

Guidance on Changes to your Programme 2022 - 2023

**NB This document has not been updated to reflect the Covid-19 situation. Please read in parallel with the Covid 19 PGR FAQs:**  [**www.staffnet.manchester.ac.uk/coronavirus/faqs/pgr/**](http://www.staffnet.manchester.ac.uk/coronavirus/faqs/pgr/)

The purpose of this document is to clarify the procedures and the roles of the School and the Faculty of Humanities regarding the consideration of changes to postgraduate research (PGR) programmes, including interruption, extension, thesis word limit increase, early submission, etc.

This document needs to be referred to in parallel with:

* The University Policy on Change of Circumstances for Postgraduate Research Students: <http://documents.manchester.ac.uk/display.aspx?DocID=8162>
* PGR Ordinances and Regulations:
* [http://www.staffnet.manchester.ac.uk/services/rbess/graduate/ordinancesandregulations/](http://www.staffnet.manchester.ac.uk/services/rbess/graduate/ordinancesandregulations/%20)
* ESRC Guidance and Information for ESRC-funded students: <http://www.nwdtc.ac.uk/>

and <https://nwssdtp.ac.uk/>

* AHRC Funding Guide for AHRC-funded students: <http://www.ahrc.ac.uk/skills/phdstudents/currentawardholders/>

The School will aim to make a decision on all applications within 7 working days, providing the application is complete and relevant supporting documentation is provided, where applicable. If referred to Faculty, they will aim to make a decision and communicate it to the School within 10 working days of receiving the complete application and supporting documentation.

These guidelines are applicable to all PGR students in the School of Arts, Languages and Cultures.

The ‘Changes to your Programme Application Form’ can be found at:

<https://www.alc.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/handbooks-and-forms/>

**SECTION 1 – Changes to your Programme**

1. **Interruption**
* For periods of illness of less than four weeks duration, you will not be required to formally interrupt the programme. It is expected that you will make up this time during the remainder of the programme or at the end of the programme.
* Interruptions of up to 6 months can be granted by the School. If you apply to interrupt for longer than 6 months, the School can only grant a maximum of 6 months in the first instance (providing there is appropriate supporting evidence). If further time is needed, you will have to reapply for a further interruption at the end of the 6 months.
* In line with University policy, the total period/s of interruption **must not normally exceed 12 months** during the full period of the programme. Any further interruptions beyond 12months will only be permitted under the most exceptional circumstances. This applies to full-time and part-time students.
* All applications for a subsequent interruption must be submitted to the School but will be forwarded to Faculty for consideration.
* Maternity leave is exempt from the 6 month rule and up to one year can be granted by the School.
* Interruptions are not permitted in the submission pending period.

**Funded students:**

All sources of funding must be stated on the application form.

Where applicable, maintenance payments are suspended or amended to take into account the period of interruption. NB. There are some exceptions where maintenance payments may not need to be suspended eg. the first 6 months of maternity leave or sick leave. Please note that the exceptions are subject to the terms and conditions of the funding body.

If you are funded by a Research Council, you should refer to the guidelines of your funding body before submitting an application.

**Overpayment of maintenance:**

Any overpayment made (eg as a result of a retrospective interruption), must be repaid as soon as possible.

1. **Extension to Prescribed Programme Period and Extension to Thesis Submission/Resubmission Deadline**
* Extension to prescribed programme normally incurs a pro-rata fee.
* Extensions to the submission/resubmission deadline of up to 6 weeks can be granted by the School. Applications for an extension longer than 6 weeks will be considered at Faculty level.
* All applications for second extension to the submission/resubmission deadline must be submitted to the School for Faculty consideration, regardless of the length requested.
* Permission for an extension to the submission/resubmission deadline of longer than 6 months will not be granted except in exceptional circumstances.

**Progress reviews**

The [Policy on the Progress and Review of Postgraduate Research Students](http://documents.manchester.ac.uk/display.aspx?DocID=612) states that formal progress meetings (Mid and Annual Reviews) should take place twice a year. Therefore, if you have been granted a 6 month extension to the prescribed programme you are required to have a formal progress review during the extension period. Likewise, under exceptional circumstances, if you have been granted an extension longer than 6 months you are required to have formal progress review(s) at least every 6 months. This is to review and record your progress, identify any issues and to determine if you have made satisfactory progress and can apply for the submission pending period, where applicable. The Faculty recommends that any student granted a 6 months extension to programme should have a formal progress review in month 4 or 5.

A progress review milestone for the extension period must be completed in eProg.  The deadline for the progress review will be confirmed by the School and the appropriate milestone(s) and form(s) will be attached to your eProg record.

**Funded students:**

All sources of funding must be stated on the application form.

If you are a Research Council funded student, you should refer to the guidelines of your funding body before submitting an application.

Please be aware that extensions to the prescribed programme period should be approved by your funding body in the first instance. The Faculty of Humanities PGR Office will liaise with the relevant funding body and inform the School of the outcome.

All applications for extension to the submission/resubmission deadline are at the discretion of the University.

1. **Thesis Word Limit Increase - NB there is no tolerance level at PhD level regarding the word limit.**
* All applications to increase the thesis word limit will be considered by the School in the first instance.
* Applications of up to 10% of the thesis word limit can be considered at School level by the Associate Director for Postgraduate Research. Applications over 10% will be considered by Faculty, with a statement to be provided from the School Associate Director for Postgraduate Research.
* Justification of why the increase is needed must be provided in your application, along with a supporting statement from the supervisor(s)
* You should submit your application for an increase of the thesis word limit no less than 6 weeks prior to your submission date.

**Research Council funded students:**

There is no requirement by Research Councils to seek their approval or to report permissions to increase the thesis word limit.

1. **Other changes to a postgraduate research programme**

The following permissions do not require Faculty approval but advice should be taken if you are funded by a Research Council or the University.

* Change of Degree
* Change of Programme
* Change of Mode of Attendance
* Early submission of Thesis
* Change of Thesis Title
* Change of Supervisor(s)
* Placements
* Exchanges
* Internships
* Fieldwork**– see separate application form on the Graduate School website:** <https://www.alc.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/handbooks-and-forms/>

**Research Council funded students**:

If you are an ESRC NWDTC or NWSSDTP funded student, you can apply for internships, Overseas Institutional Visits (OIVs), UK or overseas fieldwork and Difficult Language Training (DLT).

Please refer to <http://www.nwdtc.ac.uk/currentstudents/guidelines/> or <https://nwssdtp.ac.uk/current-students/> or contact the [Faculty of Humanities PGR Office](http://www.humanities.manchester.ac.uk/humnet/our-services/postgraduate-research/aboutus/contactus/) for guidance.

If you are an AHRC funded student, you can apply for the International Placement Scheme directly via the AHRC and Travel/Conference funds via the NWCDTP. Please refer to <http://www.nwcdtp.ac.uk/current-students/> for guidance or contact the [Faculty of Humanities PGR Office](http://www.humanities.manchester.ac.uk/humnet/our-services/postgraduate-research/aboutus/contactus/).

If you are a Research Council funded student, you cannot change your mode of attendance during the final year of the programme. If there are exceptional circumstances, please seek advice from the [Faculty of Humanities PGR Office](http://www.humanities.manchester.ac.uk/humnet/our-services/postgraduate-research/aboutus/contactus/). Change to mode of attendance affects maintenance awards for Research Council funded students.

For early submission of the thesis, if you are a Research Council or a University funded student, maintenance payments will be terminated upon submission of the thesis except where prior approval from the funder has been granted.