

PhD in Social Anthropology

Department of Social Anthropology
School of Social Sciences
Faculty of Humanities
University of Manchester

Handbook

2022-2023

Note on Covid-19 pandemic

Our expectation is that there will be no restrictions on campus from 1 September, but the University's planning for 2022/23 academic year takes into account that further government restrictions may be imposed.

Registered students will be informed by email about relevant changes, as timely as possible, by the Director of Social Anthropology Postgraduate Research Programmes (for changes specific to the Department of Social Anthropology), by the Postgraduate Office of the School of Social Sciences (for changes at the level of the School of Social Sciences), and by various other offices in the University.

The PGR faqs link below is updated regularly

[Postgraduate researchers | Coronavirus | StaffNet | The University of Manchester](#)

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1. General Information

This programme of study is provided by the Department of Social Anthropology, School of Social Science, Faculty of Humanities, at the University of Manchester. All questions about the programme should therefore be addressed to this School as specified in this Handbook.

1.1. Key Social Anthropology Staff (Postgraduate Research)

Director of Postgraduate Research Degrees in Social Anthropology (aka Programme Director):

Professor Karen Sykes, Arthur Lewis Building room 2.057, tel. 0161 275 3992 (internal 53992), email Karen.sykes@manchester.ac.uk. During Semester Two, when Karen Sykes is on Academic leave, Dr. Anthony Simpson will care for the direction of the programme and support students.

PhD Social Anthropology Programme Administration: SoSS Postgraduate Office, Williamson Building Room 3.05, tel: 0161 275 4747 (internal 54747), email ann.cronley@manchester.ac.uk

Admissions Director for Postgraduate Research Degrees in Social Anthropology:

Professor Maia Green, Arthur Lewis Building room 2.049, tel. 0161 275 3995 (internal 53995), email maia.green@manchester.ac.uk

Head of Social Anthropology: Professor Andrew Irving, Arthur Lewis Building room 2.055, tel. 0161 306 8025 (internal 68025), email Andrew.irving@manchester.ac.uk

1.2. Facilities for Postgraduate Students

There is a dedicated open plan study area with desks and computers on the 2nd floor of the Arthur Lewis building where Social Anthropology is housed. Part of the open plan area is for the use of Social Anthropology research students only. Access to this area and to Social Anthropology is by your university swipe card and is usually available round the clock. Details on the allocation of desks will be available at the induction meeting.

1.3. Communication

Staff will communicate with you mainly via your university email address. It is vital that you regularly check your university email inbox. It is also your responsibility to regularly check the online eProg system and fill in relevant progress review forms (see below).

1.4. Library Resources

The University of Manchester Library is the main resource for postgraduate students. See <http://www.library.manchester.ac.uk/>.

The “Academic Engagement Librarian” with special responsibility for social science is Janette Watson, who can be contacted on 0161 276503 or on janette.watson@manchester.ac.uk (or

jrul.socsci@manchester.ac.uk). An induction into work with the library is part of your inductions activities. The library also organizes numerous trainings and events and you will be informed on your Manchester email address about its services.

The library of the University of Manchester is among the best academic libraries in the world, and combines a sense of tradition with the best information systems to provide an extensive range of services and resources to actual and virtual visitors. It is a member of CALIM, the Consortium of Academic Libraries in Manchester, which enables students to use the libraries of all the other participating universities in Manchester. The student swipe card also doubles as a library card and will allow you to access the library, borrow books and use the online information resources. The library is a few minutes' walk from the Arthur Lewis Building and is open until 9:30 pm on most weekdays and on Saturday and Sunday during semesters. During the summer examination period (April to June), the library is open until 11:30 pm on most days.

You can search through the library's holdings on <http://www.library.manchester.ac.uk/>. The library also offers an Inter-library loans service to order books or articles which are not available from one of the University's libraries. This service is charged per item and its effectiveness depends on the quality and completeness of the information you supply in your request form.

Many journal articles and e-books can be accessed on-line, via the Library's website. For this, you must log on to the University network. Sometimes, even if you are logged on from your own computer, the electronic journal or e-book provider might not recognise this. The journal providers will only allow access to recognised members of recognised subscribing institutions. One way around this is to access the article via the Library's electronic journals catalogue (<http://openurl.man.ac.uk/sfxlcl3/az/default>), which will give instructions about how to access the resource. Another way is to use VPN (Virtual Private Network) software, which makes it look as if you're accessing the Internet from a University-networked computer. You can install VPN software on your own laptop or PC. To install this software, go to <http://www.itservices.manchester.ac.uk/vpn/>.

The **Film Library** of the Granada Centre for Visual Anthropology houses a large collection of ethnographic films. For opening times and charges please see <http://granadacentre.co.uk/about/> or email: gcvafilmlibrary@manchester.ac.uk.

1.5. The North West Doctoral Training Centre

The University of Manchester forms part of the North West Social Science Doctoral Training Partnerships (DTPs), funded by the UK Economic and Social Research Council (ESRC), along with the universities of Lancaster and Liverpool (see www.nwssdtp.ac.uk). Within the NWSSDTP, there is a Social Anthropology Pathway, through which students can get funding to do training in Social Anthropology both at doctoral level or as part of a 1+3 package (MAAR + PhD programme). In fact, the University of Manchester is the only university in the NWSSDTP which has a social anthropology department and has MA and PhD programmes in social anthropology. However, there are social anthropologists in both Lancaster and Liverpool and PhD students may have

second or co-supervisors in those institutions and may access relevant course units delivered in those universities. Other kinds of collaborative interactions include postgraduate symposia and seminars across the universities.

For more detail on the NWSSDTP see www.nwssdtp.ac.uk.

In Lancaster, our links are mainly with the Sociology department and in Science and Technology Studies (individual staff with relevant expertise for anthropological projects include Dr Monika Büscher, Dr Adam Fish, Dr Claire Waterton, Dr Stanley Blue, Dr Adrian Mackenzie, Dr Elizabeth Shove, Dr Bronislaw Szerszynski and Dr Celia Roberts). In Liverpool, anthropological expertise can be found in the Institute of Popular Music (Dr Sara Cohen, Dr. Haekyung Um), the Institute of Psychology, Health and Society (Dr Ciara Kierans) and the department of Sociology, Social Policy and Criminology (Prof Jude Robinson, Dr Les Roberts, Dr Michael Mair), Geography (Dr Kathy Burrell), Latin American Studies (Dr Marieke Riethof) and Hispanic Studies (Dr Sizen Yiacoup).

Module exchange: It is possible for Manchester students to take postgraduate course units in Liverpool and Lancaster, free of charge. The course units on offer change from one year to the next.

If you feel that collaboration within the NWSSDTP would benefit your research and/or if you would like to take a module at one of the partner institutions, please talk to your supervisors and the PhD Programme Director.

2. Aims and Objectives of Postgraduate Research Degrees

2.1. PhD in Social Anthropology

Note: In addition to the PhD in Social Anthropology (described in this handbook), we also offer the MA in Anthropological Research (MAAR). The MAAR is technically a 'taught' postgraduate degree (PGT), but it is designed to lead into PhD training. Therefore, MAAR students are integrated to a large extent with our research postgraduates. Still, the MAAR programme has a separate handbook.

A student who has successfully completed a PhD degree will have passed training in anthropological research, have conducted an individually designed and executed research project under supervision, and written up the results in an 80,000 words dissertation to the relevant academic standard. The aim of our research degrees is to train and mentor graduates who can carry out independent research that contributes to knowledge and scholarship. The realisation of this objective is assessed through the quality of the dissertation as the final output of the training process, which is judged against general academic standards relative to the time allowed for completion of the dissertation.

Students who enrol on the PhD programme, but for whom it is established at some point that they do not meet the requirements, may exit with an MPhil degree. Although it is possible for an MPhil dissertation (50,000 words) to represent a significant scholarly contribution, the more comprehensive kind of research project required for the PhD would generally be considered a necessary preparation for an academic career in the discipline, and would also be a prerequisite for some non-academic careers. Candidates who obtain the MPhil are also equipped for careers which involve independent research work, but their immediate opportunities may be limited, for example, by a lack of direct experience of fieldwork and more limited practical experience of other aspects of research work in social anthropology than candidates who have completed a PhD. It may, however, be possible for a graduate with an MPhil to acquire further research experience on the job in subsequent employment, thereby enhancing his/her professional standing.

Training programme. PhD students undertake a training programme to equip them to design, implement and report on a research project. Training covers both techniques for the collection of data and techniques for the analysis of data, with the latter embracing questions of the relationship between general and comparative theories and empirical research, with an emphasis on empirical research through ethnographic fieldwork. In addition to questions of theory and method in research, the programme trains students to practice their research in an ethical manner and to reflect on issues of representation of the results of research in different genres of academic writing and other media.

Details of course units that PhD students must take can be found later in this handbook.

2.2. PhD in Social Anthropology with Visual Media

The degree programme PhD in Social Anthropology with Visual Media aims to promote substantially innovative work on the use of visual and/or audio media in anthropological research. Candidates will conduct a substantial ethnographic research project which will also involve an original use of audio and/or visual media in the analysis and representation of social and cultural life. Typically, these audio-visual media, used either singly or in combination, include film, photography, sound recordings and/or drawing. Other media may be used but advice should be sought from the supervisory team and PGR committee. A variety of lengths, types and combinations of media are possible, producing results that, for example, may be as short as a single film of only a few minutes duration or, in contrast, be a single film or a series of short films that combined are no longer than 120 minutes in length. Still images must not exceed fifty in number and the total length of any sound recording(s) must be no more than 60 minutes.

To satisfy the aims of the programme, the audio-visual component of the project must be more than a simple accompaniment to the text. These media should be integral to and integrated into the ethnography, ideas and arguments in the thesis and not treated separately. There must be an integral and necessary relationship between the type and duration of media and its use and presentation in the project and the textual aspect. Therefore questions of ethnographic representation, ethics, and the relationships between different media, including text, must be central to the analysis and argument of the thesis.

Students on this programme will have the opportunity to acquire technical skills in the research applications of audio and visual media not possessed by researchers trained in social anthropology alone, which will equip them for specialised academic and non-academic careers. They will also be able to conduct other kinds of research in anthropology and related fields through the broader theoretical and methodological training that they receive. This PhD programme is therefore specifically, though not exclusively, directed towards candidates seeking academic careers in anthropology.

The following networks may be useful in developing an awareness of the research communities and their activities with audio-visual media:

<http://www.visibleevidence.org>

EXPERIMENTALRESEARCH@JISCMail.AC.UK

soundimageculture@gmail.com

sos@schoolofsound.co.uk

The addition of an audio-visual element requires significant time and effort. In recognition of this, the word length for the written thesis for this programme is reduced to 60,000 words (compared to 80,000 for the standard PhD).

3. Programme Structure and Research Training

3.1. Overall Programme and Final Submission Deadline

The normal programme for full-time PhD students starts with about one year pre-fieldwork training during which they take a number of modules and prepare a research proposal (see below). If their work reaches the required standard after this time, they are approved to leave for fieldwork and to progress to year 2 of the programme.

They then undertake fieldwork, usually of 12 months duration, but subject to approval of up to 18 months, depending on individual circumstances. Sometimes students first spend a period learning a foreign language, especially a so-called "difficult language", or certain technical skills. Time can be reserved for such activities in consultation with supervisors. Fieldwork itself is usually conducted in one block of time but other arrangements, where blocks of fieldwork are interspersed with other components (e.g. a study visit to another academic institution, an analysis and writing period) are possible. In all cases, the timeline should be carefully planned. This is one of the topics to discuss in detail with your supervisors throughout the pre-fieldwork period. If fieldwork is conducted in a block of one year students normally complete it by the end of year 2. They are then expected to attend the Postgraduate Research Seminar for another two semesters and will spend one year writing up the dissertation (with another year possible in 'Submission Pending' status).

PhD students normally register for three years. Most funding bodies allow three years in total for the completion of a full-time PhD (or six years part-time). At the end of this time, students can apply for a period of 'Submission Pending' registration for up to six months in the first instance, extendable for a further six months upon a second application (see below). The fee payable during this period is nominal. After this time - i.e., four years - a student loses all rights to use University facilities and also forfeits the right to continued supervision.

In practice this means that the absolute final time limit for the submission of a full-time PhD is **FOUR YEARS** - or seven years part-time.

Although it is usual for students to begin their study programme at the start of the academic year, in September, it is possible in exceptional circumstances to begin in either January or April. In this case, special arrangements need to be made to ensure that the student can complete our training requirements.

3.2. Submission Pending Period

'Submission Pending' refers to the period where a student has completed all supervised research and is preparing the thesis (possibly including audio-visual media) for submission. PhD students who have not submitted their thesis within three years are required to apply to register for the

Submission Pending period. Students will be required to pay a Submission Pending fee (in 2021-2022: £225). The total maximum period allowable for submission pending is one year.

Students registered for the submission pending period will be entitled to some use of University facilities including library and computer access. In Social Anthropology, supervision generally continues as normal during this period, but when students should come to an agreement with their supervisors about the frequency and duration of meetings in this period.

3.3. Extensions and Interruptions to the Programme

The four-year period does not include formal interruptions of registration or extensions.

Extensions to this time limit can be negotiated where a student has medical or other personal problems. Extensions may also be granted for learning a difficult foreign language, or, in the case of the PhD with Audio-Visual Media, where a film is involved (extensions on these grounds must normally be agreed at the start of the programme and may involve paying extra fees).

Registration can also be interrupted for a defined period – for example, in the case of a long illness or family bereavement – which is then added to the four-year limit.

See below on interruptions and extensions.

3.4. Residence in Manchester

Attendance at core training course units in Year 1 (see below) is compulsory and we normally expect students to attend at least two semesters of the weekly Postgraduate Research Seminar after their return from fieldwork. Unless registered for a split-site PhD, students are expected to adhere to University residency requirements, which require students to be resident in Manchester for a minimum of 18 months of the 36 months' registration of the PhD programme.

3.5. Language Learning

For some PhD students, learning a foreign language is a necessary preliminary to fieldwork, and this too forms an integral part of pre-fieldwork training. For many major world languages, courses are available at the University, which students are free to attend. In the case of other languages for which published teaching material is available, Social Anthropology provides what support it can in helping the student to locate materials and, if possible, to locate a suitable teacher. For some languages, however, there is no other way to learn except in the field, and an interruption of or extension to the period of fieldwork leave may then be recommended to allow the incorporation of language learning into the overall field research programme. As explained above, some students can apply for a funded period of language learning as part of their scholarship.

3.6. Part-Time Study

Part-time study is on a 50% basis. By that logic, students take double the time for everything, except for the submission pending year, which remains 1 year maximum. Hence, about two years of pre-fieldwork training, with attendance of compulsory training course units (and any other optional course units)—listed below—structured subject to agreement between the student and supervisors and the PhD Programme Director. It often makes sense to take at least Issues in Ethnographic Research 1 and 2 in the first year. Part-time students are encouraged to attend the Postgraduate Research Seminar in both years, if they can, as it is always a useful forum and helps a part-time student to keep in touch with peers, but it is recognised that this may be impossible. In any case, the course unit would only be subject to one assessment. It often makes sense to do the assessment in year 2, even if the course unit is attended (or "audited") in year 1. All this can be adapted to suit individual circumstances, as long as the compulsory course units are completed. Students should make sure that supervisors, the School Postgraduate Office and the seminar convenor know whether the course unit is being audited or taken as an assessed course unit.

Like all other PhD students, part-time students are strongly encouraged to attend the Social Anthropology Research Seminars, normally held on a weekly basis.

3.7. Supervision

Every student has two supervisors. The main supervisor is a member of staff in Social Anthropology. In addition, all students are assigned a second supervisor, usually also a member of staff in Social Anthropology, but sometimes based in another department or University (see NWSSDTP above). In some cases, students have two 'co-supervisors', each of which is responsible for 50% of the supervisory work.

For details on organisation of supervision, see Section 5 on Supervision below.

3.8. The First-year Training Programme

My Manchester

My Manchester is the central on-line portal that provides you with access to your e-mail, your library account, examination information, your timetable, marks, details about your course units, etc. It also allows registration for course units, training, workshops, ethics application and links to all University Policies and Procedures, some of which are referenced further on in your handbook. <https://my.manchester.ac.uk/uPortal/f/u201s14/normal/render.uP>

When you access your student portal as a new PhD student, you may see a long list of course units. Of those, the only compulsory ones are those mentioned below. Consult your supervisor if in doubt.

All first-year PhD students (full-time) are expected to attend these **course units** in both semesters: Postgraduate Research Seminar and Issues in Ethnographic Research. They should also attend the regular **Social Anthropology Research Seminars** and other seminars and workshops organised within Social Anthropology which are relevant to their interests.

The programme of organised research training in the first year is accompanied by sustained **work on a detailed pre-fieldwork research proposal with your supervisors**. Usually this is mainly done with the first supervisor. You may also work on aspects of research design with your second supervisor, if s/he has special expertise in certain areas. Work on the pre-fieldwork research proposal aims to equip students with knowledge of literature relevant to their topic and to refine project design and methodology prior to embarking on the research. Progression after Year 1 on the PhD programme—and thus to conduct fieldwork—is based on approval of a substantial pre-fieldwork research proposal in an oral examination ('viva'). See below for details on the pre-fieldwork research proposal and on its examination.

3.9. Compulsory Course Units

Although the Year 1 training programme does not award credits (as do 'taught' MA programmes), students *must* attend a set of course units and successfully complete the assessments, in order to proceed to further study. The compulsory course units are: Issues in Ethnographic Research 1 (SOAN70641), Issues in Ethnographic Research 2 (SOAN70652) and the Postgraduate Research Seminar (SOAN70940, runs across both semesters).

Only in exceptional circumstances can the Programme Director waive such requirements, e.g. when a student has completed an equivalent course unit at another university. If you believe this applies to you, speak to your supervisors. If they agree with your request, seek permission from the Programme Director.

Details on course units are provided later in this handbook.

3.10. Optional Extra Course Units

Students may, during the pre-fieldwork period, be recommended or required to attend other course units. They may also request to do so themselves. These may include, e.g., thematic or theoretical course units in the Department of Social Anthropology or beyond, and methodological and skills training modules for postgraduate students.

Details on some course units are provided later in this handbook.

If you would, in that way, like to 'audit' a course unit (i.e. take it without formal assessment), you must contact the lecturer to ask for permission and to obtain details on the requirements of your attendance/participation in scheduled seminars. Once approval has been given you will need to contact the Programme Administrator to enrol you on the course units.

Course units are offered across the **School of Social Sciences** (see <https://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/> for course units and timetables and [Postgraduate taught - School of Social Sciences - The University of Manchester](#) for course unit descriptions in PGT handbooks), and across the **Faculty of Humanities** (trainings on skills and researcher development at <http://www.humanities.manchester.ac.uk/pgr-handbook-soss/development/>).

Course units are also offered by the **North West Social Science Doctoral Training Partnership**, including course units at the University of Liverpool and Lancaster (see www.nwssdtp.ac.uk).

3.11. Essays and Dissertations: Format, Style, Word Limit

At research postgraduate level, we assume that students know how to write and present an academic essay. Essays should be well written in academic English using citations and references as required (most usually by the Harvard system of referencing in the Social Sciences). If in doubt about your skills, talk to your supervisor. Further guidelines on Plagiarism below.

Word limits

All pieces of assessed work are subject to prescribed word limits. Examiners are not required to read beyond the maximum word limit. There is no minimum word limit, but students should consider whether texts that fall substantially below the maximum adequately cover the topic. Word limits include the body of the text, plus footnotes, but exclude the bibliography.

3.12. Use of English in Essays and Dissertations

You should aim to write well, using academic English. Marks may be deducted if your written expression of any argument impedes the readers' comprehension of your meaning. If your first language is not English you should proofread carefully to ensure that the fluency of expression in the final versions of the essays, proposal, and dissertation is not impeded by incorrect usage of English. If you use the assistance of another person to proofread your essays and dissertation, then the substance of the text must remain your own work.

Note that it is *not* the responsibility of your supervisors to correct your English in essays, proposals or the final dissertation.

Students seeking help with use of English in writing should contact the University Language Centre: <http://www.ulc.manchester.ac.uk/english/academicsupport/>

3.13. Timetable of Deadlines

Submission of 1 st semester essays	05 February 2023 – To be confirmed
Comments and provisional marks back to students	Within 4 weeks after submission
Submission of 2 nd semester essays	21 May 2023? – To be confirmed
Comments and provisional marks back to students	After exam Board late June 2023
Submission of Research Proposal	Tuesday, 23 May 2023
Research Proposal examinations	Within 6 weeks after submission

3.14. Expected Turn-round and Feedback

Students can normally expect written feedback and provisional marks on their essays by the dates given above. Formally, marks are provisional until they are confirmed at the Social Anthropology and the School Examination Boards (usually late June).

3.15. Plagiarism

Plagiarism is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It also includes 'self-plagiarism' (which occurs where, for example, you submit work that you have presented for assessment on a previous occasion), and the submission of material from 'essay banks' (even if the authors of such material appear to be giving you permission to use it). A blatant example of plagiarism would be to copy another student's work. Hence it is essential to make clear in your assignments the distinction between the ideas and work of other people that you may have quite legitimately exploited and developed, and the ideas or material that you have personally contributed. This is done through proper and systematic referencing.

Some students who are not familiar with the conventions of academic writing in the UK higher education system sometimes commit **plagiarism** without realising they are doing so. This can have severe consequences, so carefully read guidance on plagiarism and consult with your supervisors if you are not sure what it means or how to avoid it.

See <http://subjects.library.manchester.ac.uk/referencing>

See the School Research Student Handbook for further information.

<https://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/intellectual-property/>

Progressing through the PhD Programme

4.1. Progress from Year 1 to Year 2

A student can progress from Year 1 to Year 2 (full-time students), subject to the submission and approval of a proposal for research to be conducted within the framework of the doctoral programme (see below for details). Work-in-progress on the proposal usually also forms the basis for a presentation by the student in the Postgraduate Research Seminar, and performance in the seminar is taken into account in assessing the student's readiness to proceed.

If approval for progress is in doubt, supervisors may recommend that students work towards an MPhil thesis instead (of the lower word limit of 50,000 words). Please consult the School Handbook for details of Progress and Review:

<https://www.humanities.manchester.ac.uk/pgr-handbook-soss/programme/progress-and-reviews/>

4.2. Preparation, Submission and Examination of Research Proposals

By the end of Year 1 of study (or Year 2 for students registered part-time) all students embarking on research towards a PhD will be required to submit a written research proposal. This is prior to undertaking any fieldwork.

The proposal should take the form of a paper of **12,000-15,000** words. The submission deadline is **Tuesday 23 May 2023**, at 14h00.

The proposal should be submitted on-line. Students upload it as part of the Annual Review procedure on the 'eprog' system. See sections above on format, style, use of English and plagiarism in relation to submitted written work.

The research proposal should include these basic components (not necessary as separate parts of the proposal):

- Lines of inquiry the research will pursue, and the expected contribution of the results of the study to anthropological understanding.
- A set of key research questions of the study, preferably hierarchically organised.
- A critical review of selected relevant bodies of literature, both theoretical and empirical, pertaining to the research topic.
- A discussion of methodological aspects of the research, detailing the kinds of primary ethnographic material to be assembled, how it will be obtained, and how it will be

analysed. Clearly, this should correspond tightly to the research questions: these research methods in these settings should be appropriate to find answers to the questions asked. Include practical issues, including access (e.g. to the field site or to the other relevant sources of data) and any special requirements (e.g. language learning) for fieldwork in the area envisaged.

- A statement on ethical issues raised by the research and how the candidate will address them (in addition to the compulsory ethics review, conducted separately on-line, see below).
- A schedule of work (timetable) for the fieldwork period and a budget.

Students could treat each of the above components as a separate piece of work, developed in different periods during Year 1. For example, a comprehensive literature review is likely to consist of several smaller reviews or different subfields of published study. Work towards such smaller drafts is useful to structure preparations during Year 1, including supervision discussions. These drafts, or parts of them, can then be assembled, along with brief introductory and concluding sections, and revised as appropriate, to form the complete pre-fieldwork research proposal.

The proposal is assessed in a 'viva' (oral examination) by a panel consisting of two examiners (staff in Social Anthropology, not supervisors), allocated by the Programme Director. Examiners will contact the student to set the date for this viva. While students cannot themselves choose a date, we do try to accommodate student requests. The viva takes place maximally 6 weeks after submission. Where possible, we seek to complete them before the end of June.

Following the viva, the examiners will prepare a joint written report whose contents will be disclosed to both the student and his/her supervisors. The report includes a recommendation regarding the student's readiness to proceed with the proposed research. If preparations are considered to be insufficient, in most cases the student is required to revise and resubmit the proposal within a certain time period. This may entail another viva or not. It is also possible for the examiners to recommend that the student should not proceed with the PhD. The appropriate course of action is determined in consultation with the supervisors and the Programme Director.

Permission to start fieldwork and progress to Year 2 can only be granted by the School of Social Sciences (see below) after it has received a copy of the report and confirmation from Social Anthropology that the student is ready to embark on the fieldwork part of the programme.

4.3 Ethical Approval

Any research with human subjects must get ethical approval from the University. This is normally done around the same time as or shortly after the pre-fieldwork viva where you will be examined on your proposal. This requires precise research design including detailed methodological plans: The University Ethics Approval system is on-line. It includes a Risk Assessment. Please see the Research Governance, Ethics and Integrity website for more information.

<http://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/research-ethics/>

The on-line system provides a generic template for approval by the School of Social Sciences. If your project falls within this template, and if you prepare everything as required, approval is usually granted within a few weeks. If your project falls outside the template (for example, because you plan to work with people deemed to be vulnerable) your request for ethical approval will be reviewed by the University Research Ethics Committee (UREC), which may take several months and involve an interview with the Ethics Committee to be attended by you and your supervisor.

Preparation for the ethical review of your fieldwork plans is a major priority in your first year. It involves on-line Research Integrity Training and discussions and work in research training modules. It is also a key concern in consultations with your supervisor(s), several months in advance of the planned start of fieldwork.

4.4 Approval of Fieldwork

Students whose proposal has been approved after a viva in the Department of Social Anthropology will then to complete a School Fieldwork Application Form:

<http://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/fieldwork/>

This form will need to be filled in by you, approved by your supervisor and sent to Ann Cronley in the postgraduate office (can be completed electronically).

To summarise, students can start fieldwork after having completed these 3 conditions:

- a)** they were cleared to start fieldwork on or after the examination of their pre-fieldwork research proposal on a viva (Social Anthropology)
- b)** they obtained ethical approval (via the on-line system, and including a Risk Assessment)
- c)** they obtained fieldwork approval with the relevant form (School of Social Sciences)

4.5 During Fieldwork

During the period of fieldwork (normally Year 2) you are not required to attend any events at the University but students must keep in regular touch with their main supervisor. This is normally done by sending reports at stipulated intervals (often monthly) to describe progress and to discuss emerging issues. If it is possible, the main supervisor may visit a student during fieldwork. Contact with second supervisors during fieldwork varies but is often minimal. It should be arranged individually prior to departure.

Fees are payable at the normal rate to the University whilst a student is on fieldwork. The current rate can be checked with the Student Services Centre prior to departure. Students will be able to

register on-line as normal while they are on fieldwork or prior to leaving. Fees can also be paid on-line or at Student Services.

4.6 After Fieldwork

Following their fieldwork period(s) students return to the department to devote at least one year, but not more than two, to the analysis of their material and the preparation of the thesis, including any audio-visual media. They work closely with their supervisors according to an agreed work plan.

Post-fieldwork students are required to attend two semesters of the weekly Postgraduate Research Seminar, at which they present aspects of their research and discuss the work of others. This is a forum for peer discussion.

In addition, we expect PhD students, both before and after fieldwork, to participate regularly in the Social Anthropology Research Seminars for staff and postgraduates.

4.7. Incorporating Audio-Visual Material into the PhD

University regulations allow audio-visual materials to be submitted in support of a PhD manuscript. This is relevant to the PhD programme in Social Anthropology with Visual Media. The overall programme of study is the same as for the normal PhD during the pre-fieldwork year, with one important exception: it is normal for the division of labour between the main and second supervisors of a student studying for a PhD with Visual Media to be more equally divided than is normally the case for the standard PhD. This is because such students require supervisory expertise in audio-visual media *and* expertise on the theme they wish to research, and the two do not always come together in one member of staff. It is particularly important that explicit arrangements for supervision are made during the first supervision panel meeting, detailing the number of meetings students can expect to have individually with each member of the supervisory panel, and the number of meetings students can expect to have jointly with the panel. Also the panel should discuss what type of training will be needed and how it will be provided, paying particular attention to audio-visual media.

During fieldwork, the student will use film, photography, sound recording, drawing or another medium in addition to conventional research techniques. However the supervision meetings are divided, students on this programme can expect to have the same amount of supervisory meetings as other students.

In the post-fieldwork phase, the student may use the facilities of the Granada Centre for Visual Anthropology to work on film, photography or sound material shot in the field, and may receive additional training in post-production techniques from their supervisory team or an assigned tutor (see below). Candidates for this programme submit a shorter thesis (of 60,000 words),

accompanied by audio-visual material. Requirements will vary according to the nature of the project, which might, for example, involve a multi-media presentation on CD or DVD, or a film of maximum 120 minutes duration. Students who wish to submit a thesis of more than 60,000 (plus audio-visual materials) must apply for special permission to exceed the limit.

Please note: this programme demands that the audio-visual component of the project be more than a simple accompaniment to the text. There must be an integral and necessary relationship between the type of media and its use and presentation in the project and the textual aspect. Therefore questions of ethnographic representation, ethics, and the relationships between different media, including text, must be central to the analysis and argument of the thesis.

4.8 Technical Instruction and Technical Support for the PhD in Social Anthropology with Visual Media

Technical instruction in the use of film, photography and sound recording media for the purposes of anthropological research is available via the practical, workshop elements provided in the following course units, as part of the MA in Visual Anthropology programme: 'Ethnographic Documentary', 'Images, Text and Fieldwork', 'Elemental Media: Documentary and Sensory Practices', 'Beyond Observational Cinema'. Training in research design for audio-visual media and ethics is provided in the course units 'Images, Text and Fieldwork' and 'Elemental Media'. Students should consult the course unit descriptions in the MA in Visual Anthropology Handbook with their supervisory team to identify those elements of training that would be necessary and beneficial for their research. There may be cost implications for PhD students taking these course units. Students with scholarships can meet those from ESRC and SoSS sources of funding (the Research Training Support Grant, RTSG). These implications should be discussed with supervisors before registration for the course units.

Generally, it will not be possible for students to take these course units for assessment, but only as 'auditors'. There may then be some limitations on access to equipment that is primarily for the use of students formally enrolled on these course units. It should be possible however for students to get feedback on any work produced for these course units from their supervisory team or tutor. Time spent doing these course units is accounted for as part of the normal pre-fieldwork PhD schedule.

Besides these course units, technical instruction in the functions of those film and still cameras, sound recorders and editing software stored by the Granada Centre for Visual Anthropology is available via the regular 'clinic' provided by technician Rachel Fox provides. Contact her on rachel.fox@manchester.ac.uk for details on availability and the times of these clinics.

Access to equipment and to the editing facilities of the GCVA 'Film Lab' for the purposes of fieldwork and post-fieldwork editing will be managed by Rachel Fox and the director of the GCVA through a booking system that works around the resource demands of intensive teaching periods. It is therefore recommended that you contact Rachel Fox as far in advance as possible to request

equipment and time in the editing facilities. Please note that equipment will have to be returned according to the booking schedule in order to allow other students access.

Details and questions relating to this support system will be addressed annually by the director of the GCVA and the manager of the Film Lab, at a welcome meeting, held during the period of PhD registration.

4.9 Editorial Support for the PhD in Social Anthropology with Visual Media

Supervision for the audio-visual media elements of the research project is generally provided within the supervisory team, but extra advice may be provided by a specialist from the Granada Centre for Visual Anthropology, as a 'tutor' member of the supervisory team.

The role of the tutor is to guide students in the identification and presentation of relevant audio and/or visual material as an integral and necessary element of the dissertation. It is therefore to be directed by the first and second supervisors of the project who need to agree, along with the student, to any work plan. Therefore, tutor support does not replace supervision of the project but rather helps to enhance the ethnographic qualities, narrative coherence, conceptual capacities and strengths of anthropological argument of relevant media materials. Tutor support will be allocated by the supervisory team and focus primarily on areas of film, photography and sound.

Monitoring of the progress of tutor support for audio-Visual media will be via the eprog system and will usually involve a combination of face-to-face and virtual (on-line) meetings. These are organised on a case-by-case basis but would minimally involve three or four meetings a year.

Further feedback and support during the editing stage of the PhD is available via the 'Fieldwork and Filmwork' series of work-in-progress presentations attended by staff and PhD students.

5.0 Supervision and Monitoring Student Progress

5.1 Supervisory Practice

The responsibilities of students are:

- to meet and consult with supervisors to discuss work and review progress
- to submit work for comment according to agreed schedules
- attend/complete all mandatory training components
- to complete online attendance, progress and training forms (eProg, see below)
- to check their university email account regularly
- to ensure that supervisors know how to get in touch if away from email for any extended period of time

The responsibilities of main (or 'first') supervisors are:

- to make themselves available for meetings and/or consultations with students in a timely manner to discuss students' work and review progress
- to provide oral or written feedback on work submitted by students (e.g. literature reviews, a draft research proposal, draft chapters, audio-visual components, etc.) on agreed timescales
- to provide oral or written feedback on one full draft of the doctoral dissertation, whether a text of 80,000 words or a text of 60,000 words with audio-visual components (this is expected of *both* supervisors)
- to advise students on skills training
- to complete online attendance, progress and training forms (eProg, see below)

Every PhD student is assigned a supervisory team when s/he first registers. This consists of: the student's main supervisor, a second supervisor and the Programme Director, who oversees the degree. In some cases, they are joined by a 'tutor' for audio-visual editorial support (see 4.9.).

Duties of doctoral supervision continue throughout any periods of research leave a member of staff may have. This often occurs via online communication. In the guidelines below 'meetings' should therefore be understood as consultations. Often they are expected to be face-to-face, but in some periods they may be conducted online. It is important for students and supervisors to make clear arrangements about this in advance.

Both supervisors and the student are expected to meet for one "supervision panel" per semester (not in fieldwork periods). In these panels, they discuss the student's work, progress and training needs, and they make arrangements for the organisation of supervision and the distribution of tasks between supervisors.

The main supervisor has the most contact with the student and is responsible for overall supervision of the student's progress. As a standard, during their time in Manchester, students can normally expect up to 12 meetings a year over two teaching semesters. However, the needs of students vary according to the stage of study, with pre-fieldwork preparations, fieldwork, and

writing up often requiring different arrangements. In practice, students often meet less frequently in some periods and more frequently in others.

The second supervisor is often a member of staff with expertise in one particular area of interest of the student. Her or his role is to participate in the two yearly "supervision panels" to discuss progress, and to give advice from time to time, as appropriate. By agreement with the main supervisor, additional meetings on specific issues can be organised with second supervisors. If students meet their second supervisor individually to work on particular components of their work, that meeting will normally replace their usual meeting with their main supervisor (i.e. a total of up to 12 supervision meetings over two semesters). The exact involvement of second supervisors varies and much of it depends on the particular stage of the project, its particular requirements, and her/his specific expertise (see 4.7 above with details on supervision with regard to audio-visual components).

Please note that the frequency and quality of doctoral supervision that students can expect depends to a very large extent on the frequency and quality of the work they submit to their supervisors for comment.

Overall, supervision tends to vary considerably according to the stage of study:

Supervision before fieldwork

Early on, students have a meeting with their "supervision panel", i.e. both supervisors, to assess training and development needs, and agree on organisation of meetings for the semester with the main supervisor and any further meetings with the second supervisor if deemed necessary. The schedule for the pre-fieldwork period agreed upon normally includes an approximate set of literature reviews to be submitted and commented upon, an approximate date for the submission of a draft research proposal for comments, planned start and end dates of fieldwork and, if relevant, any period required for language study. One more such three-way meeting is held in the second semester.

Supervision during fieldwork

During fieldwork, contact with supervisors varies according to circumstances and needs. A schedule for field reports (often monthly) is agreed between the student and the main supervisor. Reports at agreed intervals allow students to step back from the everyday activities of fieldwork, reflect on progress and original aims, and on what to do next. If it is possible, the main supervisor may visit a student during fieldwork. Contact with second supervisors during fieldwork varies but is often minimal. Arrangements should be made prior to departure. Students may agree to send reports to one or to both supervisors, but during fieldwork it is usually only the main supervisor who communicates with them.

Supervision after fieldwork

Shortly after return from fieldwork a "supervision panel" is held to make preliminary plans for regular meetings with the main supervisor, and possibly for further meetings or email consultations with the second supervisor. Another supervision panel meeting will be held about six months after this. In the post-fieldwork period, after a few initial meetings with

the main supervisor, meetings are often structured around the submission of draft chapters. This means their frequency varies, with, again, an expectation of up to 12 meetings over the two semesters. In practice you may meet less than this, or more. This is partly because in Social Anthropology, supervision generally continues as normal during the period of 'Submission Pending' (i.e. Year 4), although this is not a requirement in the University. When entering this phase students should agree with their supervisors about the frequency and duration of meetings.

Over the post-fieldwork period, main supervisors are expected to give oral and/or written feedback on draft chapters and on audio-visual materials submitted, on a reasonable and agreed timescale. Normally, second supervisors do not routinely give feedback on every draft chapter and/or version of audio-visual components, but they may agree to do so in the case of selected chapters depending on expertise. All supervisors (first and second) are expected to read and comment on one full draft of the dissertation, whether a text of 80,000 words or a text 60,000 words with audio-visual components. Advance arrangements for the timing of this should be made.

Some students have 50/50 co-supervision arrangements. In such cases a proportionate division of labour, with the same total amount of expected meetings, is organised on the first meeting of the "supervisory panel". Later panels can be used to revise and fine-tune this.

6.2. Student concerns about supervision / Change of supervisor

Students who have concerns about their supervision arrangements should normally address these first with one or both of their supervisors. If this seems difficult they should contact the Programme Director. If this person is your supervisor and/or you wish to see someone else, contact the Head of Department. You can also contact the Programme Administrator for advice.

This also applies to cases where students wish to change supervisor(s). Additionally, any change of supervisor requires a Special Permissions form to be filled in and has to be ratified by the School. The form can be found at

<https://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/programme-changes/#d.en.551325>

5.3. Monitoring of progress

Monitoring of progress occurs on eProg (see below), according to School policy

<http://www.humanities.manchester.ac.uk/pgr-handbook-soss/programme/progress-and-reviews/>

The **mid-year review** eProg form is filled in by students and their supervisors, and signed off by the Programme Director. For most students it is normally due around March.

The **annual review** eProg form is more comprehensive. For most students it is normally due in June. Students fill in the form and upload a written piece of work. This is read and commented upon by 'external reviewers' and then by supervisors. External reviewers are academic members of staff in Social Anthropology but not the student's supervisors. Year 1 students submit their research proposal, which is orally examined by two reviewers. At the end of Year 2, students are normally still on fieldwork and the review is conducted by the Programme Director on the basis of a concise fieldwork progress report. At the end of Year 3, students normally submit a draft chapter or an annotated outline of the planned PhD dissertation, which is assessed by one external reviewer.

Students who enter the Submission Pending Period (effectively Year 4), and their supervisors, fill out **progress reports** every three months.

5.4. eProg

eProg is a University-wide system for postgraduate researchers to monitor progression and training activities. It works through an online platform accessible to academic staff and their PGR students, from the point of registration to thesis examination. The system also provides access to a catalogue of skills training activities across the University.

eProg can be accessed via My Manchester. It is made up of the following components:

- Personal timelines: visual representation of key milestones of study programme.
- Progression: list of milestones and training activities with deadlines and links
- Online forms: progression forms tied to individual milestones, such as mid-year reviews, annual reviews and progress reports in the submission pending year
- Skills training: information and booking on courses and training events across the University; view courses you are registered for or have attended
- Help and support: how to use eProg and links to online training (in Blackboard)

For further information about e-prog please see the School Handbook

<http://www.humanities.manchester.ac.uk/pgr-handbook-soss/programme/progress-and-reviews/>

For queries related to specific milestones on your programme, please email ann.cronley@manchester.ac.uk For queries relating to eProg please contact eprog@manchester.ac.uk

5.5. Interruptions and Extensions: How to Apply

A student may be permitted to interrupt or extend his/her programme **only under specific approved circumstances**. For full details about this, see the University's [Policy on Circumstances](#)

[Leading to Changes to Postgraduate Research Study](#). This document includes a list of circumstances that are normally considered good reasons for interruption of extension.

An **interruption** means the suspension of studies. During an interruption, a student is not expected to continue his or her studies or to receive supervision. During an interruption 'the clock stops' in terms of calculating how your final submission deadline.

An **extension** entails an approved extension to the normal duration of the programme.

Application forms are available at [Changes to your programme - Faculty of Humanities - The University of Manchester](#)

Under all circumstances, students must keep supervisors informed about their time schedule. This is especially important if encountering problems.

5.5. Examination

Upon completion of their dissertation, PhD candidates are required to attend an oral examination about the thesis and matters relevant thereto. The candidate may also be required by the examiners to undergo a written or other examination. Oral examinations are normally held in the University at times when the buildings are officially open. The notice of the time and place shall be published in such manner as may be prescribed.

Further information about submission of your thesis and examination can be found at: <http://www.humanities.manchester.ac.uk/pgr-handbook-soss/programme/thesis-submission/>

5.6. Length of Thesis

The normal length for a PhD thesis is max. 80,000 words. This maximum length includes footnotes, but excludes bibliography, filmography and appendices. This limit can be exceeded only in exceptional circumstances and only with advance approval.

For the PhD in Social Anthropology with Visual Media the limit is 60,000 words. This is usually accompanied by a 40 minutes film, although requirements will vary according to the nature of the project, which might, for example, alternatively involve a multi-media presentation on CD or DVD. Students who wish to submit a thesis of more than 60,000 (plus the visual materials) must apply for special permission.

The normal length for an MPhil thesis is 50,000 words. This maximum length includes footnotes, but excludes bibliography, filmography and appendices.

6. Funding Sources for Students

Funding within Social Anthropology and the School of Social Sciences

A limited set of funds is available to support, for example, presentation of work at conferences or workshops, fieldwork expenses, book purchase etc. PhD candidates who have been awarded studentships can apply for such extra financial support as part of their funding package. In addition, all registered PhD students are eligible to apply for limited funds to attend conferences/workshops for paper presentation and/or to organise a workshop/master class themselves. These opportunities are advertised at set times during the academic year by the Programme Director, who also administers these funds.

Financial Hardship

Prospective students must identify their source(s) of funding prior to registering at the University confirming that they will have sufficient funds to complete their programme of study. However, each year the Government gives the University a sum of money for the Access to Learning Fund (ALF) to enable it to help students who need extra financial support due to unexpected costs or personal circumstances. If you qualify for a payment from the Fund, it will not usually have to be repaid. All registered Home (UK) postgraduate students are eligible to apply; unfortunately EU students and overseas students are not eligible. Details are available from the Student Services Centre on +44 (0) 161 275 5000 or by email at ssc@manchester.ac.uk or alf@manchester.ac.uk. See also

<http://www.studentnet.manchester.ac.uk/crucial-guide/financial-life/funding/financial-support-funds/access-to-learning-fund/>.

The Radcliffe Brown Memorial Fund

This fund is administered by a joint committee of the Royal Anthropological Institute and the Association of Social Anthropologists. It assists students in the final stages of PhD thesis preparation (usually during the last 3 months). Usually, no grant will exceed £500. There are two rounds of application per year. See the website of the Royal Anthropological Institute for information.

The Emslie Horniman Anthropological Scholarship Fund

This fund, administered by the Royal Anthropological Institute, provides grants of up to £4,000 to support postgraduate fieldwork (especially outside the UK). See the website of the Royal Anthropological Institute for information.

University funding information:

<http://www.humanities.manchester.ac.uk/pgr-handbook-soss/funding/>

3.16. Teaching Assistants (TAs)

Many postgraduate students in Social Anthropology are employed for certain periods as teaching assistants, usually after completing fieldwork. This involves running tutorial groups of students

on undergraduate course units, providing feedback and marking essays. Apart from providing valuable teaching experience, this can provide a useful source of additional income. PhD students can normally serve as tutors only up to a maximum of 3 hour-long classes per week. An application procedure is a place (starting in the previous academic year), as is extensive and compulsory training. See

<http://www.humanities.manchester.ac.uk/pgr-handbook-soss/development/teaching-opportunities/>

4. Course Unit Outlines

All PhD students in Social Anthropology are expected to attend these **course units**:

- Issues in Ethnographic Research I
- Issues in Ethnographic Research II
- Postgraduate Research Seminar (four semesters; normally 2 in the pre-fieldwork period and 2 in the post-fieldwork period)

Although the PhD programme does not award credits for this (your official status on them will be 'audit'), attendance of those course units and fulfilment of their assessment requirements is a compulsory part of our PhD programme.

Students should also attend the regular Social Anthropology Research Seminars and other seminars and workshops organised within Social Anthropology which are relevant to their interests.

Additionally, in consultation with their supervisors, students may register (as 'auditors') on any course unit across the university or beyond that they consider useful in preparation for the student's research project. This may include the research training methods in the social sciences listed below.

You can view course materials for all course units that you are registered for on Blackboard, Blackboard, the eLearning delivery system. Access it through <http://my.manchester.ac.uk/>

SOAN70641 - Issues in Ethnographic Research 1

Compulsory module in Year 1

Tutor: Professor Karen Sykes

Length of Course Unit: Semester 1

Mode of Teaching: Lectures/seminars

Mode of Assessment: One 4000-word assessed essay

Credit Rating: 15

Aims

Issues in Ethnographic Research 1 provides a forum for critical reflection on the practice and the writing of ethnography and its place in anthropology today.

Intended Learning outcomes

At the end of the module students will be able to construct a coherent outline of an anthropological research problem, to formulate a set of research questions and sub-questions suitable to be explored through ethnographic research, to specify concrete research methods that are likely to lead to answers to those questions, and to develop strategies to deal with ethical issues that this research may raise.

Information

The course unit is oriented towards designing problem focused research using ethnography.

Course Unit Content

Although there are handbooks detailing research methods for ethnographic studies, most anthropologists would agree that it is very hard to actually sum up and transfer such qualitative techniques in the same way as one could teach, say, survey methods. Carrying out ethnography research, it seems, is a bit like learning to ride a bicycle: no matter how often and how attentively you would read the manual, if there was such a thing, you'd still have to get on your two-wheeler to actually learn cycling. Moreover, the actual advice on how to cycle that you might receive from other, more experienced cyclists would be strongly dependent on the traffic (i.e. context) you are thinking of entering. Therefore, this is not a methods course but a forum for discussing what most anthropologists would see as a, if not the, core aspect of their disciplinary identity: ethnography. Since most students will already be familiar with what ethnographic research entails, the module looks at a set of particular contemporary debates on doing and writing ethnography, including the difficult questions as to where the line between those two lies. The conglomerate of activities that are involved in doing and writing ethnography is a complicated, sometimes contradictory and always messy whole, the result of which is usually expected to be a relatively coherent text. The questions we address in this module converge largely on the process that leads from the first to the second. This means developing an awareness of implicit assumptions, power relations, practical short-cuts, representational mechanisms, ethics and a range of other issues that arise when anthropologists do and write ethnography.

SOAN70652 - Issues in Ethnographic Research 2

Compulsory module in Year 1

Tutor: Prof Karen Sykes

Length of Course unit: Semester 2

Mode of Teaching: Lectures/seminars

Mode of Assessment: One 4000-word assessed essay

Credit Rating: 15

Aims

- to offer the opportunity to practice anthropological research methods and analysis and to encourage experimentation and reflection
- to address any recognised skills gaps
- to develop awareness of ethical and political issues in anthropological research specifically, and empirical social research generally
- to locate anthropological methods within social science research methodology and to explore underlying premises and the meaning of 'data'
- to foreshadow some of the issues that may arise in your own and future research
- to practice different genres of writing

Intended Learning outcomes

The course unit focuses on techniques for the collection, recording and analysis of data. It will address questions about the relationship between general theories and empirical research with a particular, but not exclusive, emphasis on ethnographic fieldwork. The module will raise 'foreshadowed questions' about the processes of ethnographic fieldwork such as access to 'the field', ethics, fieldnotes, issues of representation, dissemination and the different genres of academic writing.

Information

The course unit will be delivered in workshops which will rely on the active and full participation of the whole group. You will be set a series of practical and interconnected exercises. The workshops will be structured around your feedback from, and reflections on, these exercises. Wherever possible, you will connect the exercises to your own research interests and there will be the possibility to include some themes according to the needs of the group that have already been identified and the questions that arise as the course unit progresses.

Course unit Content

The second part of Issues in Ethnographic Research builds on the work you have done in the first part of the course unit. It aims to address in a practical way some of the issues you have already discussed and to examine the relevance of certain skills to your individual research projects. You may well question whether research methods can be taught. Isn't every research topic and context unique? Doesn't a great deal depend as much on the interpersonal relations that develop in 'the field' and on serendipity as on any type of careful preparations made in the (relatively!) safe environment of the academic department? When asked what advice should be given to students preparing for postgraduate anthropological research, one well-known anthropologist responded 'Think vaguely!' While remaining 'open' to what fieldwork might teach us, and while the needs and required skills of individual members of the class will necessarily vary, the premise of the course unit is that there are skills to develop and there is some usefulness in trying to anticipate what fieldwork might throw at you. Thinking through practice, and through the experience of others, should help to raise interesting questions. Developing a proposal, doing fieldwork and writing 'up' a thesis can be both a stressful and a rather lonely experience. At this pre-fieldwork stage, the course unit offers the opportunity to try out various methods and to consider their strengths and limitations in the company of, and more importantly, with the support of others.

SOAN70940 - Postgraduate Research Seminar

Compulsory module in Year 1 and Year 3

Tutor: Professor Karen Sykes / Dr Soumhya Venkatesan / Dr Anthony Simpson

Length of Course unit: Semester 1 and 2

Mode of Teaching: Lectures

Credit Rating: 15

Aims

The main aims of this course unit are to help students to develop their intellectual 'voice;' provide a forum for practicing presentation and communication skills; bring together theoretical and ethnographic literature, data and/or other resources to address a research problem; and to foster analytical and critical skills in students.

Intended Learning Outcomes

By the end of the course unit, students should be able to:

- Bring together data from a range of sources to address a particular research issue;
- Critically assess and constructively comment upon the presentations of others
- Present their own work to others in an accessible and coherent style, both orally and in written form
- Understand the relationship between ethnography, interpretation and analysis
- Understand how to effectively develop an argument
- Understand how to incorporate suggestions and respond to critiques in revising an academic paper.

Course unit Content

This is a seminar for all students taking the MA in Anthropological Research and the MPhil/PhD programme in Social Anthropology. It runs over both semesters. It brings together pre-fieldwork and post-fieldwork students in a collective forum. For pre-fieldwork students, it is an opportunity to engage with the work of post-fieldwork students and understand more about the relationship between defining a research problem and dealing with the data after fieldwork; it also provides an opportunity for students to present their research plans and rationale to more experienced students. Typically, for pre-fieldwork students, the presentation can be on a particular area of focus in the proposed research (rather than a complete research proposal). For post-fieldwork students, it is a chance to present parts of the analysis and results of their research amongst peers, and to work through intellectual, methodological and presentational issues using those means. Typically, for post-fieldwork students, the presentation is often the basis of a chapter in the thesis (rather than necessarily a complete and polished chapter). For all involved, it provides the chance to develop an intellectual discussion group that lasts throughout the year, encouraging the development of an environment in which often difficult and complex issues can be addressed, often from a range of different perspectives, and addressed towards a range of different regions and topics. The aim is to build constructive discussions between people at different stages of their research.

The Social Anthropology Research Seminar for Staff and Postgraduates

In these seminars visiting speakers are invited to present papers concerning their current research. The seminar is attended by both staff and postgraduates from Social Anthropology. The audience often includes staff and students from other disciplines in the University and from other Universities and institutions of higher education in the North-West.

Qualitative Research Methods (workshops run over semesters 1 and 2)

You may choose 5-credit QRM course units from the *Qualitative and Quantitative Research Methods Handbook*, available to download at the following link:

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/handbooks/>

Lecturer: Various School staff

Semester: 1 and 2

Total Teaching: 2 initial classes in the first semester (2 hours each); three short practical workshops (approx. one day each) selected from a range available; 2 concluding classes (2 hours each).

Credit rating: 15 (5 credits x3)

Assessment: Each workshop will be assessed separately in a form to be determined. The overall mark for the course unit will be an average of these three marks.

At the beginning of semester 1, this course unit, which is taught by a range of School staff, presents students with an overview of qualitative methods in the social sciences and then allows them to choose three workshops, each of which focuses on a specific approach or technique (e.g., discourse analysis, interviews, participant-observation, focus groups, evaluation research, life histories, archival research, content analysis). Workshops are spread over both semesters and may run more than once. Each workshop runs over two sessions and involves students in a practical exercise on which they individually produce a report or essay. At the end of the course unit in the second semester, there is a review session.

NB: from past experience, our students gain most from the course units that *least* overlap with anthropology and ethnography (e.g. the more quantitative or computing-based course units). This is because Social Anthropology trains all research students rigorously in ethnographic and related methodologies, and often students find they are being taught very similar material in the School's more ethnographic course units. Students are therefore advised to opt for course units that teach methods very different from standard ethnographic methods.

SOST70511: Introduction to Quantitative Methods

For full details see Qualitative and Quantitative Research Methods Handbook 2021-22. **Also available to download at:**

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/handbooks/>

Length of Course unit: Semester 1

Mode of Teaching: Lectures and practical classes

Credit rating: 15

Mode of Assessment: The course unit is formally assessed through completion of a research report (3000 words) based on the secondary analysis of survey data

Module Aims and Intended Learning Outcomes

The module aims to equip students with a basic grounding in the theory and methods of quantitative data analysis, focussing on the social survey. It is an introductory level course unit aimed at graduate students who have no or limited background in quantitative methods.

The module aims to:

Introduce you to the social survey as a key quantitative resource for Social Science research.

Introduce you to survey data, with consideration of the process by which variables in a dataset are derived from the survey questionnaire.

Introduce you to the role of random sampling in survey research – this will cover the theory that allows us to generalise findings from sample data to the wider population

Provide an understanding of different sampling designs, including their strengths and weaknesses

Provide basic training in the data analysis software package, SPSS

Provide basic training in the techniques of exploratory data analysis using SPSS to analyse 'real' social survey data.

Provide the skills required to carry out, interpret and report a secondary data analysis

Non-Assessed Work: 5 Weekly Exercises (based on practical classes 3 to 7). These should be submitted weekly (paper copy) They will be assessed by a tutor and returned during the following lab class.

N.B. These exercises will not contribute to your final course unit mark but provide you and us with valuable feedback on progress. Moreover, they cover all the techniques required for the main assignment and so should be considered as essential preparation for this work.

Teaching Methods

The module is delivered through a series of 11 lectures and 7 Practical classes (the practical classes running on the same day after lectures from week 4).

Reading

In order to reach a sufficient understanding of the concepts and techniques taught on this course unit you will need to do some background reading. No one book covers all of the material on the course unit comprehensively, and it is worth reading as widely as possible. Note also there is a lot of good stuff on the web: some examples are included below and direct links can be accessed from the 'reading and on-line resources' section of the Blackboard site.

5. Staff Contact Information

Information about academic staff, including their publications and current research projects, is available on the staff webpages

<https://www.socialsciences.manchester.ac.uk/social-anthropology/about/people/academic-staff/>

Staff are interested in the work of PhD students. Do not hesitate to use their office drop-in hours or to email them if you would like to discuss aspects of their work or yours and connections between them.

Other Administrative and Technical Staff:

Rachel Fox

Location: Arthur Lewis Building, G.29.

E-mail: Rachel.fox@manchester.ac.uk

Granada Centre Technical Support Office

Val Lenferna

PA to Social Anthropology Head of Department

Location: 4th Floor Arthur Lewis Building tel. 0161 275 4883 (Internal 54883)

Val.lenferna@manchester.ac.uk

6. Postgraduate Student Support

You can find many useful links to support services via the *Crucial Guide* <http://www.studentnet.manchester.ac.uk/crucial-guide/>

6.1. List of Useful Support Services

Counselling Service

University Place, Oxford Road

Telephone: 0161 275 2864

Fax: 0161 275 2281

Web: www.manchester.ac.uk/counselling

Opening Hours: Monday-Friday 9.00-5.00 (except public holidays).

The Counselling Service offers confidential, individual counselling to both undergraduate and postgraduate students, and a consultative and advisory service to staff. The seven members of the team have qualifications in counselling and psychotherapy and provide a range of therapeutic responses to all kinds of personal problems. It provides a confidential counselling service for anyone who wants help with personal problems affecting their work or well-being.

Students with disability or difficulty

Students may require additional support or adjustments to their studies if they have a disability or long-term difficulty affecting their ability to study.

This could be:

- specific learning difficulties (such as dyslexia);
- mental health difficulties (such as anxiety);
- medical conditions (such as epilepsy and arthritis);
- deaf and hard of hearing;
- blind and partially sighted; and
- autism / Asperger syndrome etc.

If you think you might benefit from support, you should explore support options available from the Disability Advisory and Support Service (DASS) before applying for changes to your programme. [Disability Advisory and Support Service](#)

Nightline

Web: [Nightline Information 2021 \(The University of Manchester\)](#)

Telephone: 0161-275-2983/4

From 8pm to 8am seven nights a week during term time.

(If you are short of cash, we can phone you back as long as you are within the '0161' area.)

Nightline is a non-directive, non-judgemental listening and information service run by students for students. If you want the opportunity to talk things through or get something off your chest,

they are fully trained and well-prepared for anything you want to throw at them. Or if there's something you need to know, they offer practical, impartial information on virtually everything.

Accommodation Office

University Place, 1st Floor

Oxford Road

Manchester M13 9PL

Telephone: 0161 275 2888

Fax: 0161 275 3213

email: accommodation@manchester.ac.uk

Web: <http://www.accommodation.manchester.ac.uk/>

Manchester Student Homes

Manchester Student Homes

Unit 1-3, Ladybarn House

Moseley Road

Fallowfield

Manchester

M14 6ND

Telephone: 0161 275 7680

Fax: 0161 275 7684

Web: www.manchesterstudenthomes.com

Opening Times: 9.00-5.00

Manchester Student Homes deals with non-University accommodation available locally and makes information available through its virtual bureau on the Internet. Access their web pages and you can search all current vacancies. With this facility you can fax, e-mail or print your list.

Student Debtline

If you get into financial difficulties, contact your bank before it contacts you. For tips and advice on how to deal with debt, call the Student Debtline on

0800 3281813 which is run by the Consumer Credit Counselling Service.

Bankruptcy is the final straw for debt-burdened students. But it should be avoided at all costs, as it could affect your credit rating until you are well into your mid-thirties.

Student Services Centre

Burlington Street

University of Manchester

Telephone: 0161 275 5000

Opening Times: Monday-Thursday 9.00-5.30; Friday 9.00-5.00

Web: <http://www.campus.manchester.ac.uk/ssc/>

Email: ssc@manchester.ac.uk

The Student Services Centre offers students online and face-to-face support. The Centre is a one-stop shop, providing information and services relating to Registration, Tuition Fees, Examinations, Awards, Graduation, Official Documents (including Council Tax Exemption Certificates, Confirmation of Attendance Letters, Academic Transcripts), Appeals/Policies, Data Protection, Semester Dates, Guides and Handbooks.

Academic Advisory Service

University Place

1st Floor

Telephone/Fax: 0161 275 3033

Email: caas@manchester.ac.uk

The Academic Advisory Service is a service of information and advice open to all University of Manchester students who can use the service at any time. The Advisers have extensive experience of dealing with student problems and offer confidential advice on any matters relating to students' academic work. The content of discussions is very varied, including thoughts about changing programme, anxiety about coping with studies, time management, examination problems, or impact of outside events on a student's studies.

Chaplaincies

St Paul's House (Catholic), next to Holy Name Church on Oxford Road (0161-275-6999);

St Peter's Chaplaincy, Precinct Centre. Tel: 0161-275-2894

Careers Service

Email: careers@manchester.ac.uk

Web: www.careers.manchester.ac.uk

English Language Centre

Web: <http://www.langcent.manchester.ac.uk/>

Various locations: see website for details.

For general enquiries on English Language courses, telephone +44 (0) 161 306 3397, fax +44 (0) 161 306 3396 or e-mail englang@manchester.ac.uk

The Language Centre exists to help all language learners within the University and to provide a high quality teaching and learning environment. This includes the teaching of Modern Languages across the University and to members of the public (together with the Centre for Continuing Education), a range of English Language Programmes and the provision of a multimedia learning centre. The learning centre offers a range of IT and TV/Audio equipment and resources to support the teaching and learning of a large number of world languages. The Language Centre is located on the lower ground floor of the Arts Building near the Leamington coffee bar.

International Office

Telephone: +44 (0)161 275 2196

Email: ssc@manchester.ac.uk

The University's Directorate of International Development provides a comprehensive service to all international students who enquire, apply and register for programmes at The University of Manchester.

International Society

Tel: 0161 275 4959

The Society, founded in 1966, is a social, cultural and welfare centre for the many international students in the University. A comprehensive programme of social activities and visits is organised each semester. Overseas students are advised to obtain a copy of the programme on arrival and are welcome to consult the Society for help and advice. British and Overseas students and staff are all equally welcome. Activities are also organised for spouses and families of overseas students.

<https://internationalsociety.org.uk/>

Students' Union

University of Manchester Union, Oxford Road, Manchester M13 9PR

Telephone: 0161 275 2930

Fax: 0161 275 2936

Web: <http://www.umu.man.ac.uk/>

The Students' Union is run for students by students. It supports and organises a range of activities including student representation, student societies, shops, bars, entertainment and a welfare advice service. It also produces its own newspaper - Mancunion, and runs a confidential telephone helpline, Nightline. To access advice on a wide range of issues please see the web page address above or ring the telephone number.

Students' Union Advice Centre

General enquiries, Telephone: 0161 275 2989

Welfare Officer, Telephone: 0161 275 2945

Academic Affairs Officer, Telephone: 0161 275 2941

Postgraduate and Mature Students Officer, Telephone: 0161 275 2989

Overseas Students Officer, Telephone: 0161 275 2989

Web: <http://www.umu.man.ac.uk/advice/>

Dignity at Work and Study

The University of Manchester does not tolerate any form of harassment, discrimination or bullying. If you believe that you are being bullied or harassed, you can contact a Harassment Advisor. Harassment Advisors provide confidential support and information to students and staff on the University's policy and will be able to explain the options available to you. For further information on reporting a complaint of this nature see:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=2757>

6.2. The Burlington Postgraduate Society

The Burlington Society (Society for Mature Students & Postgraduates in the Universities of Greater Manchester) provides a social focus for Mature Students and Postgraduates in Greater Manchester. Although the primary membership is drawn from students at the University of Manchester the society offers associate membership to university staff and members of our neighbouring academic institutions. Details below.

<http://www.burlington.manchester.ac.uk/>

7. School of Social Sciences Intranet

The intranet can be accessed at this link:

<http://www.socialsciences.manchester.ac.uk/student-intranet/>

School Handbook link:

<http://www.humanities.manchester.ac.uk/pgr-handbook-soss>

8. Tier 4 Visa Attendance Monitoring Census

For Tier 4 visa students only

As your Tier 4 sponsor, the University of Manchester must monitor your attendance and be assured that you are fully engaged with your programme of study or research.

To do this:

- We need to ensure that we have up-to-date contact details for you.
- If you leave Manchester for any reason during your studies you need to let your Postgraduate Administrator know this.
- You must attend the census points in addition to complying with the attendance requirement of your programme of study.
- Note: **Attendance at lectures and seminars is mandatory** and this is recorded on campus solutions.

Your responsibilities as a tier 4 student are available

<https://www.studentsupport.manchester.ac.uk/immigration-and-visas/>

Please note:

- The census is completed by the PGR Administrator if the relevant attendance and engagement milestone in eprog has been completed by the PGR supervisor.
- You must check your University e-mail account regularly as we use this to contact you during your studies. You will receive a reminder e-mail from the School about each census point and we advise that you confirm with your supervisor that the attendance and engagement milestone has been completed in eprog.
- Failure to check your e-mail account is not a valid reason to ensure that your attendance milestone has not been completed for the census point
- You must make sure that your home country address, your Manchester address, your mobile telephone number and email details are always accurate. You should also update the UKVI with your new contact details
- If you are going to be away from Manchester during any period of your registration you must let your Programme Administrator know this (by email or in person).