# Alliance Manchester Business School

# Postgraduate Research Programme (PhD)

# Research Training Programme Handbook 2026-27

(The most up-to-date version of this handbook is available online at: https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=73409)

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## SECTION 1 – INTRODUCTION AND OVERVIEW

### 1.1 Introduction to the AMBS Research Training Programme

The Research Training Programme (RTP) is an integral part of the AMBS PhD programmes. During the first year of the PhD programme, you are expected to undertake research training courses to satisfy the degree's RTP requirements (PhDs on the part-time programme will be able to take their assessed courses during Years 1 and 2).

The AMBS PGR Induction sessions will provide you with information regarding RTP course offerings, timetables, and necessary instructions at the beginning of Year 1.

This Handbook will provide the main source of information regarding the Research Training Programme at Alliance Manchester Business School. If anything is unclear, you are encouraged to make contact with the Director of the MRes/Research Training Programme in the School or the Postgraduate Research Coordinator for Progression & Welfare in the Humanities Doctoral Academy.

### 1.2 Key Contacts

The AMBS PhD Research Training Programme is led by Dr. Pietro Paolo Frigenti, the MRes and Research Training Programme Director. He is supported by members of the AMBS Research Training Programme Committee, with administrative support from the Humanities Doctoral Academy.

Your first point of contact for any queries regarding the RTP is the Doctoral Academy.

Dr. Pietro Paolo Frigenti
Director of Research Training Programme/MRes, Alliance Manchester Business School
pietropaolo.frigenti@manchester.ac.uk

Postgraduate Research Coordinator for Progression & Welfare, Humanities Doctoral Academy
rtp@manchester.ac.uk

## SECTION 2 – AMBS RESEARCH TRAINING PROGRAMME (RTP)

### 2.1 RTP Overview

The Research Training Programme has been designed with our particular PhD programmes in mind, providing relevant doctoral level training to Postgraduate Researchers. RTP course units will follow the requirements of your programme:

- Accounting and Finance (A&F)
- Business and Management (B&M)
- Science, Technology and Innovation Policy (STIP)

Subject to enrolments, it may be necessary to cancel certain course units in an academic year. Alternative provision will be possible from other parts of the School, the wider University or from elsewhere.

### 2.2 Programme Structures

#### 2.2.1 Accounting and Finance

Postgraduate Researchers registered for the PhD Accounting and Finance programme are required to take 75 credits of taught course units from their respective stream:

**Stream 1: Finance**

Core:

BMAN80931 Advanced Financial Theory (15 credits)
BMAN82440 Advanced Finance Research Seminar (30 credits)
BMAN80711* Empirical Corporate Finance (15 credits)
*(* In years when BMAN80711 is not running, students will take BMAN70162 Current Issues in Empirical Finance (15 credits)*

Electives:

The remaining 15 credits to be taken from a choice of:

BMAN80450 Additional Research Training (15 credits)
BMAN80312 Advanced Corporate Finance (15 credits)
MSc courses from Economics Department (15 credits)
PhD courses from NWSSDTP institutions (15 credits)

**Stream 2: Accounting (Quantitative)**

Core:

BMAN80271 Advanced Financial Accounting Theory (15 credits)
BMAN80842 Market Based Accounting Research (15 credits)
BMAN80711* Empirical Corporate Finance (15 credits)
*(* In years when BMAN80711 is not running, students will take BMAN70162 Current Issues in Empirical Finance (15 credits)*

Electives:
The remaining 30 credits to be taken from a choice of:

BMAN80450 Additional Research Training (15 credits)
BMAN80312 Advanced Corporate Finance (15 credits)
MSc courses from Economics Department (15 credits)
PhD courses from NWSSDTP institutions (15 credits)

**Stream 3: Accounting (Qualitative)**

Core:

BMAN80900 Advanced Accounting Research Seminar (30 credits)
BMAN73821 Assurance and Credible Reporting (15 credits)

Electives:
The remaining 30 credits to be taken from a choice of:

BMAN80450 Additional Research Training (15 credits)
BMAN71282 Qualitative Research Methodology (15 credits)
BMAN75042 Accounting, Finance and the ESG Agenda (15 credits)
SOCY60431 Philosophical and Methodological Foundations of Social Research (15 credits)
SOCY60332 Social Theory: Structure, Relations and Interaction (15 credits)

PhD courses from AMBS PhD Business and Management RTP (see below) (15 credits)
PhD courses from NWSSDTP institutions (15 credits)

### 2.2.2 Business and Management

Postgraduate Researchers registered for the PhD Business and Management programme are required to take 60 credits of taught course units:

Core:

BMAN82111* Developing Research Contributions (15 credits)
BMAN82541 Research Philosophy and Introductory Methodological Issues (15 credits)

**PGRs who have completed an AMBS MRes can be exempt from BMAN82111 but must fill the gap in credits for the PhD Research Training Programme.*

Electives:

PGRs should take at least 15 credits from the following optional units:

BMAN80941 Qualitative Research Methods (15 credits)
BMAN82232 Quantitative Research Methods (15 credits) (PGRs must also enrol on the non-credit unit BMAN80121 Introduction to Quantitative Research Methods as a pre-requisite, which PGRs must either attend in full AND take a final test, or undertake the test)

Any remaining 15 credits to be taken from a choice of:

PGT/PGR course from within/outside AMBS (15 credits) *(In exceptional cases, PGRs with very strong methodological backgrounds may (with the support of their supervisor) apply for*

*exemption from this requirement and instead take 30 credits from outside this core provision – with the expectation that at least 15 of these credits will be in advanced research methods).*

BMAN80450 Additional Research Training (15 credits)
1) Delivery: PGRs are required to complete 30 contact hours and 120 hours of self-directed learning. From a portfolio of components offered each academic year, PGRs will select three, each comprising 10 contact hours and 40 hours of self-directed study.

2) Assessment: PGRs will submit three coursework assignments (1,000 words each), one per selected component. The overall mark for BMAN80450 is determined by calculating the average of the marks obtained in the three assignments.

In consultation with their supervisory team, PGRs can select from the following options:

- Advanced Qualitative Analysis and Theorizing
  Course leader: Dr. Elisabeth Krull, Elisabeth.krull@manchester.ac.uk

- AI-Empowered Research Methods
  Course leaders: Professor Ser-Huang Poon ser-huang.poon@manchester.ac.uk,
  Dr. Sarah Zhang sarah.zhang@manchster.ac.uk, Dr. Eghbal Rahimikia
  eghbal.rahimikia@manchester.ac.uk

- Case Study Research
  Course leaders: Dr. ChunLei Yang and Professor Brian Nicholson,
  chunlei.yang@manchester.ac.uk, brian.nicholson@manchester.ac.uk

- Data Preparation for Quantitative Research
  Course leader: Dr. Ahmed Kheiri, ahmed.kheiri@manchester.ac.uk

- Introduction to Longitudinal Data Analysis
  Course leader: Dr. Masakatsu (Bob) Ono, masakatsu.ono@manchester.ac.uk

- Introduction to Multilevel Modelling
  Course leader: Professor Heiner Evanschitzky, heiner.evanschitzky@manchester.ac.uk

- Introduction to Qualitative Data Analysis using NVivo
  Course leader: Dr. Aarti Krishnan, aarti.krishnan-2@manchester.ac.uk

- Navigating the Publication Process
  Course leader: Dr. Anders Gustafsson, Anders.Gustafsson@bi.no

- Qualitative Comparative Analysis (QCA)
  Course leader: Dr. Matti Jaakkola, Matti.jaakkola@manchester.ac.uk

- Reviewing and Evaluating Manuscripts
  Course leader: Dr. Nuruzzaman Nuruzzaman,
  Nuruzzaman.nuruzzaman@manchester.ac.uk

### 2.2.3 Science, Technology and Innovation Policy

Postgraduate Researchers registered for the PhD Science, Technology and Innovation Policy programme are required to take 60 credits of taught course units:

Core:

BMAN82111* Developing Research Contributions (15 credits)
BMAN81170 Scope and Theory in Science and Innovation Policy (15 credits)
BMAN80810* Advanced Topics in Science, Technology and Innovation Policy (15 credits)
BMAN80962 Advanced Methods in Science, Technology and Innovation Policy Analysis (15 credits)

**PGRs who have completed an AMBS MRes can be exempt from BMAN82111 and BMAN80810 but must fill the gap in credits for the PhD Research Training Programme.*

PGRs may also (with agreement of the supervisory team) enrol on any of the following units on an **Audit** basis:

BMAN80121 Introduction to Quantitative Research Methods
BMAN82232 Quantitative Research Methods (and must enrol on BMAN80121 as the pre-requisite)
BMAN80941 Qualitative Research Methods
BMAN80450 Additional Research Training
Other methods courses at the University of Manchester or NWSSDTP institutions
Summer / Winter / Specialist / Doctoral Training Schools

Also, in Year 2 of the PhD Science, Technology and Innovation Policy programme, PGRs will be enrolled on the non-credit bearing course unit BMAN80920 Research and Policy Seminar in Science, Technology and Innovation Policy.

## 2.3 Taught Early Exit Awards *(applicable for PGRs who started their PhD programme from September 2022 onwards)*

The 1st year of the full-time PhD programme (or Years 1 & 2 on a part-time basis) consists of a compulsory taught programme of Research Training (RTP). The course units delivered in this RTP and forming each of our PhD programmes (Accounting and Finance; Business and Management; Science, Technology and Innovation Policy) are credit-bearing and contribute to an early exit award in cases whereby a PGR may not be able to progress to submitting their PhD thesis.

### *2.3.1 Exit Awards*

- Postgraduate Certificate is awarded following successful completion of 60 credits
- Postgraduate Diploma is awarded following successful completion of 120 credits

All course units that make up the credits must be assessed, and the appropriate pass mark must be attained (see Section 4.6).

In addition to the requisite number of taught credits undertaken via the Research Training Programme, PGRs will also be assessed on the compulsory unit of BMAN87000 (A&F PGR Pilot Project) (45 credits) or BMAN88000 (Research Proposal) (60 credits) as part of the Year 1

Annual Review (or Year 2 Annual Review if registered on the part-time programme). These units are graded on a Pass/Fail basis.

The points where a PGR might be considered for a taught early exit award (Postgraduate Diploma / Postgraduate Certificate) would be:

- After completion of the first year FT and second year PT
- At any future point beyond the first year FT or second year PT where it is clear (e.g., as a result of an Annual Review) that the candidate is not performing sufficiently well to be transferred to the MPhil as an early exit route.

A PGR would not be eligible to receive the Postgraduate Diploma (or Postgraduate Certificate) if they are recommended for the award of MPhil instead of the PhD.

The taught exit awards will be as follows:

- Postgraduate Diploma in Accounting and Finance
- Postgraduate Certificate in Accounting and Finance
- Postgraduate Diploma in Business and Management
- Postgraduate Certificate in Business and Management
- Postgraduate Diploma in Science, Technology and Innovation Policy
- Postgraduate Certificate in Science, Technology and Innovation Policy

## SECTION 3 – COURSE UNIT ENROLMENT

### 3.1 Course Unit Outlines 2026-27

The course unit outlines provide summary information about each course and the form of assessment. Please take time to read these carefully and discuss with your supervisory team before making your choices. Please note that, as per the Programme Structures (Section 2.2), some course units are mandatory.

#### 3.1.1 Accounting and Finance

| |
|---|
| BMAN80271 Advanced Financial Accounting Theory *(not running in 2026-27)*<br>https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69136 |
| BMAN80312 Advanced Corporate Finance<br>https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69137 |
| BMAN80450 Additional Research Training (see Section 3.1.4)<br>https://documents.manchester.ac.uk/display.aspx?DocID=76946 |
| BMAN80711 Empirical Corporate Finance<br>https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69139 |
| BMAN80842 Market Based Accounting Research *(not running in 2026-27)*<br>https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69142 |
| BMAN80900 Advanced Accounting Research Seminar *(not running in 2026-27)*<br>https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69143 |
| BMAN80931 Advanced Finance Theory<br>https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69145 |
| BMAN82440 Advanced Finance Research Seminar<br>https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=62549 |

#### 3.1.2 Business and Management

| |
|---|
| BMAN80121 Introduction to Quantitative Research Methods *(Compulsory pre-requisite for BMAN82232 but non-credit bearing)*<br>https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69135 |
| BMAN80450 Additional Research Training (see Section 3.1.4)<br>https://documents.manchester.ac.uk/display.aspx?DocID=76946 |
| BMAN80941 Qualitative Research Methods<br>https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69146 |
| BMAN82111 Developing Research Contributions<br>https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69150 |
| BMAN82232 Quantitative Research Methods<br>https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=62532 |

| |
|---|
| BMAN82541 Research Philosophy and Introductory Methodological Issues<br>https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69151 |

### 3.1.3 Science, Technology and Innovation Policy

| |
|---|
| BMAN80810 Advanced Topics in Science, Technology and Innovation Policy<br>https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69141 |
| BMAN80920 Research and Policy Seminar in Science, Technology and Innovation Policy<br>https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69144 (Year 2 enrolment, compulsory but non-credit bearing) |
| BMAN80962 Advanced Methods in Science, Technology and Innovation Policy Analysis<br>https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69147 |
| BMAN81170 - Scope and Theory in Science and Technology Policy<br>https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=69149 |
| BMAN80450 Additional Research Training (see Section 3.1.4)<br>https://documents.manchester.ac.uk/display.aspx?DocID=76946 |

### 3.1.4 Additional Research Training (BMAN80450)

| |
|---|
| BMAN80450 Additional Research Training<br>https://documents.manchester.ac.uk/display.aspx?DocID=76946<br><br>This course contains the following component courses:<br><br>➢ Advanced Qualitative Analysis and Theorizing<br>➢ AI-Empowered Research Methods<br>➢ Case Study Research<br>➢ Data Preparation for Quantitative Research<br>➢ Introduction to Longitudinal Data Analysis<br>➢ Introduction to Multilevel Modelling<br>➢ Introduction to Qualitative Data Analysis using NVivo<br>➢ Navigating the Publication Process<br>➢ Qualitative Comparative Analysis<br>➢ Reviewing and Evaluating Manuscripts |

## 3.2 Course Unit Selection & Enrolment

### 3.2.1 Course Unit Selection

You must submit your **Course Unit Selection Form** **no later than 12pm noon on Wednesday 30 September 2026.** Your selections must first be agreed with your Main Supervisor.

Some courses have limited capacity (in particular PGT course units) and places will be allocated on a "first come, first served" basis. Also note that PGT teaching begins w/c 28 September and so if you are selecting any such units, please submit your Course Unit Selection Form before that date.

Once you are enrolled, visibility of the units in your personal timetable (see section 6) and access to materials in Canvas (see Section 7) will be available (usually within 24 hours).

The **Course Unit Selection Form** is available for each of the PhD programmes, and in the case of Accounting and Finance for each of the different streams of training.

***Accounting and Finance***

- Accounting (Qualitative) Stream
- Accounting (Quantitative) Stream
- Finance Stream

***Business and Management***

***Science, Technology and Innovation Policy***

IMPORTANT: You must submit your completed **Course Unit Selection Form** **by 12pm noon on Wednesday 30 September 2026.**

### 3.2.2 Bespoke Research Training

We aim to make the RTP programme as flexible as possible. If you and your supervisory team agree that certain assessed course units from AMBS Postgraduate Taught programmes may be better suited and more beneficial to your research training than those on offer in the suite of PhD RTP courses, then it is possible to replace one or two of these with course units from the suite of AMBS Postgraduate Taught programmes, or of other Schools within the University.

To apply for bespoke research training, please refer to the **Course Unit Selection Form** for instructions. Your supervisor will need to endorse your request, explaining why the courses identified elsewhere would be better suited to your research, and the Humanities Doctoral Academy will then submit your request to the RTP Director for approval. If approved, you will be notified and advised on the enrolment process. PGRs should be aware that the RTP Director can grant exemptions from courses if the supervisory team and PGR provide evidence that they already have the skills or do not need the course for their progression.

### 3.2.3 PGT Course Units

If you have indicated any PGT course units for enrolment and these are approved by the RTP Director, the Humanities Doctoral Academy will either arrange for you to be enrolled or will advise you on the enrolment process as this may vary between Schools.

Please note that capacity may be limited on some PGT courses.

### 3.2.4 North-West Social Science Doctoral Training Partnership (NWSSDTP)

The North-West Social Science Doctoral Training Partnership (NWSSDTP) was established in 2017 and is a consortium of four universities in the North West of England.

This partnership enables University of Manchester PGRs to access courses delivered by The University of Liverpool and Lancaster University. If you are interested to see what courses are offered by our partner institutions, in the first instance please contact Lynne Barlow-Cheetham in the Humanities Doctoral Academy (rtp@manchester.ac.uk).

***Accounting & Finance units offered by Lancaster***

| |
|---|
| AcF851: Advanced Quantitative Methods (corresponding UoM code: BMAN81001) https://documents.manchester.ac.uk/display.aspx?DocID=76948 |
| AcF861: PhD Advanced Accounting Theory (corresponding UoM code: BMAN86001) https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=73393 |
| AcF862: Advanced Accounting (Empirics) (corresponding UoM code: BMAN86011) https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=79875 *(this is the 2025-26 outline and gives an indication of course content; the 2026-27 version will be uploaded in due course)* |
| AcF856: Advanced Asset Pricing II (Empirics) (corresponding UoM code: BMAN81012) https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=79874 *(this is the 2025-26 outline and gives an indication of course content; the 2026-27 version will be uploaded in due course)* |

### 3.2.5 Enrolling on Course Units for Audit

In addition to the credit-bearing course units, you are also permitted to enrol on additional RTP course units (or, if relevant, from the AMBS PGT suite of course units or from outside of the School) on an Audit (non-credit) basis. You must discuss this with your supervisory team when making your course unit selections at the start of the academic year. If a course unit is felt to be of particular relevance and importance to your first year of study, then this can normally be accommodated. However, we recommend that you are mindful of the requirements and of not over-committing yourself in your first year.

### 3.2.6 Making Changes to your Enrolments

Requests to make alterations to your 15-credit enrolments must be made no later than the first week of teaching in Semester 1 (i.e. **by 5 October 2026**). All requests will be considered by the RTP Director to ensure that the RTP requirement is still being fulfilled appropriately.

This is to prevent disruption to courses and to ensure that you do not miss excessive amounts of teaching.

Please submit your requests in an email to rtp@manchester.ac.uk, clearly stating the change and, where applicable, an explanation for the change.

### 3.3 Your Timetable

Teaching on the RTP will commence in the week starting Monday 5 October 2026. Please note: If you are undertaking the Accounting (Qualitative) stream of Research Training, teaching commences in the week of Monday 28 September 2026.

You will be able to access and view your personal timetable at: Publish. Please note that you will not see anything on your timetable until you have completed registration and the Doctoral Academy has enrolled you onto your courses.

You must check your timetable in advance of each class in case any last-minute changes (such as room changes, cancellation, re-scheduling) have occurred.

Further guidance on using Publish, including syncing it with your devices, is available at: Timetables (The University of Manchester). You can also find a brief guide to using **Publish** at: Using Publish to view your personalised timetable

### 3.4 Canvas

Throughout your time studying at Manchester, Canvas will be used to navigate your course, access course materials, lecture recordings, submit assignments, and more. You will complete and submit coursework through a submission window which will be accessed through the respective course unit's space. It all enables you to communicate and collaborate with your lecturer or other students using discussions or chat.

The Canvas Student Support Page provides guidance on the following:

- Getting Started with Canvas
- Canvas Student App
- Frequently Asked Questions – this area is very informative

### 3.5 Attendance

You are required to attend and participate fully in **ALL** of the required sessions for the courses on which you enrol. You will not be permitted to attend a course unless you have been formally enrolled onto it.

If you are ill and unable to attend a class or an in-person assessment (such as an examination), you should notify the Humanities Doctoral Academy (rtp@manchester.ac.uk) as soon as possible and provide either a Self-Certification (for absences of up to 7 days) or a Fit Note from your GP (if sickness absence is for longer than 7 days).

## SECTION 4 - ASSESSMENT

### 4.1 Assessment

Postgraduate Researchers registered on a PhD programme at AMBS will be required to undertake assessment in each of the credit-bearing course units they are enrolled upon and which are intended to contribute to the overall PhD RTP requirement (75 credits for Accounting and Finance; 60 credits for Business and Management; and 60 credits for Science, Technology and Innovation Policy).

#### 4.1.1 Methods of Assessment

Assessment can be in several forms, including but not limited to written assignment, presentation, poster, and examination. Some course units may require more than one piece of assessment, each of which will be weighted in its contribution to your overall grade for the course.

If you enrol on a PGT course unit for assessment which requires an examination, you will be able to view your personal exam timetable via Publish, which is where you also receive your personal teaching timetables. This enables you to have a single consolidated view of your timetabled teaching and exam commitments.

If you have any queries about how to view or access your exam timetables, please visit https://timetables.manchester.ac.uk/. If you have any further queries on this, you may direct these to examtimetable@manchester.ac.uk.

#### 4.1.2 Assessment Deadlines

For 2026-27, assessment deadlines for the PhD RTP course units are confirmed as:

| Course Unit | Assessment Deadline(s) | Expected Grading Date |
|---|---|---|
| Details will be provided here shortly | | |

If there are any changes to the above Assessment Deadlines, you will be informed as soon as possible.

Submissions must *normally* be made **no later than 3pm (15:00hrs)** on the deadline date. However, some course leaders may require an alternative submission time.

If you are enrolled on a PGT course unit for assessment, please refer to the relevant Course Unit Outline and/or speak to the course leader for confirmation of particular assessment requirements and deadlines.

#### 4.1.3 Submitting in Canvas

All formal written assessments will be submitted online in Canvas. All assessments are marked anonymously in keeping with the University's Policy on Marking. However, it is recognised that this may not be possible for all assessments - for example, presentations.

To maintain this policy, please ensure that your name does not show anywhere in your work when you submit it online. Please ensure that you state your Student ID number on the title

page, along with the full title of the course (Course Code and Title) and any title for your piece of work.

## 4.2 Mitigating Circumstances and Late Submission

### 4.2.1 Requesting an Extension to an Assessment Deadline

If you are unable to meet your assessment deadline due to extenuating circumstances, you may request an extension to the deadline. Requests for such extensions must be submitted by email at the earliest opportunity **in advance of the deadline**. In the request, you must state the circumstances that will prevent you from submitting your assessment on time, and provide a timeframe when you will be able to submit by. Please note: The length of an extension will not extend beyond the feedback deadline for the assessment. Coursework extensions are typically granted for seven calendar days, up to a maximum of fourteen days. If an extension beyond this period is required (excluding those granted by DASS or similar services), you should contact the Doctoral Academy (rtp@manchester.ac.uk) who will be able to advise on the best course of action.

Extension requests should be submitted via a separate form (available on request to rtp@manchester.ac.uk); no supporting evidence is required to be submitted (unless you wish to provide this).

The Extension request must be sent to rtp@manchester.ac.uk. Your request will be considered, and you and the respective course leader will be notified of the decision.

For further information, please refer to the University's Extensions Procedure and Policy on Mitigating Circumstances and Coursework Extensions.

### 4.2.2 Mitigating Circumstances

In cases where a Postgraduate Researcher is aware of any possible issues that may affect their progress or assessments, they are encouraged to tell the School as soon as possible. The PGR student is responsible for submitting a request for mitigation to according to the procedures and deadlines published by the School. Students may wish to consult the Basic Guide to Mitigating Circumstances, the Student Support page on mitigating circumstances or the Students' Union Advice Service for further advice about the process. Early submission of requests makes it easier, for example, to offer flexibility in the arrangements for assessment.

For further information, please refer to the Policy on Mitigating Circumstances and Coursework Extensions.

The Mitigating Circumstances form is available upon request from rtp@manchester.ac.uk.

### 4.2.3 Late Submission

The AMBS Research Training Programme follows the University's Guidance on Late Submission. Any work submitted ***at any time*** within the first 24 hours following the published submission deadline will receive a penalty of 10% of the maximum amount of marks available. Any work submitted at any time between 24 hours and up to 48 hours late will receive a deduction of 20% of the marks available, and so on, at the rate of an additional 10% of available marks deducted per 24 hours, until the assignment is submitted or no marks remain.

If a piece of work is not marked out of 100, the deduction per day is proportional to that for work marked out of 100. For example, for a piece of work marked out of 60, the deduction would be 6 marks per day/24 hours. The reduction is therefore 10% of the *total assessment value*, rather than 10% of the mark awarded for the piece of work.

## 4.3 Plagiarism and Academic Malpractice

The Academic Malpractice Procedure sets out the definitions of academic malpractice, how cases are considered before disciplinary action and how cases are handled.

### 4.3.1 Guidance on Plagiarism

It is vital that you read and understand the guidance on plagiarism and if necessary, discuss it with your supervisor(s). The following resources have been provided by the University regarding referencing and plagiarism:

- The University of Manchester referencing guide
- An Introduction to Referencing and Avoiding Plagiarism (Student Guidance Service)

PGRs are also advised to refer to the various plagiarism, academic malpractice and referencing resources and information available through the University of Manchester Library My Learning Essentials, including workshops and online resources such as *'Library Support for Referencing'* and '*Avoiding Plagiarism'*.

### 4.3.2 Statement about the Use of Turnitin

The University uses electronic systems for the purposes of detecting plagiarism and other forms of academic malpractice and for marking. Such systems include TurnitinUK, the plagiarism detection service used by the University.

As part of the formative and/or summative assessment process, you will be asked to submit electronic versions of your work to TurnitinUK and/or other electronic systems used by the University. If you are asked to do this, you must do so within the required timescales.

The School also reserves the right to submit work handed in by you for formative or summative assessment to TurnitinUK and/or other electronic systems used by the University.

Please note that when work is submitted to the relevant electronic systems, it may be copied and then stored in a database to allow appropriate checks to be made.

## 4.4 Confirmation of Results (Exam & Re-Sit Boards)

### 4.4.1 Marks

Assessments are marked and internally moderated within 15 working days of the Assessment Deadline. If there are unexpected delays, you will be informed in a timely manner.

Any marks that you might see on Canvas are provisional until moderation has been completed. For guidance on how to view your marks, please refer to:

**Canvas** - Frequently Asked Questions (Access and Navigation section)

### 4.4.2 Exam Board

All marks from the assessed course units undertaken as part of the RTP will be considered by an Exam Board in early summer. The Board will determine whether the marks satisfy the requirements of the Research Training Programme.

You are required to have successfully completed the RTP (in addition to successfully completing the Annual Review) before progression to Year 2 can be confirmed. You must attain marks of at least 50% in each of your credit-bearing RTP courses.

If you do not achieve a mark of 50%, you will be deemed to have failed the assessment. The Exam Board will confirm whether a re-assessment is required. You will be advised of your mark and receive feedback on your performance, and you will have one further opportunity to take the assessment. The course leader will provide details of this re-assessment via the Exam Board, which may be either:

- Re-submission of the same assignment
- Submission of an alternative assignment

### 4.4.3 Re-Assessment following Exam Board

This re-assessment work will be marked and both the original and the re-assessment mark will be forwarded to the Re-Sit Exam Board for consideration prior to the start of the new academic year. In the event that the Board deems your re-assessment as unsuccessful, the appropriate steps towards ratifying the award of a Taught Early Exit award will be taken.

If you enrol on a PGT course unit for assessment and are required to re-sit its assessment as directed by the RTP/MRes Exam Board, please refer to Reassessment | AMBS Postgraduate Handbook | The University of Manchester for further information.

## 4.5 Academic Appeals Procedure

The University's Regulation XIX: Academic Appeals Procedure provides information about the process for students who want to appeal against a final decision made by an Examination Board, progress committee or equivalent group which affects the student's academic status or progress in the University. It sets out the reasons why a student may appeal and the procedure that should be followed.

If you are considering making an appeal against a decision affecting your progress or status, you are advised to read this document and check that the reason for your appeal is covered by the list of 'grounds for appeal' in the document. Please also review the Basic Guide to Academic Appeals. You can seek advice from the Students' Union Advice Centre; from the Humanities Doctoral Academy; or from the Information, Advice and Guidance Service.

Before initiating an appeal, we strongly advise you to discuss the matter with your supervisor(s), the PGR Director or any other appropriate person in the School. If the matter remains unresolved, you may invoke the formal appeal procedure by following the details set out in the formal procedure section of the Regulation XIX: Academic Appeals Procedure.

## SECTION 5 – POSTGRADUATE & RESEARCH TRAINING PROGRAMME REGULATIONS

### 5.1 Ordinances and Regulations: Degree of Doctor of Philosophy (PhD)

The Degree of Doctor of Philosophy (PhD) is awarded by the University in recognition of the successful completion of a period of supervised research and training, the results of which show convincing evidence of the capacity of the candidate to pursue research and scholarship and make an original contribution and substantial addition to knowledge.

### 5.2 PGR Research Training

In providing assessed Research Training to PhD students at Alliance Manchester Business School, we draw on the following Postgraduate Taught regulations and guidance to support our delivery and, where relevant, the award of Taught Early Exit Awards.

**Postgraduate Taught Regulations (including MRes), Version 3.9, April 2023**
https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=29208

**Guide to Taught Degree Regulations, Version October 2022**
https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=13144

### 5.3 Reduced Scale Step Marking

In grading RTP assessments, the AMBS Doctoral Research Training Programme implements a grading scheme of Reduced Scale Step Marking: AMBS Doctoral Research Training Programme.

### 5.4 AI in Teaching and Learning Policy

This policy outlines the expectations for students and staff when using AI in undergraduate and postgraduate teaching and learning activities, including assessments and the research/dissertation component:
https://documents.manchester.ac.uk/display.aspx?DocID=79331

(This handbook is available online at:
https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=73409)