



Politics PhD Handbook

Academic Year 2023 – 2024

Politics Department
School of Social Sciences
Faculty of Humanities
The University of Manchester

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Welcome to the Politics Department at the University of Manchester!

Thank you for choosing to pursue your PhD studies with us. We are thrilled to be part of your intellectual and professional journey.

The Politics Department at the University of Manchester is one of Europe's top centres for research and teaching. With more than fifty research-active staff, we are one of the largest Politics groupings in the UK and cover almost all areas of the discipline. We are based in the Arthur Lewis Building (ALB) where, together with Sociology, Economics, Philosophy, Social Anthropology and Social Statistics, we form one of the UK's largest and most successful Schools of Social Sciences.

Our Politics PhD Programme is three years long and follows Economic and Social Research Council (ESRC) regulations. Year 1 is focused on training in research methods and design, enabling students to develop and defend a doctoral research plan. Years 2 and 3 are dedicated to full-time independent research, as well as professional development and sub-field specific research methods training. Our training program is part of the ESRC's North West Social Science Doctoral Training Partnership (NWSSDTP), where Politics PhD training is provided jointly by us and our partner institutions. For information, please see: <https://nwssdtp.ac.uk/>.

This Handbook provides information on our PhD Programme. It must be read in conjunction with

- the School of Social Sciences (SoSS) Postgraduate Research (PGR) Handbook: <https://www.humanities.manchester.ac.uk/pgr-handbook-soss/>,
- the University of Manchester's Code of Practice for Postgraduate Research Degrees: <https://www.humanities.manchester.ac.uk/pgr-handbook-soss/policies/code-of-practice/>,
- and the University's Ordinances and Regulations: <https://www.staffnet.manchester.ac.uk/rbe/rdrd/ordinancesandregulations/>.

All documents, forms and further information can be found on the School of Social Sciences postgraduate student intranet: <http://www.socialsciences.manchester.ac.uk/student-intranet/>.

Please check the COVID Postgraduate Researcher FAQs: <https://www.staffnet.manchester.ac.uk/coronavirus/faqs/pgr/>.

For the University's COVID-19 updates, please visit <https://www.manchester.ac.uk/coronavirus/>.

For steps you can take to stay COVID safe on campus, see <https://documents.manchester.ac.uk/display.aspx?DocID=50192>.

Staying in Touch

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We have also a department level staff and student BAME Network. Please contact the EDI lead for more information.

SoSS

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You will receive regular information and updates from the Politics PhD Programme team and from SoSS via email. Please ensure that your address, student e-mail address, and phone number are updated on your student record so that we are able to get in touch with you. Information is also shared via the Postgraduate Research Notice Board (ALB 4th floor) and please also regularly check the Postgraduate Research Pigeonhole (ALB 4th floor).

eProg

eProg is a University-wide system that is specifically designed to help students and supervisors track the progress of postgraduate research. Students and staff can access eProg by logging in to www.manchester.ac.uk/eprog using their University username and password.

We use this system to monitor your progress in the PhD Program. There are several milestones that you must achieve each academic year. These elements require the detailed input of your main supervisor and in some cases all supervisors need to complete the forms. It is your responsibility to make sure that the dates in eProg are correct; that forms are completed on time; and to maintain a copy of all meetings held with supervisors. Your Annual Review is also facilitated through eProg. The Politics PhD Director monitors your file in eProg and authorizes your progression based on this file.

For instructions see <https://documents.manchester.ac.uk/display.aspx?DocID=21084>

For queries related to milestones contact the PGR Administrator. For general eProg queries email eProg@manchester.ac.uk.

COVID-19 Information & Resources

We know this is a challenging time to engage in postgraduate research. As ever, we hugely value your work and contribution to the University and will do everything we can to inform and support you as this situation develops. You can send any questions that are not answered below to your supervisor and/or the PhD team. Manchester Doctoral College (MDC), including the Students' Union PGR officer, meets at least weekly to discuss PGR concerns. MDC welcome feedback at mdc@manchester.ac.uk.

- For the most up-to-date news regarding COVID-19, regularly refer to **Postgraduate Research FAQs**: <https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/#d.en.866106>
- The **PGR COVID Expense Fund** can help cover unexpected research related expenses incurred due to COVID-19 <https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=55066%20>.
- If you are experiencing financial hardship, either as a result of the COVID-19 crisis or otherwise, you can apply to the **Living Cost Support Fund** for support <https://www.studentsupport.manchester.ac.uk/finances/funding-opportunities/all/living-cost-support-fund/>.
- If you have a stipend processed by UoM and wish to apply for a **COVID-19 related extension** to programme, refer to this procedure: <https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=55964> (UKRI funded students contact your PGR team).
- Full guidance on the inclusion of a **COVID-19 Thesis Impact Statement** in the examination thesis is available at <https://documents.manchester.ac.uk/display.aspx?DocID=50197>.
- Rules and best practice for **online/hybrid Viva examinations** are outlined in <https://documents.manchester.ac.uk/display.aspx?DocID=48689>.
- You may also be interested in the guidance on **remote supervision** <https://documents.manchester.ac.uk/display.aspx?DocID=48906> and the **supervisors' guidance on rescoping PhD projects in response to COVID-19 impact** <https://documents.manchester.ac.uk/protected/display.aspx?DocID=49461>.
- For steps you can take to **stay COVID safe on campus**, see <https://documents.manchester.ac.uk/display.aspx?DocID=50192>.

Research Environment

The Politics Department at the University of Manchester provides a supportive research environment for our postgraduate researchers. The University of Manchester is regularly ranked among the world's top 35 Universities, and the Politics Department is considered one of the top Departments in the country. In the 2021 REF the Department came 8th out of 56 Politics departments in the UK on the most widely used criterion, the Grade Points Average (GPA). The Department took particular satisfaction from the fact that of the three components that are assessed for the REF (outputs, environment and impact) it did particularly well on the first, outputs, the measure on which all colleagues played role, and which is often thought of as the “gold standard” of the REF, coming, depending on the metric one uses, either 3rd or 5th out of 56.

Every PhD student will normally have two supervisors: a primary supervisor and a co-supervisor. You will be associated with one of our research clusters, usually the cluster that your supervisors are part of. It is your supervisors' responsibility to sign you up to their research cluster and make sure you are on the cluster's internal lists.

Research Clusters

Research clusters capture common interests and approaches of staff and postgraduates across politics. Our Research Clusters are:

- Comparative Politics
- Critical Global Politics
- Democracy and Elections
- Global Political Economy
- Manchester Centre for Political Theory (MANCEPT)

We also have an Environmental Politics Group within the Department convened by Paul Tobin.

We collaborate with colleagues across the University, the region, and internationally. These collaborations include, but are not limited to, The British Election Study, Jean Monnet Centre of Excellence in European Studies, British Inter-University China Centre, methods@Manchester, policy@Manchester, Manchester China Institute, Sustainable Consumption Institute, and more.

Research clusters and other research centres regularly organise seminars and events that you are warmly invited to attend, and where you may present your own research.

Information about the clusters and links to other research centres can be found at <https://www.socialsciences.manchester.ac.uk/politics/research/>.

For information on all Politics staff, including contact details and research interests, see: <http://www.socialsciences.manchester.ac.uk/subjects/politics/our-people/>.

Doctoral Academy

The [Humanities Doctoral Academy](#) is home to more than 800 postgraduate researchers from more than 90 different countries, and you are one of them!

They have now relocated to the **ground floor of Ellen Wilkinson building** (Number 77 on the [interactive campus map](#)).

To visit the Hub, enter Ellen Wilkinson Building through the main, north wing entrance, which is accessible via ramp and automatic door, and you will find our reception to the left of the foyer area. If you have any concerns about accessibility, please contact them by email on hums.doctoralacademy@manchester.ac.uk.

During term time, their opening hours of **Monday to Friday, 9am to 5pm**, while during the summer schedule, it is **Monday to Friday, 10am to 4pm**.

Political Perspectives

Political Perspectives is a peer-reviewed electronic journal for postgraduate research in political studies edited by postgraduate students at the University of Manchester. The journal's primary aim is to engender intellectual conversations across politics and facilitate graduate students on their pathway to publication. The journal places strong emphasis upon providing assistance by providing constructive and detailed feedback on manuscripts to authors <http://www.politicalperspectives.org.uk/>.

Brave New World Conference

The Brave New World conference series is now established as a leading international forum dedicated exclusively to the discussion of postgraduate research in political theory. The conference offers a great opportunity for postgraduates from many countries and universities to share experiences, concerns and research interests, to exchange ideas and to make new friends - all in a financially accessible and highly informal setting. Participants have the chance to meet and talk about their work with eminent academics, including members of faculty from the University of Manchester and guest speakers, who will deliver keynote addresses at the event.

Desk space and use of facilities

Politics PhD students are allocated a desk and computer on the 4th floor of ALB. Desk space is not guaranteed beyond the submission pending period, but applications can be made to the Politics Administrator Olivia Jankiewicz. Desk allocation takes place each new academic year.

Should there be no computer or a faulty computer on your allocated desk, please contact IT Services <https://www.itservices.manchester.ac.uk/> copying in the PGR Administrator, Jackie Boardman. You will need your IT user name and desk number or appliance number, as appropriate. Please note that the computer provided is the property of UoM and is managed by IT Services. You must download any required software via IT Services: <https://www.itservices.manchester.ac.uk/software/>.

Network printers/copiers are located in the Politics Department (4th floor ALB) near the two sets of doors furthest away from reception. If your computer is not automatically connected, please contact IT Services. Further information can be found at <http://www.humanities.manchester.ac.uk/pgr-handbook-soss/support/it-services-and-printing/>.

If you wish to book a room in the ALB for a meeting with fellow students, reading groups etc., you can email sossresources@manchester.ac.uk.

Access to ALB is 24 hours a day and 7 days per week and access to the area is by swipe card system (ID cards). Please note that if you are using your desks out of regular office hours (9am-5pm, Monday to Friday), on Bank Holidays or outside of term time, you must log-in at the reception by writing down your full name, floor, time of arrival and time of departure.

Vitae

This is a service supported by Research Councils UK (RCUK). The site holds a wealth of information for researchers about events, conferences, career development and many other issues.

<https://www.vitae.ac.uk/>

Registration & Induction

Registration is a two-step process. Students must first register with their school or faculty (academic registration) and then pay their tuition fees (financial registration). Every student must register on their research degree at the beginning of their studies. For as long as a student is following their research degree, they must remain registered with the University and pay the appropriate fees. For further information see <http://www.saa.manchester.ac.uk/registration/>

During registration week, please attend the induction sessions hosted by the Faculty, SoSS and the Department. Information on Faculty and SoSS Induction events is available here <https://www.humanities.manchester.ac.uk/pgr-handbook-soss/welcome/>.

Within Politics, please attend:

Date&Time	Event	Host(s)	Room/Location
21/09/23 3-4pm	Welcome to Politics! (Year 1)	Dr Paul Tobin Prof Yoram Gorlizki	ALB Boardroom 2.016
21/09/23 4-4.45pm	Equality & Diversity (All Years)	Paul Tobin	ALB Boardroom 2.016
21/09/23 5pm	Politics PhD Welcome Party		HOME Manchester HOME Manchester (homemcr.org)

It is important to attend these sessions as they provide useful information about your programme, contact points, administrative arrangements, and webpages with additional material.

Please don't miss out on our Politics PhD Welcome Party on Thursday 21 September 2023, from 5pm at HOME Manchester!



Training & Development

The University of Manchester awards a PhD degree for research and training. Research training is mandatory and should comprise of general research methods training, specialist research training, as well as transferable or generic professional skills training.

The University's Postgraduate Researcher Professional and Career Training and Development - Statement of Expectations provides information on professional and career training/development expectations, institutional responsibilities, supervisor responsibilities, PGR responsibilities, typical core training/training and development timeline.

Politics PhD Programme Training

All Politics PhD students must complete:

POLI 70080 PhD Research Design (Year 1)

- This course introduces key concepts and issues in designing a politics research project.
- You will learn about and engage with advanced quantitative, qualitative and mixed methodologies as well as theory-driven politics research.
- You will develop your research plan which you will present in the Politics PhD Y1 Conference and submit as part of your Y1 annual review.
- As part of this course you must take part in the Y1 Politics PhD Conference taking place in spring 2024, currently expected to be March 15th 2024.

POLI 70092 PhD Professional Development Course (Y1)

- This course includes professional development skills training necessary for the successful completion of the PhD and a career beyond the PhD.
- The course involves bespoke Politics-specific sessions and generic researcher skills training offered by the School and Faculty, and we expect that you will take a series of short courses/sessions that are relevant to your work each academic year.
- These will be offered in a way that allows you to develop your skills and career plans in each area over the course of several years.

You are also strongly encouraged to complete in Y1:

1. Qualitative Research Methods (QRM)
2. Introduction to Quantitative Research Methods (IQM) **or** POLI60341 Tools and Techniques of Advanced Quantitative Analysis (please discuss with your supervisors which course is most appropriate)
3. POLI60301 Comparative Political Analysis **or** POLI70771 Philosophy of Politics Research (please discuss with your supervisors which course is most appropriate)

Courses start in WEEK ONE of SEMESTER 1 and you must be registered in advance. For information on both QRM and IQM courses please see the “Qualitative Research Methods Handbook” available under “Handbooks” at <https://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/>. For information on POLI60301, POLI60341 and POLI70771 please see <https://www.manchester.ac.uk/study/masters/courses/list/01177/ma->

[politics/course-details/](#). Jackie Boardman, the PGR Administrator will be able to register you for each of these courses.

Your research training requirements will be assessed in consultation with your supervisors at the start of your degree program and during Mid-Year and Annual Reviews. Successful completion of the agreed programme of skills development and training will be a condition of progression between each year of study. For further information, please see <https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7431>.

We recommend that you continue your methods training throughout your PhD studies. Training opportunities are available through a number of providers, but they can be accessed through the Postgraduate Researcher Development website. Please visit <https://www.manchester.ac.uk/study/postgraduate-research/why-manchester/doctoral-college/researcher-development/>. Also visit <https://www.methods.manchester.ac.uk/> and <https://www.artsmethods.manchester.ac.uk/>.

The ECPR also runs Methods workshops in the summer and winter, at different locations each year.

If you have any questions please contact the team ResDev@manchester.ac.uk.

Continuous training can also include specialist spring/summer/winter schools, workshops, and short courses offered at annual meetings of professional associations, or large conferences. The Department will not cover course fees.

Personal Development Plan

A Personal Development Plan (PDP) is a formalised process of individual reflection, planning, and recording your own research progress during the PhD training period. Such planning is supported by online skills audits, formal review meetings with your supervisors, individual records of your informal meetings with supervisors, own records of achievements, and personal reflection on your progress. The process is facilitated via eProg. See also the Researcher Development Planning section in the SoSS PhD Handbook: <http://www.humanities.manchester.ac.uk/pgr-handbook-soss/>

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 <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 passes via a diagnostic test which is compulsory for all postgraduate students registering on a SoSS programme for whom English is an additional language. Please see <http://www.languagecentre.manchester.ac.uk/study-english/our-courses/>. The Library also offers additional English language training.

Teaching

Teaching is one type of professional and career development training that PGRs may consider. Teaching Assistants (TAs) are an integral and valued part of the teaching community, but it should be noted that their primary role is research and their teaching activities should therefore not take precedence over the requirements of their research programme. University guidelines on PGR teaching are available here <https://documents.manchester.ac.uk/display.aspx?DocID=56409>.

With the permission of your main supervisor, you can apply to be a Teaching Assistant. TAs are responsible for assisting academic staff in the delivery of high-quality education to undergraduate students on an hourly paid basis. All PhD students wishing to teach undertake some initial training, which prepares you to apply for a post as a Teaching Assistant (TA) or to undertake the teaching that is an intrinsic element of your sponsorship.

For further information, please see <http://www.humanities.manchester.ac.uk/pgr-handbook-soss/development/teaching-opportunities/> and/or contact the TA Coordinator of the Department, Dr Timothy Oliver timothy.oliver@manchester.ac.uk.

Exam Invigilation

PhD students in Years 3 and 4 can apply to be an Exam Invigilator for the Exams Office at both the January and May-June examination periods for undergraduate examinations only. Interested students should seek permission from their supervisors, inform and consult the PhD Administrator; and contact Jill Antonie <jill.m.antonie@manchester.ac.uk> for more details and application forms.

Supervision

Your research will be supervised by at least two members of staff at the University. Your supervisor will most likely be a member of the Department, but, if your research requires it, the School may arrange for supervision by someone outside the School or the Faculty. While you should always feel free to consult any member of staff who may help you with your research, your most important academic contact will naturally be your supervisor.

It is important that from the beginning, the student and supervisor establish clear and explicit expectations of each other and plan a programme of work. To assist in this process your supervisor will discuss the Student Expectations form, available in eProg, with you shortly after you start. This discussion will help make you aware of what you can expect from your supervisor, and what, in turn, they expect from you.

Supervisory Meetings

You should meet regularly with your main supervisor (normally once a fortnight if you are full-time, or once a month if you are part-time). At each meeting, targets should be set for the next meeting, which then provide the basis for discussion. While the supervisor and the School are there to support the successful completion of the thesis, the ultimate responsibility for completion is yours. It is important that from the beginning, you and supervisors establish clear and explicit expectations of each other and plan a programme of work.

Every student and supervisor are required to keep a record of supervision meetings in eProg using the additional meeting form which is accessible at the top of your 'My Progression' page. It is primarily the student's responsibility to maintain the supervision record, although supervisors can also create a record, and comment on those created by the student. The agreed form is submitted by one of the supervisors. You are advised to agree between you at the very earliest opportunity how this will be achieved and how often you will record supervisory meetings.

This will help you to organise and manage your research programme and will provide a structured framework in which your progress and targets can be discussed, planned and recorded at regular supervision meetings between you and your supervisor.

Roles and Responsibilities

Main supervisor: The supervisor's main role is to give guidance about the nature of research and the standard expected, the planning of the research degree programme, literature and sources, attendance at taught courses where appropriate and about requisite techniques.

Your main supervisor must sign off on all important applications and documentation, including work-related travel, absence during term time, and changes to your programme or thesis. Your main supervisor is your co-applicant on ethics review applications and on your data management plan. Your main supervisor is also the data custodian of any data you collect during your PhD and should have access to a copy of all of your collected data. When you are travelling abroad for work/data collection they should have your contact details and you should be in-touch on a regular basis (ideally weekly).

Co-supervisor: The co-supervisor may offer specialist advice or provide continuity of supervision when the main supervisor is absent from the University, in addition to providing you with a second opinion on research matters. Essentially, the co-supervisor should be knowledgeable in the area of research study but does not have to have the specific expertise of the main supervisor. The balance of responsibility for your day-to-day supervision should be negotiated between you and your supervisors as the research progresses. If your co-supervisor is at 25% supervision, they are only expected to attend the first meeting of the semester, and your mid-year and annual reviews.

Student: You are required to take responsibility for your own personal and professional development throughout the degree. Your main supervisor is your primary point of contact for consultation on all matters -academic, professional and personal- but you should also be aware of the opportunity to consult other members of your supervisory team.

You will be expected to:

- Maintain regular contact with supervisors, according to the pattern of meetings agreed between the supervisor and student. The frequency of meetings will be determined by the nature of the research that is undertaken and the stage of development of your research, but a normal expectation would be for such meetings to take place every fortnight.
- Prepare adequately for meetings with supervisors.
- Keep to timetables and deadlines for the planning and submission of work, and generally maintain satisfactory progress with the programme of research. Develop, in consultation with the supervisor, an agreed schedule for progressing and submitting the thesis in a timely manner.
- Make supervisors aware of any specific needs and of any circumstances likely to affect your work and take the initiative in raising issues or difficulties as soon as they arise, particularly in relation to targets relating to progress and achievement.
- Attend and fully participate in any training and development opportunities, research-related and others that have been identified when agreeing your development needs with your supervisors.
- Accept ultimate responsibility for your own research activity.

Please establish with your supervisors how much time they need to read and comment on submitted draft work. It is not good practice to contact colleagues (including supervisors) outside of regular office hours and/or on weekends, except in an emergency or when quick replies are required e.g. during fieldwork. August is considered a period of research leave for research active staff, in addition to annual leave. Your supervisors can choose to provide written and/or oral feedback on your work, and provide feedback via eProg.

Change of Supervision

The School cannot guarantee that students will be able to work with a particular supervisor or that they will have the same supervisor for the duration of their research degree, but will endeavour to ensure continuity wherever possible and make arrangements as necessary.

If the initial allocation of supervisor is inappropriate, a change of supervisor may be requested by the student or supervisor. Although it should be borne in mind that there may be difficulties in finding a replacement supervisor with experience of the thesis research area. Funding bodies should also be notified when the main supervisor is changed.

If a supervisor is no longer in a position to continue with their supervision duties, (e.g. through moving to a new post at another institution) then the PGR Director should discuss the options with the student and assess the most beneficial outcome for the student. The PGR Director may be able to identify and allocate a new supervisor with the appropriate academic background and supervisory experience.

If a student or supervisor is unhappy with the supervisory relationship, they should at first alert the co-supervisor and/or the PGR director to seek their advice to resolve the issue and/or modify the supervisory approach. Should these efforts fail, the PGR Director should call a mediation meeting to attempt to resolve the issue. The student may be accompanied to the mediation meeting by a person of their choice. Changing supervisor is a serious step and should only be taken if efforts to resolve problems through mediation have not been successful.

The PGR Director is aware of the University's complaints and appeals policies should a solution not be found.

This process for change of supervision does not need to be followed where issues have been raised under the University's Dignity at Work policy or under a University complaints procedure.

For absence of supervisor or changes to supervisory arrangements please see <https://www.humanities.manchester.ac.uk/pgr-handbook-soss/support/supervision/>

The University's Supervisory Policy for Postgraduate Research Degrees can be accessed here <https://documents.manchester.ac.uk/display.aspx?DocID=615>.

Progress & Review

Your study and research progress will be planned in conjunction with your supervisory team. The progress is assessed periodically and monitored throughout the programme to ensure you are able to submit a high quality thesis within the permitted timeframe (normally 3 years FT or 6 year PT, + submission pending period where applicable). Academic progression and monitoring for PGR degrees is governed by the University's Policy on the Progress and Review of PGR students, please see <https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=612>.

For all PhD students (FT and PT), progress is assessed at formal progress reviews held twice a year: the Mid-Year Review and the Annual Review. The purpose of these reviews is to ensure that you are making adequate progress with your research and your study programme, to discuss anything that may have come up since the last review and to plan ahead for the next phase of your PhD journey. You will be asked to prepare for each review as specified below and there will be a report written outlining the key outcomes.

Formal progress review meetings are treated as examinations in as much as, if a meeting is cancelled, it will be rescheduled at the nearest possible date. Further, should you fail to attend, or fail to submit a piece of work that is to be reviewed at that meeting without presenting any mitigating circumstances, then the panel will record this on your file and call for a rescheduled meeting.

Where you submit a piece of work that fails at the formal progress review meeting, fail to meet the requirements to progress to the next stage of the programme as part of the review or do not submit the work requested, this will be recorded on your file as a formal submission / failure to submit.

Repeated non-attendance of scheduled formal progress review meetings, failure of a piece of work on second submission or repeated non-submission of review material without the presentation of mitigating circumstances will lead to the case being referred to the School Postgraduate Research Committee for consideration and possible termination of registration.

Mid-Year Review

The mid-year review is an interim review which gives student and supervisors the opportunity to discuss any issues, to prepare for the Annual Review, and can in cases of poor progress be used to determine progress. It will be held by the end of month five of each academic session, usually February.

Students normally submit a piece of written work for their mid-year review. PT students in particular are not expected to submit written work for consideration, but may do so where they wish to receive feedback.

During the review, students and supervisors discuss progress/completion timetable, research training and development, supervision, and targets. They complete the Mid-Year Review form in eProg by the deadline given in the system.

Annual Review

All FT and PT students are required to undergo a formal review of progress in month nine of each academic session, which for September cohorts will normally be June and for January cohorts will

normally be September. For PT students, year 1, 3, and 5 reviews are 'light touch', showing that they are moving towards the progress criteria required for their year 2, 4 and 6 annuals reviews.

The purpose of the annual review is to make sure that you are progressing along your PhD trajectory in a way that will lead to the completion of a successful PhD thesis, and to take early action on any issues that may arise.

The annual review provides an opportunity to receive feedback from and discuss your work with scholars who are not on your supervisory team and constitutes a form of viva prep. To this end, the **review panel** is normally made up of the following members of staff:

- Academic individual(s) independent of the PGR and their supervisor/s (Y1 and Y2 independent reviewers should not be the same individual(s) and Y3 independent reviewers cannot act as internal examiners in the Viva).
- The main supervisor and/or co-supervisor/s.
- The PGR.
- The advisor (where appropriate).

The discussion normally takes place among the student and the independent reviewer. For further information see <https://documents.manchester.ac.uk/display.aspx?DocID=612>.

A **written piece of work** (draft chapter) must be submitted for consideration, as a minimum, for every annual review. We also recommend you submit your up-to-date research plan (see Annex I). The work must be submitted to your supervisory team before the review so that you can be given feedback and support to revise the work accordingly before it is submitted for consideration by the panel.

A **timeline for completion** of your programme should also be drawn up. The purpose of the timeline is to act as a guide for completion planning so that you can readily see how far you have already progressed, but also visualise and plan for what remains to be done.

Your responsibility in terms of the annual review is to:

- attend the annual review meeting, unless you have mitigating reasons to not be in attendance;
- submit the work required on time; to engage with the process;
- complete your sections of the annual review form on eProg before the annual review meeting in a timely manner allowing the panel enough time to consider all inputs on the form.

You should also ensure you are available following the annual review meeting to discuss the outcome with either your supervisors or the PGR director and/or divisional coordinator.

In particular, you must satisfy the Annual Review Panel that you have made the progress expected by the relevant point in your studies, in order to continue on the programme. Progress criteria for annual reviews in Y1 FT/Y2 PT, in Y2 FT/Y4 PT, and in Y3 FT/Y4 PT are as follows:

Progress criteria for Y1 Annual Review (FT)/Y2 Annual Review (PT):

In order to progress into their next year of study, the postgraduate research student must demonstrate that they:

1. have set out a significant research question to be addressed and articulated the purpose of the investigation
2. have analysed the existing literature and are able to place their research into context within the relevant field of knowledge

3. have identified appropriate methods to address the research questions
4. are proficient in the relevant theoretical approaches and research methods and skills
5. have taken appropriate steps to address any training or development needs identified in their initial planning meeting and made plans to address any further training needs
6. have undertaken all required researcher development and research training to attain the skills and experience necessary to achieve the research plan at this stage and, where applicable, to fulfil any funder requirements
7. have completed training on ethics and research integrity, either through Epigeum or equivalent training offered by their school
8. have made, in conjunction with their main supervisor, an initial assessment of how their project potentially involves ethical considerations, and if required, have submitted an application for ethical approval. (NB: No work on a research project that involves ethical issues can take place until pre-screening has been fully completed and, if required, formal ethical approval has been obtained.)
9. are able to write clearly, appropriately using academic English
10. have robust plans for the next phase of their research that provide evidence of an ability to plan and undertake a research project leading to a doctoral thesis (of whatever format), including appropriate risk assessments and resource allocation

Progress criteria for Y2 Annual Review (FT)/Y4 Annual Review (PT):

For progression into the next year of study, the postgraduate research student must demonstrate that they:

1. are able to explain the research questions their project will answer and how this will lead to a substantial original contribution to knowledge
2. have begun to acquire the wider background knowledge of their research field required for the degree and can demonstrate a firm understanding of the field or discipline within which the thesis falls
3. can apply the relevant research methods, techniques and theoretical approaches required to make an original contribution to knowledge or understanding
4. have undertaken all training required at this stage, including where appropriate those based on funder requirements
5. have continued to reflect on and address development needs
6. have considered all ethical issues (including data management) where applicable and taken the appropriate action
7. have the ability to write up their research in an appropriate academic format for assessment by peer reviewers and examiners
8. have robust plans for the final phase of their research, based on the expectation that the project will be completed and the thesis submitted on time, indicating any risks and how these will be mitigated

Progress criteria for Y3 Annual Review (FT)/Y6 Annual Review (PT):

1. have clearly identified a significant contribution to knowledge
2. have robust plans for the submission pending period of their research, based on the expectation that the project will be completed and the thesis submitted on time, indicating any risks and how these will be mitigated
3. can apply the relevant research methods, techniques and theoretical approaches required to make an original contribution to knowledge or understanding
4. have undertaken all required training

5. have considered all ethical issues (including data management) where applicable and taken appropriate action.
6. have completed all research and have made significant progress towards writing up their research in an appropriate academic format for it to be critically assessed by peer reviewers and examiners

It is a requirement of registration that all students successfully progress via the annual review process each year. **You will not be permitted to re-register until the PGR office has received confirmation from the review panel that your academic progress is satisfactory.**

The Y1 annual review FT/Y2 annual review PT possesses certain characteristics which the panel should consider:

- Completion of any prescribed taught assessment that is a formal condition of progression. Results will be ratified by an Exam Board and passed to the Chair of the Review Panel in advance of the Review taking place.
- Written Work and/or Presentation by the student.
- Any additional academic matters, as reported by your supervisors (for example, researcher development matters, conference attendance, seminar participation, general progress summary and so on).

Following your annual review, the review panel will write a report on the review using the annual review form in eProg. They will outline their judgement and give details of any further action required by you – for instance, you may be asked to re-submit a written report or undertake further work, with or without a further presentation.

They will record one of the following **initial recommendations** regarding your future study:

- **Continuation** - The student has met the required doctoral standards and the recommendation is made for the student to continue registration on the doctoral degree.
- **Resubmit** - (remedial work) The student has almost met the required doctoral standards but further work must be done to continue registration. Following the first attempt at a formal review, students will normally be given one opportunity to resubmit work for a formal review and will normally be given up to ten weeks after the first panel meeting to complete the remedial work and submit it to the panel for consideration. The resubmission and review of the submitted work should, where possible, take place before the end of the student's current year of study.
- **Transfer** - The student has not met the required doctoral standards and a recommendation is made for the student to be transferred from the doctoral degree to MPhil.
- **Withdrawal** - The student has not met the required standard for doctoral degrees or MPhil and the recommendation is made for the student's registration to be terminated.

Once the Annual Review is complete, including any assessment of resubmitted work, the panel will make a **formal recommendation** which will determine your progression on the programme. The panel will make one of the following final recommendations:

- **Continuation** - The student has met the required doctoral standards and the recommendation is made for the student to continue registration on the doctoral degree.
- **Transfer** - The student has not met the required doctoral standards and a recommendation is made for the student to be transferred from the doctoral degree to MPhil.

- **Withdrawal** - The student has not met the required standard for doctoral degrees or MPhil and the recommendation is made for the student's registration to be terminated.

For further information, please see <https://documents.manchester.ac.uk/display.aspx?DocID=612> and <https://www.humanities.manchester.ac.uk/pgr-handbook-soss/programme/progress-and-reviews/>.

Changes to Degree

The University operates a number of procedures for situations where a change of circumstances leads to changes to postgraduate research study, including extensions, interruptions, leave of absences, parental leave, sickness, submission pending period, withdrawal, COVID-19 related mitigating circumstances, etc. Should you experience a change of circumstance, we advise that you discuss this with a member of your supervisory team and/or a member of the PhD Programme Team.

For procedures and forms, please consult the Change of Circumstances Policy for Postgraduate Research Students available [here](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=8162) <https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=8162>.

It should be read in conjunction with the appropriate policies listed in the University's Code of Practice for Postgraduate Research Degrees under "Changes to Degree", available at <https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/>.

Submission & Examination

For a quick guide on the submission process please go to <https://www.humanities.manchester.ac.uk/pgr-handbook-soss/programme/thesis-submission/>

Submission pending period

You are expected to complete all research degree work, including the writing up of the thesis, within the standard period of the degree programme (3 years FT, 6 years PT). If you cannot submit your thesis by the end of the standard period, you need to apply to register for a period of submission pending for the purpose of preparing the thesis for submission.

To check eligibility and apply for the registration, please refer to the Faculty Guiding Principles for the Submission Pending Period and the University Submission Pending Procedure for PGR Students and submit the application to the School PGR Office, available at <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=29582> and <http://documents.manchester.ac.uk/display.aspx?DocID=39960>.

You are required to submit the thesis within the Submission Pending Period registration. Progress will be monitored via eProg during this period. Students and supervisors should meet prior to the end of their degree programme to formalise the timetable for thesis writing and to agree on a schedule for supervision during this period. Students who have not submitted their thesis by the end of the submission pending period will have their automatic right to submit withdrawn.

Early submission or deadline extension

If there are mitigating circumstances that prevent you from submitting the thesis by the deadline, you must apply for special permission to extend the deadline. Please contact your School PGR office for advice.

If you intend to submit your thesis early (three months before your programme end date for a full-time student or six months for part-time students), please contact your School PGR office to apply for special permission to submit early.

All applications for early or deadline extension need to be formally considered by your school office.

Thesis presentation

Your thesis should be 80,000 words long and presented in accordance with the Presentation of Theses Policy. Please visit <http://documents.manchester.ac.uk/display.aspx?DocID=7420>.

Theses must achieve a universally acceptable standard of writing. Prior to submitting your thesis, you are advised to have it professionally proof-read and corrected. You can find more information about this here <http://documents.manchester.ac.uk/display.aspx?DocID=29482>.

Notice of submission

To prepare your thesis submission, you must give at least six weeks' notice through eProg. A 'Notice of Submission Form' must be completed six weeks prior to your intended submission; this is the first stage in the examination process.

eProg Guidance for students can be found at <http://hummedia.manchester.ac.uk/faculty/humnet/ourservices/pgr/eprog/eprog-students-guide-2019.pdf>.

Please read the University policies related to the thesis examination carefully before submitting your thesis. It is available at <http://documents.manchester.ac.uk/display.aspx?DocID=7445>. Any queries regarding the examination process should be directed to the Postgraduate Research Office.

Electronic submission of your thesis

The University of Manchester requires the mandatory submission of electronic theses for all postgraduate research students through eThesis submission system. We recommend that you prepare for your eThesis submission in advance by:

- Familiarising yourself with the University's Presentation of Theses policy
- Considering any third-party claims on the Intellectual Property (IP) and copyright of your thesis
- Considering and discussing with your supervisor the appropriate access level for your final thesis

A postgraduate research thesis submission must consist of:

- i. An electronic copy in Portable Document Format (PDF) with a plain-text metadata record submitted via the eThesis Submission System
- ii. Two paper copies printed from the version submitted to eThesis, including the eThesis-generated cover sheet, submitted to the School Postgraduate Research Office

Please ensure that you plan enough time to upload your thesis to the electronic thesis submission system. **Your window will close at midnight three days before your deadline.** This is to allow you time to upload and then have three days to get two copies bound including the electronically generated cover sheet at the front and posted/hand-delivered to us so that they then arrive by your submission deadline. A complete submission is an electronic copy and the two softbound copies received in the office by 5pm of your deadline.

For more information on how to submit your thesis electronically please visit the eThesis website and eThesis submission guide at <https://www.library.manchester.ac.uk/using-the-library/staff/research/etheses/pgr-students/> and <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=32871%20>.

Thesis binding

Binding services are provided by Hollingworth and Moss, for whom the University acts as agents. Further details can be found here:

- U-Print.com
- MuPrint.com

- The Document Centre

Open Access

The University's Presentation of Theses policy requires that all final postgraduate research theses are made Open Access within 12 months of submission unless an exception to the policy is required. You will select your preferred access level for your final eThesis submission. This is subject to approval by your supervisor. Most students will be able to comply with the policy by selecting either immediate Open Access or Open Access with a 12-month embargo.

For information on open access, please see the SoSS PGR Handbook here <https://www.humanities.manchester.ac.uk/pgr-handbook-soss/programme/thesis-submission/>

Appointment of examiners

Examiners are appointed by the candidate's School and approved by the Chair of the School PGR Committee. Two examiners (normally one internal, i.e. UoM, and one external, i.e. outside UoM) will be appointed, their function being to make a recommendation to the Committee about the award of a research degree. Your supervisor(s) must not serve as the internal examiner.

You should be consulted when deciding upon appropriate examiners. Although you do not necessarily have the right to veto any particular nomination, you can appeal against an examiner nomination. If you are unhappy with the choice of examiners you should put your objections in writing to the Postgraduate Office.

Substantial grounds for objecting to a particular examiner might be:

- That the candidate has had too close a connection with either examiner, on either a personal or professional basis.
- That there is felt to be too close a relationship between the examiners themselves (e.g. they are partners/relatives or they are directors of the same company).
- That there is evidence of dispute between an examiner and the candidate.

Oral examination

All candidates for the postgraduate research degree will be required to attend an oral examination. There are circumstances, however, where the internal and external examiners may agree to dispense with the oral examination for an MPhil thesis. The oral must take place without undue delay, normally within 12 weeks. The external examiner should liaise with the internal examiner on the timing of the examination of the thesis. The internal examiner may also consult the candidate's supervisor(s) and the candidate about the oral examination arrangements.

Through the oral, the examiners satisfy themselves that the thesis is the candidate's own work, and clarify any ambiguities in the thesis. It also allows the candidate to relate the thesis to a broader field of study, and to demonstrate a knowledge and appreciation of adjoining fields which is up to the standard expected for the award of the degree.

Oral examinations must be held on University premises and will be attended by all the examiners. It is the internal examiner's responsibility to book a room and to notify the PGR Office in eProg, at

least ten days in advance, of the date, time and room for the oral. Oral exams are automatically open to University staff, PGR students and the supervisors, but the candidate has the right to exclude any individual.

Useful links in preparation for your viva:

- [Postgraduate Online Research Training - Preparing for your viva video](#)
- [Vitae - Your viva](#)

Submission and confidentiality of examination reports

Examiners are asked to ensure that there is no unnecessary delay between the examination of a thesis and their submission of a report. Completed examiners' reports (pre-oral and joint Examiners Report Form) must be submitted to eProg within five working days of the oral examination and will be made available to you via eProg once the recommendation has been ratified.

Please find examination policies at the below links:

- [Examination of Doctoral Degrees Policy](#) - full details of the regulations for examination of a PhD thesis
- [Examination of MPhil Degrees Policy](#) - full details of the regulations for examination of an MPhil thesis
- [Resubmission and Re-examination of Postgraduate Research Degrees Policy](#) - full details of the regulations for the examination of a resubmitted PhD or MPhil thesis
- [Nomination of Examiners and Independent Chairs for PGR Degree Examinations Policy](#) - the regulations governing the nomination of examiners for thesis.

Results and Awards

Details of the possible outcomes of your viva examination can be found in relevant [Examination Policies](#).

The Doctoral Programmes Office will write to you with the outcome of your viva examination, along with the required next steps. When you have been recommended for award of the degree, you will be asked to submit a final version of your thesis through eThesis. Alternatively, there is a print and bind service available for supervisors and students from the eThesis submission pages. The service is easily accessible via a green button, and payment will be required.

When you have submitted your final thesis into the eThesis window and it has been checked against the Presentation of Theses Policy, your student record will be completed and marked for graduation.

Appeals procedure

In accordance with the University's [Regulations XIX](#) governing academic appeals, if you believe your case has not been dealt with properly or that the outcome is unreasonable, you may appeal against this decision by writing to the [University Student Appeals and Complaints Coordinator](#).

Examiners will be made aware, that, under the University's Regulations Governing Academic Appeals at Postgraduate Research Level, in the event of an appeal, and notwithstanding their confidential nature, the examiners' reports would be made available later to the Graduate Appeals Committee.

Before initiating an appeal, you are strongly advised to discuss the matter with your supervisor(s), or the School PGR Director or any other appropriate person in the School. If the matter remains unresolved, you may invoke the formal appeal procedure.

- A basic guide to academic appeals

Important note: access to your IT account following degree completion

You have access to IT facilities including email, eProg and personal storage space during the prescribed period of your programme, the submission pending period and the time leading up to and including your thesis examination. Access to these facilities is terminated on the date of graduation.

Funding Support

For full, up to date information on funding support available please see :
<http://www.humanities.manchester.ac.uk/pgr-handbook-soss/funding/>

The Norman Chester/Politics Fund

This fund is designed to make a *contribution* to the cost of conducting fieldwork (or other research-related expenditure) or to the expenditure associated with presenting a paper at a scholarly conference/workshop. Applications are only eligible from Doctoral students whose fees are up to date. Each student may apply to the fund once in each year and is eligible for a grant up to three times during the period of their registration. Applications will not normally be considered for more than £300. Further details of when to apply, how and by what date will be provided in due course to all students. Our funding for this comes from an endowment from Norman Chester and a contribution from the Politics discretionary budget. This fund is allocated by the PhD Director.

Hardship Fund

When any additional funds are available, the graduate team considers hardship applications to help students suffering financial distress. This is designed to make a contribution to student finances. Applications will only be considered from students whose fees have already been paid, who have made good progress with their research, and who will submit on time. It should also be noted that funds cannot be used to pay for research activities (applications for this purpose should be directed to the Norman Chester/Politics fund) or to pay fees. The limited nature of our funds dictates that we will not normally make awards of over £500. Further details of when to apply, how and by what date will be provided in due course to all students via email. For more information please contact the PG office.

Is a COVID hardship fund available to PGRs?

In response to the pandemic, an Emergency Hardship Fund was created thanks to over a million pounds in generous donations from alumni, staff, students and friends of the University. Manchester Doctoral College have been successful in securing £200,000 from the fund to support PGR students in financial hardship due to the pandemic. For full details on eligibility and the application process please refer to the [PGR COVID-19 guidance document](#).

SERB Fund

This fund is used to support activities that are designed to help cohort building and research environment for Politics PhD students. Politics PhD Director along with the PhD Team decides on how to spend this budget each year in consultation with PhD Students. Students, via Student Reps or otherwise, can make requests for support for events and activities if the budget permits. Eligible applications to this fund include social, networking, and research events such as student conferences, invited speakers, end of semester social gatherings. This budget is managed and allocated by the PhD Director.

Supporting Wellbeing & Mental Health

The PhD process can be isolating, lonely and stressful at times and many scholars struggle with mental health and personal wellbeing issues at different stages of their careers. Your Supervisors are aware of a variety of trainings, resources, and tools related to identifying and responding to students' wellbeing and mental health. Here we would like to highlight some resources offered by the University.

PhD student resources on wellbeing:

1. **Six ways to wellbeing:** <http://www.studentsupport.manchester.ac.uk/taking-care/wellbeing/six-ways-to-wellbeing/>
2. **Procrastination** eLearning modules: <https://www.counsellingservice.manchester.ac.uk/procrastination/#d.en.465372>
3. **Big White Wall:** <http://www.bigwhitewall.com> (click on register, click on "I'm from a university or college," type in your university address)
4. **Counselling workshops:** <https://www.counsellingservice.manchester.ac.uk/workshops/> (I have been told these will continue online these are also open to staff and may be useful to some of you)
5. **Self-help leaflets:** <http://www.selfhelpguides.nth.nhs.uk/manchester/> (here is an example on **anxiety** <http://www.selfhelpguides.nth.nhs.uk/manchester/leaflets/selfhelp/Anxiety.pdf>)

The University has a wealth of resources, support, and advice on wellbeing issues for postgraduate researchers ranging from online resources on reducing stress and tension through to talking to counsellors at times of greater need. These resources and support are there for you to use – if you feel well, you will do well.

Please check the UoM counselling services: <http://www.counsellingservice.manchester.ac.uk>, but also <http://www.occhealth.manchester.ac.uk/wellbeing/mental-health/>.

If you need urgent **help or are feeling low**

1. Text for instant help:
 - **Shout** is the UK's first free 24/7 text service for anyone in crisis anytime, anywhere. It's a place to go if you are struggling to cope and you need immediate help.
 - TEXT Shout to 85258
2. **Greater Manchester Nightline:**
 - Nightline is a confidential listening and information service run by students for students. It is open from 8pm till 8am every night during term time.
 - The phone number can be found on the reverse of your student ID card.
 - If you have problems in finding or using the number, email manchesternl@hotmail.com from any of the Manchester universities' student email addresses and it will auto-respond with the Greater Manchester Nightline phone number.
 - Also try: nightmail@nightline.manchester.ac.uk (Expect a reply within 48 hours).
 - Nightline hopes to launch Instant Messaging (IM) soon.
3. **The Samaritans:**

- Freefone 116 123 or 0161 236 8000 charged at local rate.
 - Available 24 hours a day, seven days a week, to talk confidentially about any problem, however big or small.
 - www.samaritans.org
4. **Papyrus:** 0800 068 4141
 5. **Shining a Light on Suicide**
 - <http://www.shiningalightonsuicide.org.uk/>
 6. **Crisis Point**
 - offers a resolution service available from 8am to 7pm, providing immediate or at least same-day one-to-one help for people in crisis.
 - You can refer yourself by phoning the number below and arranging to visit. Tel: 0161 238 5149 (This is not a helpline.)
 7. **Students Against Depression.**

Important Dates 2023/24

University Dates:

Start and End of Semester 1 and 2

25 September 23 – 28 January 24 / 29 January 23 – 7 June 24.

Reading Week

31 October - 4 November 23.

Christmas Break

18 December 23 – 14 January 24.

Easter Break

25 March – 7 April 24.

Please see also <https://www.manchester.ac.uk/discover/key-dates/> and for information on graduation see <https://www.manchester.ac.uk/discover/key-dates/graduation/>.

Politics PhD Dates:

Welcome Week & Induction

18 – 22 September 2023.

Ethics Application Q&A

04 October 2023, 11am
ALB 2.016

Y1 PhD Conference

spring 2024
Pencilled in for March 15th 2024

Mid-Year Review Deadline

September Starters: 7 March 2024.
January Starters: 7 July 2024.

Annual Review Deadline

September Starters: 30 June 2024.
January Starters: 31 October 2024.

Student Rep Meetings

ALB 4.006 Sem 1; TBC Sem 2

12 November 2023, 10am.
Late January 2024, TBC.
April 2024, TBC

Important Policies & Procedures

Academic Malpractice & Plagiarism

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

Data Management

<http://www.campus.manchester.ac.uk/researchoffice/governance/goodresearchpractice/adviceaboutresearchpractice/recordingstoringandarchivingresearchdata/>

Dignity at Work and Study

<http://documents.manchester.ac.uk/display.aspx?DocID=22734>

<http://documents.manchester.ac.uk/display.aspx?DocID=22733>

<http://documents.manchester.ac.uk/display.aspx?DocID=42135>

<http://documents.manchester.ac.uk/display.aspx?DocID=1893>

Disability Advisory and Support Service (DASS)

<http://www.dass.manchester.ac.uk> and <http://www.dass.manchester.ac.uk/how-do-i-get-support/>

<http://www.dass.manchester.ac.uk/how-do-i-get-support/how-do-i-register/>

<http://www.dass.manchester.ac.uk/how-do-i-get-support/do-i-have-dyslexia/>

Equality and Diversity

<https://www.staffnet.manchester.ac.uk/equality-and-diversity/>

<https://www.staffnet.manchester.ac.uk/equality-and-diversity/equality/equality-act-2010/>

Fieldwork

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

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

Health & Safety

<https://www.staffnet.manchester.ac.uk/social-sciences/policies-guidance/health-safety/>

<http://www.healthandsafety.manchester.ac.uk/links/>

<http://www.campus.manchester.ac.uk/healthandsafety/index.htm>

Research Ethics

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

http://www.training.itservices.manchester.ac.uk/uom/ERM/ethics_decision_tool/story.html

<http://documents.manchester.ac.uk/display.aspx?DocID=30096%20>

<https://submission-ethicalreview.manchester.ac.uk/>

Tier 4 Visa Attendance Monitoring

<http://documents.manchester.ac.uk/display.aspx?DocID=32803>

www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/

You may also contact visa@manchester.ac.uk.

Travel

<http://documents.manchester.ac.uk/display.aspx?DocID=38313>

<https://www.staffnet.manchester.ac.uk/finance/travel-expenses/travel/access-to-key-travel/>

Annex I – What goes in a Research Plan?

The exact content of the research plan you should use in your mid-year and annual review will depend on your specific project and should be developed in consultation with your supervisors. The following core components should always be included:

- Introduction, which situates your research in the scholarly literature; specifies your research question; and explains the motivation for your research question and why it is important to answer it.
- Brief literature review, where you explain the main debates in the field; situate the research in the scholarly literature (expanding on the introduction); and draw out questions, hypotheses or theoretical expectations. The literature review should make an argument for why you have chosen your research question and how it makes a contribution to the field.
- Methodology/Analytical Process, detailing how you will answer your research question and why this is an appropriate way to proceed. This section will vary considerably depending on the project. For some, this will require an account of your case selection, data collection methods, and data analysis methods. For others, this will require a discussion of the analytical processes that you will use (e.g. conceptual analysis, thought experiments, and more.) You may also want to consider any ethical concerns related to your project.
- Chapter Plan
- PhD project timeline. Think about when you will conduct fieldwork (if applicable), meet key milestones, attend conferences or training, and write publications (if applicable).

A research plan should be fully referenced and contain a bibliography.