



The University of Manchester
Alliance Manchester Business School

Alliance Manchester Business School

MRes in Management

Programme Handbook

2026-27

This Handbook is, as far as possible, accurate and up-to-date when published. The matters which it covers are subject to change from time to time and the University reserves the right to make such changes without notice.

(This document is available online at: <https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=73410>)

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SECTION 1 – WELCOME TO ALLIANCE MANCHESTER BUSINESS SCHOOL

We are delighted to welcome you to Alliance Manchester Business School. We hope you will find AMBS, the University of Manchester, the North West region and the city of Manchester to be exciting places to study, work and live.

You have come to the largest campus-based business school in the UK. What is important for you is not the number of faculty and students under our roof, per se, but the breadth and depth of our offerings. Our teaching staff are leaders in their fields. You will recognise many of their names from textbooks that you may have used in your previous studies. Many of our academics are heavily involved in both research and consultancy ensuring that you receive a combination of the latest theories and the practical techniques to make them work.

Equally important is the strength of the larger intellectual and professional community. Several of AMBS' academic and research programmes are jointly sponsored by other Schools and Faculties, such as the School of Social Sciences (SoSS) and the School of Environment, Education and Development (SEED) in the Faculty of Humanities, and the School of Mechanical, Aerospace and Civil Engineering (MACE) in the Faculty of Engineering and Physical Sciences. So, during your time here, you will have opportunities for exposure to a wide range of disciplines.

You may also have the opportunity to travel overseas, for study, work and leisure, and will meet many new colleagues from all over the world. The connections you make here will stay with you for many years, and our alumni relations team exist to support that. Indeed, you are joining a group of almost 50,000 AMBS alumni located on every continent.

There are many opportunities for self-development outside of the classroom. Students participate in various business-related societies. Our links with the business community are strong. We partner in various ways with many leading companies and membership and professional organisations, from The City of Manchester, The North West region, the UK, Europe, and beyond. We invite interesting business speakers to campus, including our own successful alumni. Events we sponsor are typically open to the region's business community which provides networking opportunities for our students and staff.

Manchester itself is one of Europe's most exciting and dynamic cities providing ample opportunity for students to engage short-term and even find permanent employment!

As large as we are, we still regard ourselves as a close-knit family, and we are pleased to have you join us. This is the first step in a lifelong relationship with AMBS and the University of Manchester. We hope your experience is rewarding and fulfilling.

SECTION 2 – AMBS MRES PROGRAMME

2.1 Alliance Manchester Business School and the Faculty of Humanities

Universities all over the world traditionally divide their academic activities into faculties. Faculties consist of academic units based on a particular discipline or on a grouping of disciplines employing similar methodologies. At the University of Manchester, these disciplinary groups are known as Schools.

Alliance Manchester Business School (AMBS) is part of the Faculty of Humanities. The Faculty comprises of three other Schools: School of Arts, Languages and Cultures (SALC), School of Environment, Education and Development (SEED), School of Social Sciences (SOSS). The Faculty provides the interface between AMBS and the University, defines and implements policies and procedures common to all Schools in the Faculty and monitors student experience and progress. The Faculty also plays a vital role in student appeals, disciplinary matters and student complaints.

Registered on a PGR programme in business, management, accounting or finance, you are automatically a member of both the Alliance Manchester Business School and the Faculty of Humanities. Most of your day-to-day contact will be with AMBS academic colleagues and the support staff in the Humanities Doctoral Academy.

Members of the Faculty Leadership Team are as follows:

Vice-President and Dean of the Faculty	Professor Fiona Devine
Vice-Dean for Research	Professor Maggie Gale
Associate Dean for Postgraduate Research	Dr. Admos Chimhowu
Deputy Dean and Vice-Dean Teaching, Learning and Students	Professor Fiona Smyth
Vice-Dean for Social Responsibility	Professor Dimitris Papadimitriou
Director of Faculty Operations	Hannah Rundle

For further information on the Faculty of Humanities, see: <https://www.humanities.manchester.ac.uk/>

2.2 Management of Postgraduate Research Programmes in AMBS

The Postgraduate Research Committee manages the Postgraduate Research (PGR) Programmes in AMBS. This committee is chaired by the Director of PGR Programmes, Professor Jamie Burton, who is responsible for the overall academic and strategic direction of the programme.

Professor Burton (jamie.burton@manchester.ac.uk) is assisted in managing the programmes by:

- Dr. Pietro Paolo Frigenti (pietropaolo.frigenti@manchester.ac.uk), Director of the PGR Research Training Programme and the MRes Management Programme
- Monique James (Monique.james@manchester.ac.uk), Postgraduate Research Services Manager for the Faculty of Humanities Doctoral Academy
- Lynne Barlow-Cheetham (lynne.barlow-cheetham@manchester.ac.uk), Postgraduate Research Coordinator for Progression and Welfare in the Faculty of Humanities Doctoral Academy

AMBS is organised into four divisions. Each of the Divisions has an academic member of staff known as the **Divisional PGR Co-ordinator**. The PGR co-ordinators are involved in all aspects of PGR activity within the Division, for example, recruitment, induction and progress monitoring. The Divisional PGR Co-ordinators are:

Division	Coordinator	Email
Accounting & Finance (A&F)	Prof. Hening Liu	Hening.liu@manchester.ac.uk
Innovation Management and Policy (IMP)	Dr. Gianluigi Giustiziero	gianluigi.giustiziero@manchester.ac.uk
Management Sciences and Marketing (MSM)	Dr. Ilma Chowdhury	Ilma.chowdhury@manchester.ac.uk
People, Management & Organisations (PMO)	Dr. Kara Ng	Kara.ng@manchester.ac.uk

AMBS includes a number of Research Institutes, Centres and groups which bring together researchers with common interests, co-ordinate research activities for staff, and manage the research environment for students. MRes and Doctoral students are encouraged to be members of at least one Research Centre or Institute and can take part in the arranged research activities and can take part in activities arranged by that centre.

A member of academic staff will be nominated as your **Main Supervisor**. Your main supervisor will be your primary day-to-day contact and you will be a member of your supervisors' division and Research Centre. At least one other academic member of staff will be nominated as your co-supervisor.

2.3 Administrative and Pastoral Support

The Humanities Doctoral Academy provides administrative and pastoral support for all MRes and Postgraduate Research students in AMBS.

The Doctoral Academy is based on the Ground Floor (Block C) of the Ellen Wilkinson building and the team is on hand to:

- Provide information about your programme and the processes which support it;
- Offer advice and support to any student act as a point of liaison for all student matters in a specific Division;
- Communicate with you regularly throughout your study.

Please note: The Doctoral Academy is open Monday – Friday from 9am to 5pm, and can also be contacted at HUMS.doctoralacademy.support@manchester.ac.uk and +44 (0)161 275 1200.

In addition to this MRes programme handbook, the [AMBS PGR Handbook](#) provides comprehensive information on policies, process and appropriate forms, news, information and frequently asked questions.

Divisional academic PGR Co-ordinators also act as independent advisors and students may contact their PGR coordinators for advice on any matter.

2.4 Semester Dates

Semester 1

Induction	w/c 21 September 2026
Attendance	28 September 2026 – 18 December 2026
Christmas Vacation	21 December 2026 – 13 January 2027 (<i>The University will be closed for the period of 24 December 2026 – 1 January 2027 inclusive</i>)
Attendance	14 January 2027 – 29 January 2027

Semester 2

Attendance	1 February 2027 – 19 March 2027
Easter Vacation	22 March 2027 – 4 April 2027
Attendance	5 April 2027 – 11 June 2027

Please note: As the AMBS Research Training Programme may continue to teach outside of the above dates, you are advised to check your timetable and discuss with your supervisors before planning any time away during vacation periods.

SECTION 3 – GETTING STARTED: REGISTRATION AND INDUCTION

3.1 Registration

Before you can start your PGR studies or move to the next year of your studies, you must register for your programme. Completing your registration is a crucial part of becoming a student of the University. It is an online process that requires you to confirm personal details, check course information, and pay or make

arrangements for paying your tuition fees. You will also be asked to read and agree to the University's statutes, ordinances and bye-laws.

All students must register for each year of study. You are not a member of the University and you should not attend lectures or use the University facilities until you have completed registration. You will not receive any financial awards (studentships) or have access to University resources until you have registered. **Online registration is available between the period 1 – 30 September 2026.**

You will find details on how to register online at:

[Become a student](#) | [Get ready](#) | [The University of Manchester](#)

3.2 Induction

The first week of your programme includes an induction programme, which aims to help you get the most out of your study and includes:

- Staff involved in delivering the Postgraduate Research Programme at AMBS (your Supervisors, Divisional Co-ordinators and colleagues from the Doctoral Academy);
- How your programme is structured and how to get the best out of your study;
- Advice on choices you should make, including on the Research Training Programme.

Throughout the year, there is a programme of workshops, which provide crucial advice, guidance and information on further aspects of your study including academic good practice and ethical issues in research.

All the induction activities are intrinsic to your study and are therefore **compulsory**. If you are unable to attend any event, please contact the Doctoral Academy immediately at HUMS.doctoralacademy.support@manchester.ac.uk or call on 0161 275 1200.

3.3 Keeping in Touch

Email

The School and the University will communicate with you regularly using your university email address, which you will be given on arrival. This email address will normally be in the format:

firstname.surname@postgrad.manchester.ac.uk

It is essential that you check this email inbox regularly via <http://outlook.manchester.ac.uk>

Addresses

Please ensure that you update contact details on your student record when there are changes including postal, email addresses and telephone numbers. These must be updated when you are away from the School as well (e.g. on return trips home, fieldwork).

Emergency contact

You will also be asked for an emergency contact (name, address and telephone number) should we need to contact someone in the event of accident or emergency.

To update your record, please go to [Student Support](#) | [My Manchester – accessing University systems](#) | [The University of Manchester](#) and scroll down to “Other Student Services” and follow the instructions.

SECTION 4 – PROGRAMME STRUCTURE

4.1 Programme Length

The programme offers the qualification of Master of Research in Management for 180 credits (90 credits from taught courses and 90 credits from a Master's dissertation).

The programme is full-time over the period of one year from September to September. Part-time students study over a period of two years, with the taught part of the programme equally divided between the two years. No lectures are normally timetabled during the Christmas and Easter vacation periods but you will have to do work (reading or essay preparation) during some of these periods. Holidays should only be taken in these two vacation periods. There is no formal Summer vacation period for postgraduate students. This is a very intensive programme of study and you should therefore limit summer holidays to no more than two weeks. Holidays will not be an acceptable reason for non-attendance at dissertation progress meetings.

The MRes programme is organised into four pathways. These pathways can be subdivided and organised into a variety of subject specific areas, the choice of which depends on the Subject Academic Group of the supervisor, the nature of the research topic and the prior experience of the student.

4.2 Rationale

The MRes programme is designed to meet the research training needs of students who intend to continue their postgraduate studies and complete a PhD but either do not have any postgraduate experience or have postgraduate degrees that are deemed to provide insufficient research training within the area of study. We also appreciate that other types of students (e.g. those who wish to pursue a career as researchers in B&M consultancies) might be interested in completing the MRes. Apart from providing an orientation to Doctoral research, the MRes programme equips students with a range of generic and subject specific research skills and knowledge. It also develops students' personal and career development skills and a number of transferable skills.

The programme provides robust, yet flexible, research training where all course units – foundation, research methods and subject specific – are delivered by experienced academics and researchers with international reputations in their respective areas of expertise.

4.3 Programme Aims

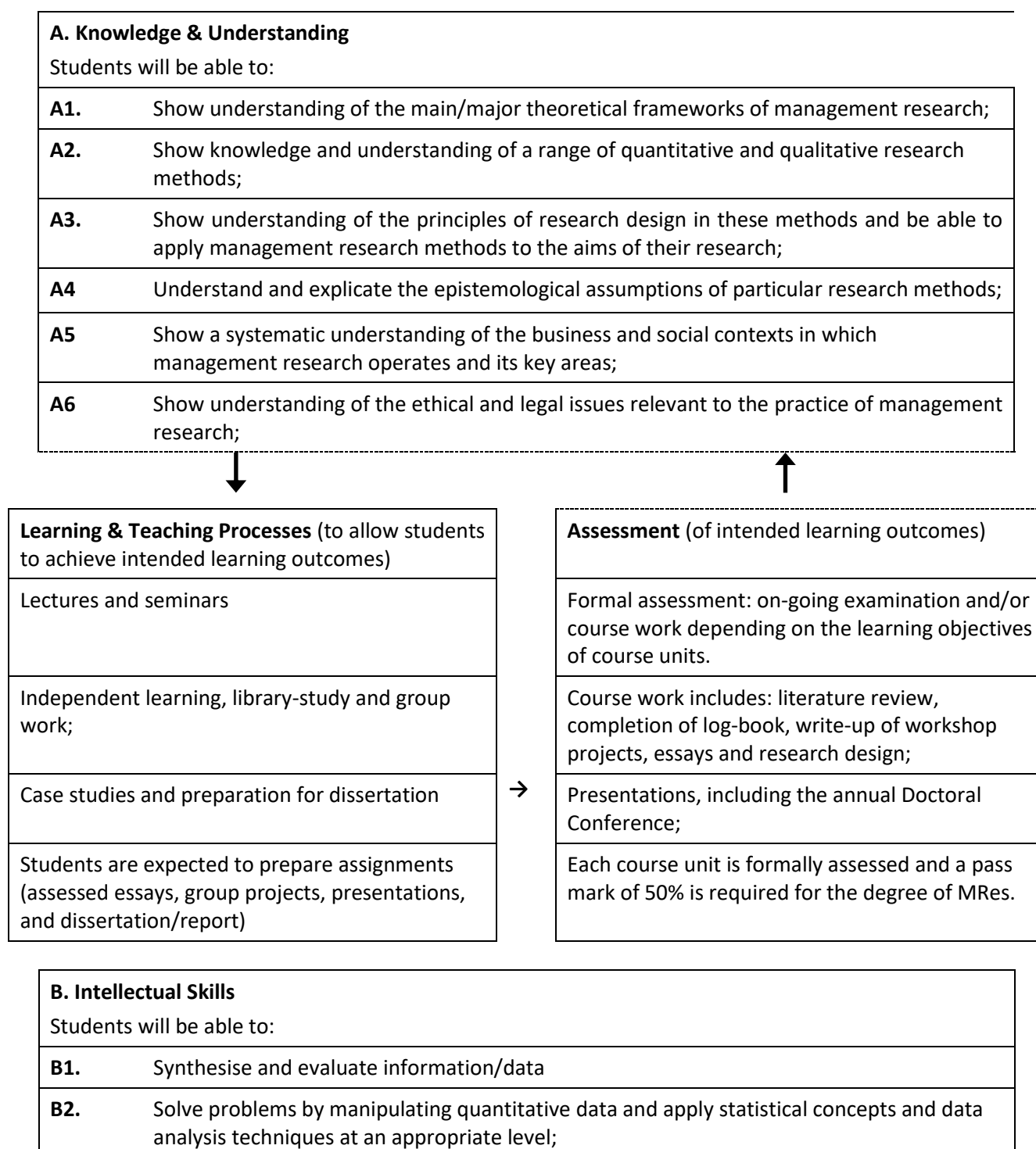
The programme aims to:

- provide students with rigorous training in research methods, including epistemological and theoretical issues as well as quantitative and qualitative methods, appropriate for their doctoral studies;
- give students the flexibility to choose from a range of course options in the area of management research within a structured programme of courses;
- offer a range of qualitative and quantitative methods course units so that students can choose the level and specialism that is appropriate to their background and current research training needs;
- provide systematic and critical knowledge of one specific subject area of management research (such as accounting or marketing) in order to appreciate current debates and issues;
- introduce students to different paradigms to management research/studies thus equipping them with the general background to become professional researchers in management;
- support students in developing the knowledge and skills to appreciate the growing importance of interdisciplinary research in management;
- foster students' skills in analysis, argument, independent thinking, and effective oral and written self-expression and presentation skills;

- build transferable employment related skills, so that students can become life-long learners able to apply their knowledge and skills in variety of contexts;
- encourage initiative, independent learning and commitment to scholarship; and
- develop core skills in computer literacy, numeracy, and use of databases.

4.4 Intended Learning Outcomes

The figure below presents the intended learning outcomes of the MRes within four different categories ('Knowledge and Understanding'; 'Intellectual Skills'; 'Practical Skills'; and 'Transferable Skills') linking these to learning and teaching processes and assessment.



B3.	Solve problems by manipulating qualitative data and apply analysis techniques at an appropriate level;
B4.	Exercise powers of enquiry, logical thinking, and critical analysis of arguments and evidence;
B5.	Interpret theoretical arguments and empirical evidence;
B6	Formulate and test hypotheses, and interpret empirical results;
B7	Plan, execute and report on a piece of independent empirical research;



Learning & Teaching Processes
Lectures and seminars;
Workshops;
Group projects;
Independent work: directed reading, preparation for presentations.



Assessment
On-going monitoring of assignments (definition of topics, research questions, hypothesis etc.; preparing a time schedule for their research)
Assessed literature review and research design;
Assessed coursework (essays, reports, group projects etc.)

C. Practical Skills	
Students will be able to:	
C1.	Work with secondary sources of information (large databases and sources of qualitative information);
C2.	Use communication and information technology in acquiring, analysing and communicating information (working with spreadsheets, word-processing software, on-line databases);
C3.	Collect new data (both quantitative and qualitative);
C4.	Present quantitative and qualitative information, as well as analysis, argumentation and commentary, in a form appropriate to the intended audience;
C5.	Manage project work effectively;
C6	Correctly cite, acknowledge and reference sources;



Learning & Teaching Processes
Specific sessions and seminars on work with secondary sources, data collection, data analysis, writing and ethics in research, and project/time management;

Assessment
Students are expected to present their research design at the School Doctoral Conference;

Students are expected to practice and demonstrate these skills during workshops and group discussions;	→	These skills are vital if students are to complete their pilot empirical work, and dissertation successfully;
		Practical skills are also confirmed and assessed through doing the dissertation;

D. Transferable Skills and Personal Qualities	
Students will be able to:	
D1.	Teamwork and work in small groups;
D2.	Structure and present ideas effectively orally, visually and in writing;
D3.	Manage time and work to deadlines;
D4.	Exercise initiative and work independently;
D5.	Develop effective career strategies;
D6	Appreciate alternative viewpoints and put across personal views in acceptable and civilised manner;
D7	Demonstrate IT skills;
D8	Interact with clients/users efficiently;



Learning & Teaching Processes
Same as above;

Assessment
Tailored assessments for the particular learning content and context, covering exams, essays, project work, presentations and dissertation.

4.5 Research Seminars

MRes students are expected to attend the relevant Research Seminars in Divisions and those organised by Research Institutes and Centres.

4.6 Programme Management

The Humanities Doctoral Academy provides administrative support for the Programme Director and is your first point of contact for your queries about the programme in general and the postgraduate research training. For queries about postgraduate taught course modules (from specialist Masters courses) including enrolment, attendance, assignment, assessment and examination, please refer to the Postgraduate Taught Curriculum and Programmes team, located in Room 2.092d Alliance Manchester Business School. You can also email them at ams.programmes@manchester.ac.uk

Please visit the university website for information regarding the [Postgraduate Taught Degree Regulations](#) which cover the MRes programme.

4.7 Programme Structure

Assessment for the degree of Master of Research comprises two components: Course Units and Research/Dissertation. Your course will last for 12 months full-time or 24 months part-time, at the end of which you must submit a dissertation embodying the results of a substantial piece of research.

Part-time students should discuss the spread of course units across the programme (i.e. which to take in Year 1 and which to hold over to Year 2) with their supervisory team. Submission of the Dissertation will be required by the end of Year 2.

Students should meet regularly with their supervisory team throughout the programme and particularly in relation to the research work.

The four MRes pathways are outlined on the following pages.

4.7.1 Accounting and Finance Pathway:

	A&F Pathway	
	1 st Semester	2 nd Semester
1. Compulsory units: (45 credits) Candidates must take research methods modules BMAN82111, BMAN70211 <u>and</u> BMAN71282	BMAN82111 Developing Research Contributions BMAN70211 Cross Sectional Econometrics	BMAN71282 Qualitative Research Methods
2. Elective: PGR Research Methods (15 credits) Candidates must take BMAN80450 Additional Research Training and select three of its component units, together with two 15-credit modules from the Subject specific courses list OR Three 15-credit subject specific modules (see below)		BMAN80450 Additional Research Training. Components: ➤ Advanced Qualitative Analysis and Theorizing ➤ AI-Empowered Research Methods ➤ Case Study Research ➤ Data Preparation for Quantitative Research ➤ Introduction to Longitudinal Data Analysis ➤ Introduction to Multilevel Modelling ➤ Introduction to Qualitative Data Analysis using NVivo ➤ Navigating the Publication Process ➤ Qualitative Comparative Analysis ➤ Reviewing and Evaluating Manuscripts
3. Elective: Subject Specific Modules (15 credits each) Candidates can choose two or three modules from the masters’ programmes in order to bring their total taught credits up to 90	Please note that the MSc modules may be operating to capacity. Approval from the RTP/MRes Director and module co-ordinator must be obtained prior to enrolling.	
4. Dissertation (90 credits) (BMAN73020)	25,000 - 30,000 words. The dissertation length is a guide only and can slightly vary between disciplines. Submission deadline: 3pm on the first Monday of September.	
For the timetable of courses running from the PGT department of the Alliance Manchester Business School, contact ambs.programmes@manchester.ac.uk		
Refer to your Course Unit Selection Form for the hyperlinks to the PGR and PGT Course Unit Outlines		

4.7.2 Innovation Management and Policy Pathway:

	1 st Semester	2 nd Semester
1. Compulsory Units: (45 credits) Candidates must take BMAN82111, <u>and</u> two research methods modules (BMAN80810 is 15 credits spanning two semesters).	BMAN82111 Developing Research Contributions BMAN80810 Advanced Topics in STIP (S1 and S2) BMAN71751 Tools and Methods for Innovation Analysis	BMAN80810 Advanced Topics in STIP (S1 and 2) BMAN72352 Research Methods and Skills
2. Elective: PGR Research Methods (15 credits) Candidates must take BMAN80450 Additional Research Training and select three of its component units, together with two 15-credit modules from the Subject specific courses list <u>OR</u> Three 15 credit subject specific modules (see below)		BMAN80450 Additional Research Training. Components: ➤ Advanced Qualitative Analysis and Theorizing ➤ AI-Empowered Research Methods ➤ Case Study Research ➤ Data Preparation for Quantitative Research ➤ Introduction to Longitudinal Data Analysis ➤ Introduction to Multilevel Modelling ➤ Introduction to Qualitative Data Analysis using NVivo ➤ Navigating the Publication Process ➤ Qualitative Comparative Analysis ➤ Reviewing and Evaluating Manuscripts
3. Elective: Subject Specific Modules (15 credits each) Candidates can choose two or three modules from the master’s programmes in order to bring their total taught credits up to 90	Please note that the MSc modules may be operating to capacity. Approval from the RTP/MRes Director and module co-ordinator must be obtained prior to enrolling.	
4. Dissertation (90 credits) (BMAN73020)	25,000 - 30,000 words. The dissertation length is a guide only and can slightly vary between disciplines. Submission deadline: 3pm on the first Monday of September.	
For the timetable of courses running from the PGT department of the Alliance Manchester Business School, contact ambs.programmes@manchester.ac.uk		
Refer to your Course Unit Selection Form for the hyperlinks to the PGR and PGT Course Unit Outlines		

4.7.3 Management Sciences and Marketing Pathway:

	1 st Semester	2 nd Semester
1. Compulsory units: (Total 45 credits) Candidates must take BMAN82111, and two research methods modules from the relevant Subject Area Group (SAG)	BMAN82111 Developing Research Contributions <u>Marketing SAG will take:</u> BMAN74811 Market Research in a Digital Context OR BMAN74771 Research and Analysis in Marketing <u>Operations and Supply Chain Management SAG will take:</u> BMAN70081 Global Operations Management <u>DCS SAG will take 1 course from the list below:</u> BMAN71791 Applied Statistics and Business Forecasting BMAN60101 Mathematical Programming and Optimisation	<u>Marketing SAG will take:</u> BMAN74042 Marketing Analytics <u>Operations and Supply Chain Management SAG will take:</u> BMAN70120 Professional Skills: Research and Evaluation Methods <u>DCS SAG will take 1 course from the list below:</u> BMAN60422 Machine Learning for Business BMAN60092 Risk, Performance and Decision Analysis
2. Elective: PGR Research Methods (15 credits) Candidates must take BMAN80450 Additional Research Training and select three of its component units, together with two 15-credit modules from the Subject specific courses list OR Three 15 credit subject specific modules (see below)		BMAN80450 Additional Research Training. Components: ➤ Advanced Qualitative Analysis and Theorizing ➤ AI-Empowered Research Methods ➤ Case Study Research ➤ Data Preparation for Quantitative Research ➤ Introduction to Longitudinal Data Analysis ➤ Introduction to Multilevel Modelling ➤ Introduction to Qualitative Data Analysis using NVivo ➤ Navigating the Publication Process ➤ Qualitative Comparative Analysis ➤ Reviewing and Evaluating Manuscripts

3. Elective: Subject Specific Modules (15 credits each) Candidates can choose two or three modules from the master's programmes in order to bring their total taught credits up to 90	Please note that the MSc modules are operating to capacity. Approval from the RTP/MRes Director and module co-ordinator must be obtained prior to enrolling.
4. Dissertation (90 Credits) (BMAN73020)	25,000 - 30,000 words. The dissertation length is a guide only and can slightly vary between disciplines. Submission deadline: 3pm on the first Monday of September.
For the timetable of courses running from the PGT department of the Alliance Manchester Business School, contact ambs.programmes@manchester.ac.uk	
Refer to your Course Unit Selection Form for the hyperlinks to the PGR and PGT Course Unit Outlines	

4.7.4 People, Management and Organisations Pathway:

	1 st Semester	2 nd Semester
1. Compulsory Units: (45 credits) Candidates must take BMAN82111, <u>and</u> two research methods modules	BMAN82111 Developing Research Contributions BMAN60261 Workplace Research and Analysis Skills OR BMAN71961 Research Skills for Professional Practice Part 1	BMAN71992 Research Skills for Professional Practice Part 2
2. Elective: PGR Research Methods (15 credits) Candidates must take BMAN80450 Additional Research Training and select three of its component units, together with two 15-credit modules from the Subject specific courses list <u>OR</u> Three 15-credit subject specific modules (see below)		BMAN80450 Additional Research Training. Components: ➤ Advanced Qualitative Analysis and Theorizing ➤ AI-Empowered Research Methods ➤ Case Study Research ➤ Data Preparation for Quantitative Research ➤ Introduction to Longitudinal Data Analysis ➤ Introduction to Multilevel Modelling ➤ Introduction to Qualitative Data Analysis using NVivo ➤ Navigating the Publication Process ➤ Qualitative Comparative Analysis ➤ Reviewing and Evaluating Manuscripts
3. Elective: Subject Specific Modules (15 credits each) Candidates can choose two or three modules from the master’s programmes in order to bring their total taught credits up to 90	Please note that the MSc modules are operating to capacity . Approval from the RTP/MRes Director and module co-ordinator must be obtained prior to enrolling.	
4. Dissertation (90 credits) (BMAN73020)	25,000 - 30,000 words. The dissertation length is a guide only and can slightly vary between disciplines. Submission deadline: 3pm on the first Monday of September.	
For the timetable of courses running from the PGT department of the Alliance Manchester Business School, contact ambs.programmes@manchester.ac.uk		
Refer to your Course Unit Selection Form for the hyperlinks to the PGR and PGT Course Unit Outlines		

4.8 Exit Awards

The course units delivered in the MRes programme are credit-bearing and contribute to an exit award. Students are required to accumulate a total of 180 credits for the degree of Master of Research (MRes), of which 90 credits are taught courses and the remaining 90 credits from the dissertation.

The points on the MRes programme where a candidate might be considered for an exit award (Postgraduate Certificate) would be in cases where:

- the MRes candidate is not able to progress to submitting the MRes dissertation (e.g. failing any part of the taught credits)
- there is an unsuccessful outcome of the overall Programme (e.g. passing the taught units but failing the dissertation).

A Postgraduate Certificate in Management is awarded following successful completion of 60 credits

All course units that make up the credits must be assessed, and the appropriate pass mark (50%) must be attained.

SECTION 5 – TAUGHT COURSES

For full details and course outlines of compulsory and elective courses offered on the AMBS Research Training Programme, please refer to the [AMBS Research Training Programme Handbook](#).

For full details of subject-specific courses offered on the AMBS Postgraduate Taught programmes, please refer to the [AMBS Postgraduate Handbook](#) and appropriate [Postgraduate Taught Programme Information](#).

5.1 Compulsory Modules

BMAN82111 Developing Research Contributions (RTP unit) (compulsory for all MRes students):
This is a 15-credit module which consists of weekly taught sessions during Semester 1, and a 2-day mini conference of student presentations.

Other compulsory research methods courses depend on the specific MRes pathway (see 4.7.1 - 4.7.4).

5.2 Research Methods Modules (Electives)

BMAN80450 Additional Research Training (15 credits) consists of a suite of component courses, each of which usually lasts 6-9 hours and take place over one to three days. Please note: The offering of components is dependent on the number of enrolments, and we reserve the right to withdraw courses if there is low take-up.

In choosing this elective, MRes candidates will be required to complete 30 contact hours and 120 hours of self-directed learning. From a portfolio of components offered each academic year, you will therefore select three, each comprising 10 contact hours and 40 hours of self-directed study.

Assessment: MRes candidates 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.

Component Courses

- Advanced Qualitative Analysis and Theorizing
- AI-Empowered Research Methods
- Case Study Research
- Data Preparation for Quantitative Research
- Introduction to Longitudinal Data Analysis
- Introduction to Multilevel Modelling
- Introduction to Qualitative Data Analysis using NVivo
- Navigating the Publication Process
- Qualitative Comparative Analysis
- Reviewing and Evaluating Manuscripts

5.3 Subject-Specific Pathway Courses

The outlines of subject-specific pathway courses can be found in the [Postgraduate Taught Programme Information](#). You should first consult with your supervisory team and then ask the MRes Programme Director for approving your selection.

Specialist courses which are run by other schools and faculties are often available to other students, by prior agreement of the course unit coordinator, and providing that the course is not already over-subscribed. Please see your supervisory team or the Doctoral Academy's *PGR Coordinator (Progression and Welfare)* for further advice.

SECTION 6 – TEACHING, LEARNING AND ASSESSMENT

For full details related to Teaching, Learning and Assessment, please refer to the following:

- [AMBS Postgraduate Handbook](#)
- [Postgraduate Taught Programme Information](#)
- [Assessment](#)
- [PGT Regulations](#)

For PGT course units which require 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.

SECTION 7 – DISSERTATION

The MRes Dissertation is run under the course code BMAN73020. This is not a timetabled course. You will see it in Canvas for the purpose of submitting your dissertation.

Administrative support for MRes students throughout the Dissertation process is provided by the Humanities Doctoral Academy and ALL queries should be directed to rtp@manchester.ac.uk.

7.1 Writing Your Dissertation

Your dissertation should embody a statement of the objectives of the investigation and a full description of the project work, the research methods employed, and a discussion and presentation of the results obtained.

The dissertation should be written in a style that may be characterised as being both thorough and explicit. That is, the candidate should avoid skimming over details of theoretical analysis, data compilation, features of other published studies in the same area of research, and so on. Any special difficulties encountered in the course of the work should be described fully, together with the means adopted for overcoming them.

At the same time, the style should be kept reasonably concise and focused. Irrelevant detail, excessive wordiness and tangential arguments should be avoided.

The style should usually be objective rather than subjective. There should not be any use of polemical statements.

A satisfactory dissertation should demonstrate:

- i) An ability to carry out original work.
- ii) Familiarity with the work done by others in the field of enquiry to which the dissertation relates, as well as a thorough understanding of both the nature of the problems that lie at the focus of that work and of the research methodologies employed in the related literature.
- iii) An ability to criticise and evaluate the work described in the related literature and your own work as reported in your dissertation.

- iv) An ability to write a complete report of your project work in good English, in a logical order and in your own words.

The final version of the dissertation should be free of typing and spelling mistakes. Modern word processing packages, such as Word, can check spelling and identify poor grammar. Examiners may tolerate, at their discretion, a small number of errors. However, a large number of spelling mistakes and errors in grammar may be cited by examiners as a reason for stating that the dissertation had been judged as not reaching Master's standard.

The dissertation should contain all the necessary diagrams, formulae, tables, charts and bibliography. These items must be clearly presented with appropriate identifying information (titles, equation numbers, labels etc). Sources of data must be given in full detail.

A basic structure to a typical dissertation usually includes the following elements:

Abstract: a short statement (no more than 300 words) outlining the nature of the project and summarising the main findings and conclusions.

Introduction: a brief statement of problems and objectives. What are the purposes and aims of the dissertation?

Critical Review of Relevant Research: This section is often called the literature review. This is a very important section and one that should receive a great deal of attention from you in its preparation. The review should be structured in some meaningful way. A recitation of brief synopses, listed in chronological order, is not an appropriate way to review the literature. It is necessary to draw attention to research themes in the literature, or an analysis of papers according to competing methodologies for comparison. A good literature review will be comprehensive, critical and informative. It will conclude by identifying the intended contribution your research will make to the current literature.

Development and Description of Your Research Framework: This is the research methods/methodology section of the dissertation. Its content will differ depending on the particular research undertaken. You may use this section, for example, to explain and develop researchable concepts, formulate models for estimation (on some programmes) or describe hypotheses to be investigated by specified techniques or procedures.

Data: sources and methods. Methods of compiling, adjusting and transforming data must be described in full detail. For example, methods of interpolation or seasonal adjustment (if applicable) should be explained and described. Details of questionnaire design and delivery must be described, if applicable. Data problems and data transformations/adjustments must be described.

Empirical Results: description, interpretation and evaluation.

Conclusions: summary of main findings. Comparison with other published research.

Discussion of strengths and weaknesses of the candidate's own, reported research. Implications for future research. Practical implications, for example, for management or government policy.

Bibliography: references should be entered in an appropriate format (see below for examples). Candidates must check to make sure that no references are missing from the bibliography. As with spelling/typing mistakes and poor use of English grammar, omission of references can cause the award of the degree to be deferred.

Appendices (where necessary): For example, many examiners believe that it is good practice for candidates to provide in an appendix a full listing of all data sources used in a project (if that is appropriate and feasible).

Referencing: There are different acceptable referencing styles. Professional journals and scholarly books provide examples of different acceptable styles. AMBS requires students to follow a variation of the Harvard Style of referencing for all submissions for assessment, not just the dissertation, as follows:

References to publications in the text or footnotes, other than to newspapers, magazines, or popular periodicals, should be as follows:

“Smith (1992) reports that ...”, “Chan et al. (1995) content analyse ...”, “(see Fama and French, 1994)’.

Note that you can use “et al.” where there are more than two authors and you are referring to the article for a second or further time. Note also that if the passage that contains the citation is already in parenthesis, we normally omit the parenthesis around the year of the reference.

Finally, when you refer to a very specific point in an article that is incidental to its main contribution, or when you include a quotation from an article, you should give the specific page reference to this in the original article. For example, “ ... Beaver (1996, p.45) refers to ...”. You should not list references separately in footnotes. If the footnote itself includes text that contains a reference, you then follow the same procedures as in the main text.

You *must* make sure that *all* references appearing in your main text (and footnotes) are listed in the list of references at the end of the main text. The reference list must be in alphabetical order of the first author’s surname. Examples of types of references are as follows:

For books or monographs:

Author(s)
Year (in brackets)
Title (underlined)
Edition (in brackets)
City of publication
Publisher

Example:

Pindyck, R.S. and Rubinfeld, D.L. (1991), Econometric Models and Economic Forecasts, (3rd edition), New York: McGraw-Hill.

For contributions to collective works:

Brunner, K., Meltzer A.H., (1990), Money supply. In: Friedman, B.M., Hahn, F.H. (Eds.), Handbook of Monetary Economics, Vol. 1. North-Holland, Amsterdam, 357–396.

For periodicals:

Author(s)
Year (in brackets)
Title (between apostrophes)
Journal name (underlined)
Volume number, issue number
Page numbers

Example:

Acton, J.P. (1975), “Non-monetary factors in the demand for medical services: some empirical evidence”. Journal of Political Economy, 83:3, 595-614.

For references on the web:

Mauboussin, M.J., 1999. Get real: using real options in security analysis. Credit Suisse First Boston Corp., <http://www.capatcolumbia.com/frontiers/Fof10.pdf>

Where the reference list contains more than one source from the same author(s) for the same year they should be distinguished by 2000a, 2000b, etc.

References to newspapers, magazines, and popular periodicals:

These should not appear in the reference list but should be referred to in the text or footnotes as follows, 'The *Financial Times* (20 June 2001) reported that ...', 'Observers also criticized the extent of Gent's control over Vodafone (*Economist*, May 2000).'

7.2 Supervision of your dissertation

The dissertation forms a substantial component of Masters' level Degree Programmes, the bulk of which will be independent study.

Detailed below are the expected responsibilities of the supervisor, student and Doctoral Academy in relation to the dissertation / project element of the Masters' degree programme.

The role of the dissertation supervisor is to provide guidance and advice. Dissertation supervisors are not responsible for proof-reading students' work. They may or may not read individual draft sections, but are not obliged to read or approve the whole dissertation. Feedback from reading students' work is formative and does not predetermine or prejudice the final examination of the submitted dissertation.

Responsibilities of the dissertation supervisors normally include:

Administration of Dissertation Process:

- establishing a clear relationship between all parties if there are two (or more) supervisors
- maintaining contact through meetings (specifying how many the student is entitled to)
- informing the student of any periods of holiday or work-related absence during the supervision period
- being accessible at other appropriate times e.g. by email or during office hours
- informing the student if he / she cannot make a supervision that has been arranged, except where circumstances make this unfeasible
- maintaining a suitable record of supervision meetings, including dates, action agreed and deadlines set

Choice:

- discussing the choice of dissertation or project topic with the student to make sure that the project / research is feasible within the time available
- advising on the writing of any outline and proposal required and the selection and submission of a title

Planning:

- discussing the design and adequacy of methods
- giving guidance about the nature of the dissertation / project and, where possible, suggesting dissertation / project reports of former students as examples

Execution:

- giving guidance on search techniques and on necessary reading
- giving guidance on the planning of empirical work
- giving guidance on the development of chapters
- giving guidance on conventions of dissertation writing
- assisting the student in managing the timetable of the project

- assisting the student in identifying when problems are liable to be encountered and how they might be tackled
- identifying any health and safety requirements related to the project which must be adhered to and to ensure proper risk assessments are conducted where required
- making the student aware when progress on the dissertation is below the standard expected and giving guidance on how the problem should be rectified
- informing students who require additional help with language skills, where such help can be sought
- drawing to the student's attention policies and regulations relating to the conduct of research, including ethical considerations

Writing-up:

- responding to first drafts of chapters in reasonable time with constructive feedback, normally within three weeks of receipt
- ensuring that the student is aware of policies and regulations relating to the reporting of research and the implications of misconduct and plagiarism

Completing:

- giving advice on the necessary completion dates for successive stages of the work so that the dissertation may be submitted by the published submission date
- advising the student about the need to submit formal requests for interruptions/extensions as required

Students should note that they are responsible for their work and that the role of the supervisor is to provide guidance and advice. Students may NOT expect their supervisors to provide detailed feedback on more than one draft of each chapter or to correct spelling, grammar, punctuation etc.

It remains the sole responsibility of the student to ensure that all requirements of the dissertation are met.

The responsibilities of the student normally include:

Administration of Dissertation Process:

- arranging meetings with his/her supervisor(s) (taking account of any periods of holiday or work-related absence during the supervision period)
- keeping appointments with his/her supervisor(s), or informing his/her supervisor(s) where this is not possible
- discussing with his/her supervisor(s) the type of guidance and comments s/he finds most helpful
- ensuring a professional relationship with his/her supervisor is maintained at all times
- maintaining a suitable record of supervision meetings, including dates, action agreed and deadlines set
- preparing adequately for meetings with his/her supervisor(s)
- attending and participating fully in any courses related to the dissertation element of the programme provided by the School
- discussing issues arising from feedback and taking appropriate action
- maintaining the progress of the work as agreed with his/her supervisor(s)
- raising problems or difficulties with his/her supervisor(s)
- making his/her supervisor(s) aware of any circumstances likely to affect his/her work
- giving his/her supervisor(s) due warning and adequate time for reading any drafts
- being familiar with University / Faculty / School regulations and policies that affect him/her submitting the masters' dissertation title and ethical approval form to the relevant office by the due date specified.

Writing-up:

- ensuring that the final dissertation is written in accordance with requirements relating to the correct use of English language and presentation of tables, references, figures etc.
- where necessary, arranging for the completed dissertation to be proof-read, ensuring that this is done in adequate time to allow submission by the required date

- checking the completeness and accuracy of the text of the dissertation / project submitted
- ensuring that submitted work is their own (i.e. avoiding plagiarism)
- ensuring adequate time for the binding of the dissertation

Completing:

- submitting the dissertation to the appropriate office by the submission date specified
- informing his/her supervisor of the need for formal extensions or interruptions to the period of study and to ensuring that such extensions or interruptions are applied for in the appropriate way.

The Humanities Doctoral Academy is responsible for:

Administration of Dissertation Process:

- establishing the minimum number of formal 'supervisory sessions' a student is entitled to
- publishing in handbooks relevant information about supervisory practice
- providing information about the procedures by which a student may make representation if they feel that the work is not progressing satisfactorily for reasons outside their control
- establishing and disseminating a mechanism whereby a student is able to request the possibility of changing the supervisor if an effective working relationship is not established, or if the supervisor is unavailable for long periods of time e.g. due to illness, sabbatical leave, if the supervisor moves to a new post at another institution etc
- liaising with supervisors and resolving, where possible, any individual difficulties
- resolving difficulties, which are the responsibility of the School (e.g. major equipment breakdown)
- ensuring Research Council guidance is followed, when appropriate, in respect of facilities to be made available (study space, library, appropriate research environment, etc).
- having in place published procedures for the consideration of ethical declarations
- ensuring assessment procedures have internal consistency
- handling any appeals from a student alleging inadequate supervision in accordance with the University's appeals procedure

For additional information on the Dissertation component on the MRes programme, please refer to:

- [AMBS "My Dissertation" webpage](#)
- [AMBS Dissertation Handbook for Taught Masters Programmes](#)

7.3 Research Ethics

In carrying out their work, researchers inevitably face ethical dilemmas that arise out of competing obligations and conflicts of interest. Research proposals involving human subjects are coming under closer scrutiny; it is an issue that the University takes very seriously. Therefore, it is important that steps are taken to ensure that safeguards are in place, not only in the interests of the participants but also those of the investigator conducting the research. In general, "research on human beings" will raise ethical issues and this is why you are required to declare whether or not this applies to your thesis topic and, if so, how these ethical issues are to be addressed. In doing so, you are providing an assurance that you have read this statement and have considered whether your thesis proposal raises issues that require the attention of the "Senate Committee on the Ethics of Research on Human Beings".

The School encourages students to consider the ethical aspects of their research seriously and provides guidance on planning research ethically as part of the research training programme and during induction. As part of your induction programme, you will be required to attend a workshop on research ethics and good practice which usually take place in December/January. Further information will be sent to you by email in due course.

The Faculty of Humanities also offers workshops on ethical research and procedures. Please visit the Faculty training website for further information: <https://www.staffnet.manchester.ac.uk/rbe/ethics-integrity/events-training/>.

You should discuss the ethical issues relating to your research with your supervisory team and aim to ensure that you:

- safeguard the interests of anyone involved in or affected by your work
- report your findings truthfully and accurately
- satisfy yourself that your research is worthwhile and that the techniques used are appropriate
- never present others' work as your own.

All postgraduate research students (researchers) must secure ethical approval for any research they conduct involving human participants or human data or material before undertaking their research. Examples of activities for which approval is required include questionnaire and interview-based research involving sensitive or confidential issues, telephone interviewing or recording by audio or video tape, and contact with participants who are children or considered as potentially vulnerable adults.

Will your research require Ethical Review?

Before proceeding to conduct the research as part of your dissertation project, students need to complete the online “**Ethics Decision Tool**” to determine whether the research project requires Ethical Review by the University or NHS REC. You must use this tool BEFORE logging in to the Ethical Review Manager (ERM). Only submit an Ethical Application via ERM if the Ethics Decision Tool instructs you to do so.

The Ethics Decision Tool and comprehensive information concerning Ethics and how to make an application for Ethical Approval (if it is required) can be found at: [Research Ethics](#).

The University has adopted the [Ethical Review Manager \(ERM\)](#), an online ethics review software system, to manage the ethical review of research projects that involve human participants. This online ethical review application system is available to members of both staff and students at The University of Manchester and helps applicants submit and track their applications, as well as makes it easier for the University Research Ethics Committee and various Division/School panels to conduct reviews, provide feedback and approve applications.

ERM now features an automatic submission feature. This means that once you sign the form (and obtain any additional required signatures) the system will automatically submit the application on your behalf. Please note, to ensure your signature is recognised please ensure you remain logged into the ERM system for at least 60 seconds after you sign the form to allow time for the screen to refresh. You will also receive an email confirmation that submission was successful.

How-to articles and tutorial videos on the [Research and Business Engagement ERM site](#) provide guidance to and students on how to use the online ethical review application system. Please also consult the site's guide to frequently asked questions before emailing the central research office with further inquiries.

If your research will involve human participants or human data or material, you must secure ethical approval **BEFORE** undertaking your fieldwork. In addition, if you make any significant changes to your research methodology, you may need to submit a new application for approval. In this case, please contact the Humanities Doctoral Academy (HUMS.doctoralacademy.ethics@manchester.ac.uk) for advice.

Students must not commence their data collection until it is confirmed that Ethical Approval is not required or until Ethical Approval is formally granted. This must be confirmed **no later than 4 months before your dissertation deadline.**

7.4 Extensions and Medical/Mitigating Circumstances

Extensions for dissertations are granted only if you have strong medical/mitigating circumstances. You must inform the Humanities Doctoral Academy (rsp@manchester.ac.uk) of your application for an extension as soon

as you identify the problem. Please note that granting of extensions is not automatic. It depends on whether you establish sufficient grounds for mitigation and on whether this warrants an extension. Please note that any problems with your computer or loss of data do NOT constitute as a mitigating circumstance and it is therefore your responsibility to back-up all of your work regularly onto an external disc/drive. A student submitting their Dissertation after the submission deadline without having been granted an extension will be deemed to have failed. Please refer to the [Policy on Mitigating Circumstances](#).

7.5 Submitting Your Dissertation

Prior to submitting your dissertation, you must have successfully completed all assessments for the course units you have taken.

- The pass mark for the dissertation on the **MRes Business and Management pathway** is 50%. However, you will be required to achieve at least a 60% mark (and 65% overall) if you are on the 1+3 programme.
- The pass mark for the dissertation on the **MRes Accounting & Finance pathway** is 50%. However, you will be required to achieve at least a 60% mark (and 70% overall) if you are on the 1+3 programme.

You may continue to work on your dissertation if you have been permitted to resit any failing units. However, we will not mark your dissertation until you have taken and successfully passed your re-sit examinations. The examiners will take no account whatsoever of your progress on the dissertation part of the programme when appraising your performance in the resit examinations. We inform you of this at the time when we offer you the opportunity to resit. If you decide to proceed immediately to the dissertation stage, you must submit **by 3pm on the first Monday of September**.

You should submit your dissertation in accordance with the information set out in the University's [Guidance for the Presentation of Taught Dissertations](#). Please ensure you follow these guidelines carefully as dissertations that do not adhere to these instructions will not be accepted and hence the publication of your result could be delayed.

Please note that if you do not hand in your dissertation on time, without obtaining a permission to extend the deadline in advance, a Late Submission penalty will be applied. Please see Appendix 2 of the [AMBS Dissertation Handbook for Taught Masters Programmes](#).

The deadline for submission of an electronic copy of your dissertation to Canvas is **3pm on the first Monday of September**. You are required to submit the dissertation by the above date, unless you have applied for, and been granted, an extension for extenuating circumstances. If you experience any technical difficulties in submitting your dissertation in Canvas, you must inform the Doctoral Academy straight away at rtp@manchester.ac.uk.

Phrases or sentences in your assessed work may be checked against material accessible on the worldwide web, using commonly used available search tools. The University also subscribes to an online plagiarism detection service specifically designed for academic purposes. You will not be notified if your work is to be checked in this way.

Please Note: You may exceptionally be required to attend an examination, orally or otherwise, in the subject of your dissertation or project report, or a related matter.

Dissertations are marked and internally moderated within a total of 30 working days of the Submission 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)

7.6 Results

You must pass the taught courses and your dissertation to be eligible for an award of any sort.

If you achieve a dissertation mark of between 40-49% on your first submission, you may accept the award of Postgraduate Diploma with no further work required or you will normally (at the recommendation of the Board of Examiners) be allowed one re-submission. The re-submission should normally be made within four months of the date of the publication of your initial result. You do not, however, have a guaranteed right to re-submit, and the Board of Examiners, in agreement with the External Examiner (see further details below), may exceptionally decide not to allow re-submission and the Faculty will agree that the grounds for not allowing a re-submission are justified. The maximum mark to be awarded for re-submitted dissertations is normally 50% for the MRes degree.

If you achieve a mark of 50% or greater for your dissertation and have passed the taught component of the programme, you will be eligible for the award of the Master of Research in Management degree.

A Merit may be awarded to a student who has consistently achieved good marks in the assessments of a Master of Research (MRes) programme. To gain a merit, you will have satisfied the following criteria:

- i. An average at first assessment of 60% or more in the course unit component of the programme with no mark below 50% in any course units.
- ii. A mark of 60% or more on the dissertation.
- iii. A Pass at first assessment in components of the programme where a Pass/Fail is recorded.

A distinction may be awarded to a student who has consistently achieved excellence in the assessments of a Master of Research (MRes) programme. You will have satisfied the following criteria in order to be awarded a distinction:

- i. An average at first assessment of 70% or more in the course unit component of the programme with no mark below 50% in any course unit.
- ii. A mark of 70% or more for the dissertation.
- iii. A Pass at first assessment in components of the programme where only a Pass/Fail is recorded.
- iv. Submission of the dissertation by the end of the period of programme.

The University of Manchester holds two graduation ceremonies a year, one in July and one in December. Please note that should there, for any reason, be a delay in the administration of your result and award of the degree, you may attend the next available graduation ceremony.

7.7 Intellectual Property

If you have queries on intellectual property rights, you should discuss this with your supervisor. The University policy on intellectual property is available at: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=24420>

SECTION 8 – ACADEMIC PRACTICE

AMBS expects the highest levels of academic practice from its students. It is your responsibility to ensure that you fully understand these expectations which apply throughout your research training, skills training and independent research.

8.1 Academic Malpractice

You are expected to cooperate in the learning process throughout your programme of study by completing assignments of various kinds that are the product of your own study or research. For most students this does not present a problem, but occasionally, whether unwittingly or otherwise, a student may commit what is known as plagiarism or some other form of academic malpractice when carrying out an assignment. This may come about because students have been used to different conventions in their prior educational experience or through general ignorance of what is expected of them.

Academic Malpractice is a form of cheating and can be defined as any activity that is likely to undermine the integrity to scholarship and research. It includes plagiarism, collusion, fabrication or falsification of results and anything else that is intended to achieve credit for those committing it that they do not properly deserve. Academic malpractice is taken very seriously by the School and by the University and is defined as follows:

Plagiarism

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

To assist you, here are a few important **do's and don'ts**:

- **Do** get lots of background information on subjects you are writing about to help you form your own view of the subject. The information could be from electronic journals, technical reports, unpublished dissertations, etc. Make a note of the source of every piece of information at the time you record it, even if it is just one sentence.
- **Don't** construct a piece of work by cutting and pasting or copying material written by other people, or by you for any other purpose, into something you are submitting as your own work. Sometimes you may need to quote someone else's exact form of words in order to analyse or criticize them, in which case the quotation must be enclosed in quotation marks to show that it is a direct quote, and it must have the source properly acknowledged at that point. Any omissions from a quotation must be indicated by an ellipsis (...) and any additions for clarity must be enclosed in square brackets, e.g. "[These] results suggest... that the hypothesis is correct." It may also be appropriate to reproduce a diagram from someone else's work, but again the source must be explicitly and fully acknowledged there. However, constructing large chunks of documents from a string of quotes, even if they are acknowledged, is another form of plagiarism.
- **Do** attribute all ideas to their original authors. Written 'ideas' are the product that authors produce. You would not appreciate it if other people passed off your ideas as their own, and that is what plagiarism rules are intended to prevent. A good rule of thumb is that each idea or statement that you write should be attributed to a source unless it is your personal idea or it is common knowledge. (If you are unsure if something is common knowledge, ask other students: if they don't know what you are talking about, then it is not common knowledge!)

As you can see, it is most important that you understand what is expected of you when you prepare and produce assignments and that you always observe proper academic conventions for referencing and acknowledgement, whether working by yourself or as part of a team. In practice, there are a number of acceptable styles of referencing depending, for example, on the particular discipline you are studying, so if you are not certain what is appropriate, ask your tutor or the course unit coordinator for advice! This should ensure that you do not lay yourself open to a charge of plagiarism inadvertently, or through ignorance of what is

expected. It is also important to remember that you do not absolve yourself from a charge of plagiarism simply by including a reference to a source in a bibliography that you have included with your assignment; you should always be scrupulous about indicating precisely where and to what extent you have made use of such a source.

So far, plagiarism has been described as using the words or work of someone else (without proper attribution), but it could also include a close paraphrase of their words, or a minimally adapted version of a computer program, a diagram, a graph, an illustration, etc taken from a variety of sources without proper acknowledgement. These could be lectures, printed material, the Internet or other electronic/AV sources.

Remember: no matter what pressure you may be under to complete an assignment, you should never succumb to the temptation to take a 'short cut' and use someone else's material inappropriately. No amount of mitigating circumstances will get you off the hook, and if you persuade other students to let you copy their work, they risk being disciplined as well (see below).

Collusion

Collusion is any agreement to hide someone else's individual input to collaborative work with the intention of securing a mark higher than either you or another student might deserve. Where proved, it will be subject to penalties similar to those for plagiarism. Similarly, it is also collusion to allow someone to copy your work when you know that they intend to submit it as though it were their own and that will lay both you and the other student open to a charge of academic malpractice.

On the other hand, collaboration is a perfectly legitimate academic activity in which students are required to work in groups as part of their programme of research or in the preparation of projects and similar assignments. If you are asked to carry out such group work and to collaborate in specified activities, it will always be made clear how your individual input to the joint work is to be assessed and graded. Sometimes, for example, all members of a team may receive the same mark for a joint piece of work, whereas on other occasions team members will receive individual marks that reflect their individual input. If it is not clear on what basis your work is to be assessed, to avoid any risk of unwitting collusion you should always ask for clarification before submitting any assignment.

Fabrication or falsification of results

For many students, a major part of their studies involves laboratory or other forms of practical work, and they often find themselves undertaking such activity without close academic supervision. If you are in this situation, you are expected to behave in a responsible manner, as in other aspects of your academic life, and to show proper integrity in the reporting of results or other data. Hence you should ensure that you always document clearly and fully any research programme or survey that you undertake, whether working by yourself or as part of a group. Results or data that you or your group submit must be capable of verification, so that those assessing the work can follow the processes by which you obtained them. Under no circumstances should you seek to present results or data that were not properly obtained and documented as part of your practical learning experience. Otherwise, you lay yourself open to the charge of **fabrication** or **falsification** of results.

Guidance

There is extensive guidance and support for students to identify good academic practice and to help you avoid inadvertently committing academic malpractice. This starts during Induction and is supported by workshops and advice from supervisors. See guidance on PGR intranet.

All students are required to sign an Academic Malpractice Declaration when submitting written work for assessment on the Research Training Programme. Any suspicion of academic malpractice on PGR programmes will be fully investigated. All RTP assessments will be screened using the "TurnItIn" software, which is used widely across education institutions in the UK to identify similarities between any one piece of work and any other.

“TurnItIn” generates a report which specifies the similarities and guides academic staff investigating academic malpractice.

Additionally, any supervisors who, when marking students work, suspect there is plagiarism or collusion will again immediately refer the matter to the Research Training Programme Director or may request any piece of work submitted to them to be screened by “TurnItIn”.

If a “TurnItIn” report indicates a significant similarity with other work, the assessment will be initially considered by the RTP Director. The RTP Director will judge that the assessment shows either:

A	No case to answer	No further action
B	Poor academic practice	RTP Director advises student and supervisor but no formal action is taken.
C	Suspected academic malpractice	RTP Director advises student and supervisors and refers case to School Academic Malpractice Officer

If the School Academic Malpractice Officer upholds the case, the Student will attend an Academic Malpractice interview to discuss situation. The interview will normally be held with the RTP Director, PGR Services Manager and one other academic member of staff. The panel may make one of the following recommendations:

C1	No case to answer	No further action. Original mark for assessment awarded.
C2	Academic Malpractice Confirmed.	Case upheld. Mark of 0 (zero) awarded. Assessment cannot be re-submitted. The End of First Year Review panel will take this zero mark into consideration when making a recommendation concerning progression to the next year of study

If academic malpractice is suspected in a dissertation or similar piece of work, the work should continue to be marked or assessed to gather evidence of the extent of the alleged malpractice. The formal examination process should then be suspended and the result withheld pending an investigation. The examiner(s) should submit a brief report, identifying the possible malpractice, to the School officer who will undertake the investigation as described here: [Academic Malpractice Procedure](#)

Where a case of malpractice is suspected at examination (for a programme, the examination will continue and the examiners will identify the extent of suspected malpractice in their report. The result of the examination will be withheld pending an investigation, which would be referred to the University’s Student Discipline Committee.

SECTION 9 – CONDUCT AND DISCIPLINARY MATTERS

9.1 Part-time Employment

Whilst we appreciate that many students are constrained to take part-time employment to help fund their studies, and indeed the University regulations allow for a limited amount of part-time work, full-time students must not allow employment to get in the way of their full-time studies. Teaching sessions or supervision meetings may be scheduled at any time between 9.00am and 6.00pm Monday-Friday and students should therefore not take up any paid work within these hours. Absence, late arrival or leaving early in connection with employment will be considered as non-attendance.

9.2 Study Away from Manchester

During the dissertation phase, you may wish to study away from Manchester. You must have the prior permission of the Programme Director, the Humanities Doctoral Academy and your supervisory team to do this. You must provide full contact details in advance and have negotiated a practical way of keeping in touch with your supervisor and providing work in progress for comment.

9.3 Personal Mitigating Circumstances and Illness

If you feel that your examination performance (including coursework assessment) has been or will be affected by medical, family or other personal troubles, you must inform the Humanities Doctoral Academy (rtp@manchester.ac.uk), in writing, of the nature of the circumstances. Medical evidence must be certified by a doctor. All evidence or other mitigating circumstances (other than a doctor's note) from a third party must be submitted by you. Any unsolicited material will be sent back to the sender, with an indication that the School will not accept it unless it is verified by, acceptable to, and submitted by you. Examples of such material would include letters about your health or personal problems sent direct by your relatives or friends.

Please also note that we are not permitted to give out any of your details to anyone else apart from you. You may authorise a third party to act as your 'agent', but unless this authorisation is given by you in writing, we are not able to discuss issues (medical, academic or anything else) relating to you with them. This includes people such as employers, sponsors and even your parents. Please refer to the policy at:

<http://documents.manchester.ac.uk/display.aspx?DocID=4271>

9.4 Certification of Illness

Please remember to check with your chosen healthcare practice that they are prepared to issue medical notes to students for consideration at Examiners' Boards. Not all are prepared to do this so please do not register with a practice or health centre that refuses to provide this service.

It is a requirement of your registration with the University of Manchester that you register with a local doctor (general practitioner or GP). A list of GP practices can be obtained from the Student Health Centre, any University hall of residence or a local pharmacy. Please note that according to guidance issued by the General Medical Council it is not regarded as good practice for a family member to be the registered GP or to offer treatment except in the case of an emergency.

You should always consult your GP (or for emergencies the Accident and Emergency Department of a hospital) if your illness is severe, if it persists or if you are in any doubt about your health. You should also consult your GP if illness keeps you absent from the University for more than 7 days including weekends. If you do consult a GP and they consider that you are not fit for attendance at the University, then you should obtain a note from the doctor to that effect or ask them to complete Part III of the University form 'Certification of Student Ill Health' (your GP may charge for this service). Copies of the form are available at local GP surgeries, halls of residence and from the Humanities Doctoral Academy. You should hand this certificate to your Programme Administrator at the earliest opportunity.

If your condition is not sufficiently serious to cause you to seek medical help, then **the University does not require you to supply a doctor's medical certificate unless you are absent from the University due to illness for more than 7 days** (in which case see above). You must, however, contact the Humanities Doctoral Academy as soon as possible and self-certify your illness (that is complete and sign Part 1 of the 'Certification of Student Ill Health' form to state that you have been ill) as soon as you are able to attend the School. You should do this if your illness means you are absent from the University for any period up to 7 days or if you are able to attend the University but feel your illness is affecting your studies.

You then must submit 'Certification of Student Ill Health' form to the Humanities Doctoral Academy who will pass it to your course unit convenor or supervisory team so they can use Part II to record the advice given to you and/or that you appeared to them to be unfit to perform to your potential. Repeated self-certification (on three or more occasions) will normally result in you being referred to the University Student Health Service for assessment.

If you are unwell and feel unable to attend the University to take a compulsory class, assessment or examination then you must seek advice by contacting the Humanities Doctoral Academy immediately, in person, through a friend or family member, or by telephone or email. This is to ensure that you understand the implications of being absent and the consequences for your academic progress, which might be quite serious. You must do this as soon as possible so that all options can be considered and certainly no later than the day of your compulsory class, assessment or examination. If you do not do this then you will normally be considered to have been absent from the class without good reason, or to have taken the assessment or examination in which case you will be given a mark of zero. Depending on the circumstances, you may be asked to self-certify your illness using the 'Certification of Student Ill Health' form and your course unit convenor or supervisor in the School will use Part II to record advice given and/or that you appeared to be unfit to perform to your potential. This form must be completed and submitted to the Humanities Doctoral Academy.

If you feel unwell but proceed with an assessment or examination and feel that your performance has been impaired, you must inform the School about this **on the day** of the assessment or examination and hand your Programme Administrator a completed 'Certification of Student Ill Health' form. If you leave this until later, it will not normally be possible to take your illness into account when assessing your performance. If you are taken ill during an examination, you should be referred to the University Student Health Centre. The doctor or nurse who sees you will, at your request, complete the 'Certification of Student Ill Health' form and send it to the Humanities Doctoral Academy.

If, as a consequence of your illness, you wish to seek an extension to a deadline for submitting assessed coursework, you must complete a 'Certification of Student Ill Health' form and discuss it with your Course Unit Co-ordinator or supervisory team. In normal circumstances, the application for extension must be made **BEFORE** the deadline and not retrospectively.

You may be under occasional and ongoing medical attention that affects your studies. In such cases you should consult the Humanities Doctoral Academy and your supervisory team as early in the programme as possible and provide supporting medical evidence. If your illness is serious or persistent, then you may need to interrupt your studies. Please note that such long-term extenuating circumstances will not normally be considered unless you have brought them to the attention of the Doctoral Academy before formal examinations or other forms of assessment take place.

The Doctoral Academy reserves the right to refer students who persistently self-certify to the Student Health Centre for a formal medical assessment.

If you are found to have been deceitful or dishonest in completing the 'Certification of Student Ill Health' form you could be liable to disciplinary action under the University's General Regulation XVII: Conduct and Discipline of Students which may be found at: <https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6530>

9.5 Withdrawal and Interruption

If you are considering withdrawing from your programme, you are strongly advised to discuss the situation with your supervisory team, the Programme Director and Doctoral Academy prior to making a final decision. We have experience of students considering whether to continue and we have found that problems may often be solved without withdrawing. The Student Guidance Service and the Mental Health Support team are also highly experienced in talking through options (see *Student Support* section for contact details).

If you are unable to continue your studies due to serious illness or other serious circumstances, you may request an interruption of study. However, you cannot normally interrupt your programme once you have started your examinations.

If you wish to seek an interruption of study, you should discuss the matter first with your Programme Director. If interruption is recommended, you must submit an application to request formal permission to do so. Supporting evidence (such as Doctor's note) should be attached with your application where relevant. You will be notified in writing when a decision has been made.

If you are allowed to interrupt your studies, students normally interrupt for one full year, from the time that they can no longer attend due to mitigating circumstances/medical reasons, e.g. a student interrupting in January would return to the School to complete the programme in the following January.

Students who are granted an interruption due to mitigating circumstances/health problems are allowed to carry forward coursework and examination marks obtained before the interruption began, but have to complete the remaining requirements for coursework and examinations on their return.

Such interruptions are not granted lightly. Students may find it difficult to adjust on returning the following year; their colleagues will have moved on and the contents of some of the Course Units may well have changed. That is why this course of action is only considered in exceptional cases where there are serious problems, medical or otherwise, which dictate consideration.

Guidelines on Interruptions can be found at:

[Interruption of study | AMBS Postgraduate Handbook | The University of Manchester](#)

9.6 Student Conduct and Discipline

University General Regulation XVII defines types of behaviour which may lead to disciplinary action being taken against students who are in breach of the regulation. Misconduct can be defined as the improper interference, in the broadest sense, with the proper functioning or activities of the University or of those who work and study in the University, or action which otherwise damages the University or its reputation. The Regulation on Conduct and Discipline of Students does not cover action against students following failure in examinations or failure to meet other academic requirements. Any student found guilty of misconduct has the right of appeal both against the finding itself, and any penalty imposed, provided that there is: evidence of procedural irregularity on the part of the University; availability of new evidence which could not reasonably have been expected to be presented at the original hearing; or the disproportionate nature of the penalty. Any enquiries about issues relating to student misconduct in the Faculty of Humanities should be referred to the Student Appeals, Complaints and Malpractice Officer in the Faculty of Humanities Office (telephone: 0161 306 1100, email: humsacm@manchester.ac.uk)

For full details of the University's policy on conduct and discipline of students, please see:

<http://documents.manchester.ac.uk/display.aspx?DocID=6530>

9.7 Academic Appeals

University General Regulation XIX defines a number of decisions affecting a student's academic progression against which students might wish to appeal. These include expulsion from the University, exclusion from a programme of study, or the result of assessment or award of a particular degree classification. There are specific grounds on the basis of which an appeal may be made which are as follows:

An appeal may be made only on grounds alleging:

- i) that there exists or existed circumstances affecting the student's performance of which, for good reason, the board of examiners or committee may not have been made aware when the decision was taken and which

might have had a material effect on the decision (Note: if students wish to appeal on such grounds, they must give adequate reasons why this information was not made available prior to the decision being made);

- ii) that there had been a material administrative error or procedural irregularity in the assessment process or in putting into effect the regulations for the programme of study of such a nature as to cause significant doubt whether the decision might have been different if the error or irregularity had not occurred;
- iii) that there is evidence of prejudice or bias or lack of proper assessment on the part of one or more of the examiners;
- iv) that the supervision or training of the student in respect of research for a dissertation or thesis or equivalent work was unsatisfactory to the point that his or her performance was seriously affected.

An appeal which questions the academic or professional judgement of those charged with the responsibility for assessing a student's academic performance or professional competence shall not be permitted.

Before proceeding to formal appeals, students are strongly advised to try to resolve the matter with an appropriate person in their School. If this fails, then the formal appeals procedure may be invoked by contacting the Student Appeals, Complaints and Malpractice Officer in the Faculty of Humanities Office (telephone: 0161 306 1119, email: damien.tolan@manchester.ac.uk)

For full details of the University's policy on academic appeals, please see:

[Student Support](#) | [Support For Your Studies](#) | [Academic Appeals](#) | [The University of Manchester](#)

9.8 Student Complaints

The University defines a complaint as 'an expression of dissatisfaction which merits a response.' Most complaints can be resolved informally, and where practicable, a complaint should be dealt with as close as possible to the point at which it arises. The complaint should therefore be made initially to the appropriate member of staff who seems best placed to deal with the matter. This would normally be the Programme Director, Doctoral Academy or Course Unit Co-ordinator, though you may wish to informally discuss any concerns with your supervisory team or Divisional PGR Coordinator beforehand.

You should normally expect to receive a written or verbal acknowledgement within five working days and a full response within fifteen working days of receipt of the complaint.

If you are not satisfied with the response at the informal stage, you may initiate a formal complaint by completing a [Complaints form](#). Further information including the Policy is available at:

[Student Support](#) | [Support For Your Studies](#) | [Complaints](#) | [The University of Manchester](#)

Please note that the complaints procedure covers issues concerning the provision of programmes, or parts of programmes, services or facilities by the University or the actions, or lack of actions, by University staff. It does not cover matters relating to assessment and progression, nor complaints involving allegations of misconduct or harassment as these are covered by separate procedures. Any enquiries about issues relating to student complaints in the Faculty of Humanities should be referred to the Faculty Academic Services in the Faculty of Humanities Office (telephone: 0161 275 0284).

SECTION 10 – FACILITIES

10.1 Study Space

Hot-desking office spaces are provided for the sole purpose of facilitating your studies. For the benefit of all PGRs and to ensure that the environment is conducive to study, it is expected that all PGRs:

- Remain with their allocated study locations, unless otherwise communicated by the School Operations Team
- Keep working area safe, clean and clear of obstructions
- Make appropriate use of storage facilities provided in the space
- Keep noise to a minimum, and conduct any meetings/calls in designated meeting and common areas
- Do not disconnect, swap, or otherwise tamper with IT equipment – if computer equipment appears faulty or in need of repair, please contact IT Services at 0161 306 5544
- Do not permit unauthorised persons (e.g. friends from other Schools or non-University personnel) into the study space, and report any suspicious persons or activities to University Security at 0161 306 9966
- Lock office/storage facilities when leaving the room unattended and take valuables home overnight
- Respond appropriately when the fire alarm sounds (please note: the fire alarm is tested weekly on Wednesdays at 1:20pm; all other times, obey any instruction from security and fire marshals)
- Refrain from eating hot food in office spaces (utilise the staff common rooms instead)
- Inform the School Operations Team (pgr-operations-ambs@manchester.ac.uk) if allocated office space is no longer required
- Remove all personal belongings and return keys for office/storage facilities to the School Operations Team (Room 3.038 AMBS) when the space is no longer required

10.2 Library Facilities

The research facilities at The University of Manchester include:

Eddie Davies Library (EDL), an excellent Business & Management library situated in Alliance Manchester Business School (2nd floor).

General enquiries: 0161 – 306 3200

<https://www.library.manchester.ac.uk/locations-and-opening-hours/eddie-davies-library/>

John Rylands University Library with its major collections in the social sciences and law, and extensive periodical (hard copy and electronic) and reference sections.

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

The library staff will provide full details of how to search and access onsite and electronic sources. Specialised training on the use and interpretation of business and management data services is available regularly through the year.

10.3 Canvas

Canvas is the University's digital learning environment. You will use Canvas to access online teaching material for your course units, in addition to interactive elements to assist your learning. Some Canvas spaces enable you to interact with other students as well as academic staff. Canvas can be used to submit work online and to receive feedback on this work once it has been marked.

The following information is available on Canvas:

- Programme information
- Course Unit Outlines (Research Training)
- Course materials (Research Training)

In addition, you may have access to other learning resources, including multimedia, course discussions, chat or email.

It is highly recommended that you prepare your computer to have complete and efficient access to Canvas.

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

Please note: To access course materials on Canvas, you need to be fully registered and must be enrolled on relevant course units on the student system. If you are unsure about this, please contact the Doctoral Academy.

10.4 Printing

All students are able to print free of charge. Whilst this is a free service, students are asked to print sensibly.

10.5 Insurance of Student Possessions

In general, the University does not provide insurance for personal property brought onto its premises. However, personal possessions insurance <http://www.accommodation.manchester.ac.uk/current/here/info/> provided for students' property in University-managed halls of residence, and is included in the rent, as part of the accommodation package in most cases - check with the residence to confirm.

If you are not in University Accommodation, please check your contents insurance policy and check if you have cover for Personal Possessions Away from Home. If you do not, please contact your insurer to make appropriate arrangements.

For full details of the University's arrangements for insurance see:
<http://www.campus.manchester.ac.uk/insurance/>

10.6 Telephone, Email and Internet Usage

The AMBS policy on Telephone, Email and Internet usage applies to all students whether they have either shared access to or sole use of a telephone or personal computer.

These facilities are provided for University business/study. The use of University telephones or computers for either private or University purposes, which are in any way excessive (i.e. outside the limits defined in the policy), defamatory, obscene, or otherwise inappropriate, will be treated as misconduct under the appropriate disciplinary procedure.

10.7 IT Services

IT Services provide a full range of IT support to all staff and students at The University of Manchester by delivering technology-based services for research, teaching and learning.

Tel: 0161 306 5544.

Find out more about your UoM IT account, including information on email and getting online in the [IT Services guide](#) to getting started.

You have access to IT facilities, including email and personal storage space, during the prescribed period of your programme and the time leading up to and including your MRes Dissertation examination. Access to these facilities is terminated on the date of graduation. We therefore advise you to ensure all data and files you wish to retain beyond the date of your graduation is safely transferred ahead of that date to prevent loss of work.

SECTION 11 – GENERAL INFORMATION

11.1 Crucial Guide

General information relating to many student matters can be found in the Crucial Guide at:

[My Manchester | A-Z of services | The University of Manchester](#)

11.2 Health and Safety

If you have problems with your eyes when using display screen equipment, please arrange an appointment for an eye test. Please refer to the School Health & Safety Policy via [Health and safety | AMBS Postgraduate Handbook | The University of Manchester](#) and complete a health and safety display screen equipment self assessment form.

11.3 Pastoral Care

If you have problems of a personal nature that may affect your academic performance, please talk to your supervisors. If you have difficulty in seeing your supervisor to discuss such matters, please get in touch with the PGR Coordinator for Progression and Welfare in the Doctoral Academy (HUMS.doctoralacademy.support@manchester.ac.uk).

The [Student Support](#) website provides a comprehensive resource, including physical and mental health.

11.4 Opening a UK Bank Account

All students need a bank account. To open an account, you will probably be asked for the following documentation (every bank has different procedures so you should check with the bank you wish to open an account with):

- a UK address (International students cannot open an account without a UK term-time address)
- Passport or EU member national identity card
- Verification of your UK term address and overseas address. If you are living in the University accommodation – a letter from the Accommodation Office or your Hall of Residence confirming your Manchester address. If you are living in private accommodation, a letter from your landlord or tenancy agreement confirming your Manchester address.
- Your offer letter
- Your last statement of any existing account you have

You may also be asked to supply:

- A letter from the University confirming your registration.
- Amount of money to deposit in the account (amount varies depending on the bank)
- Evidence of savings if possible
- Letter from parent or sponsor if applicable

11.5 Your Health

Registering with a Doctor (GP)

The UK National Health Service (NHS) provides basic medical care, free of charge, for full-time UK students and international students studying here for longer than six months and for your immediate family living with you. You do not need to purchase private medical insurance. As soon as you have moved into your accommodation, you and your family should register with a local doctor (they are called General Practitioner or GP) close to where you live (within a mile radius). To find out where your nearest surgery is, please go to: <https://www.nhs.uk/Service-Search/GP/LocationSearch/4>

What to do if you are ill

If you are unsure of your symptoms and need some confidential health advice, you can call NHS Direct. NHS Direct operates a 24 hours helpline: 0845 4647. If you feel ill and need treatment, telephone the practice for an appointment. If you are ill and it is affecting your ability to study, please inform the Humanities Doctoral Academy (HUMS.doctoralacademy.support@manchester.ac.uk).

Emergency Medical Treatment

In the case of an accident or emergency, treatment is free for everyone at hospital and emergency departments. You should go immediately to the nearest hospital accident and emergency department. The nearest one to the Manchester Business School is Manchester Royal Infirmary on Oxford Road. If you need urgent assistance, call for emergency services (Fire, Police, Ambulance, Coastguard, Mountain Rescue and Cave Rescue) at 999.

Dental Treatment

You should also register with a dental practice. You can get free treatment from the dental students at the Dental Hospital. You need to queue outside the door from 7:30am (Monday-Friday) as they only accept a number of patients each day.

University Student Occupational Health Services

This service does not provide general healthcare. If you are ill you should contact your GP. USOHS advises students on a wide range of health-related matters related to fitness for work, training and study within the University.

Crawford House, 4th Floor

Tel: 0161 275 2858

[Occupational Health Service \(The University of Manchester\)](#)

SECTION 12 – STUDENT ADVICE, GUIDANCE AND SERVICES

If you encounter any problems of an academic nature, you are advised to discuss these in the first instance with the MRes Programme Director. If this is not appropriate, please talk to the PGR Coordinator for Progression and Welfare in the Humanities Doctoral Academy (HUMS.doctoralacademy.support@manchester.ac.uk).

In addition to support in the School and Doctoral Academy, there are extensive specialist services available in the University. These include:

Student Guidance Service

This is a service of information and advice open to all University of Manchester students who can use the service at any time. The Advisors have extensive experience of dealing with student problems and offer confidential advice on any matters relating to students' academic work.

Tel: 0161 275 3033

email: studentsupport@manchester.ac.uk

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

Mental Health Support Team

The *Mental Health Support team* for the University offers confidential, individual counselling to both undergraduate and postgraduate students, and a consultative and advisory service to staff. The counselling team have qualifications in counselling and psychotherapy, and provide a range of therapeutic response to all kinds of personal problems.

Contact them at:

5th Floor Crawford House, Booth Street East, Manchester, M13 9QS.

Tel: 0161 275 2864; email: counselling.service@manchester.ac.uk

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

Disability Advisory and Support Service

The Disability Advisory and Support Service (sometimes called the DASS) supports a variety of different groups, whether students, staff or supporters. We provide practical support by working with you to identify the practical adjustments you need to enable you to succeed - in your studies, work, and the rest of your University experience. Contact them at:

2nd Floor University Place, Block 2.

Tel: 0161 275 7512; Text (for Deaf students): 07899 658790

Email: dass@manchester.ac.uk

[Disability Advisory and Support Service \(The University of Manchester\)](#)

Careers Service

This service provides advice and information on a wide range of career options. Office opening hours: 9am-5pm Mon-Fri all year round.

Crawford House, Booth Street East, Manchester, M13 9QS.

Tel: 0161 275 2828 / 2829; email: careers@manchester.ac.uk

[Careers Service \(The University of Manchester\)](#)

Dignity at Work

The University regards sexual, racial or personal harassment as most serious and requires all students to observe its policy in this area: [Dignity at Work and Study Policy Feb 2019 \(The University of Manchester\)](#)

For advice and guidance, please contact:

Head of Student Support & Services, Tel: 0161 275 2071

Students Union Advice and Information Centre, Tel: 0161 275 2947

Students' Union

The Students' Union is run for students by students. It supports and organises a range of activities including student representation, student societies, shops, bars, entertainment, a welfare advice service and its own newspaper – Mancunion. The Students' Union Advice and Information Centre also gives a comprehensive advice and information service to University of Manchester students, and is located on the 1st floor of the Student Union building on Oxford Road. Open weekdays 9.30am-4.30pm, term-time and vacation.

University of Manchester Students' Union, Steve Biko Building, Oxford Road, Manchester M13 9PR.

Tel: 0161 275 2930; Fax: 0161 275 2936; Web: <https://manchesterstudentsunion.com/>

Students with Children

The Dryden Street Nursery, established by the University in partnership with the Manchester Metropolitan University, has 25 subsidised places available for the children of students from this University. It is a purpose-built nursery with excellent facilities, but the waiting list is long and students should not rely on places being available.

The Manager, Dryden Street Day Nursery, Dryden Street, Manchester, M13 9AU. Tel: 0161 272 7121

(This handbook is available online at: <https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=73410>)