

SALC PGR Induction 2024-25

SCHOOL OF
ARTS, LANGUAGES
AND CULTURES

Welcome!

Dr Joseph McGonagle
SALC Associate Director for Postgraduate Research
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Overview

- Supervision
- Progression
- Support
- Development



SUPERVISION



People and roles

- Main supervisor and co-supervisor(s)
- Independent reviewer = member of your progress review panel, appointed by your supervisor
- PGR advisor = your Departmental PGR Coordinator
- SALC PGR Director = Dr Joseph McGonagle



FOR DISCUSSION

What are your expectations of supervision?

Your supervisor

- Provides guidance on your research and gives feedback at regular meetings
- Ensures that you are aware of progression requirements and monitors your progress
- Discusses your training requirements with you
- Advises you regarding conference presentations, professional networking, publishing, etc.
- Helps you to solve any problems relating to your programme

Your independent reviewer

- Reads your submissions for progress reviews
- Provides feedback and comments during the review meeting and on eProg

Your PGR advisor

- Provides pastoral support if needed
- Provides advice relating to your Department and programme
- Can be consulted on issues that you do not wish to discuss with your supervisors

Departmental PGR Coordinators

Art History and Cultural Practices

Dr Charlie Miller

Classics, Ancient History, Archaeology and Egyptology

Dr Ina Berg

Drama

Prof. Cathy Gelbin

English and American Studies and Creative Writing

Dr Sundhya Walther

History

Prof. Sadiah Qureshi

Humanitarian and Conflict Response

Dr Miriam Bradley

Linguistics and English Language

Dr Maciej Baranowski

Modern Languages and Cultures

Prof. Francesca Billiani

Music

Prof. Rebecca Herissone (S1);

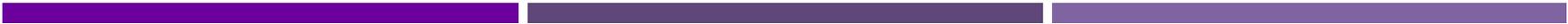
Prof. Ricardo Climent (S2)

Religions and Theology

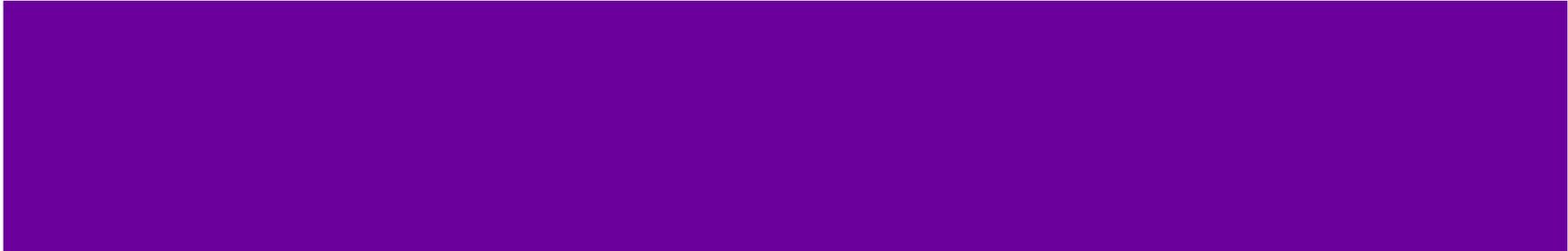
Prof. David Law

As a PGR, you

- Take responsibility for your own research/learning
- Identify your training needs
- Meet your supervisors regularly and keep a brief record on eProg
- Make supervisors/advisor aware of problems as they arise
- Familiarise yourself with the contents of the [SALC PGR Handbook](#)



PROGRESSION



Registration period

For most programmes:

- Full time study: 3 years
- Part-time study: 6 years

You should plan to submit your thesis within this timeframe

NB. You may also apply for the submission-pending period: to complete thesis when all research has been done

Progress reviews

- By 31 Jan 2025: Mid-year review
- By 30 June 2025: Annual review
 - Submissions for reviews typically equivalent to one chapter (plus brief reports/plans):
 - extended proposal/plan (Jan 2025)
 - chapter (June 2025)
 - Meeting with supervisory panel to discuss
- Decision point at annual review: continue to Year 2 PhD or transfer to MPhil or withdraw



FOR DISCUSSION

What will you do in the first 100 days of your PhD programme?

THE FIRST 100 DAYS

(Kearns and Finn 2017, www.ithinkwell.com.au)

- Agree a modus operandi with your supervisor – how often you meet, what feedback expected, etc.
- Take responsibility for arranging meetings, provide a short agenda in advance
- Write a project plan with key research objectives and preliminary deadlines
- Produce Gantt chart for first 6 months of project activity
- Develop good professional habits for keeping all your information and data safe and organised
- Read selected articles, take notes, write literature review
- Get feedback from supervisor on literature review, writing style, your understanding of topic
- Read recent PhD thesis to see what is ultimately expected of you
- Review your skills and do a self-assessment of training needs
- Learn and practise new research methods before you start your research

In your first year

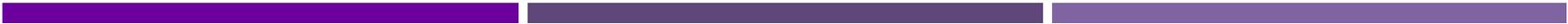
- Have regular supervision meetings (at least once a month, typically fortnightly)
- Develop and refine your research focus
- Reflect on and determine your training needs
- Complete Research Integrity Training (all PGRs) and submit application for ethical approval of your research (if applicable)
- Write (expanded proposal/chapter draft/reports) and use feedback on writing to improve
- Have two formal progress review meetings (at months 4 and 9)

Use eProg to keep records of...

- Supervision meetings (use “Additional Meeting” form)
 - Your responsibility to write up brief notes/summary of each meeting after it happens
 - Click ‘Notify supervisor’ to let them know
 - They submit form as record (with or without adding notes)

eProg milestones

- Introductory Planning Meeting – **by 1 October 2024**
- Progress Reviews (2 per year: **by 31 Jan 2025**; then **by 30 June 2025**)
 - You upload review submission docs and answer questions before review
 - Supervisors (and independent reviewer) answer questions after review meeting
 - Decision is recorded
- Expectations (annually) – **by 30 Nov 2024**
- Research Ethics Declaration (once) – **by 30 Sept 2025**
- Researcher Development Needs Analysis (annually) – **by 31 January 2025**



SUPPORT



Professional Services: Faculty of Humanities Doctoral Academy

- Responsible for managing admissions, programme admin, examinations, etc. across four Schools
- Ellen Wilkinson Building, area left of entrance

Doctoral Academy: contacts

Admissions: HUMS.doctoralacademy.admissions@manchester.ac.uk

Progression and welfare, including eProg, extensions, interruptions, other changes to programmes:

HUMS.doctoralacademy.support@manchester.ac.uk

Thesis examination: HUMS.doctoralacademy.exams@manchester.ac.uk

General enquiries: HUMS.doctoralacademy@manchester.ac.uk

SALC PGR study spaces

- Ellen Wilkinson, C block, ground floor (entrance opposite Samuel Alexander south wing)
 - PGR clusters (flexible workspaces)
 - Dining room and kitchen
 - Atrium, social/meeting space
 - Lockers
- Martin Harris Centre for Music and Drama
 - F32: computer suite
 - F33: postgraduate common room
- Beyond SALC: Library, Learning Commons, etc.

University support services

- [Starting Postgraduate Research](#) – advice on managing expectations, healthy relationships, wellbeing
- [University support services for PGR](#)
- [Disability Advisory and Support Service \(DASS\)](#)
- [IT: Request a University laptop](#)

University Centre for Academic English

PhD Writing Support

- One writing tutorial per semester
- One-to-one, online via Zoom
- Submit a sample of writing and request tutorial appointment

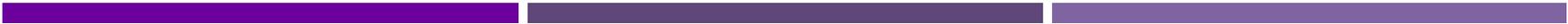
Funding (not including UKRI funding)

Through DA application

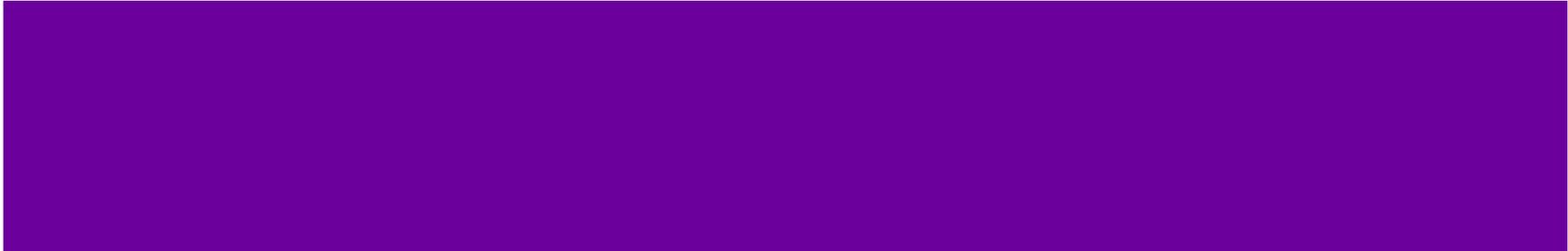
- Fieldwork bursary (see [PGR Handbook](#))
- Research travel fund

Through request to SALC PGR Director

- Support for individual research expenses and PGR community-building/social events
- artsmethods@manchester support for PGR-led training events



DEVELOPMENT



University training and development

- Library: [My Research Essentials](#) and specialist support
- [Researcher Development](#)

<i>Status</i>	<i>Session</i>
Strongly Recommended	Starting Postgraduate Research in Humanities
	Preparing for Viva in HUMS
	Preparing for the Annual Review for Humanities PGRs
	Planning and Writing your Thesis
	Driving Your Dissertation: Project, Time and Self-Management
	Writing a Literature Review in Humanities
Recommended	Practical Viva Preparation
	Transition planning for your Final Year
	Effective Research Presentation
	Working With Your Supervisor
	How to Give an Engaging Virtual Presentation
	Editing and Proofreading your Thesis for HUMS PGRs - ULC
	Introduction to Academic Writing for PGRs in HUMS Part 1 - ULC
	Academic Writing 2 - Writing from a Reader's perspective - ULC

Arts and Humanities training and development

Workshops, training, events:

- artsmethods@Manchester
- [CIDRAL](#) – Centre for Interdisciplinary Research in Arts and Languages
- methods@manchester

Teaching Assistant (TA) roles

- Usually from Year 2 onwards
- Positions available in some but not all subject areas
- You may apply for other departments/subject areas
- Information during 2025 about applying for 2025-26
- Training is provided

SALC PGR community - get involved

- Nominate yourself to be Departmental PGR Rep or make contact with your Rep once appointed
- Attend or set up academic or social events
- Participate in social responsibility and outreach activities



FOR DISCUSSION

What events/activities, within SALC, would you find useful in your first year?

Part 2: Equality, Diversity and Inclusion in PGR Study

Dr Sheena Kalayil, SALC Director for Equality, Diversity and Inclusion

Monday 23 September 2024

10:00-11:00 online

<https://zoom.us/j/95817531360>

MANCHESTER
1824

The University of Manchester