

PHILOSOPHY

**THE POSTGRADUATE RESEARCH STUDENT
HANDBOOK**

Your guide to the PhD

In Philosophy

2023 – 2024

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Welcome

Welcome to the Department of Philosophy.

We aim to make your time at the University of Manchester an intellectually exciting and profitable experience.

To fulfil that aim, we provide close high-quality supervision for our research students and regular events to nurture our graduate research community. You'll also present your own research and engage with the ideas of your fellow students and members of staff as well as visiting speakers.

This handbook contains information that you'll need for your Doctoral programme. You should also read the School Postgraduate Research Student Handbook 2023/2024.

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

There you will find important information about the School of Social Sciences, the facilities available to you, and information, about library resources, plagiarism regulations, computing and printing, health and safety, photocopying, post and transcripts.

PGR Student handbooks, forms and guidance can be found on the Soss PG Intranet at

For the most up-to-date information about the Philosophy Department, please go to our website:

<http://www.socialsciences.manchester.ac.uk/philosophy/>

The Faculty of Humanities website is also an important source of information and can be located here

<https://www.humanities.manchester.ac.uk/research/postgraduate-research/>

I very much hope that you will enjoy your time with us, and we look forward to meeting you at the start of the semester.

Dr Frederique Janssen-Lauret Philosophy Postgraduate Research Director

1. Key PGR Staff

Philosophy is one of six Departments in the School of Social Sciences. The School is itself one of 5 Schools which together make up the Faculty of Humanities. The Philosophy Department is located in the Humanities Bridgeford Street Building (HBS) on the second floor (35 on Campus Map)

<http://documents.manchester.ac.uk/display.aspx?DocID=6507>

Key members of the Department dealing with postgraduate teaching and research:

Director of PGR (Postgraduate Research) Programmes in Philosophy

Professor Fraser MacBride, Room 2.42 HBS, Tel: 0161 275 4777 (54777 from internal phone) fraser.macbride@manchester.ac.uk

Doctoral Academy Team

Ground Floor, Ellen Wilkinson Building
Tel: 0161 275 1200 (51200 from internal phone)
Hums.doctoralacademy@manchester.ac.uk
Opening hours: 9.00am – 5.00pm

Director of PGT (Postgraduate Taught) Programmes in Philosophy

Dr Emily Caddick Bourne, Room 2.45 HBS, Tel: 0161 275 7886 (57886 from internal phone)
emily.caddickbourne@manchester.ac.uk

Head of Department of Philosophy

Professor Graham Stevens, Room 2.57, HBS, Tel: 0161 275 54886 (54886 from internal phone)
Graham.p.stevens@manchester.ac.uk

2. Philosophy Staff List 2023-2024

<https://www.socialsciences.manchester.ac.uk/philosophy/about/people/>

Room	Name	Position	Email	Phone
	Dr. Joe Bentley	Teaching Associate	Joseph.bentley@manchester.ac.uk	
	Dr. Justina Berskyte	Teaching Associate	justina.berskyte@manchester.ac.uk	
	Dr. Emile Chan	Senior Tutor	chunnam.chan@manchester.ac.uk	
2.51	Dr. Emily Caddick Bourne	Lecturer		51283
2.40	Dr. Sean Crawford	Lecturer	sean.crawford@manchester.ac.uk	51756
2.55	Prof. Chris Daly	Professor	christopher.daly@manchester.ac.uk	54892
2.46	Dr. Stephen Ingram	Lecturer	stephen.ingram@manchester.ac.uk	54870
2.49	Dr. Frederique Janssen-Lauret	Senior Lecturer	frederique.janssen-lauret@manchester.ac.uk	54777
2.59	Dr. David Liggins	Senior Lecturer	david.liggins@manchester.ac.uk	66947
2.58	Prof. Fraser MacBride	Professor	fraser.macbride@manchester.ac.uk	66944
	Prof. Cynthia Macdonald	Professor, Honorary Senior Research Fellow	cynthia.macdonald@manchester.ac.uk	
	Prof. Graham Macdonald	Professor, Honorary Senior Research Fellow	graham.macdonald@manchester.ac.uk	
	Dr. Raamy Majeed	Lecturer		
2.44	Prof. John O'Neill	Hallsworth Professor	john.oneill@manchester.ac.uk	54853
	Dr. Mihaela Popa-Wyatt	Lecturer	Mihaela.Popa-Wyatt@manchester.ac.uk	
2.56	Dr. Michael Scott	Reader	michael.scott@manchester.ac.uk	53875
	Dr Wouter Cohen	Research Fellow		
2.42	Dr. Joel Smith	Senior Lecturer	joel.smith@manchester.ac.uk	54776
2.41	Dr. Thomas Smith	Lecturer	thomas.smith@manchester.ac.uk	57886
2.57	Prof. Graham Stevens	Professor, Head of Department	graham.stevens@manchester.ac.uk	54886
2.51	Prof. Thomas Uebel	Professor Emeritus	thomas.uebel@manchester.ac.uk	54621
2.42	Dr. Ann Whittle	Senior Lecturer	ann.whittle@manchester.ac.uk	54776
	Dr Mohammad Saleh Zarepour	Lecturer	mohammadsaleh.zarepour@manchester.ac.uk	

3. Semester Dates 2023-4

<https://www.manchester.ac.uk/discover/key-dates/>

Semester Dates 2023-2024

PhD start date	From 1st September to 1st October 2023
University, SOSS and Philosophy Department welcome and induction events,	From 18 September 2023
Semester 1 teaching starts	25 September 2023
Winter break starts	18 December 2023
Winter break ends	14 January 2024
Semester 1 exams	15 January–26 January 2024
Semester 1 ends	28 January 2024
Semester 2 starts	29 January 2024
Spring break starts	2 April 2024
Spring break ends	15 April 2024
Semester 2 exams	14 May–6 June 2024
Semester 2 ends	June 2023

Supervision

A key feature of the University's policy for supervision is that all students will be supported by at least one primary and one secondary supervisory. The supervisors are there to provide advice and support as you undertake your research and to help ensure that you keep on schedule for a timely submission. As well as reading and discussing your work, the primary supervisor is responsible, in consultation with the secondary supervisor, for agreeing a suitable programme of research and overseeing its progress. You will meet with your primary supervisor to decide a programme of research at the start of every academic year.

During your end of year progress reviews your work will be assessed by another member of staff as well. You will also have an advisor, who is usually the Director of Graduate Studies and is available to provide general advice and support throughout the PhD.

You will meet with your supervisors regularly over the year according to the schedule agreed at the beginning of the year. This will require you to meet one of your supervisors at least once a month. When you meet for a supervision, your supervisor will have read your work and you will discuss the details together. The mid-year and end of year progress provide the opportunity for taking stock with the supervisors and another reviewer.

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

Supervisors will also be available for consultation and advice on more general academic matters and to offer support and guidance on non-academic matters relating to your studies.

Your offer letter from the School of Social Sciences will have explained who will act as your supervisors. Your supervisors may change over the duration of your studies in view of the direction of your work or staff changes. You may also ask for your supervisors to be changed in consultation with the Director of Postgraduate Research using a 'change of circumstances' form which can be obtained from the Postgraduate Administrator.

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

For further supervisory information please refer to

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

PhD Seminar

You will be given the opportunity to present your research at the PhD Seminar. Students in years 1-3 should normally give at least one presentation per year.

eProg

Review of progress will be facilitated through **eProg**. eProg is a University-wide system for postgraduate researchers to record and monitor progression throughout their programme and manage skills training activities. The eProg system offers an online platform for academic staff and their PGR students to record and track key milestones throughout the student's programme, from the point of registration to thesis examination. The system also provides access to an extensive catalogue of skills training activities across the University.

Please see the School Postgraduate Research Student Handbook 2022-2023 for further details about eProg <http://www.humanities.manchester.ac.uk/pgr-handbook-soss/programme/progress-and-reviews/>

Student responsibilities

Your responsibilities as a student are:

- to regularly submit written work for your supervisions, so at least once a month.
- to meet with your supervisors according to the agreed schedule to discuss your written work.
- to submit work plans and writing samples and attend review progress meetings.
- to complete the required online progress forms
- to attend all mandatory skills training components

Supervisor's responsibilities

The supervisor's responsibilities are:

- to read the PhD student's work and regularly meet with them to discuss their written work
- to discuss the PhD student's progress
- to submit the appropriate online progression forms

Queries

For queries related to eprog and the milestones on your programme, please email Hums.doctoralacademy@manchester.ac.uk

4. Changes to PhD

Changes to the PhD Programme: Interruptions and Extensions

Information about interruptions and extensions can be found in the School Research Student Handbook <http://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/>

Please contact the Doctoral Academy, Ground Floor, Ellen Wilkinson Building (Tel: 0161 275 1200, email: Hums.doctoralacademy@manchester.ac.uk)

Changes to Thesis Title – All changes to a student's thesis title MUST be formally approved. <https://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/programme-changes/>

Request to Submit Early – Students MUST formally apply for approval to submit early. <https://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/programme-changes/>

Request to Change Programmes – Students MUST formally apply for approval to change their programme. <https://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/programme-changes/>

All cases, relevant forms, guidance and notes can be downloaded from:

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

5. Training

Researcher Development

Information about researcher skills and training courses available to PGR students can be found here <http://www.humanities.manchester.ac.uk/humnet/our-services/postgraduate-research/researcher-development/>

Foreign Language Training

If you need to undertake Foreign Language Training to do your research, you can take relevant course units at the University. Please see the Language Centre website for details at: <http://www.langcent.manchester.ac.uk/>

English Language Training

The Language Academic Support Programme is offered to registered international students. These classes on academic writing, grammar, academic speaking and pronunciation are available for 20 weeks and can be up to 5 hours of tuition per week. Registration is via a diagnostic test which is compulsory for all postgraduate students registering on a programme in the School of Social Sciences for whom

English is an additional language. Further details can be found on the Registration Timetable.

Students who have already registered with a department of the University, and require advice regarding their level of English should go for testing. Where appropriate, after testing, recommendations will be made for attendance of the In-Sessional (part-time) programme in English for academic purposes. Please note that it is not necessary to register in advance for the test.

In addition to the In-Session academic writing, the University's English Language/Academic Support programme includes individual tutorial support for academic writing through academic writing consultations and a 'drop-in' service.

Copies of the In-Sessional class timetable, test dates, information on the academic writing consultations and the 'drop-in' service can be found at

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

Policies and procedures on research ethics

You will find the University Policy on the Ethical Involvement on Human Participants in Research, the principles, the research ethics review and approval process as well as guidance in PDF and video on the University Research governance, ethics and integrity website. Please note that all applications for ethics review will be processed through the online Ethics Review Manager (ERM) system which can be found from the link below.

Research governance, ethics and integrity

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

Training on research ethics, practice and integrity

Training related to research ethics, practice and integrity that you should undertake depends on the nature of your research and may include research integrity, clinical trials, human tissue, DBS check and data protection. Some of these may be required by the research ethics reviewer/committee. Please see the Research governance, ethics and integrity website for more information.

Research governance upcoming events and training

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

6. Communication

Please ensure that My Manchester has your current address, student e-mail address and phone number. If these details change, please update these as soon as you can so that we are able to keep in touch with you should the need arise.

Remember: To use and check your student email address – this is the primary way in which we correspond with you

Please also check the Philosophy student mailbox in HBS on a regular basis.

7. Resources

On the second floor of the Humanities Bridgeford Street Building there is a computer room with computers for use by Philosophy Research students. Access is 24 hours a day and 7 days per week and access to the area is by the swipe card system (student ID cards).

Students in years 1-3 of their PhD are entitled to the use of a desk in the PGR Philosophy Study Room in the Philosophy Department, numbers permitting. In some cases, it may be necessary for students to share a desk. Students in the fourth year of their PhD ('submission pending') are entitled to use these desks on a "hotdesking" basis, and must clear all their belongings from the desk space at the end of the day. There is also wireless access in these areas for the use of laptops. A network printer is located in the Philosophy Department and further information about printers and IT services can be found here [display.aspx \(manchester.ac.uk\)](http://display.aspx(manchester.ac.uk))

Further Facilities: For information on learning resources, including Library and Computer facilities see the **School Postgraduate Research Student Handbook**.

Room Booking: If you wish to book a room on the university campus for a meeting with fellow students, reading groups etc use this link [Resource Booker \(manchester.ac.uk\)](http://ResourceBooker(manchester.ac.uk))

8. Disability Support (DASS/DSO)

Please see the Disability Support Office webpage at: www.manchester.ac.uk/disability

Email: dass@manchester.ac.uk

9. Student Representatives

Student Representatives, representing both Masters and Research students, hold their position for one academic year and meet with the graduate team in specially convened meetings. We work with Student Reps to ensure that students concerns are discussed and measures are put in place to resolve any issues that may arise.

10. Conference and Research Funding

The Peter Goldie Memorial Fund provides a yearly award of approximately £1000 to help fund PhD students who want to attend a philosophy conference or spend a brief period of time studying at another university. Details will be circulated in September.

SOSS funded students are entitled to draw on an annual research allowance of up to £1000. For further details see <https://www.humanities.manchester.ac.uk/pgr-handbook-soss/funding/> Students should contact the Doctoral Academy Funding Team Hums.doctoralacademy.funding@manchester.ac.uk

AHRC funded students may apply for one conference trip per year. For further details see, <https://www.nwcdtp.ac.uk/current-students/funding-for-current-students/>

Further assistance with funding for research expenses may be available under certain circumstances from the SERB budget. Enquiries should be directed to the PGR Director for Philosophy, Dr Frederique Janssen-Lauret.

11. BPA/SWIP Good Practice Scheme

From September 2016, the Philosophy Department has signed up to various elements of the British Philosophical Association/Society for Women in Philosophy (UK) 'Good Practice Scheme'. For more information, please visit

<https://www.socialsciences.manchester.ac.uk/philosophy/about/good-practice-scheme/>

12. Bullying, Harassment & Discrimination

The University of Manchester does not tolerate any form of bullying, harassment or discrimination.

If you believe that you are being bullied or harassed, or have witnessed bullying or harassment, you can speak informally or formally to the Director of Postgraduate Studies or to a harassment support advisor. For further details see

<https://www.reportandsupport.manchester.ac.uk/>

13. Environmental Policy

Department is signed up to the British Philosophical Association Environmental Policy which is primarily aimed at staff but encourages everyone to take advantage of opportunities to reduce their carbon footprint where it's possible to do so.

<https://bpa.ac.uk/wp-content/uploads/2019/11/BPA-environment-travel-guidelines-2019.pdf>

14. Students with Caring Responsibilities

The Philosophy Department is committed to making allowances, where possible, for students with caring responsibilities. If you have caring responsibilities, e.g. for children, siblings or elderly or disabled relatives or partner, that affect your study (e.g. timetable requirements), please speak to the Director of Postgraduate Research

The Philosophy Department also has an Equality and Diversity Officer, Dr. Mihaela Popa-Wyatt, mihaela.popa-wyatt@manchester.ac.uk who is a further point of contact.

15. Staff-student relationships

University Consensual Relationships Policy

- stresses good professional relationships between staff and students
- these may become jeopardised by close personal relationships

What does 'close' mean? Could this relationship generate any real or perceived conflict of interest? If the answer is 'yes', then it's 'close'.

Such relationships may include:

- Romantic and sexual relationships (considered especially problematic)
- Friendships
- Family ties
- Commercial relationship

'If a member of staff has a romantic/sexual relationship with a student to whom they have, or are scheduled to have, any such responsibility, then the member of staff must inform their Head of School/Director who will be responsible for ensuring that the member of staff will have no involvement in the student's assessment and, as far as practical, will separate the member of staff from other responsibilities in respect of the student. Failure to do so may leave the member of staff open to charges of bias and may lead to disciplinary action' *UoM Relationships Policy*

'Under the Sexual Offences Act 2003 it is an offence for anyone over the age of 18 working with young people to have a sexual relationship with a young person under the age of 18 who is in full time education. This is applicable even if the relationship is consensual and the person does not teach the young person but works in the same institution where the young person is studying.' *UoM Relationships Policy*

For further information

<https://documents.manchester.ac.uk/display.aspx?DocID=2752>

It is the responsibility of the member of staff in a close personal relationship with a student to:

- inform a senior member of staff (such as the Head of Department, if appropriate) as soon as possible;
- withdraw from supervising the student, writing letters of recommendation for them, and making any decisions (e.g. distribution of funding) where preferential treatment of the student could in principle occur;

The student concerned has no such obligations, but is entitled to report their relationship to another member of staff (such as the Head of Department, if appropriate), and to request that the above steps be taken.]

16. Philosophy events policy

We have an Events Policy that covers general behaviour at seminars, workshops and conferences associated with the Philosophy Department. Please see

<http://www.socialsciences.manchester.ac.uk/subjects/philosophy/events-and-seminars/events-policy/>

Conventions for presentations, chairing, and questions

We aim for events and seminars to be venues in which ideas can be explored in a spirit of inclusion and tolerance. We'd like everyone to behave politely and respectfully towards speakers and other participants.

For sessions of 45 minutes or more, chairs will institute a 3-5 minute break between presentations and questions, to allow participants to think through questions, talk them through with colleagues, or look something up.

Chairs are free to take questions in whichever order they see fit. Since less confident people tend to sit at the back, chairs may choose to take questions from the back of the room first.

Chairs are free to verbally stipulate conventions for the papers they chair, such as the hand/finger rule for questions vs. follow-ups, limits on number of questions or follow-ups per person, calling on PhD students first, or calling on visitors first.

Bullying and Harrasment at Events

Bullying or harassment at departmental events will not be tolerated. If you are the victim of harassment or a witness to harassment (such as sexual harassment, unwanted physical contact, or offensive or unwelcome comments about race, ethnicity, gender and gender identity, class, sexual orientation or disability), please report this to a member of staff.

Explicit language and imagery

Some philosophy papers discuss potentially traumatic material such as sexual assault, violence, slurs and pejoratives, sexism, racism, other forms of structural inequality. We want to balance encouraging the academic freedom to research and discuss such topics, which is often necessary for progress, with the needs of victims of such violence and injustice in the audience. Explicit language and imagery are sometimes necessary to make a point, but please use them judiciously. Be aware that people in your audience may have been traumatised by racist, sexist, homophobic, transphobic, or sexual abuse or assault.

When you discuss potentially traumatic topics, language, or imagery, please make this clear in the title of your paper, in your abstract, or at the start of your presentation. This allows audience members to make an informed choice about being involved, and to prepare themselves if they need to.

If your paper is not primarily about potentially traumatic material, but some of your examples may be, where possible choose examples which are not likely to make people relive trauma. For example, consider whether it is necessary to use sexual assault as an example of a morally bad act, to use racial slurs as examples of pejorative language, or to quote graphic language. Where explicit or offensive examples are essential to your paper, by all means discuss them. But, as above, please make clear from the start that your paper contains such material.

17. Postgraduate Teaching Assistants

Teaching Assistants are responsible for assisting academic staff in the delivery of high quality education to undergraduate students on an hourly paid basis. If you have been selected to act as a Teaching Assistant you will have to attend the Graduate Teaching Assistants training sessions which will give an introduction to teaching, learning and assessment and concentrate on effective teaching in large and small group situations.

PhD students typically undertake teaching from their second year of study onward. The Department TA Director is Dr. Ann Whittle, ann.whittle@manchester.ac.uk

For further information visit: <https://www.humanities.manchester.ac.uk/pgr-handbook-soss/development/teaching-opportunities/>

18. Events

Open Minds

Since 2005-6 we have held an annual Graduate Conference, *Open Minds*. This highly successful event is organised by PhD students and provides a supportive and stimulating environment for postgraduate students and those recently awarded their PhD to share and discuss their work. Graduate Students are strongly

encouraged to participate in this event both by submitting papers, and by assisting with the organization of the conference. For more info contact Daniele Conti, daniele.conti@manchester.ac.uk

Philosophy research students may also be interested in events held in other departments, including Politics.

Brave New World

Brave New World is an Annual Postgraduate Conference in Political Theory organised and run by postgraduate students under the auspices of the *Manchester Centre for Political Thought (MANCEPT)*. The Brave New World conference series provides an excellent forum exclusively dedicated to the discussion of postgraduate research in political theory.

19. Plagiarism

The University of Manchester is committed to combating plagiarism. In the School of Social Sciences a percentage of all work submitted for assessment will be submitted for checking electronically for plagiarism.

Please see the School Research Student Handbook for further information.
<https://www.humanities.manchester.ac.uk/pgr-handbook-soss/>

20. Health and Safety

All PGR students are required to complete health and safety training

<https://www.humanities.manchester.ac.uk/pgr-handbook-seed/programme/health-and-safety/>

Accidents and Emergencies and Health and Safety Issues

All accidents at work or study must be reported to the SoSS Resources Manager,
Tel: 0161 275 4567

Fire Alarms and Emergency Evacuation Procedures

You will be using many of the university buildings over the course of your pstu. You must, therefore, familiarise yourself with the University of Manchester fire alarm procedures and emergency evacuation points by consulting the signs displayed in each building you use.

On no account should you use the lifts in an emergency

If for any reason you will need help to leave any building in the event of an emergency, you should inform your Programme Administrator and Carla Liburd, telephone 0161 275 4567, of this fact.

The fire alarms are tested weekly: **If you hear an alarm at any other time you must leave the building immediately by the nearest exit and on no account use lifts in an emergency.** Once outside you must move as far away from the building as possible so as not to obstruct the emergency services and for your own safety.

21. THE STUDENT ROUTE VISA ATTENDANCE REQUIREMENT

For the attention of Student Route Visa holders

As the sponsor for Student Route Visa holders, the University of Manchester must monitor your attendance for the International Student Census and be assured that you are fully engaged with your programme of study or research.

To do this your supervisor will keep a record of your attendance on eprog. If you do not attend supervisions regularly and satisfy your supervisor that you are engaging with your programme of study, your visa may be withdrawn.

We also need to ensure that we have up-to-date contact details for you. Failure to check your e-mail account is not a valid reason to ensure that your attendance milestone has not been completed.

You should acquaint yourselves with the requirements of your visa to be found at, <https://www.studentsupport.manchester.ac.uk/immigration-and-visas/>

For further immigration queries please contact the immigration and visas office, <https://www.studentsupport.manchester.ac.uk/immigration-and-visas/contact-us/>