

FSE PGR FAQs

- **New PGRs:** Useful information for your start can be found here - [Getting started - Science and Engineering Doctoral Academy - The University of Manchester](#)
- **Registration and Re-Registration:** All returning postgraduate researchers must re-register each year from the first of the month of your programme start date by visiting My Manchester. Further information on registration can be found here [Register as a student | Get ready | The University of Manchester](#)
- **Submission Pending:** Postgraduate researchers must, where applicable, apply for the submission pending period (this is not an automatic process). The process is detailed under Change of Circumstances (see below). Link to Submission Pending Policy: [display.aspx](#)
- **Immigration and visa:** General information is available on [Student Support | Immigration and Visas | The University of Manchester](#)
- **Change of circumstance** (including Submission Pending, Fieldwork, Interruption, Extension, Change of Supervisor, Holiday and Special leave) [Change of circumstances - Science and Engineering Doctoral Academy - The University of Manchester](#)
- **Progress and review:** Progress is assessed periodically and monitored throughout your programme to ensure you are able to submit a high quality thesis within the permitted timeframe. You can find the status/outcome of your annual progress review in [eProg. Progression and review - Science and Engineering Doctoral Academy - The University of Manchester](#)
- **Wellbeing support:** Please see [Student Support | Taking care of your wellbeing | The University of Manchester](#) for information about wellbeing support and help in a crisis.
- **Funding:** For queries about stipend payment and research training support, please contact the Doctoral Academy Funding team at FSE.doctoralacademy.funding@manchester.ac.uk
- **Submission of thesis:** Step by step guidance on the process of submission can be found here [Thesis submission - Science and Engineering Doctoral Academy - The University of Manchester](#)
- **Completer cards:** Upon submission of thesis, you can request a completer card which will allow you building access for the period between submission of thesis and completion.
- **Letters:** SSC can provide you with a variety of letters to aid in your studies [Student Support | Student Services Centre | University Letters | The University of Manchester](#)
- **Getting started with LinkedIn Learning**
<https://www.education.library.manchester.ac.uk/digital-skills/linkedin-learning/>
- **E-prog**
<https://app.manchester.ac.uk/public/Login.aspx?PageRequest=/eprog/default.aspx&action=timeout>

Listservs

- All PGRs: fse-pgr@listserv.manchester.ac.uk
- Chemical Engineering PGRs: CEAS-PGR@listserv.manchester.ac.uk
- Computer Science: COMP_SCI_PGR@listserv.manchester.ac.uk
- Electrical and Electronic Engineering: EEE-PGR-ALL@listserv.manchester.ac.uk
- Civil Engineering and Management: CIV-ENG-MAN-PGR@listserv.manchester.ac.uk

- Mechanical and Aerospace Engineering: MECH-AERO-ENG-PGR@listserv.manchester.ac.uk
- Chemistry- CHEMISTRY-PG@listserv.manchester.ac.uk
- Earth and Environmental Sciences: EES-PGR@listserv.manchester.ac.uk
- Materials: DOM-ALL-PGR@listserv.manchester.ac.uk
- Maths: MATHS-PHD@listserv.manchester.ac.uk MATHS-APPLIED-PHD@listserv.manchester.ac.uk MATHS-PURE-PHD@listserv.manchester.ac.uk MATHS-STATS-PHD@listserv.manchester.ac.uk
- Physics: PHYSICS-PGR@listserv.manchester.ac.uk

Doctoral Academy Contacts

If you have a specific enquiry about admissions, funding, specialist programmes, progression and welfare, or submission and examination, you can get in contact with the relevant team by email:

- **Admission queries:** FSE.doctoralacademy.admissions@manchester.ac.uk
- **Funding queries:** FSE.doctoralacademy.funding@manchester.ac.uk
- **Experience:** fse.doctoralacademy@manchester.ac.uk
- **Specialist programmes queries:** fse.doctoralacademy.specialistprogrammes@manchester.ac.uk
- **Progression & support queries:** FSE.doctoralacademy.support@manchester.ac.uk
- **Wellbeing & support queries:** FSE.doctoralacademy.dc@manchester.ac.uk
- **Submission & examination queries:** FSE.doctoralacademy.exams@manchester.ac.uk

Doctoral Academy website

[Science and Engineering Doctoral Academy - The University of Manchester](#)

Access to the Doctoral Academy in Nancy Rothwell Building

To gain access to the Doctoral Academy, please complete mandatory [Health & Safety modules on Blackboard](#) and email these screenshots to TEAM@manchester.ac.uk

TEAM will then activate access to the Doctoral Academy on your swipe card. Please allow up to 48 hours for the access to take effect on your card.

If you can't see this module listed or experience any issues when completing the course, please [contact: TEAM@manchester.ac.uk](mailto:TEAM@manchester.ac.uk)

Requesting a Laptop

Personal Computers for PGRs

If you don't have access to a computer to carry out your research then you can request a laptop through our IT Services Team.

The University of Manchester is committed to providing a laptop to every new Postgraduate Researcher to help you to carry out your research.

Once you have created your [IT account](#) you can submit an application for a laptop. Further information and instructions on how to apply can be found here: <https://www.itservices.manchester.ac.uk/ourservices/popular/purchasing/work/pgr/>

For a standard specification laptop, you will need approval from your supervisor.

If you require a higher specification laptop, you will need approval from either your supervisor or the relevant budget holder.

School Sharepoint Sites

The following School sharepoint sites have important information about your Operations teams including:

- Fees and expenses
- Finance
- GTAs
- IT equipment (excluding laptops)
- Procurement

[School of Natural Sciences - Home](#)

[School of Engineering - Home](#)

GTA

- GTA contact email: FSE-GTA-Admin@manchester.ac.uk
- MyView/Payslips (for GTAs):
<https://sts.ds.man.ac.uk/adfs/ls/idpinitiatedsignon.aspx?LoginToRP=Dashboard>

Navigation

University Interactive map: [Interactive map | The University of Manchester](#)

Nancy Rothwell interactive map: [University of Manchester](#)

Media Services

[Contact Us \(The University of Manchester\)](#)

Resource booker

<https://resourcebooker.manchester.ac.uk/>

Printing

<https://print.manchester.ac.uk/>

