes to social responsibility Manchester University is the UK's top university and is ranked 9th in the world, with the Alliance Manchester Business School (AMBS) committed to excellence in the advancement of responsible business management research. Manchester University has provided the financial and academic support I required to transition from the private sector into academia, where I am currently pursuing an impact focused PhD. With respect for my prior experience, I have received the supervision and guidance needed to transition into this vastly different world of academia. I have been humbled, challenged, and pushed to develop new competencies. It has not always been easy, but it has been extremely rewarding.

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

ACADEMIC ORGANISATION OF AMBS

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

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

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

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

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

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



ORGANISATION OF RESEARCH

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

AFFINITY GROUPS	DIVISIONS	RESEARCH GROUPS	RESEARCH CENTRES	INSTITUTES
Accounting	Accounting and Finance	Finance (asset pricing, corporate finance)	CAIR – Centre for Analysis of Investment Risk	
Finance		Accounting (auditing, interdisciplinary accounting, management accounting, market-based accounting)		
Masood Entrepreneurship Centre	Innovation, Management and Policy	Health management		MIOIR - Manchester Institute of Innovation Research
Innovate, Strategy and Sustainability				The Productivity Institute
Health Management				SCI - Sustainable Consumption Institute
Marketing	Management Sciences and Marketing	Customer management leadership	DSC - Decision & Cognitive Science Research Centre	
		Operations and SCM		
		Industrial Marketing and Purchasing		
		Information Systems		
Management Sciences		Marketing Management and Strategy		
		Services, Retail and Consumer Behaviour		
	CSR and Sustainability			
HRMERL	People, Management and Organisations	Responsible Intl Bus Research Group		WEI - Work and Equalities Institute
Organisational Psychology				
CIB				
Management & Organisation Studies				

DOCTORAL PROGRAMMES INDUCTION 2022-2023

Week commencing Monday 19 September 2022



The Induction timetable for this year will be available separately on the Information for Offer Holders Padlet.
[Click here to view](#)

STUDENT LIFE

MICHAEL LLOYD
PhD Accounting and Finance



As a part-time student, I am able to seamlessly combine my studies with my role as a qualified accountant working within the NHS. COVID-19 has provided a new dimension and added emphasis to new research with the aim of generating impact by shaping and transforming future public policy and debate for generations to come.

This is an exciting time to be conducting new research in Manchester. Aided by an experienced supervisory team and support from staff and students across the school, learning from the best and sharing experiences, insights and new ideas helps to bring new research to life.



ACTIVITIES CALENDAR

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

SEPTEMBER	MARCH
Induction	Best Paper Competition
Register for the academic year ahead	Weekly A&F seminar
Weekly A&F seminar	APRIL
OCTOBER	Prepare for Doctoral Conference presentation
Semester 1 Research Training Programme begins	Weekly A&F seminar
Weekly A&F seminar	MAY
NOVEMBER	Prepare for Annual Review
Weekly A&F seminar	AMBS Doctoral Conference
DECEMBER	Make sure eProg milestones are complete
Ethics training	Weekly A&F seminar
Research integrity training	JUNE
Weekly A&F seminar	Annual Review of your progress/presentation of your work
Make sure eProg milestones are complete	Tier-4 census (2 of 2)
JANUARY	Weekly A&F seminar
Mid-Year Review of your progress with supervisors	JULY
Doctoral Conference Briefing Session	Faculty TA training
Weekly A&F seminar	
FEBRUARY	
Tier-4 census (1 of 2)	
Semester 2 Research Training Programme begins	
RTP/MRes committee meeting	
Weekly A&F seminar	
Deadline for Doctoral Conference abstracts	





PROGRAMME EVENTS

Research Ethics for Doctoral Students

A compulsory two-hour workshop will take place in December 2022, where you will explore the principles and practice of research ethics.

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

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

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

The AMBS Doctoral Research Conference

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

The Conference takes place each year in May and is attended by AMBS Research students, academic colleagues and Alumni members.

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

WHAT DOES YOUR FIRST-YEAR ENTAIL?

Research Training Programme 2022/2023

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

RTP Core Modules

The RTP has a suite of courses scheduled to run in the 2022/2023 academic year. It is the compulsory taught element in your first year of study where you will be assessed and you must attain marks of at least 60% in each of the specified units to satisfy the RTP requirements. Part-time students will have two years to complete these units.

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

RTP Course Timetable

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

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





Attendance and Presentation

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

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

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

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

Preparatory workshops/resources

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

PGR Community Network

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

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

RESOURCES AND SUPPORT

Doctoral Student Study space

Desk space will be made available when you join the School in the 22/23 academic year. Specific details will be emailed to you towards the end of September.

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

Management of space

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

This is led and managed by Kristin Trichler – kristin.trichler@manchester.ac.uk

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

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

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

AMBS doctoral funding

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

DRSA

We provide £3000 through the four years of your study to support such costs as:

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

Additional Funding

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

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

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

Postgraduate Doctoral Loan

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

The UK government has confirmed that new doctoral loans will be available for those starting a new doctoral/ PhD on or after 1 August 2022.

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

UK Government

www.gov.uk/doctoral-loan

Student Room Student Finance Zone

www.thestudentroom.co.uk/student-finance/postgraduate-doctoral-loan

My Manchester Student Support

www.studentsupport.manchester.ac.uk/finances/funding-opportunities/all/doctoral-loans/

COMMUNICATION

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

Your University email account

It is important that you 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.

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

We are aware that the volume of emails may be immense, and so 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
- > Newsletters from the PGR 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 the weekly AMBS e-Bulletin to keep you up to date with the latest information from the School. Weekly updates are also sent by the Faculty Researcher Development team via Humanities PGR listserv. The focus of these are development opportunities including training courses, conferences and seminars.

Student visa requirements

The University is required to monitor the attendance of students who are under UK immigration rules and be assured that PGRs are fully engaged in their academic programme.

PGRs on a student visa are permitted a maximum of 59 days out of the country at one time (unless carrying out Fieldwork). If any stay outside of the United Kingdom exceeds 59 days, the UKVI will automatically curtail the visa.

In addition to monitoring engagement with the course, the University monitors PGR attendance through the International Student Census at key times in the academic year, including the return from the summer, Christmas and Easter vacations. Your Doctoral Programmes Administrator will advise you of these census dates.


If you have any questions about these checks or your visa more generally, more information and contact details for the Student Immigration team can be found at <https://www.studentsupport.manchester.ac.uk/immigration-and-visas/>



EPROG


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

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




PROGRESSION

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



SUBMISSION TO EXAMINATION

Monitoring and recording the submission to examination process from the point at which you submit your Notice of Submission form to the point at which your final award is ratified.



TRAINING

You can book researcher development training via eProg and keep a record of all training attended, (this is also visible to supervisors), which is useful when writing CV's or job applications.

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

Accessing eProg
You are expected to use eProg regularly throughout your studies and it is particularly crucial for thesis submission and recording meetings with your supervisors.
eProg can be accessed via [My Manchester](#) (select eProg from the options under the Research tab).
IT Sign Up must first be completed after which you will receive a central account. The username and password given to you is then used to log into eProg. You will have access to your eProg record only whilst you are an active student.

Help and support
There is help and guidance, including an eProg student guide, available on the [Faculty of Humanities eProg Guidance page here](#)
You can also access some useful information and screen shots, which can be found in the [eProg student guide](#).
The eProg student guide includes information on how to access eProg guidance videos on YouTube. The School PGR Office can also provide support and guidance as and when you need it.



MID-YEAR AND ANNUAL REVIEWS

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

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

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

Please note that the format and organisation of the meeting may vary between Divisions.

In particular, for students in Accounting & Finance, the Mid-Year and Annual Reviews will involve a Panel of academics and not just the supervisory team. In other Divisions, it is more likely that the Mid-Year review will only involve the student and their supervisory team, whilst the annual review will involve the student, supervisory team and an independent reviewer. Your Doctoral Programmes Administrator will provide specific details if special arrangements are to be made for either your Mid-Year or Annual Review.

PHD SEMINARS

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

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

The seminars form a vital part of the research environment of the School and are a key mechanism through which doctoral researchers can meet and

interact with their peers, as well as researchers within the School.

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

THE FACULTY OF HUMANITIES: POSTGRADUATE RESEARCH STUDENT PLACEMENT SCHEME

The Humanities Placement scheme is a flexible framework for one or more PhD researchers to collaborate with external partners and make a difference outside academia through their PhD skills and expertise.

Researchers can apply to one of the placement opportunities available through the Faculty, their Schools or external schemes or design their own collaborative project with a partner of their choice. Placements normally last 4 to 12 weeks full time (or part time equivalent, up to 6 months).

For AHRC or ESRC funded postgraduates, financial support is available through the NWCDTP and the NWSSDTP Placement schemes, which should be the first port of call since specific rules and processes will apply.

For postgraduates who are not funded by the AHRC or the ESRC, the Faculty offers individual tax-free Awards of up to **£3,000** per researcher per project. Awards are distributed on a competitive basis through **periodical application rounds**.

Coaching and support from ideation to final dissemination of results is offered as part of the scheme.

In addition, all researchers in the Faculty of Humanities who have completed a Knowledge Exchange project either as part of this scheme or any other placement scheme are eligible to participate to the annual **PGR Knowledge Exchange Award** competition, which celebrates the impact of postgraduate research beyond academia through a money prize (£1000) and a special publicity feature on the project via University wide news channels.

See previously funded placement projects on our **Case Studies** pages.

For more information and to read the full Guidelines document, please visit the **Faculty page**.





THE NORTHERN ADVANCED RESEARCH TRAINING INITIATIVE (NARTI)



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

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

The initiative supports a range of advanced training and development activities across the life-course

Activity

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

of a research career in the field of business and management. It aims to encourage networking and mutual support for the sustainable enhancement of management research. Activity is facilitated through regional, national and international scholarly knowledge and expertise.

Partners

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

Further training details and registration can be found on the NARTI website: www.narti.org.uk

For further event information, please contact Jo Garrick, NARTI Network Manager at narti@lubs.leeds.ac.uk

Aims

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

NARTI meets its aims:

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

Examples of recent advanced training workshops and courses:

Making a Contribution to Theory and The Art of the Review

Online Workshops with Professor Roy Suddaby

Thesis Writing

with Professor Rowena Murray (Online)

Preparing for the VIVA

with Professor Rowena Murray (Online)

Advanced Micro-Econometrics for Policy Evaluation (Difference-in-differences analysis & propensity score-based treatment effects estimation)

with Professor Sourafel Girma (Online)



STUDENT LIFE

MARILENA PAGONI
PhD in Business and Management

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

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

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



MANCHESTER DOCTORAL COLLEGE

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

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

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

YOUR PURE PROFILE



The University of Manchester



Introducing Pure

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

Benefits for PGR students

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

Getting Started with Pure

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

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



Questions about getting started or managing your Pure profile?

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

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

ORCID

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

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

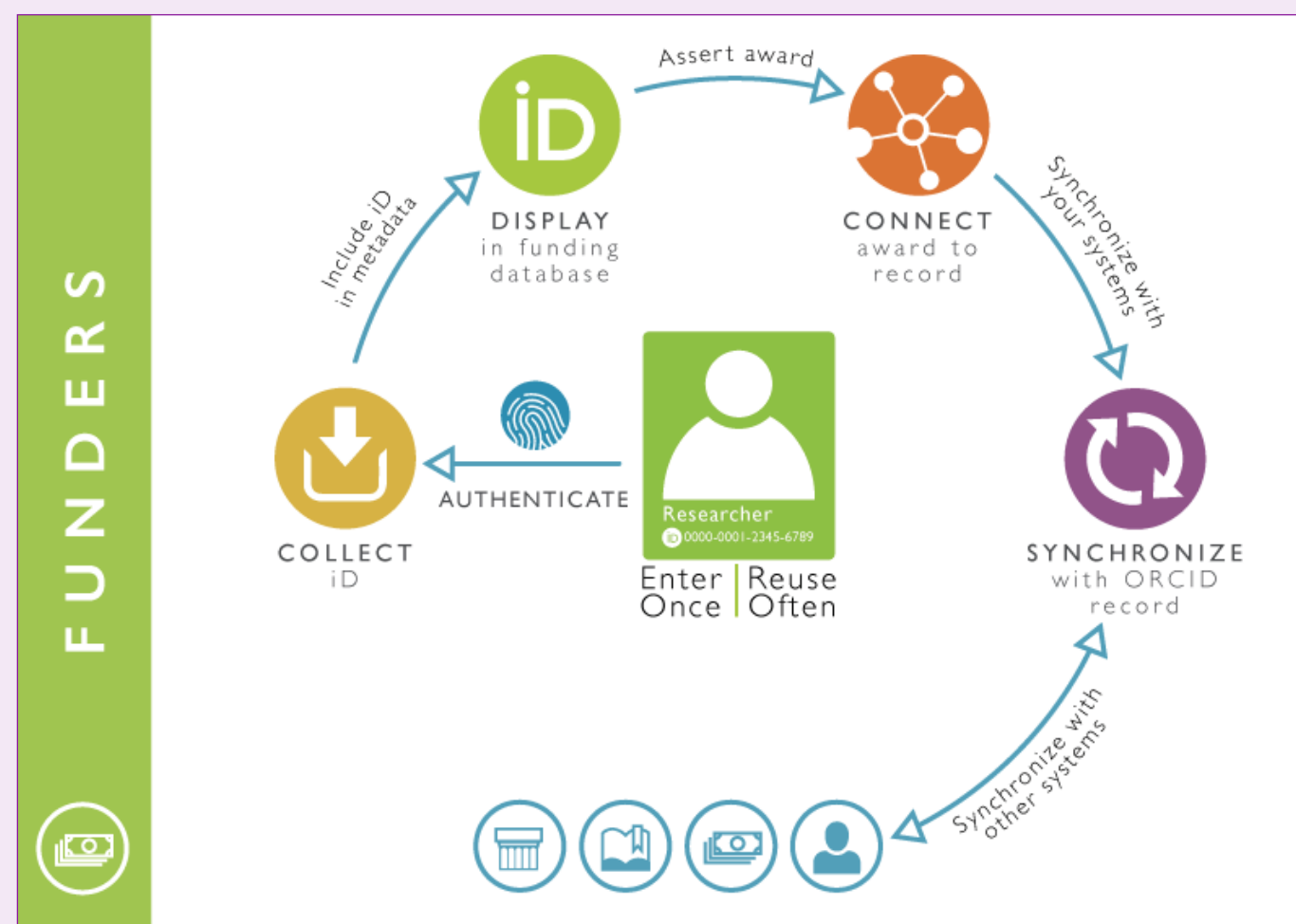
Your ORCID provides a unique research identifier that distinguishes you from every other researcher and links your professional activities. All postgraduate researchers are now required to create an ORCID and make it known to the University.

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

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

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

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



RESEARCHFISH (UKRI STUDENTS ONLY)



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

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

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

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

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

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

What steps you should take as a UKRI student

1. Register your details using the login details provided by Researchfish (this will be sent to you via an email from Researchfish with the subject header 'Access to Researchfish' during the year when you register – Usually between October and January). If you have problems logging onto the Researchfish system please contact their support team at support@researchfish.co.uk or use Researchfish Livechat.
2. Ensure your main supervisor is added as a 'Team Member' on your award
3. Add any other supervisors as appropriate
4. Enter your outcomes, e.g. publications, collaborations, public engagement
5. Submit your outcomes during the submission period (January-March 2023)
6. Repeat every year until three years after your studentship has finished

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

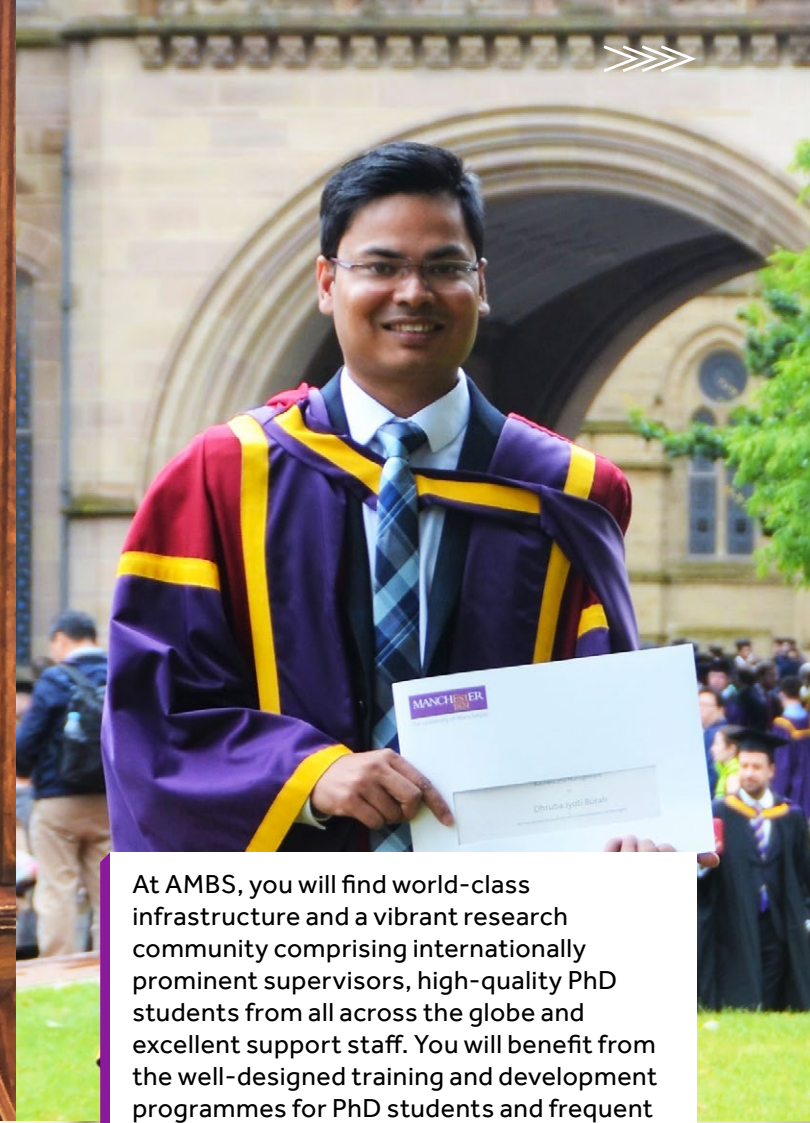
If you still have questions after reading the FAQ's and information located on the ResearchFish website please direct these to mdc@manchester.ac.uk with the header Researchfish query.

You can log onto Researchfish at www.researchfish.com



The experience of studying at Alliance Manchester Business School will be my precious treasure in my whole life. Studying in the multicultural environment with world-leading academics at AMBS, I have learned a lot, which helps me tremendously going forward. I feel very lucky to join the AMBS big family.

George Salijeni
PhD Accounting and Finance 2019.



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

Dhruba Borah
PhD Business and Management 2019

BECOME AN ALUMNI OF AMBS

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

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

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

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

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



IT FOR AMBS PGR

Support Portal

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

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

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

Our Services

For the full range of services offered such as information about email, wireless and printing visit the IT Services website [here](#):

Data Storage and P: Drive

The default storage capacity for student personal space (P: Drives) is 2Gb. This can be increased on request up to 10Gb via the Support Portal. Use of OneDrive (OneDrive

storage is a maximum of 1Gb) or a shared area storage drive can also be requested via the Support Portal. In addition, PGR's who are working on a research project can request for Research Data Storage and this MUST be done via the principal investigator (PI). Individual students (including PhD) CANNOT request storage via this service. Requests can be made via the Support Portal.

Applying for additional software

Most standard or existing University licensed software can be requested by connecting the Software Centre. However, if you have a need for specialist software [please contact us here](#)

Research IT

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



BLACKBOARD

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

To access Blackboard Virtual Learning Environment (VLE)

Step 1

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

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

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

Step 2

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

Step 3

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

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

- > Any changes to your course enrolments may take up to 48 hours to be effected
- > Second semester courses will not be available until 2023



Mobile apps:

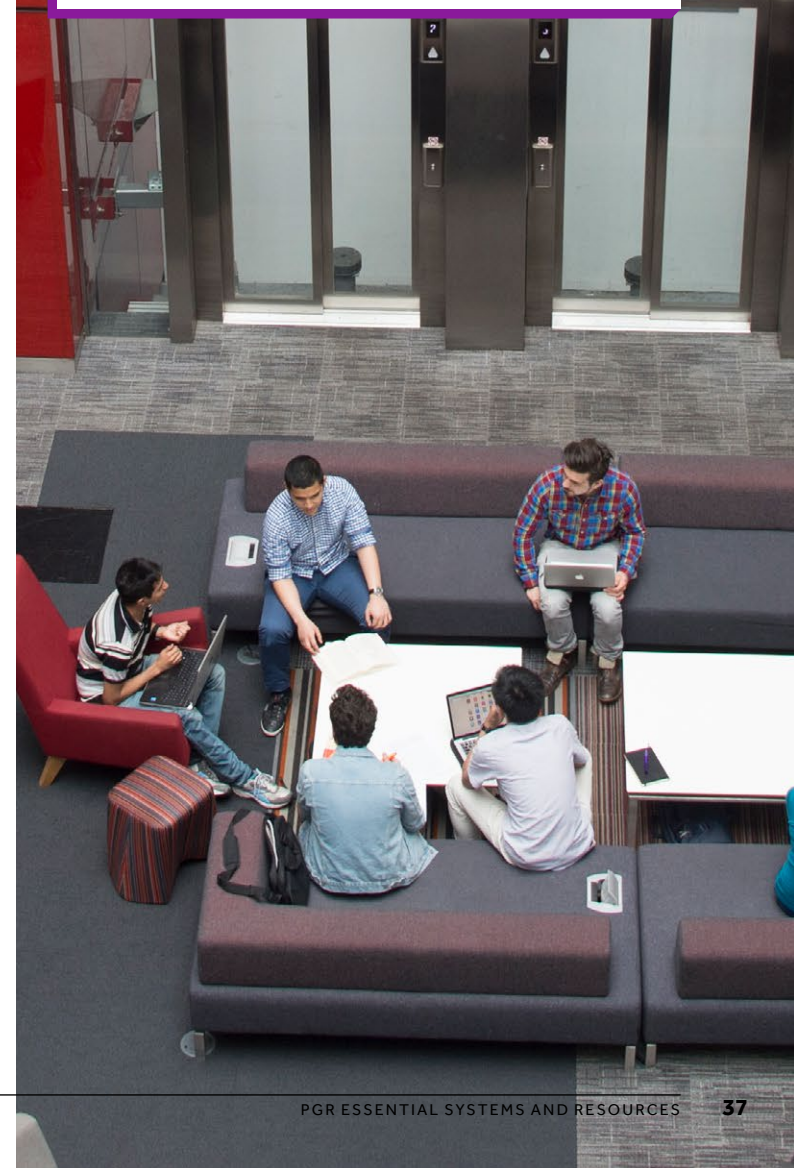
You can access Blackboard on your smartphone using the Blackboard app. [For more details see the guidance here:](#)

Stay connected wherever you are by downloading "iManchester" to your Smartphone or Tablet

The Student Guide for Blackboard is a useful resource for you and [is available here:](#)

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

Further information about these courses can be found on the Postgraduate Research Students Safety Services page [here](#)



LIBRARY

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

Getting Started

You will need your student card to access any library sites around campus. Many of our services and resources also require you to confirm that you are a registered student. This authentication can be your student card, the ID number on the card, your Library PIN, the central username and password you use to log on, or a combination of these.

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

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

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

- > Eddie Davies Library (Located on 2nd Floor in AMBS)
- > The Main Library
- > Alan Gilbert Learning Commons
- > Other library sites:
You can use any other of our site libraries to work, details of locations and opening hours are on the library website.
- > Of course, you can use the library's extensive collection of e-books, e-Journals and databases on or off campus.

Services for Researchers

<https://www.library.manchester.ac.uk/services/research/>

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

- > Scholarly Communication Service
- > Research Data Management
- > Citation Services
- > Open Access at Manchester

CAREERS SERVICE

How can the Careers Service support Doctoral Researchers?

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

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

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

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

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

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

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

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

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

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

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

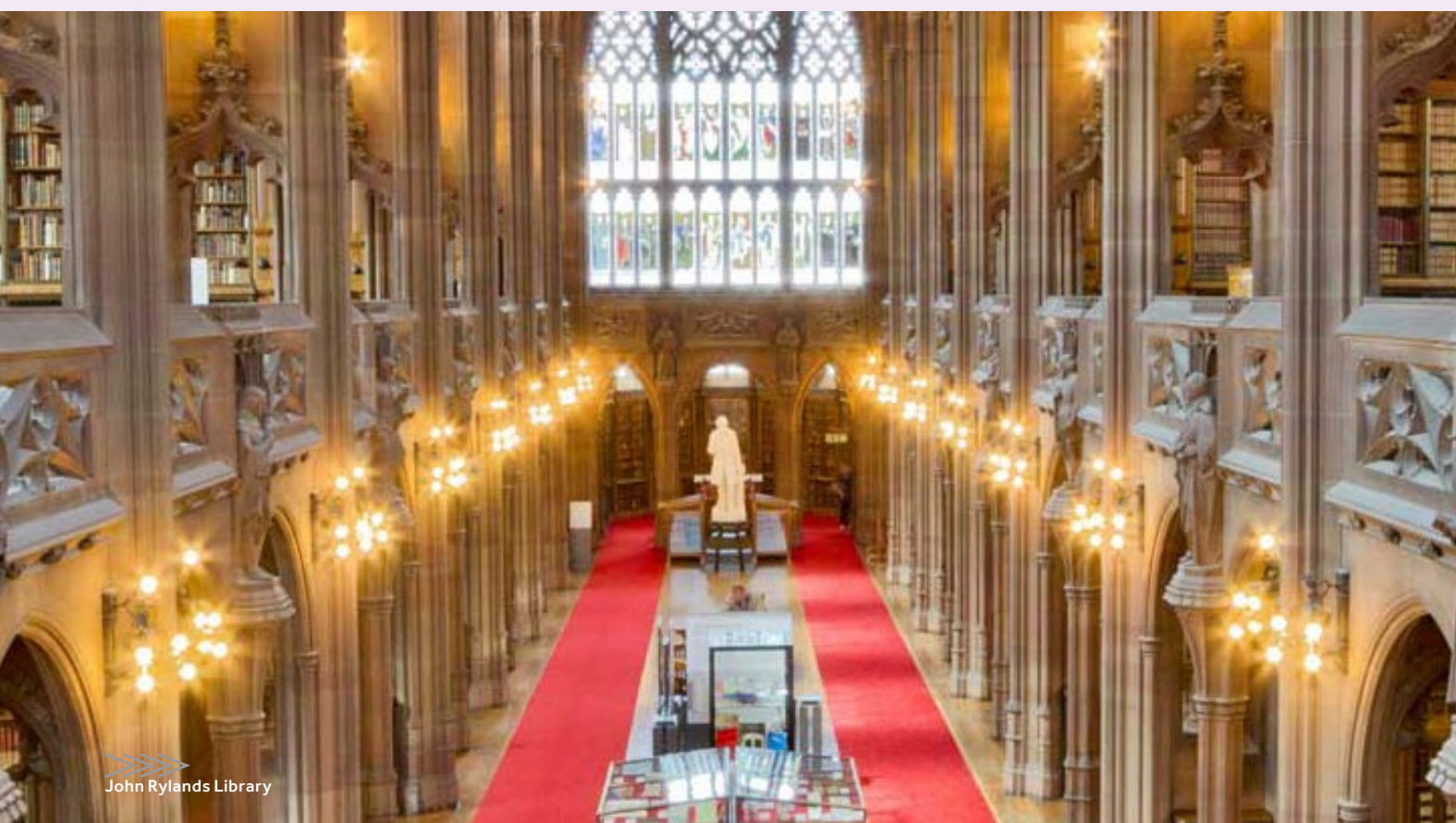
"I have an interview next week - and my last interview was three years ago. Can you help?"

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

"How can I get more - any - teaching experience?"

Whatever your career questions (and we do like a challenge), we're here for you during your PhD - and for two years after you graduate.

For more information, please visit
www.manchester.ac.uk/careers



FACULTY-LED INITIATIVES

Research Training and Professional Development

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

For more information visit:

In addition to Faculty level training, general research methods training and specialist training are determined and conducted at School and discipline level, as well as through www.methods.manchester.ac.uk/ and www.artsmethods.manchester.ac.uk.

Epigeum Research Integrity Training

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

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

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

Accessing the Epigeum Impact system

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

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

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

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

- > After you request a password reset, a link will be sent to your University email
- > If you do not find the email regarding your password reset immediately, check your spam folder
- > The reset email will include a 32-character reset token

Enter this token and your email address to reset your password

Building a PhD Community

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

Follow us on Twitter [@HumsResearchers](https://twitter.com/HumsResearchers)

Subscribe to our blog:

<https://sites.manchester.ac.uk/humanities-blog/>

Join our Facebook Group:

www.facebook.com/groups/349538218544619/

What we do

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

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

ProGress@manchester

The Faculty of Humanities PGR training hub

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

The University of Manchester University Library

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

The Researcher Development Team

Ms. Claire Faichnie: Researcher Development Manager
Contact us: humanities-training@manchester.ac.uk

Other training providers:

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

ProGress@humanities:

The Faculty of Humanities Training Hub Website

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

Methods@Manchester

Methods@Manchester is a resource that highlights the depth and breadth of methodological expertise in social sciences and humanities at The University of Manchester. The website contains useful resources both at The University of Manchester and nationwide. Regular methods-related events are held through the year.

For more details please see the [Methods@Manchester](https://www.methods.manchester.ac.uk/) website or email methods@manchester.ac.uk

artsmethods@manchester

The artsmethods@manchester programme is a series of talks and workshops focussing on interdisciplinary and methodological expertise in the arts, languages and cultures at The University of Manchester.

For more details please email artsmethods@manchester.ac.uk

My Research Essentials

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

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

Full details of workshops and online resources can be viewed on the [My Research Essentials web page](#):

Creating your professional development plan

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

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

1. Develop the appropriate knowledge and expertise to complete their thesis
2. Develop as a research professional with the necessary skills, attitudes and experience to be an intellectual leader within and beyond academic circles.

For more information:

What constitutes Professional development?

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

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

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

Teaching Assistants and Doctoral Research Associates

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

Information prior to Applying

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

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

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

Recruitment to Teaching Assistant Pool

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

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

If you wish to discuss your application prior to applying or have any queries please contact ambsta-enquiries@manchester.ac.uk

LOOKING AFTER YOUR WELLBEING

The wellbeing and mental health of our postgraduate researchers (PGRs) is of paramount importance to the University.

We are committed to providing an environment in which postgraduate researchers can thrive, enjoy their experience and develop to their full potential. The University recognises that during their research programme, PGRs will face a wide range of experiences and challenges and this may lead to the need for support and guidance for a variety of non-academic or wellbeing and mental health issues. The Code of Practice contains a section on supporting your wellbeing and mental health which directs PGRs, PGR supervisors and professional services to the wide range of support, from suggestions on how to maintain wellbeing to specialist mental health support, that is available through the University.

The first section of the code of practice focuses on supporting mental health and wellbeing. This section signposts to resources and support for both PGRs and supervisors from the 24 hour helpline to six ways to wellbeing. Any changes/additions/new resources are added here so this is really the one reliable link to use. <https://staffnet.manchester.ac.uk/rbe/rdrd/code/#d.en.796919>

The second section is the welcome transition resource. This can be found in the Code of Practice but a stand alone link can also be found here. <https://www.welcome.manchester.ac.uk/starting-pgr>

USEFUL LINKS

- manchester.ac.uk/sixways
- manchester.ac.uk/counselling
- manchester.ac.uk/studentsupport
- manchester.ac.uk/disability



AMBS PGR REPRESENTATION

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

The core aims of PGR representation are to:

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

AMBS PGRs appoint 13 colleagues each academic year to represent the following population subsets:

A&F, Year 1	IMP, Year 1	MSM, Year 1	PMO, Year 1
A&F, Year 2	IMP, Year 2	MSM, Year 2	PMO, Year 2
A&F, Year 3	IMP, Year 3	MSM, Year 3	PMO, Year 3
Submission pending – all divisions			

Faculty PGR representation
[Click here for more:](#)

Mechanisms for collecting and reporting on feedback from PGRs

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

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

PGR representation within the University PGR governance structure

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

PGR Governance at the University consists of:

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

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

Further information

- > PGR rep useful information including training
- > Faculty of Humanities PGR rep training
- > Students’ Union

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

Next steps:

Contact kristin.trichler@manchester.ac.uk if you are interested in being a Student Representative for your division and year of study.



ACRONYMS

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

STUDENT LIFE

ALAA ALMIRABI
PhD Business and Management



The global rank of Manchester University attracted me to make it my first choice. The PhD programme at the AMBS is a great opportunity to gain experience, develop new academic relations and increase my knowledge.

Studying here has given me the opportunity to work with internationally recognised academic leaders and learn from their long experience in academia.

I'm proud that I had such a professional supervisory team during my PhD studies at the Alliance Business School – they helped me become one of the best students in the department.

Throughout my journey, I got all the support that I needed from my supervisors, who made me feel as if I was part of their academic family. My supervisors

guided me in the right directions, encouraged me to expand my ideas, and enabled me to do my best.

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



WE WANT YOUR FEEDBACK!

Was this guide useful?

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

We would be really interested to have feedback about this guide, please email the PGR office on ambs-pgresearch@manchester.ac.uk

All that remains to say is that we want you to enjoy and make the very most of your doctoral programme here at Alliance MBS. We are committed to supporting you and would encourage you to get involved, meet regularly with your supervisory team and remember the importance of networking and broadening your opportunities during your studies.

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



POSTGRADUATE RESEARCH WELCOME GUIDE 2022-23

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