Disclaimer: The information contained in this handbook is correct at the time of your receiving it but the University, while retaining proper regard for the interests of students who have begun their programmes, reserves the right to alter the programmes or the timetable if the need arises.

Revision: August 2015
Contents

1. Introduction
   1.1 Programme management and contacts
   1.2 Calendar

2. Programme of study
   2.1 Aims

3. Progression and Course Structure
   3.1 On entry
   3.2 Electronic monitoring of progression
   3.3 First year transfer/continuation report and progression to 2nd year
   3.4 End of second year report and progression to third year
   3.5 End of third year
   3.6 Attendance Monitoring

4. Research Thesis
   4.1 Thesis advice
   4.2 Plagiarism
   4.3 Appeals procedure

5. Student Responsibilities
   5.1 Personal details
   5.2 Attendance

6. Student Support and Guidance
   6.1 Support
   6.2 Student appeals and complaints
   6.3 Student feedback and representation
   6.4 Code of conduct for students and supervisors
   6.5 Channels for Appeals and Complaints

7. Tier 4 Visa Attendance Monitoring Census

8. Additional Information
   8.1 Teaching and Demonstrating
   8.2 Holidays
   8.3 Learning resources

9. EPS Graduated Development Scheme

10. The University Language Centre

11. Sources of Support for Students
1 Introduction.

PLEASE NOTE that the School intranet, ‘teachweb’, will cease to exist in late 2015 and will be replaced by an area in Blackboard but students will be notified about the change of location by e-mail and any links to it in this document will be updated accordingly.

This handbook is for students doing a PhD in the School of Physics & Astronomy. It is intended to provide a brief description of the course aims and objectives, the course structure and management. This handbook is intended as a brief supplement to the information provided by the Faculty of Engineering and Physical Sciences in the Graduate Resource Book. Additional information is available on the School website (http://www.manchester.ac.uk/physics), the Faculty of Engineering and Physical Sciences (EPS) website (http://www.manchester.ac.uk/eps) and the University website (http://www.manchester.ac.uk).

1.1 Programme Management.

The PhD programme is managed and operated in accordance with the policies, principles, regulations and procedures of the University of Manchester. The day-to-day management of the programme within the School of Physics and Astronomy is handled on behalf of the Head of School by the Director of Postgraduate Studies and the Postgraduate Committee (which includes representatives from each of the research groups) and PG student representatives.
The important members of the School’s postgraduate management team for programmes in Physics are:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of School</td>
<td>Prof Stephen Watts</td>
<td><a href="mailto:stephen.watts@manchester.ac.uk">stephen.watts@manchester.ac.uk</a></td>
<td>69222</td>
</tr>
<tr>
<td>Director of PG Studies</td>
<td>Prof Wendy Flavell</td>
<td><a href="mailto:Wendy.flavell@manchester.ac.uk">Wendy.flavell@manchester.ac.uk</a></td>
<td>64466</td>
</tr>
<tr>
<td>PG Examinations Officer</td>
<td>Dr Mike Godfrey</td>
<td><a href="mailto:michael.j.godfrey@manchester.ac.uk">michael.j.godfrey@manchester.ac.uk</a></td>
<td>63182</td>
</tr>
</tbody>
</table>

Research Group Contacts:

| Astronomy & Astrophysics  | Dr Malcolm Gray             | malcolm.gray@manchester.ac.uk             | 63967 |
|                          | (Astronomy & Astrophyysics - Progression) |
| Astronomy & Astrophysics  | Dr Michael Keith            | michael.keith@manchester.ac.uk            | 54063 |
|                          | (Astronomy & Astrophyysics - Admissions) |
| Biological               | Prof Henggui Zhang          | h.zhang-3@manchester.ac.uk                | 63966 |
| Photon                   | Dr Dave Binks               | david.binks@manchester.ac.uk              | 54234 |
| Condensed Matter         | Dr Irina Grigorieva        | irina.grigorieva@manchester.ac.uk         | 54065 |
| Liquid Crystals          | Dr Ingo Dierking           | ingo.dierking@manchester.ac.uk            | 54067 |
| Nonlinear                | Prof Anne Juel             | anne.juel@manchester.ac.uk                | 54053 |
| Nuclear                  | Dr Kieran Flanagan         | kieran.flanagan-2@manchester.ac.uk        | 54281 |
| Particle                 | Dr Yvonne Peters           | Yvonne.peters@manchester.ac.uk            | 54170 |
| Accelerator Physics      | Dr Rob Appleby             | Robert.appleby@manchester.ac.uk           | 54223 |
| Complex Systems          | Dr Tobias Galla            | tobias.galla@manchester.ac.uk             | 54264 |
| Theoretical Biological   | Prof Henggui Zhang         | h.zhang-3@manchester.ac.uk                | 63966 |
| Physics                  | Theoretical Nuclear Physics| Mike Birse                                 | 54206 |
| Theoretical Particle     | Dr Judith McGovern         | Judith.mcgovern@manchester.ac.uk          | 54176 |
| Physics                  | School Office              |                                             | 54100 |
1.3 Calendar for 2015/2016 Session.

2015

21-25 September  Registration Week
24 September  PG poster session
28 September  Semester 1 lecture courses commence
18 December  Semester 1 lecture courses finish

21 December 2015 – 15 January 2016 - Christmas Vacation [no lectures]

2016

18 – 29 January  Semester 1 Examinations
01 February  Semester 2 lecture courses commence

21 March – 08 April – Easter Vacation [no lectures]

16 May – 08 June  Semester 2 Examinations

12 – 16 December  Graduation (for graduation information go to [http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/graduation/](http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/graduation/))
2. Programme of Study: Course Aims and Objectives.

The PhD programme is designed for postgraduate students who seek to:

- Pursue a career in research and/or teaching at university level both in the UK and other countries.
- Pursue a career in industry or commerce.
- Further their professional knowledge and standing, by studying and carrying out research in physics and astronomy at the frontiers of human knowledge.

There is emphasis in the course on self-motivation, particularly when undertaking the thesis. Students are expected to build on the formal teaching, by studying preprints, published papers and conference proceedings, attending seminars, presentations and group meetings in order to expand and develop their knowledge of their field and other areas of physics.

2.1 Aims.

The aims of the lecture modules (if required – see 3.1 below) are to develop and expand the students’ knowledge and understanding of current physics and mathematics and to expose them to some of the techniques and tools required for them to undertake research in physics at a professional level.

The aims of the research project are to develop the student’s skill to investigate observed or calculated phenomena. In addition the research project will allow the students to develop:

- The ability to work independently and constructively within a research group in the laboratory or theory environment.
- Intellectual and communication skills necessary to present and articulate research findings in verbal and written formats.
- Skills of numerical manipulation, and statistical analysis, of data using sophisticated computer software.
3 Progression and Course Structure.

3.1 On entry.

Students entering the School will be required to attend the introductory sessions of the EPS Faculty produced graduate training programme and to maintain their Faculty provided personal development plan (PDP).

Each entering student will be assigned a supervisor, co-supervisor and advisor. The supervisor and co-supervisor will be responsible for directing an agreed programme of research. The role of the advisor will be to provide additional oversight of the student's academic progress.

In line with the very individual nature of the PhD, the School will be flexible in establishing requirements for new PhD students, in the form of an `individual learning plan'. At the start of the first semester the student will, in discussion with the supervisor, draw up and document a list of requirements needed to progress at the end of the first year. These can be recorded in the skills training section of eProg described below. In addition to the requirement of satisfactory submission and examination on a first year report, these requirements may include attendance at, and assessment of, taught modules. For students entering with a BSc, attendance at a suitable range of course modules will normally be required.

3.2 Electronic monitoring of progression.

eProg is a University-wide system for postgraduate researchers to record and monitor progression throughout their programme and manage skills training activities. The eProg system offers an online platform for academic staff and their PGR students to record and track key milestones throughout the student's programme, from the point of registration to thesis examination. The system also provides access to an extensive catalogue of skills training activities across the University.

Accessing eProg
eProg can be accessed via the Student Portal by going to https://my.manchester.ac.uk/uPortal/f/home/normal/render.uP

Components of eProg
eProg is made up of the following components:

- Personal timelines: Each student has a personalised bespoke timeline that provides a visual representation of forthcoming key milestones and information that make up your programme of study.
• Progression: Each student has their own progression area that provides a detailed list of milestones and skills training activities with the dates or deadlines attached.

• Online forms: Students will be required to complete online progression forms that are tied to individual milestones. These forms provide a formal record of meetings or discussions between you, your supervisor and your advisor. It also provides an opportunity for any issues or problems to be raised. All forms and the deadlines by which they must be completed can be found on your eProg progression page. You can access, complete and save information at any time prior to these meetings and we recommend that you do this so that information is available to review before each meeting takes place. At the meeting your supervisor or advisor will complete the remainder of the form with their comments and feedback. This provides us with a record that you are making satisfactory progress.

• Skills training: A skills training area where students can search training events across the University, book onto any courses of interest and view courses they are registered for or have attended.

• Help and support: Help and advice on how to use eProg and useful links to online training (in Blackboard).

Student responsibilities
Your responsibilities as a student are:
• to meet with your supervisor and advisor to review progress and to complete the appropriate online forms,
• to attend/complete all mandatory skills training components.

Supervisor and advisor responsibilities
The supervisor’s and advisor’s responsibilities are:
• to meet or liaise with their students in a timely manner to discuss student’s progress and to submit the appropriate online progression forms,
• to encourage attendance of their students at all required skills training events.

Contacts
For queries related to specific milestones on your programme, please email rebecca.shaw@manchester.ac.uk.
### 3.3 First year transfer/continuation report and progression to 2nd year.

**Continuation Report for PhD students and eProg**

As fully outlined in the ‘Guide to the Continuation Report’, at the end of approximately the seventh month of your research, each PhD student will be required to produce a written report on his or her work. This report will be assessed by two examiners, one of whom will be from your research group and in some groups may be your Supervisor. The other will be an independent internal assessor, to be appointed by the Supervisor (this must not be the Advisor or Co-supervisor). An oral examination will be held that will cover the material described in the report as well as any other topics deemed by the assessors to be relevant to the research and progress. On the basis of a satisfactory written report and oral examination, the examiner(s) and second internal assessor will make a recommendation that the student be allowed to progress to the second year. Please make sure that you have read the document ‘Guide to the Continuation Report’ carefully. (You can find this guide on the School intranet ‘teachweb’ at http://teachweb.ph.man.ac.uk/TW4_PG/Guide%20to%20the%20Continuation%20Reportx.pdf or you can request a copy from the School Office.) PLEASE NOTE that ‘teachweb’ will cease to exist in late 2015 and will be replaced by an area in Blackboard but students will be notified about the change of location by e-mail.

**Both examiners will complete an online form and submit it by clicking on the relevant button. This online form is called ‘FORM 5: First Year PhD Progression Decision’ and is attached to the progression milestone FEPSM1990 First Year PhD Progression Decision.**

Providing the two examiners agree on satisfactory progression the student’s record will then be ‘term activated’ and the student will be permitted to progress to year 2 of the PhD.

If a revised student report is required, the supervisor will inform the student in writing of the revisions to be made and set a deadline for the submission of the revised report. Occasionally, more experimental work may be required; again the supervisor will inform the student in writing of the revisions to be made and set a deadline for the submission of a revised report describing this work.

In the event of a recommendation not to allow a student to progress to 2nd year, the examining committee will indicate whether the student should be allowed to submit a thesis for the award of an MPhil degree.
As you will see from the eProg system the submission deadline for the Continuation Report is 01 May for September starters, 01 September for January starters, 01 December for April starters and 01 March for July starters.

One copy of the Continuation Report should be submitted directly to the Supervisor and one copy each to the second internal assessor and/or examiner. You do not need to submit a copy to the School Office.

The oral examination must have taken place and the ’FORM 5: First Year PhD Progression Decision’ must have been completed online and submitted by 01 June for September starters, 01 October for January starters, 01 January for April starters and 01 April for July starters.

PLEASE NOTE that you must follow the deadlines given here. These are the deadlines that apply in the School of Physics and Astronomy and are non-negotiable. Ignore the generic instruction on eProg that 'this process must be completed before the end of month 12 (full-time)/month 24 (part-time)'.

3.4 End of 2nd year report and Progression to 3rd year.

Towards the end of their second year a student will be required to report on the work undertaken in their second year and plans for the completion and submission of their thesis.

All students must upload a report, or a published or draft paper, or a poster (for example, a conference poster). The type of document uploaded must be agreed with the supervisor before the submission.

If a poster is uploaded this may then be displayed at the annual PG poster day which takes place in Registration Week. Students in their second year of study who did not begin their study in September may also present a poster at the competition if they feel they are far enough into their research to produce one.

The submitted work must contain a statement that the work presented is that of the student. Both the submission will be due by the end the 22/23rd month of registration (July/August, for students initially registering in September). The submission will be assessed by the Supervisor, confirming that it represents satisfactory progress and contains a satisfactory plan for completion of the PhD project and submission of a thesis. An oral exam may be held but is not required; in general an oral exam provides good practice for the PhD viva.

If the submission is judged to be unsatisfactory, the supervisor will produce a short written report outlining the actions to be undertaken to
allow the student to submit a PhD thesis. This report will be passed to the Director of PG studies and PG Committee who will act on its recommendations.

3.5 End of Third Year.

- **For students on a standard 3 year PhD or 3.5 year PhD:**

If a student has not submitted their thesis within 2 months of the end of their third year, the supervisor and student will be required to produce a short, joint, written statement for the Director of PG studies laying out the status of the thesis work and a detailed plan for the submission of the thesis as soon as possible. If a student does not feel ready to submit by the submission deadline permission may be requested for the ‘Submission Pending’ period. A ‘Request for Submission Pending’ form will be sent out approximately six weeks before the thesis submission date which should be completed and signed by the Supervisor and the Director of Postgraduate Studies and have a writing up plan attached. It should then be submitted to the School Office. The University allows a maximum of four years for a full time student to gain the PhD so the Submission Pending period for students on the standard 3 year PhD will be 12 months and for those registered on the 3.5 year PhD the Submission Pending period will be 6 months. Both Submission Pending periods carry a fee of GBP225 and GBP75 respectively.

The University regulations and various useful documents can be found at

http://www.staffnet.manchester.ac.uk/services/rbess/graduate/ordinancesandregulations/

http://documents.manchester.ac.uk/listofpolicies.aspx

- **For students on the 4 year PhD:**

At the end of their third year a student will be required to report on the work undertaken in their second year and plans for the completion and submission of their thesis.

This will take the form of a written report which must contain a statement that the work presented is that of the student and the report must be approved by the supervisor. The report will be due by the end of the 22/23rd month of registration (July/August, for students initially registering in September) and will be assessed by the Supervisor, confirming that it represents satisfactory progress and contains a satisfactory plan for completion of the PhD project and submission of a thesis. The end of year 3 report does not require an oral examination.
If the report is judged to be unsatisfactory, the supervisor will produce a short written report outlining the actions to be undertaken to allow the student to submit a PhD thesis. This report will be passed to the Director of PG studies and PG Committee who will act on its recommendations.

3.6 Attendance Monitoring.

Recording and monitoring student attendance is a University requirement as stated in Regulation XX (http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1895) and as documented in The Policy on Recording and Monitoring Attendance (http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=20846).

Attendance points for postgraduate research students will be recorded monthly via the attendance and engagement forms within the University’s online progression system, eProg. It is the main supervisor’s (or appropriate member of the supervisory team’s) responsibility to ensure that attendance and engagement forms are completed in a timely manner for each of their students.

Where a pattern of non-attendance that meets the trigger points or causes for concern is recorded, the School will contact the student and request that they attend a meeting with their Programme Director (or nominee) or Director of PG studies.

If the student fails to respond to this request to meet with the Programme Director (or nominee) or Director of PG studies, within 5 working days, and/or is absent on one further occasion, or attends the meeting but fails to provide a satisfactory explanation for not complying with the attendance requirements of the programme, the School will issue a formal warning.

The warning will indicate the steps to be taken to affect the necessary improvement in attendance, including the consequences of further poor attendance. This letter will be kept in the eProg personal document store for postgraduate research students.

In instances where the School is satisfied that circumstances exist that show good cause for the student’s failure to comply with the attendance requirements, alternative action may be taken. This should include referral to relevant support services where appropriate. Information about sources of support can be found at the end of this document.

If a student fails to comply with the steps to be taken to improve attendance the Examination Board/PGR progress committee may refuse the student permission to proceed on their programme, with the
consequences that s/he may be excluded from the programme of study. Examination Boards can also refuse referred assessment.

A student who is refused permission to take any form of assessment or progress on the grounds of unsatisfactory attendance may submit an appeal against that decision within ten working days of the notification of the decision, in accordance with the provisions of Regulation XIX (Academic Appeals).

The University expects that all students will attend every timetabled teaching or learning session or required supervisory session, unless absence has been authorised.

4 Research Thesis.

Theses should be submitted in accordance with the information set out in the Presentation of Theses Policy, available at http://documents.manchester.ac.uk/display.aspx?DocID=7420 At least two months prior to the submission of a dissertation, a student must complete and submit a Notice of Submission Form which will automatically become available in eProg. The completed dissertation must be handed in to the EPS Graduate School, Room C4 in the Sackville Street Building, by the submission deadline. The deadline for submission of an MSc dissertation is 12 September 2016.

**PLEASE NOTE** that this is the deadline for the two hard copies of the dissertation and that the electronic version must be submitted through eScholar at least 3 calendar days before that deadline.

You can find a guide to postgraduate research thesis/dissertation submission & examination in the Faculty of Engineering and Physical Sciences at https://www.teaching.physics.manchester.ac.uk/TW4_PG/Sub2Exam%20FAQ%20v%203.pdf

Your Faculty support contact for submission/examination in eProg is Lee Wilkinson (Senior Project Officer – Graduate Education) lee.wilkinson@manchester.ac.uk Telephone +44 (0)161 306 8990

**It is important that you and your supervisor come to agreement on the style and content of your thesis as soon as possible so that a well defined work programme can be established with your submission deadline in mind.**
The thesis will be read by an external examiner, appointed by the EPS Graduate School on the recommendation of the supervisor and Director of PG studies, and by an internal examiner who will be a member of the academic staff, but not your supervisor, co-supervisor or advisor. The examiners will read your thesis and then give you an oral examination (a viva) before making their recommendation about the award of a PhD.

PLEASE NOTE THAT FOR RESEARCH STUDENTS REGISTERING AFTER SEPTEMBER 2012 THE OPPORTUNITY TO SUBMIT LATE HAS BEEN REMOVED. Any student who misses their submission deadline (three years, or three and half years depending on their programme, from the date of registration or four years if in ‘Submission Pending’) will only be permitted to submit if there are serious mitigating circumstances.

4.1 Thesis Advice.

The production of a PhD thesis is almost certainly the largest single academic and literary task you will have attempted. Few students realise how much effort goes into the production of a worthy thesis. A typical timescale is about four to six months. There are varying attitudes by both supervisors and students to reading and commenting on drafts of theses. This depends largely on the individuals concerned, but it is important to agree on the procedure early on to avoid misunderstanding. The importance of clear writing in good English cannot be overstressed. It is worthwhile looking at a few examples of recent theses before starting to plan your own thesis. The reader should be assumed to be a physicist in your field of research, although not an expert in the particular work described. The most useful recommendation is to make your thesis tell a good story; do not flip haphazardly from subject to subject, and keep your best results and conclusions to the end. Most complaints from external examiners centre on poor spelling, punctuation and illogical presentation of topics; it is well worthwhile having a colleague read your final draft to weed these out. Theses should be submitted in accordance with the information set out in the University’s Presentation of Theses Policy, available at http://documents.manchester.ac.uk/display.aspx?DocID=7420

Make sure that you conform to them. Students may wish to opt to submit in alternative format. The alternative format thesis allows you to write sections of your PhD thesis in a format suitable for publication in a peer-reviewed journal whether solely or partly authored by you. These ‘papers’ do not have to be already published or even submitted. Indeed some may never be submitted if data are unsuitable or inconclusive. Not all projects will produce material suitable to present in this format. The thesis should adhere to the basic principles of a traditional thesis i.e. it must still represent an original contribution to the field of research and it must be a
coherent body of related work. You will still be required to sign a declaration that the thesis is your own work and that it has not been submitted for another qualification.

Further information can be found at http://www.intranet.seaes.manchester.ac.uk/students/researchstudents/P hD%20Forms/Alternative%20format%20thesis%20guidance.pdf

The guidance below refers specifically to the usual mode of submission (not AF), although many of the general points apply to both formats.

Here are some general points:

**Presentation**
Presentation should be of a high standard with no spelling, typographical, grammatical or punctuation errors. Tenses should be consistent and appropriate. Notation should be consistent. There must be sensible numbering of equations, tables, figures, references and other items. Jargon must be avoided. Graphs must have sensible scales and labeled axes.

**Background material**
The thesis should include a description of relevant background material and literature, including theory and experimental equipment, to enable the reader to understand the research, and to demonstrate the author's understanding. This description should not be a mere list, but show evidence of critical judgment, e.g. by explaining why certain choices were made. The main reason for the thesis is to demonstrate the author’s actual work and contributions to the research undertaken. Hence the amount of background which is given should not be excessive; 20-30% of the thesis is normally regarded as a reasonable proportion.

**Academic Standard**
It is important that the work be described in sufficient detail so that another researcher could confidently repeat it. Most importantly, the reader must be able to assess the reliability of the conclusions, i.e. the author must convince the reader that the results can be justified and should be believed. The thesis material should be set in the context of current research; other relevant work must be cited, and if appropriate compared to that which has been undertaken.

Ideally, the content of a thesis should be suitable and ready for publication and this should be the goal. However it is realised that this may not always be possible in the time available. At the very least it should be straightforward for the supervisor, or some other colleague, to bring your work to the stage for publication.
4.2 Plagiarism.

Plagiarism is the unreferenced use of other authors’ material in your assignments and thesis. **If you reference other people’s work it must be acknowledged clearly.**

The University’s regulations state very clearly that plagiarism is a serious academic offence and the consequences of committing such an offence are severe.

All students should read the guidance notes on plagiarism and academic malpractice which are available at: [http://www.manchester.ac.uk/policies/](http://www.manchester.ac.uk/policies/)

If you are in any doubt you must seek guidance from your supervisor. The induction process with which you start your programme also contains a section on plagiarism to help you. Here are some simple examples for which you need a reference:

- A direct quotation from a book or article or the web

  If a **book** quote:
  Author (year of publication), title, publisher

  If a **paper** in a journal quote:
  Author (year of publication) paper title, journal title, volume, volume number, page numbers

  If on the **web** quote:
  Author, URL, (retrieved date)

- when you are reporting **someone else’s views** but writing them in your own words: (author)

- when you are using **someone else’s work** to back one or your claims: (author)

**Good advice: if in doubt, it is always better to quote the reference**

4.3 Appeals Procedure.

In the event that a student wishes to appeal against a mark, grading or a decision on progression, it is important that the appeal is made to the Director of PG studies in writing (or by e-mail) as soon as possible. A copy of any supporting documentation (not the original) should be supplied. The postgraduate committee undertakes to promptly consider and deal with appeals on the grounds of bias, prejudice or inadequate
assessments as set out in the University Regulations. The decision on the appeal will be notified to the student by the supervisor or Director of PG studies. Thereafter, if the student wishes to take the matter further, the supervisor will refer the circumstances to the Director of PG Studies and the Head of School who may deal with the matter within the School or advise the student to contact the Faculty. Details of the EPS Faculty appeals procedure can be found at http://www.manchester.ac.uk/eps

5 Student Responsibilities.

5.1 Personal Details.

Students are responsible for updating their personal details in the student system by going to ‘My Manchester’. If you have problems logging in please contact 0161 275 5000 or email selfservice@manchester.ac.uk and not the School of Physics and Astronomy. **Students must, however, inform the School Office immediately by e-mail of any change of name made to the student system, Campus Solutions.**

5.2 Attendance.

It is crucial that postgraduate students attend regularly and maintain a continuous dialogue with their supervisors. Attendance at the courses for which the student has registered is a normal requirement. For those students receiving financial support, it should be noted that the supervisor and Director of PG studies may be required to sign a certificate of satisfactory attendance and work in order for payments to continue.

Satisfactory attendance, which is determined by the Supervisor, is required at School and group seminars and workshops that are relevant to the student’s research interests. They are also encouraged to attend other seminars as part of their general scientific education. Since communication is a vital part of science, you may be asked to make a verbal presentation of the results of a literature survey concerning your project or your research data, and there will be opportunities to take part in public engagement activities connected with your research.

6 Student Support and Guidance.

6.1 Support.

Postgraduate training in the School of Physics and Astronomy differs from undergraduate training in many ways. An important feature is that the student becomes an integral part of a research group working in their
chosen field. The research group provides the kind of close support and
guidance which is unfeasible at undergraduate level and which should
become one of the many rewarding research experiences. Within the
research group, the student will have a supervisor and a co-supervisor.
These supervisors will be responsible for allocating and discussing the
project and will respond to day-to-day queries on science and
administration. Students are also allocated an advisor who is often the
group postgraduate (PG) contact, or may be an academic working in a
different field.

The School also supports a peer-mentoring programme in which
experienced, trained, postgraduate students act as mentors for less
experienced PG students.

6.2 Student Appeals and Complaints.

The School and the University take the well being of their students very
seriously. Students who have cause for concern are asked to speak to
their supervisor, co-supervisor or advisor in the first instance. The more
information the student can provide the more effective this discussion is
likely to be. Alternatively, a student may seek advice from Student
Information, Advice & Guidance (IAG) Service
(atriumadvice@manchester.ac.uk), or the Students’ Union Advice Centre
(0161 306 4009 or 0161 275 2858;

If matters remain unresolved, then the student should consider making a
formal appeal or complaint. Information about the processes involved can
be obtained from: http://www.manchester.ac.uk/policies/.

6.3 Student Feedback and Representation

A student representative from each research area is appointed and invited
to attend meetings of the postgraduate committee. The invitation to
become the group PG student representative is made typically via
research group co-ordinators who ask all eligible students if they wish to
undertake this role.

Questionnaires are circulated to all students who attend lectures providing
the opportunity for these courses to be assessed by students according to
a number of criteria on a scale ranging from well above average to well
below average. Students are also encouraged to discuss matters of
concern with their supervisors and advisors. Every two years you will be
asked to complete the national survey of postgraduate research
experience (PRES). This survey asks about your experiences of your
postgraduate research programme. Your responses will be combined with
those of others to help inform your institution about the experience of
postgraduate researchers, helping to improve future support. The results are also used nationally to help advise policy and improve the postgraduate research experience across the sector and the outcomes for the School are discussed by staff and postgraduate students at the School Postgraduate Committee.

Comments made by students at the postgraduate committee, via course questionnaires or directly through supervisors, advisors or the pastoral care scheme will be considered by the postgraduate committee or by the Director of PG studies in consultation with relevant people. Feedback in response to student comments will be made in the form of committee meeting minutes or directly through supervisors.

6.4 Code of conduct for students and supervisors.

The University has a formal Code of Conduct for students and supervisors.

http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/
http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/supervision/
http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/progressandreview/

6.4.1 The Role of the School.

The School contains many research groups covering a wide range of interests in Physics and Astronomy. It is inevitable and probably even desirable that the various groups provide rather different environments in which you will work. However, the general pattern of supervisory practice is the same throughout the School. Admission to a research group is made on the basis of your interests, qualifications and, of course, the availability of places. In most cases, students are well satisfied with this. In the rare case where you find yourself in a group in which you are unable to work to your full potential, the normal procedure to resolve this problem is through discussion with your supervisor, advisor and group head. The ultimate recourse is to the Director of PG studies acting in consultation with the Head of the School.

6.4.2 The Role of the Supervisor.

The University Code can only be a guideline whose detailed application depends on circumstances. The most important general requirements are that the supervisor is approachable and accessible, and that when advice or recommendations are given, you feel that they are constructive and fair. A very important part of the supervisor’s responsibility is in helping
to plan your work to match deadlines, for example, in connection with the
various reports that you must complete. This implies that frequent and
adequate consultation between you and your supervisor takes place. A
reasonable guide to this is a minimum contact time of an hour each week.
Supervisors are expected to make suitable arrangements for supervision
in the event of their absence.

6.4.3 The Role of the Student.

The University Code requirements for students can be summarised in
three words: communication, application and motivation. As far as
communication is concerned, even experienced supervisors may not be
aware of some particular problems and you should take the initiative to
make sure that these are communicated to the supervisor. Application
and motivation are largely up to the individual but even here, supervisors
can help considerably by providing an appropriate working environment.
Approachability and accessibility are, of course, an important ingredient
for success in research for both you and your supervisor. You should
consult with your supervisor if you need to be away from the School for
any period in excess of a couple of days. Illness must also be reported to
your supervisor, and you should take particular care that you comply with
the regulations of your funding body in the event of protracted absence
due to illness or any other reason.

6.5 Channels for Appeals and Complaints.

In the case of any general grievances or complaints, the student is
encouraged to initially raise the matter with their supervisor, co-
supervisor or advisor. If the matter is not resolved at this stage, or if
none of these points of contact seems appropriate, the student is
encouraged to raise the problem with the Director of PG studies and then,
if necessary, the Head of School.

The University operates attendance monitoring census points within the academic year in order to confirm the attendance of students holding a Tier 4 Student Visa. This is to ensure the University meets the UKVI statutory requirements as a sponsor of Tier 4 students and its responsibilities in accordance with its Highly Trusted Sponsor status.

If you are a Tier 4 visa holder, you must attend these attendance monitoring census points, in addition to complying with the School's own programme attendance requirements.

When are the census points?

In the 2015/16 academic year, the attendance monitoring census points will be during the following periods:

<table>
<thead>
<tr>
<th>Census Point</th>
<th>Dates</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2015</td>
<td>28 September - 9 October 2015</td>
<td>All active Tier 4 students (not new starters)</td>
</tr>
<tr>
<td>January 2016</td>
<td>18 - 29 January 2016</td>
<td>All active Tier 4 students</td>
</tr>
<tr>
<td>May 2016</td>
<td>19 May - 8 June 2016</td>
<td>All active Tier 4 students</td>
</tr>
<tr>
<td>July 2016</td>
<td>15 - 29 July 2016</td>
<td>Active PGT, PGR and visiting Tier 4 students only</td>
</tr>
</tbody>
</table>

Please note:

- If you are a new student, registration is your first point to confirm your attendance at the University and you will not be required to attend a further census point in October 2015.

- Postgraduate taught and research students will also have an additional attendance monitoring census point in the period **15 - 29 July 2016**

- You will receive an email from the School to confirm when and where you should attend to have your attendance confirmed. You must check your University e-mail account regularly. Failure to check your email account is not a valid reason to be absent from a census point.
What if a Tier 4 student cannot attend a census point?

If you cannot attend in person due to a valid reason which includes: illness; placement; field studies; on year abroad; research work; or any other reason connected to your programme of study, you must email the School to inform us of your absence and your inability to attend in person. In the case of illness, you must provide a copy of a medical certificate. If you are in this position you should report in person to the School as soon as possible after you return to campus.

Students who are recorded as interrupting their studies are not expected to attend during their period of interruption.

What happens if a student does not attend a census point?

The School must be able to confirm your presence to the UKVI by the end of each census point in the academic year. If you do not attend a census point when required by your School and you do not provide a valid explanation for your absence you will be deemed to be “not in attendance”.

Those students identified as “not in attendance” will be reported to the UKVI and the University will cease to sponsor the student’s Tier 4 visa. The Tier 4 visa will then be curtailed and the student must leave the UK within 60 days.

Further information

For more information on Tier 4 visas: [https://www.gov.uk/tier-4-general-visa](https://www.gov.uk/tier-4-general-visa).

If you have any concerns about the attendance monitoring census points, or your Tier 4 visa status, please contact visa@manchester.ac.uk
8 Additional Information.

8.1 Teaching and Demonstrating.

There are opportunities for postgraduate students to work as paid demonstrators in undergraduate laboratories and as tutors giving tutorials and workshops. This must be agreed with the supervisor who can give advice on whether this is appropriate. Interested students should contact the Director of Teaching, Prof Gary Fuller (gary.a.fuller@manchester.ac.uk), the Deputy Director of Teaching, Dr Mark Hughes (mark.hughes@manchester.ac.uk) or Dr Neal Jackson (neal.jackson@manchester.ac.uk), Laboratory Director. The University requires students who tutor or demonstrate in laboratories to attend a training course. Details of the course can be obtained from the Faculty Graduate Office.

8.2 Holidays.

The timing of holidays and other time away from the University must be discussed with, and agreed by, your supervisor.

8.3 Learning Resources.

8.3.1 Email.

When you registered you will have been given a university email account with an address ending manchester.ac.uk. This is the only account to which the University will send information. It is vital that you check this account for email regularly as the University assumes that you will receive and read all email sent to this account. It is possible to set up this account so that emails sent to it are forwarded to some other email address, however, it remains the responsibility of the student to organize this.

In the School of Physics and Astronomy most computer resources for postgraduates are provided by the student's research group. Supervisors can provide more details.

8.3.2 Library.

The University library is the John Rylands Library (http://www.library.manchester.ac.uk). The library has several sites on campus including the Main Library which is off Oxford Road, the Precinct Library in Crawford House and the Joule Library on E floor of the Sackville Street Building.
9. Graduate development.

Faculty of Engineering & Physical Sciences

**STAFF:**
- Dr Jim Boran (Researcher Development Manager)
- Dr Gemma Muckle (Researcher Development Officer)
- Dr Alex Hinchliffe (Researcher Development Assistant)
- Alys Kay (Online Development Officer)
- Dee-Ann Johnson (Communications Officer)

**WEBSITE**  [http://www.researchsupport.eps.manchester.ac.uk/](http://www.researchsupport.eps.manchester.ac.uk/)

**EMAIL**  eps-grads@manchester.ac.uk

**TWITTER**  [http://twitter.com/epsgrads/](http://twitter.com/epsgrads/)

**EPROG**  [http://www.manchester.ac.uk/eprog](http://www.manchester.ac.uk/eprog)

**AIMS:** Within the Faculty of Engineering and Physical Sciences our goal is to encourage you to reach your full potential by providing support that complements the key stages of your research programme. Graduate Development offers a range of training and development opportunities that you can choose to engage with as and when you need to. Built around individual personal development plans and self-reflection, our face-to-face and online training enables you to successfully complete your degree and maximise your future employability.

The Graduate Development programme is based around seven core skills:
- Research skills and techniques.
- Understanding the research environment.
- Research management and information literacy.
- Professional effectiveness.
- Communication skills.
- Networking and teamworking.
- Career management and lifelong development.

We aim to help you gain and enhance those skills that best meet your individual personal and professional needs. This is achieved through personal development planning – a four step cycle including:
- Conducting a skills audit through the online Development Needs Analysis – compare your existing skills with the skills needed to be a successful researcher and identify areas of strength and areas where you benefit from further development.
- Constructing a Personal Development Plan – plan, record and review your development activities and progress.
- Developing new skills through workshops or other means of development (e.g. seminars, presentations, publications, public engagement, volunteer activities).
- Reviewing achievements and reflecting on future needs – this includes periodically revisiting your skills audit.
10. The University Language Centre.

The University Language Centre provides courses and language learning resources for students from a wide variety of disciplines wishing to include a modern languages element within their studies. It also offers a wide range of courses and services for international students for whom English is not a first language.

Foreign language courses - Offered as part of the University Language Centre’s institution-wide language programme (LEAP), these courses are available to students from across the University and may be studied on a credit or on a non-credit basis to complement your degree. Currently there are 18 languages, ranging from the main international languages (e.g. French, Spanish, Arabic, Chinese, German) to a number of less commonly taught languages (e.g. Japanese, Hindi, Hebrew, Persian, Turkish, Greek), offered at various levels. For more information on the full range of languages and levels that are available, please consult the University Language Centre website via the link given below.

English Language Programmes - If English is not your native language, you may wish to enquire about the wide range of credit-bearing and non-credit-bearing English courses available through the University Language Centre. International students who would like advice on how they can improve their academic writing are encouraged to make use of the one-to-one writing consultation service. Please refer to the Academic Support Programmes section of the ULC webpage via the link given below.

Face to Face - This is a reciprocal language learning scheme, in which students can meet with native speakers of the language they are learning. International students find that this is a good way to meet home students and to become more integrated into the University. Home students can prepare themselves for study abroad by finding out about their partners’ home universities and cultures. For more information, please enquire at the ULC reception.

Tandem Programme - This programme is similar to Face to Face, but is more formal and provides credits which count towards your University degree. It is fully monitored, assessed and supported via practical workshops. For more information please refer to the Foreign Languages section via the link given below.

Open Learning Facilities - The University Language Centre’s open learning facilities, situated in the Samuel Alexander Building, offer:

- A well stocked library of materials in text, audio, video, DVD and CD-ROM formats.
- Materials in some 60 languages.
• A suite of TV/VCR presenters fed by a range of satellite and terrestrial channels.
• A suite of dedicated multimedia PCs for computer aided language learning.
• Support and advice for learners from expert staff and through on-line resources.

A full guide to the University Language Centre’s courses, services and its language learning resources is available at: http://www.ulc.manchester.ac.uk.

11. Sources of Support for Students.

http://www.manchester.ac.uk/connect/jobs/disabled-applicants/contact/

http://www.studentnet.manchester.ac.uk/counselling/

http://manchesterstudentsunion.com/adviceservice

http://www.occhealth.manchester.ac.uk/

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/support/disabled-students/