

Sociology

PhD Sociology & MPhil

Course Handbook 2023-2024

SCHOOL OF SOCIAL SCIENCES

THE FACULTY OF HUMANITIES

THE UNIVERSITY OF MANCHESTER

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Welcome to the Department of Sociology at Manchester University

Those of you reading this handbook will have diverse backgrounds and will be coming here for different reasons. Some of you will have studied at Manchester as undergraduates and will feel you already know the University and Department well. Others, the majority of you, will be new to the University and possibly to the United Kingdom and will perhaps be unsure how research degrees are organised here. This handbook along with the ***School of Social Sciences Research Student Handbook 2022-2023***, clarify the organisation of research degrees and provide essential background information.

FUNDAMENTAL APPROACH TO POSTGRADUATE STUDIES

The Department of Sociology seeks to maintain postgraduate research programmes of international calibre and repute, with matching resources, facilities and attainments. This is based on a number of principles.

- Research students are normally expected either to have achieved a good pass at Masters degree level prior to acceptance for PhD registration, or to obtain a Masters degree as part of their initial training. Research students will obtain a good understanding of the relevant research literature, the main findings and the research designs used from such Masters courses. We do not require students to have conducted any research prior to acceptance, but they should have an appreciation of the process involved (e.g. choice of methodology, research design, data collection and analysis etc.).
- Emphasis is placed on students planning and undertaking a systematic and feasible programme of research. The training programme provides a basic grounding in all aspects of research, together with the opportunity to take specialised courses, including those provided by our research centres. Each student also receives systematic support through regular meetings with a supervisor and attendance at the compulsory seminar on research practice.
- Postgraduate students are seen as an integral and essential part of the Department's overall research activities. The type and the subject matter of the research undertaken will be closely linked to the research experience and plans of staff within the Sociology Department.

The Sociology Department has a range of ongoing research activities and events, such as guest speakers, one-day seminars and conferences. You are encouraged to attend these events as they are part of the intellectual culture of the department. The department also has links with research centres (see page 5) that run a range of events that are open to sociology PGR students. You may also attend seminars in other departments within the School of Social Sciences and talks events in the University as a whole.

PRACTICAL INFORMATION

Contact points to note:

COURSE DIRECTOR/PHD TUTOR

Dr Petra Nordqvist

3.032 Arthur Lewis Building

phone: (0161) 2750262

e-mail: Petra.Nordqvist@manchester.ac.uk

ADMINISTRATION TEAM: HUMANITIES Doctoral Academy

Doctoral Academy Hub, Ellen Wilkinson Building

phone: (0161) 275 1200

e-mail: HUMS.doctoralacademy@manchester.ac.uk

The organisational centre of the Sociology Research programme within the School of Social Sciences is the Faculty of Humanities Doctoral Academy, Ground Floor Ellen Wilkinson Building.

The Doctoral Academy will also try and give you as much support as you need so please let us know as soon as a problem arises. We hope to provide a friendly and supportive environment for all the postgraduates studying within the department. The hub is open for student enquiries Monday to Friday from 9.00 am to 5.00pm.

If you are experiencing any problems that you feel are affecting your studies you should contact the Doctoral Academy or Petra Nordqvist. As the PGR tutor Petra is your first port of call should you encounter any academic difficulties or if there are issues relating to your work that, for any reason, you want to discuss with someone outside your supervisory team. This includes difficulties with the supervision process itself, should these arise.

We are also keen to receive student feedback on any aspect of the support we provide for PGR students. We are always looking to improve what we do and for this to happen we need to hear from you. In addition to meeting with students individually, please let your student representatives know if you think anything is going wrong or not being done well enough.

THE SOCIOLOGY DEPARTMENT

We are one of the largest groups of sociologists in the UK doing some of the most innovative and exciting research to be found anywhere in the world. We place a high value on theoretically-informed empirical research across a wide range of substantive areas of national and international importance. We are committed to using a range of quantitative and qualitative methods in the pursuit of evidence in research. In the most recent Research Excellence Framework (REF 2021), Sociology was ranked third in the country (after Oxford and Cambridge), with 59% of our research activity ranked at the highest level of 4*. We also had the third largest sociology return (56 'full time equivalent' members of staff). The Head of Sociology is Professor Vanessa May.

The research interests of our teaching staff are diverse, covering a wide variety of topics and specialisms, including sociological theory, social inequality and stratification, quantitative and qualitative research methods, sociology of culture, sociology of consumption and sustainability, social network analysis, social movements and protest, sociology of race, racism and migration, the study of the family and personal life, sociology of technology, and media studies. Our sociology is therefore diverse. It is inter-disciplinary, theoretically sophisticated, methodologically rigorous, and critical. This makes us an exciting centre in which to pursue doctoral research.

Beyond our individual areas of specific expertise, members of the Manchester department share a distinctive orientation to sociology which informs our diverse activities and helps to integrate graduate students into a cohesive departmental culture. On this basis, we strive to provide an attractive and stimulating environment for post-graduate students. All staff have advertised office hours and you are welcome to make contact with them to discuss your research interests.

Full details of research interests can be found on our staff web pages at:
<http://www.socialsciences.manchester.ac.uk/sociology/about/people/>

Sociology is host to several research centres and institutes:

- *Centre on Dynamics of Ethnicity (CoDE)*, directed by Professor Bridget Byrne
- *Morgan Centre for Research into Everyday Lives*, co-directed by Professor Vanessa May and Dr Petra Nordqvist
- *Mitchell Centre for Social Network Analysis*, directed by Professor Martin Everett
- *Cathie Marsh Institute for Census and Survey Research (CMIST)*, directed by Professor Martin Everett
- *Sustainable Consumption Institute (SCI)*, directed by Professor Frank Boons
- *Manchester Institute for Collaborative Research on Ageing (MICRA)*, directed by Professor Alistair Burns
- *Iqbal Ullah Race Relations Resource Centre*, directed by Dr Claire Fox.

Staff are also closely involved in research based in other centres located in the Faculty including:

- *The Work Equalities Institute*, located in Manchester Business School, Director, Professor Jill Rubery.

The department runs a research seminar series for staff, PGR students, and visiting academics to present their current research, attended by staff and postgraduates. There are also numerous seminar series hosted by other departments and the research centres, to which staff and postgraduates are invited. The department has between 40 and 50 doctoral students at any given time. It has regular success in both the NWDTTC and the University's own doctoral studentship competitions.

Sociology is a partner in the North West Social Science Doctoral Training Partnership (NWSSDTP) which joins with the Universities of Lancaster, Liverpool and Keele in administering ESRC applications and grants and in providing training courses. Many of these courses will be available to all students within the department. The DTC runs a rolling program of events, including conferences, seminars and day-schools that you can participate in. Details of these can be found on the NWSSDTP web-site (<https://nwssdtp.ac.uk>).

THE STRUCTURE OF THE RESEARCH DEGREE

As a new research student, you will either be starting directly from an undergraduate degree, or you will have already obtained a Masters, either at Manchester or elsewhere. Our notes below differ according to whether you are a recent graduate or someone who already has a Masters degree.

For those starting from undergraduate studies without a Masters qualification:

Our post-graduate research degree structure is based around a model in which students spend the first year on a Masters course before upgrading to a PhD. This has the advantage of ensuring that all our research students are trained in a wide variety of research methods. It also means that you get two degree qualifications. All new research students, even those who have been accepted to carry out a PhD, will therefore be embarking on a Masters degree in the first instance.

Students who wish to undertake a four year programme of work leading to a PhD will normally be registered for the **MSc in Sociological Research** in the first instance. Their first eight months of study will be taken up almost entirely with the taught research methods courses and over the summer they will write a short dissertation. In the Research Design course unit that forms part of this degree students are required to prepare one 3,000 word assessment essay consisting of a Ph.D. research proposal. On satisfactory completion of the year's work, they will be transferred to the PhD degree and will also be awarded the MSc in Sociological Research to certify their satisfactory completion of the coursework element.

There are other Masters Degrees offered by Sociology and it may be possible to register for one of these rather than for the MSc in Sociological Research if that is your preference. The two other Masters degrees which are likely to be of particular interest here are the MA in Sociology, and the MA in Applied Social Research. In practice there is little difference in the course units students take as part of these degrees, compared to the MSc in Sociological Research. The major issue to consider is probably what type of qualification you would find most helpful for presenting yourself to employers.

Those students with 1 + 3 Studentships from the Economic & Social Research Council (ESRC) must take the MSc in Sociological Research because the methods training content of this degree has ESRC recognition. Successful applicants on the 1 + 3 route are funded by the ESRC for their MSc in Sociological Research year and then for a further three years of PhD, subject to satisfactory assessment marks and progress during their MSc course.

Students funded by the ESRC can also take Sociology courses in the universities of Liverpool, Lancaster and Keele, our partner organisations within the NWSSDTP.

If you already have a Masters degree:

Normally, you will be admitted directly to a 3 year PhD programme, and will not need to take extensive training courses in your first year. However, this will depend on the nature of your Masters degree, and the extent to which it has prepared you for your proposed research. Any uncertainties about this issue can be cleared up during induction or through discussion with your supervisor or the PhD Director. Even if you have already completed a Masters you may be encouraged to take some research training, perhaps in a specialist area or to increase the breadth of your skills. There is plenty of support for this within the Department and if it applies to you your supervisor will be able to offer relevant guidance.

MPhil

The MPhil degree can be awarded for original research under individual supervision, after a minimum registration of one year (two years part-time), and submission of a thesis of around 50,000 words. It is possible to upgrade to PhD at the completion of the MPhil course, subject to satisfactory progress reports, a detailed plan of work to be undertaken for the PhD, and a successful outcome from your annual progression review meeting (see below). The PhD Director and Postgraduate School Director will recommend your upgrade to PhD to the Graduate School of Social Sciences.

SUPERVISION

Responsibilities of the Supervisor

The supervisor's role is of critical importance to the success of a doctoral project. An offer of acceptance for doctoral studies is always made only after the identification of willing and suitable members of staff to undertake the supervision. Students will normally have two supervisors. Supervision involves providing research support and advice on the structure and progression of the thesis, and can extend to liaising with other staff who may have specific expertise helpful for a particular stage of the research.

The frequency of meetings between researcher and supervisor will depend on the stage of the research, however, typically for a full-time student, meetings should be once a fortnight. At each meeting targets are set for the next meeting, which then provides the basis for discussion. Further details of the arrangements for supervision are contained in the ***School of Social Sciences Postgraduate Research Student Handbook 2022-2023***.

It is important that you feel able to take the initiative in raising problems or difficulties that may arise. Bear in mind that prompt discussion and resolution of problems can prevent difficulties and disagreements at a later stage. If, for any reason, you wish to change your supervisor, you should take the matter up with the supervisors in the first instance. Then you should contact the PhD Tutor, Petra Nordqvist.

REVIEWS AND ASSESSMENT OF PERFORMANCE

All full-time students are expected to complete their degrees in three years, taking a further year of 'submission pending' only if necessary. You should bear this deadline in mind throughout your research here. As a department we will lose studentships if we do not ensure that the majority of our PhD students complete on time. Therefore if we feel that any student is falling behind we will take steps to ensure that they are counselled and supported. In the last resort, we sometimes have to suspend or terminate the studies of students who are in severe difficulty.

In order to ensure that doctoral research is progressing well we have a system of reviewing and monitoring. Your work on the PhD will be reviewed twice a year, once by your supervisory team then again by a research panel. The Continuation and Annual Review Panel consists of your supervisor, co-supervisor and one other academic from within sociology. You will be asked to prepare and submit work in preparation for the review meeting. The purposes of the review are as follows:

- To provide assessment of the student's progress and whether they are likely to complete a satisfactory PhD thesis in the required time.
- To provide the student with feedback on their work from the perspective of an academic other than their main supervisor(s).
- To enable the student to develop skills that are useful in a PhD viva – an ability to present and defend their work.
- To enable both students and supervisors to raise any concerns they have about the supervisory process

Continued registration on the PhD pathway is subject to the successful outcome of the continuation and annual review process. The purpose of the six monthly review is to highlight any concerns so that these can be addressed in time for the annual review.

You will be asked to submit different documents depending on the stage you are at in your research. After your first six months you will be asked to produce a short summary of your research activity and a plan in which you describe how you envisage the work progressing. This will form the basis of the review meeting with your supervisor and you will reach agreement with them on what you are aiming to achieve by the end of your first year. After this meeting you should all complete the six month review form on e-Prog as a record of this.

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 of Social Sciences Research Student Handbook 2022-2023* for further details about eProg

Contacts

For queries related to eprog, please email Hums.doctoralacademy@manchester.ac.uk

The Continuation and Annual Review Panel is composed of the supervisor(s) and one other academic from within sociology who is independent of the supervisory team. Your supervisors will co-ordinate this meeting once a year, usually around June. For this you will be required to submit the following to your supervisor, normally at least 2 weeks in advance of the meeting:

- (a) one draft chapter or piece of work written for the PhD such as a literature review (8000 words, plus bibliography) and
- (b) a brief report which includes: a statement of research aims; overview of work completed during year; plans for completing the PhD research within the timetable; provisional list of thesis contents.

These documents are circulated, together with a copy of the completed 6 month report form, to each member of the student's PhD Review Panel. The student's writing and report should form the basis of the panel's discussion. This meeting is minuted by the PhD supervisor and the minutes are then approved by all participants (including the student) before being uploaded to eprog. There will also be an opportunity for the student and external reviewer to discuss in private how supervisions are going. The external reviewer will also have a short discussion in private with the supervisor(s). This report is then lodged on e-Prog alongside the 6-monthly report and forms the basis for progressing to the second year of research. If progress is considered to be unsatisfactory, the student has one opportunity to resubmit revised documents for a further review.

The basic format of the six monthly and annual reviews remains the same in the second year. However, at this stage there will be variation depending on the nature of your research. For some people progress will be measured through fieldwork and you will be asked to provide reports summarising this and explaining what you have been doing. For other projects the review will focus on draft chapters. The emphasis throughout will be on keeping the research on track and identifying problems before they arise. In the final year (Year 3) the six monthly review will take the form of a 'completion support meeting', which is held with the PGR Director or their nominated representative. This has a particular focus on the timetable towards completion. The completion and annual review towards the end of the third year can also take the form of a 'mock viva'. If you are not ready to submit your thesis at the end of Year 3, it is possible to register for a fourth year (or at least some months more) to complete, this review should be focused on the timetable towards submission. At this stage, the supervisor has to confirm to the Graduate office that you have completed all your primary research in order to be progressed into 'submission pending' and the writing up year.

PART-TIME STUDENTS

Doing a PhD part-time is a particularly challenging project because it involves 6 years of dedicated work. As with full-time students, there is a programme of review and progression that applies to part-timers. Throughout your time with us you will complete, with your supervisor, a series of '6 month report forms' on the e-Prog system, enabling us to track your progress and to identify any problems as and when they arise.

Working on a PhD part-time can be an isolating experience as well as one that imposes particular intellectual demands. It is important to maintain regular contact with your supervisor. How this works in practice will vary as the project evolves but a good rule of thumb is that you should be meeting with them for 1-2 hours at least once a month. You may need more meetings during the early, 'setting up' phase of the project and fewer once you are involved in fieldwork. Because part-timers tend not to spend as much time in the university it is particularly useful to agree on clear goals for the research and to establish some milestones with your supervisor.

At the end of your first year there will be a formal panel review. In preparation for this you will be asked to produce a document that reflects the reading and preparation you have done and indicates how you expect the work to proceed in the year ahead. This work will be assessed by a panel that includes at least one academic with expertise in your area who is not part of your normal supervision team.

The purpose of this meeting is to assess your progress so far, make positive suggestions regarding future development and, where necessary, to highlight difficulties and steps that the reviewers consider necessary to ensure the project remains on course.

A similar review occurs at the end of the second year and this review involves a significant assessment element, in that your progress will be measured against the goals agreed at the previous review. Achieving these goals to the satisfaction of the panel is a requirement for progression to the third year of doctoral work. For this you will be required to submit the following to your supervisor, normally at least 2 weeks in advance of the meeting:

- (c) one draft chapter or piece of work written for the PhD such as a literature review (8000 words, plus bibliography) and
- (d) a brief report which includes: a statement of research aims; overview of work completed during year; plans for completing the PhD research within the timetable; provisional list of thesis contents.

These documents are circulated, together with a copy of the completed 6 month report form, to each member of the student's PhD Review Panel and form the basis of the panel's discussion. There will also be an opportunity for the student and external reviewer to discuss in private how supervisions are going. The external reviewer will also have a short discussion in private with the supervisor(s). This report is then lodged on e-Prog alongside the 6-monthly report and forms the basis for progressing to the second year of research.

The basic format of the six monthly and annual reviews remains the same for the next three years of the part-time PhD. However, as your project develops there will be variation depending on the nature of your research. For some people progress will be measured through fieldwork and you will be asked to provide reports summarising this and explaining what you have been doing. For other projects the review will focus on draft chapters. The

emphasis throughout will be on keeping the research on track and identifying problems before they arise. In your final year the six monthly review will take the form of a 'completion support meeting', which is held with the PGR Director or their nominated representative. This has a particular focus on the timetable towards completion.

The completion and annual review towards the end of the final, sixth year can also take the form of a 'mock viva'. If you require a seventh year (or at least some months more) to complete, this review should be focussed on the timetable of submission. At this stage, the supervisor has to confirm to the Graduate office that you have completed all your primary research in order to be progressed into 'submission pending' and the writing up year.

RESEARCH METHODS TRAINING

Research Training

A PhD degree is awarded by the University of Manchester for 'research and training'. Training is, therefore, mandatory for all PGR students. This training should comprise general research methods training, specialist research training and transferable or generic skills training. Detailed information on all these aspects can be found in the *School of Social Sciences Postgraduate Research Student Handbook*. The Faculty of Humanities has also designed specific training for postgraduate researchers. Please see: [Researcher Development | Researcher Development for PGRs \(manchester.ac.uk\)](https://www.manchester.ac.uk/researcher-development/)

There is also a rolling programme of methods related events, including short courses, conferences and one-day events organised by research centres based in the school. You should check web pages of the different research institutes and centres regularly for information about these. There will also be events organised by the NWSSDTP, again you should check the website for these.

Sociology methods training courses

For those students who do not already have a Masters covering research methods training units, the first and second terms will be involved in the training programme. Information about this programme is contained in the MSc in Sociological Research Programme Handbook.

Research students and (MSc students who are funded by the ESRC(UKRI)) are required to attend the Sociology Postgraduate Research Seminar.

**SOCY60510: Title: Sociology Research Workshop
(non credit bearing)**

Semesters 1 and 2, fortnightly. Dates, room, and schedule TBA

Convenor: Dr Paul Simpson

Classes

The course consists of fortnightly 2-hour workshops in semesters 1 and 2. There will also be a PGR-organised symposia linked to the course – a half day in December - and a full-day conference in June.

Attendance

All Sociology PhD students are required to attend this research workshop, and are encouraged to attend the symposium and conference.

If you are unable to attend a session please let the convenor know, ideally before the session takes place.

A course outline and timetable of workshops will be available on the Blackboard page for SOCY60510 on your My Manchester portal <http://my.manchester.ac.uk/>

Qualitative Research Methods – Workshop Format

The School of Social Sciences co-ordinates a suite of 5 credit workshop-based course units in ***Qualitative Research Methods*** and these are offered by several of the disciplines in the School of Social Sciences and beyond. These are designed to meet the needs of postgraduate research students and ESRC funded students, and the requirements with respect to training in qualitative methods set out in the ESRC's Postgraduate Training Guidelines. The aim is to offer a comprehensive and thorough training in qualitative research methodologies that will prepare students for PhD and/or later non-PhD research work inside or outside a University environment.

At the end of the course, students will have:

- 1 A solid and advanced understanding of the philosophies underpinning qualitative research.
- 2 Hands-on knowledge and experience of at least three methods of qualitative data gathering and analysis.
- 3 Hands-on knowledge and experience of the manner in which qualitative research findings are presented and discussed.
- 4 A solid and practically-attuned understanding of the ethical issues arising in qualitative research.
- 5 A good understanding of the qualitative research process as a whole.

Full details of the QRM workshops including timetable, reading lists, assessments and Introduction to Quantitative Methods (IQM) can be found in the *Qualitative and Quantitative Research Methods* handbook which is available at the following link:

[Postgraduate taught - School of Social Sciences - The University of Manchester](#)

Other Sociology Course Units 2022-2023

The full list of Sociology course units on offer for the 2022-2023 session can be found by logging into your My Manchester (for students) at end of page on link below and clicking on the Blackboard option <http://my.manchester.ac.uk/>

Assessment requirements do vary from unit to unit and most are electronic submissions. If you are required to submit a printed copy, when you hand in your assessment essay to the postgraduate reception counter **you must obtain a receipt**. These essays are treated as examination material and are not returned to students. Please make a copy of your essays before handing them in to the Office. Late work will be penalised at the rate of 5% per day after the essay deadline date. Please inform the lecturer immediately if you encounter acute unanticipated circumstances that prevent your completing your essay on time. You **MUST** approach the lecturer before the deadline. In exceptional circumstances, and preferably on receipt of medical or over evidence, an extension may be negotiated.

Methods training in second and third years

After the first year, it is assumed that core study skills have been acquired. However, a small proportion of time is allocated to further research training, in addition to the main work of producing the research and writing the thesis.

The training emphasis in the second and third years is on communication skills (such as paper and conference presentations). There is also some time spent on training which is more specific to the research context than in the first year. The following kinds of issues are discussed in seminars and workshops:-

- Presenting at internal workshops to develop presentational and communication skills. It is expected that all PhD students will make one presentation in each of their second and third years of study.
- Attending and giving papers at external conferences & seminars. It is expected that all PhD students will give one external presentation during their PhD study. Students may apply to the Sociology Conference Fund for financial assistance to attend conferences.
- Seminars on how to prepare for the viva; how to develop research articles for publications; the importance of a curriculum vitae and how central the university's Research Assessment Exercise is to employment.

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. 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.staffnet.manchester.ac.uk/services/rbess/governance/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.

FACILITIES FOR RESEARCH STUDENTS

Arthur Lewis Building

What workspace does the School offer research students?

The PGR student space in the Arthur Lewis Building is located in the open plan areas in the 3rd floor, on the Sociology side, near to where many of your supervisors are located. Your PGR Director will discuss desk allocation in induction.

How can I book a room in the Arthur Lewis Building (ALB)?

Please direct all room booking requests via email to sossresources@manchester.ac.uk.

Other spaces around campus

In addition to the facilities provided by schools, there are a number of other study spaces available with advance booking around the campus.

Please see StaffNet for more information:

- <http://www.manchester.ac.uk/study/postgraduate-research/why-manchester/student-experience/>

IT Services

The University IT Services offer help on access to IT facilities, network connection, software and IT security.

To see a full range of services and how to get help, please visit IT Services website:

- [IT Services website](#)

What computers does the School offer research students?

All PGR students must conduct their research and research-based writing using UoM-owned computers. Students should order a UoM laptop or MacBook for this purpose, unless they have access to a UoM desktop (existing desktops are being phased out, so students can't request a desktop). Laptops/MacBooks can be ordered here: <https://www.itservices.manchester.ac.uk/ourservices/popular/provisioning/it-funded/>

Printing facilities

The photocopying facilities are available in the University of Manchester Library, and use a system of photocopying credits. Self-service machines are available in the library where you can charge your student swipe card with credit. These library facilities are often convenient, and you will need to use them for copying reference material such as printed journal articles. Remember the charge per copy may be higher by necessity than the Students' Union or private copy shops.

Whenever you make copies, you should be aware of the copyright regulations, which are displayed on all University photocopying equipment.

Support for Postgraduate Students

The University Of Manchester Library

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

The University of Manchester Library, one of the best-resourced academic libraries in the country, provides you with the resources and support you need throughout your programme.

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

In addition to the main sites, there are a number of specialist libraries located across the campus which may hold texts for your area and provide study facilities.

For details of Library locations, facilities and opening hours see the library website.

See the Library's Getting Started guide: <https://www.library.manchester.ac.uk/get-started/>

Quick Guide

You will need your student card to access all library sites around campus and your central university username and password to access the electronic resources.

Use Library Search to find books, eBooks, online journals and articles.

The Library Subject Guides are a very useful starting point for finding information on relevant library resources for your subject area. There are guides for all subject areas including Economics, Philosophy, Politics, Sociology, Social Anthropology and Social Statistics. Use these guides to find out which databases to use, how to reference, how to keep up to date with research and access online training tutorials.

My Manchester My Library tab has quick links to all of the Library's resources and services available.

Training and Research Support

The Library runs a series of information skills sessions and skills clinics throughout the year. Details of sessions, times and how to book are available via the My Learning Essentials Training Calendar.

For general enquiries or support with finding, accessing or using the electronic resources contact the library in person, via phone or online.

See the Enquiries and Feedback page or complete the Library Request form via My Manchester.

Library News and Updates

Keep up to date with the latest library developments via Facebook or Twitter.

Manchester Computing

Support for PG Students

The Training and Information Service provided by campus IT Services provides a comprehensive range of courses tailored to suit the requirements of postgraduate students. We recognise that different degree courses may require a diverse range of skills and have addressed this by providing both taught courses and self teaching materials which can be accessed and downloaded from our website. Our service is in addition and aims to complement, the faculty and school-led provision, which is specifically tailored to a student's course.

European Computer Driving Licence

We encourage students to register for the European Computer Driving Licence (ECDL). The university is a British Computer Society (BCS) accredited test centre that is administered by IT Services staff. The ECDL enables students to gain a practical vocational computer qualification in addition to their degree. The ECDL is an internationally recognized qualification that is a valuable enhancement to a student's CV when seeking employment. To obtain this qualification, students are required to pass seven modular tests covering a wide variety of computer skills. These tests are computer-based and results are obtained immediately upon completion of each test. The ECDL certificate is awarded upon the successful completion of all 7 tests. Introductory, primer and test sessions take place regularly in the training rooms in the Kilburn Building in Oxford Road.

IT Courses

Our open Course Calendar offers postgraduate students a wide variety of IT courses for them to improve and update their computing skills.

For further details of our courses and training materials please visit our website at:
<http://www.manchester.ac.uk/itservices/trainingcourses>

Additional Funding

The ESRC and AHRC give their funded students a Research Training Support Grant (RTSG) each year as a research support training fund. Please see details and how to claim here <https://nwssdtpacuk.files.wordpress.com/2021/10/nwssdtp-research-training-support-grant-guidance-2021.pdf> Original receipts are required to cover all claims. Students can also purchase using their RTSG via Key Travel (see below), after seeking approval for this from the NWSSDTP.

The Department's Student Experience and Recruitment Budget (SERB) includes research funds for students who do not have RTSG (or those who have spent their RTSG), to cover research expenses such as conference fees, travel, and research visits. **This must be booked via the University's travel agent, Key Travel. Students must not purchase these items and then seek a refund.** Rather, they should obtain provisional approval from the PGR Director, Petra Nordqvist, and then create an itinerary with Key Travel (Keytravel-soss@manchester.ac.uk) and complete a Risk Assessment. This itinerary should be approved by Petra and then purchased with Key Travel, using the finance code supplied by Petra. More information about the Key Travel process is available here: <https://www.staffnet.manchester.ac.uk/finance/travel-expenses/travel/> Students must also ensure that they have sufficient insurance for their visit. Information about insurance is available here: <https://www.staffnet.manchester.ac.uk/insurance/travel/>

In addition, students in their second years or later are encouraged (subject to availability, funding and training) to apply to be Teaching Assistants and teach paid undergraduate classes. The department's Teaching Assistant coordinator will invite applications toward the end of the second semester each year.

Careers Guidance

University of Manchester Careers Service has recently been voted best in the UK by employers and students (again)

Services for Postgraduates

Postgraduates are active users of the Careers Service and are encouraged to access all our services. <http://www.careers.manchester.ac.uk/>

University Language Centre

Information about The University's English Language Centre including the dates of tests and information about other support can be found at
<http://www.langcent.manchester.ac.uk/ielts/>

Associations

The Social Research Association

The Social Research Association is a national organisation whose central aim is to advance the conduct, development and application of social research. Membership is open to any person interested or involved in social research, including students. Members receive a regular newsletter and are entitled to reduced rates at the many training courses and seminars organised by the SRA. Anyone interested in joining should contact the Administrative Office, SRA, **Social Research Association** 24-32, Stephenson Way, London NW1 2HX Tel: 0207 388 2391, Email: admin@the-sra.org.uk or visit the website at <http://www.the-sra.org.uk/>

The British Sociological Association

The BSA represents the interests of professional sociologists. Membership is open to students at reduced rates, which includes a full subscription to *Sociology* or *Work, Employment and Society*, the BSA's own journals, and regular newsletters. The BSA organises an annual conference, with reduced rates for students, and also runs summer schools and other activities aimed specifically at postgraduate students. Anyone interested in joining the BSA should visit their website at <http://www.britsoc.co.uk/>

Ahmed Iqbal Ullah Race Relations Archive

<http://www.manchester.ac.uk/aboutus/ahmediqbal/>

The Ahmed Iqbal Ullah Race Relations Archive commemorates the life of Ahmed Iqbal Ullah and is designed to make a contribution to the struggle for racial justice and harmony in Britain. The Archive named in his memory is designed to make materials about race relations in the Greater Manchester area, in Britain and around the world available to schools, pupils, members of the local ethnic minority communities and other residents of the area, as well as to researchers and academics. The goal is to encourage and facilitate the production of local histories and life stories at the archive for others to see and emulate. These stories will add to the academic material and help to produce a truthful picture of the experience and contribution of the area's ethnic minority communities and to challenge the racist stereotypes which, unfortunately, are still all too common in the media and still used by unscrupulous politicians playing the race card in elections. Challenging these myths and telling the truth will enhance the self-image and confidence of young people from ethnic minority communities and provide alternative visions for young whites.

Eating

Nearby catering facilities

University Green offers several restaurants, bars and coffee houses including Friska, five Guys, Mowgli, Brewdog Outpost, Takk and Pret-a-Manger and the Co-op are located around the corner on Oxford Road. The canteen in University Place on Oxford Road is a good place for international food. There are numerous pubs and places to eat along Oxford Road in either direction, including a good value refectory in the Royal Northern College of Music, and a vegetarian cafe, *On the Eighth Day*, opposite All Saints Park, not to mention Rusholme's curry houses in the opposite direction.

ADDITIONAL PRACTICAL INFORMATION

You will find many of the information handbooks and forms (including Notice of Submission Forms, guidance on format of theses etc) at this site which will contain the most up-to-date information <http://www.socialsciences.manchester.ac.uk/student-intranet/>

Fieldwork Abroad

Fieldwork abroad is permissible under the regulations of the University, but these trips need to be formally approved by the School Postgraduate Committee. Approval is dependent upon adequate supervision arrangements in the field and typically this is achieved by agreement with an institution near to where the fieldwork will take place. Students who are on university approved fieldwork are also covered by the university travel insurance.

<https://www.staffnet.manchester.ac.uk/insurance/travel/>

If you intend to carry out fieldwork that involves travelling away from the university you may be eligible for support from the school fieldwork bursary. Details of what counts as fieldwork and the rules of eligibility for this scheme, as well as the relevant forms can be found here:

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

Changes to the PhD/MPhil Programme: Interruptions, Extensions

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

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

Procedural Reminders:

Fieldwork – All research students going on fieldwork MUST apply directly to the School office for approval before they leave the University.

Upgrade from MPhil to PhD – All students who are upgrading from the MPhil to the PhD MUST be formally approved by the School.

Changes to Thesis Title – All changes to a student's thesis title MUST be formally approved by the School.

Request to Submit Early – Students MUST formally apply to the School for approval to submit early.

Request to Change Programmes – Students MUST formally apply to the School for approval to change their programme.

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

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

Student Representation

What is the role of a student rep?

Student Representatives are students who are chosen by their peers to act as the representative for their particular Programme, School or Faculty. They act as a formal channel of communication between the students they represent and the University staff involved in their Programme, School or Faculty. Students interested in the roll should contact Petra Nordqvist.

A little about how student representation works

The system of student representation in the School of Social Sciences is designed to give you every opportunity to establish and maintain dialogue, both formally and informally, with academic and administrative staff in order to resolve any matters which arise and to provide input into the decision-making processes of the School.

The School is committed to receiving and responding to student feedback in order to bring about improvement in the quality of the student experience and the development of teaching and learning across all its programmes.

Student representatives therefore fulfil an important function in the School management structures and we actively encourage student involvement in a range of programme and School-level committees.

Your Programme Administrator will co-ordinate student representation in your Department.

You will find details on this page on who your student representative is, what committees they sit on, and their contact details. You will also have access to the dates and minutes of all staff/student liaison meetings which take place in the Department and in the School.

The student union website for student reps <http://manchesterstudentsunion.com/> provides information about the vital role that student reps play, where they fit in the structure, reasons why you might wish to be a rep along with details of Student Rep Training.

Is there a PGR student rep policy?

Yes there is, here it is [PGR student rep policy](#)

What meetings are student reps invited to?

Your student rep is invited to Department Staff/Student Liaison meeting and School level feedback lunches. Representation is also sought on the School Postgraduate Research Programmes Committee (PGR) and the School Policy and Resources Committee (SPRC), The Faculty Research Programmes Committee (PGR) and the Faculty of Humanities Policy Resources Committee Student Representatives.

What is the purpose of the subjects area staff/student liaison meetings?

Your subject area organizes these meetings which normally meet twice a year. These meetings give student representatives an opportunity to collate and give voice to student views on any matter relating to the organization and delivery of the programme. It provides students with an opportunity to shape and develop the programme and to act as a channel of communication between the Department and the student body. It is at these meetings that student representatives can raise any issue relating to their time at Manchester as we will escalate issues to the appropriate level within the University.

What is the purpose of the School level staff/student lunch meetings?

The purpose of these are to provide you with an opportunity to meet with each other and with the School PGR Director, Dr Michele Berardi and a representative from the Doctoral Academy. It gives everyone an opportunity to gather feedback and agree action on common issues which affect students across the School.

What is the role of the student rep on the School Policy Planning and Resources Committee?

The Committee receives periodic reports from the Head of School (HoS) and various Directors on developments at University, Faculty and School level. It scrutinizes and approves new School Policies and advises the HoS and Directors on issues of the day. It also receives reports from the School Accountant on financial matters.

FEEDBACK

We aim to provide the best supervision, support and facilities for all our doctoral students. If you are not satisfied, or have encountered difficulties that you think we need to address, there are a number of communications channels you can use to bring things to our attention. Each cohort or year group has a student representative, who speaks on their behalf on the Department's management committee and on the staff-student committee (see above for more on the duties of the rep within the department). The reps should be elected at the start of each academic year and the staff student committee meets twice a year, although in case of really pressing matters of concern it can be convened at any time by request of the reps. You are always welcome to speak to the PGR director on your own behalf.

SOCIOLOGY STAFF

All teaching staff keep regular office hours for student consultation (although they can often be contacted at other times too); staff can be contacted by phone or by e-mail. All staff e-mail addresses are of the following format:

<firstname.surname@manchester.ac.uk>

e.g., Petra.Nordqvist@manchester.ac.uk

E-mail will usually be the most effective means of making contact with academic staff. Unless indicated in a different building, all room numbers below are for the Arthur Lewis Building.

Information about academic, research and administrative staff in Sociology can be found here:

[HTTP://WWW.SOCIALSCIENCES.MANCHESTER.AC.UK/SOCIOLOGY/ABOUT/PEOPLE/](http://www.socialsciences.manchester.ac.uk/sociology/about/people/)

- To ring from outside the University, the direct numbers are (0161) 275 and last four numbers of internal extension i.e. 2516. To ring internally within the University, extensions are five digits i.e. 52516.

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

TIER 4 VISA ATTENDANCE MONITORING CENSUS– for the attention of Tier 4 Visa holders.

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.
- The Immigration and Visa Team will inform us if they require you to attend 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).

Services and support – Glossary

AHRC:	Arts and Humanities Research Council
ALB:	Arthur Lewis Building
AQM:	Advanced Quantitative Methods
ART:	Area of Research Training
BB:	Blackboard
BWPI:	Brooks World Poverty Institute
CAS:	Confirmation of Acceptance for Studies
CoP:	Code of Practice
CS:	Campus Solutions
DASS:	Disability Advice and Support Service
eProg:	eProg is the University-wide progression monitoring system and skills training catalogue for postgraduate researchers
eThesis:	eThesis is the University's institutional repository where you can deposit your research and are required to deposit the electronic version of your PhD/MPhil thesis.
ESRC:	Economic and Social Research Council

GTA: Graduate Teaching Assistant
 HBS: Humanities Bridgeford Street Building (located across from SoSS)
 HoD: Head of Department
 IAT: International Advice Team (for visa/CAS advice) MDC: Manchester

Doctoral College

MRes: Master of Research
 MSc: Master of Science
 NWSSDTP: North-West Social Science Doctoral Training Partnership
 ORS: Overseas Research Scholarship
 PDP: Personal Development Plan
 PGR: Post-Graduate Research
 PhD: Doctor of Philosophy
 RAG: Research Area Group
 PDS: President's Doctoral Scholar (award)
 PGR: Postgraduate Research
 RBEES: Research and Business Engagement Support Services
 RDF: Researcher Development Framework
 RTSG: Research Training Support Grant (for ESRC award holders)
 SCI: Sustainable Consumption Institute
 SPRPC: School Postgraduate Research Programme
 TA: (graduate) Teaching Assistant