



University of
Salford
MANCHESTER

A GUIDE TO YOUR PGR STUDY

PGR STUDENT JOURNEY



**DOCTORAL
SCHOOL**

BECOME UNSTOPPABLE



University of
Salford
MANCHESTER

VISIT US

The University of Salford is situated just a mile and a half from Manchester city centre and we have excellent transport links, with Salford Crescent train station on campus and regular bus services stopping along the Crescent.

Our campus at MediaCityUK is a mile and a half from our main campus.

CAMPUS MAP KEY

- Open day bus stops
- Food and drink outlets
- Car Park

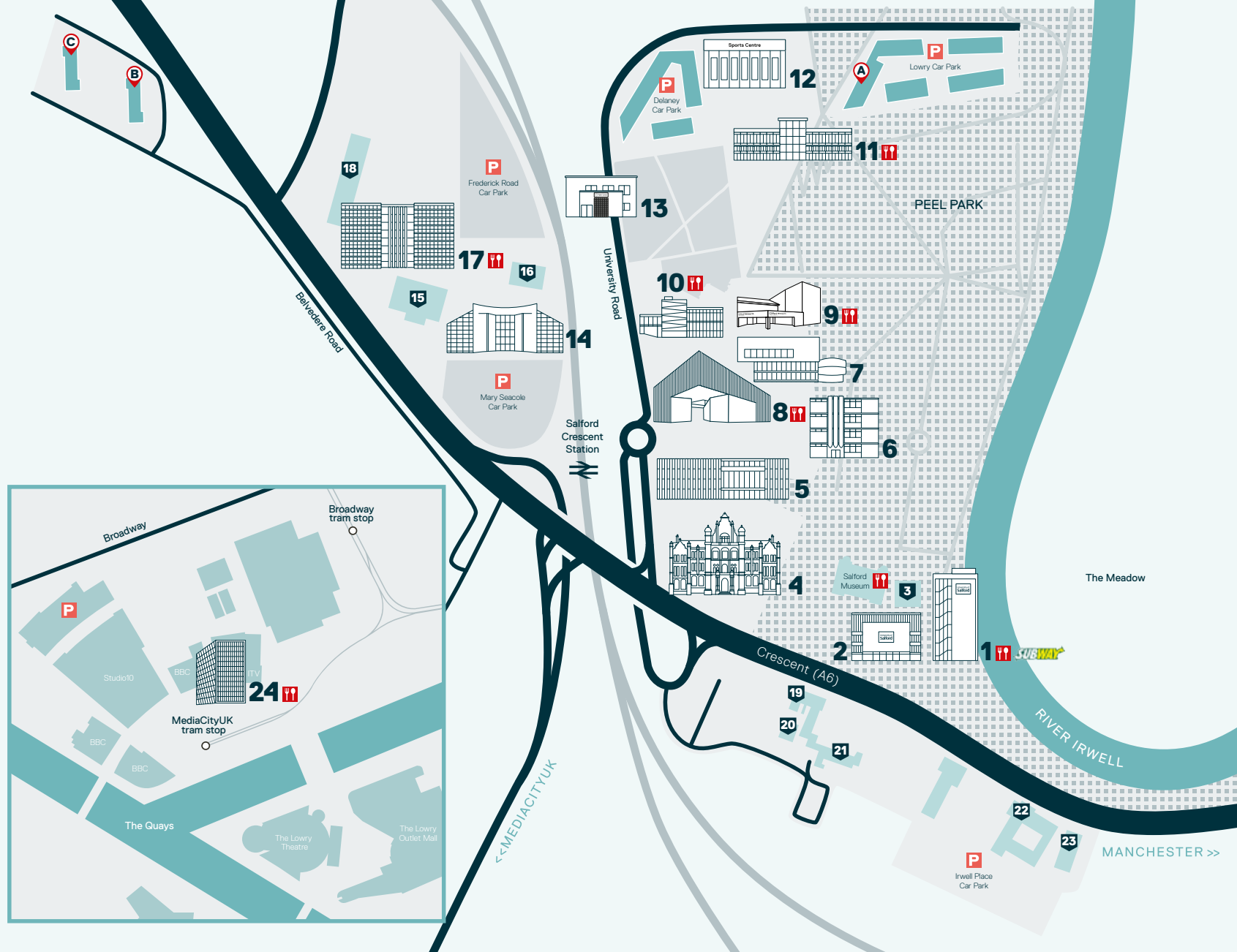
Accommodation

- Peel Park Quarter
- John Lester Court
- Eddie Colman Court

Main University Buildings

- 1 Maxwell Building
- 2 Maxwell Hall
- 3 Gilbert Rooms
- 4 Peel
- 5 Newton
- 6 Cockcroft
- 7 Lady Hale
- 8 New Adelphi
- 9 Clifford Whitworth Library
- 10 Chapman
- 11 University House
- 12 Sports Centre
- 13 Faith Centre
- 14 Mary Seacole
- 15 Brian Blatchford
- 16 Busy Bees Children's Nursery
- 17 Allerton
- 18 Podiatry Clinic
- 19 Joule House
- 20 Alumni House
- 21 The Old Fire Station
- 22 Crescent
- 23 Humphrey Booth House
- 24 University of Salford (MediaCityUK)

CAMPUS MAP



PGR TEAM CONTACT DETAILS BY SCHOOL

We are here to support you through your PhD.

SALFORD BUSINESS SCHOOL

PGR-SupportSBS@salford.ac.uk

SCHOOL OF ARTS AND MEDIA

PGR-SupportSAM@salford.ac.uk

SCHOOL OF HEALTH AND SOCIETY

PGR-SupportSHAS@salford.ac.uk

SCHOOL OF SCIENCE, ENGINEERING AND ENVIRONMENT

BUILT ENVIRONMENT

PGR-SupportSOBE@salford.ac.uk

COMPUTING, SCIENCE AND ENGINEERING

PGR-SupportCSE@salford.ac.uk

ENVIRONMENT AND LIFE SCIENCES

PGR-SupportELS@salford.ac.uk

DOCTORAL SCHOOL MANAGER

Tracie Davies - T.Davies@salford.ac.uk

PGR ADMINISTRATOR

Tracy Ireland - T.J.Ireland@salford.ac.uk



DOCTORAL SCHOOL

The Doctoral School brings together PhD candidates from across the University, supporting a vibrant community in which collaborative and interdisciplinary working can flourish. Our innovative research environment is recognised around the world, building international visibility and opportunity, offering you a platform from which to develop your own profile.

The Doctoral School offers an extensive range of training and support, tailored to your individual needs. The Salford Postgraduate Research Training (SPoRT) programme is designed to help you develop the skills needed for effective research and transferable skills to enhance your employability, whether you are planning a career in academia or elsewhere in the public or private sectors.

Diversity and inclusivity are the lifeblood of our Doctoral School. Flexible start dates allow you to begin your study when it is most convenient for you, while our online doctoral programme enables candidates based outside the Manchester area to complete their PhD studies with Salford.

Our PhD candidates come from a wide variety of backgrounds, adding their life experiences and unique journeys to our collective knowledge and expertise. There is no such thing as a typical Salford PhD candidate. People from all over the world and at all stages in life join us to explore the research questions that matter passionately to them. Whatever your reasons for pursuing a PhD, our world class training and development opportunities enable you to fulfil your unique potential.



SUPERVISORY TEAM

WHO ARE MY SUPERVISORY TEAM?

All PGR students are allocated an academic 'supervisory team' consisting of a lead supervisor and co-supervisor(s).

The school will allocate each student with a personal tutor, whose responsibility will be to provide pastoral guidance.

Where a student is working away from the University under an approved arrangement for a significant period of time, it is normal to appoint an 'advisor' to act as a local supervisor. However the appointed supervisor from the University remains formally responsible for the supervision of the student.



WHAT WILL MY SUPERVISORY TEAM EXPECT FROM ME?

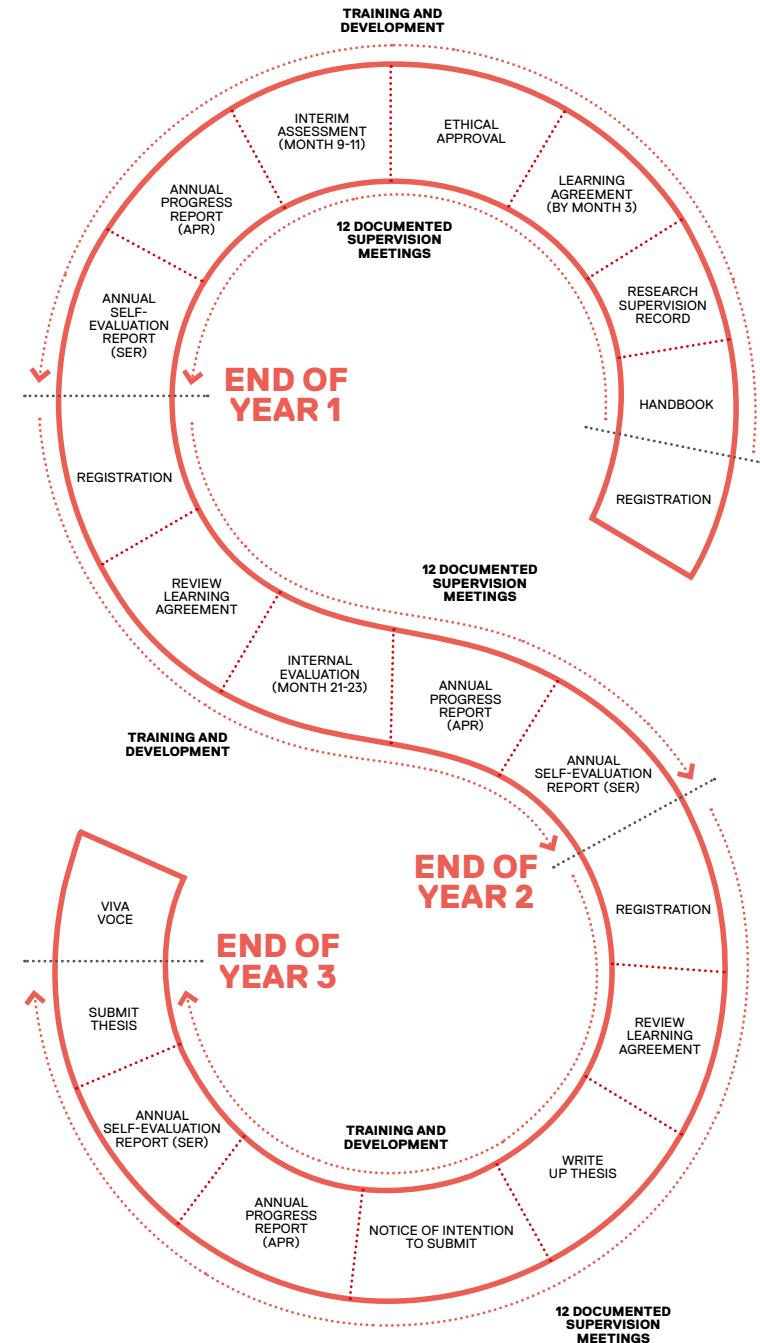
The University views its PGR students as independent researchers, who lead on their own research, but are guided as necessary by their lead supervisor and their supervisory team. The ultimate responsibility for the work and the eventual thesis lies with you and it is vital that you participate fully in the planning and completion of the research project.

WHAT CAN I EXPECT FROM MY LEAD SUPERVISOR?

Your lead supervisor is responsible for facilitating your academic progress, with input also from your co-supervisor(s) if necessary. They will provide you with the guidance and help that you need to complete your research project successfully within the time period allowed. The lead supervisor is responsible for supervision, while the co-supervisor(s) will contribute according to specific requirements of the project. You should work with your lead supervisor and co-supervisor(s) to reach a supervision arrangement which suits you all. You should include a clear description of the arrangement in the learning agreement at the beginning of your study and update the learning agreement whenever it is necessary.

WHAT CAN I EXPECT FROM MY CO-SUPERVISOR(S)?

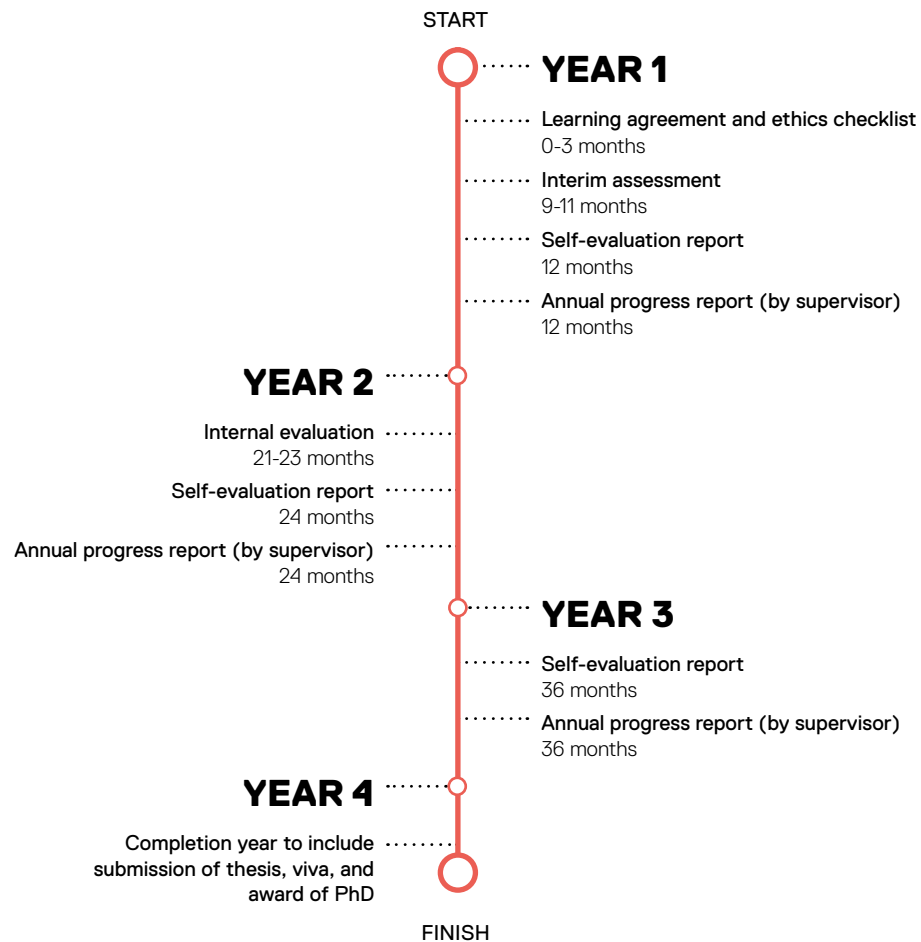
Your co-supervisor(s) will be responsible, in academic and supervision terms, for your degree. The amount of input from your co-supervisor(s) may vary during the period of candidature and alter with the focus of your research; it may be necessary to review the supervision arrangements at key points.



TIMELINE FOR FULL TIME PHD

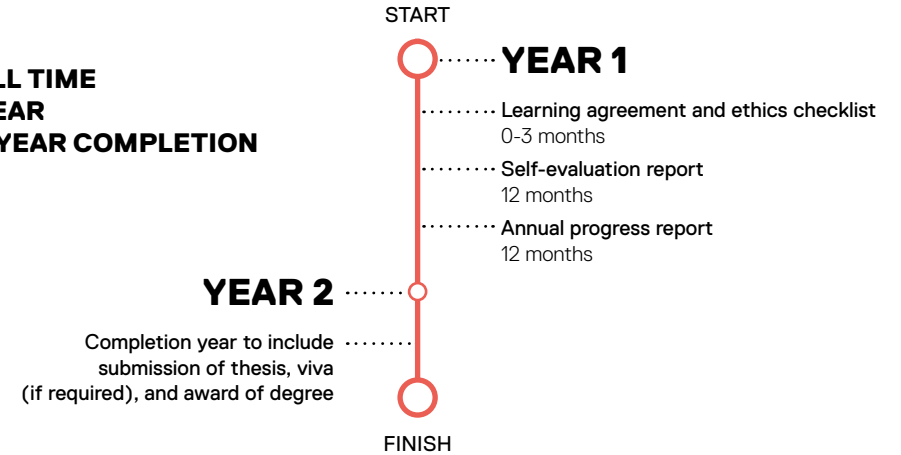
**3 YEARS
+ 1 YEAR COMPLETION**

Full time studies to include split
site and online doctorate PhD

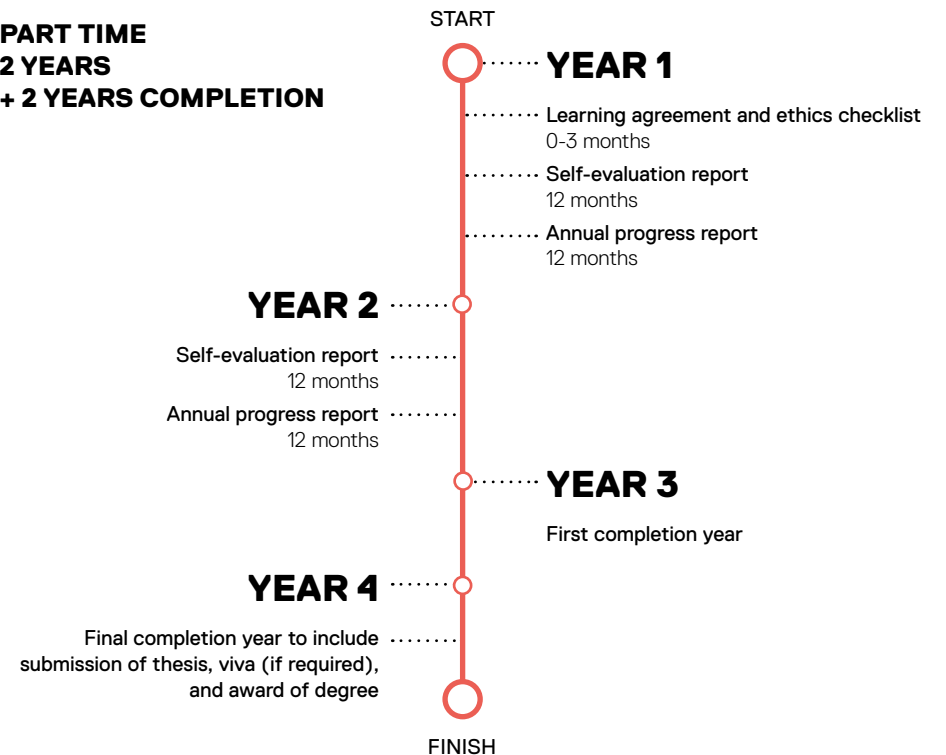


TIMELINE FOR MPHIL, MRES, MSC BY RESEARCH, AND LLM

**FULL TIME
1 YEAR
+ 1 YEAR COMPLETION**

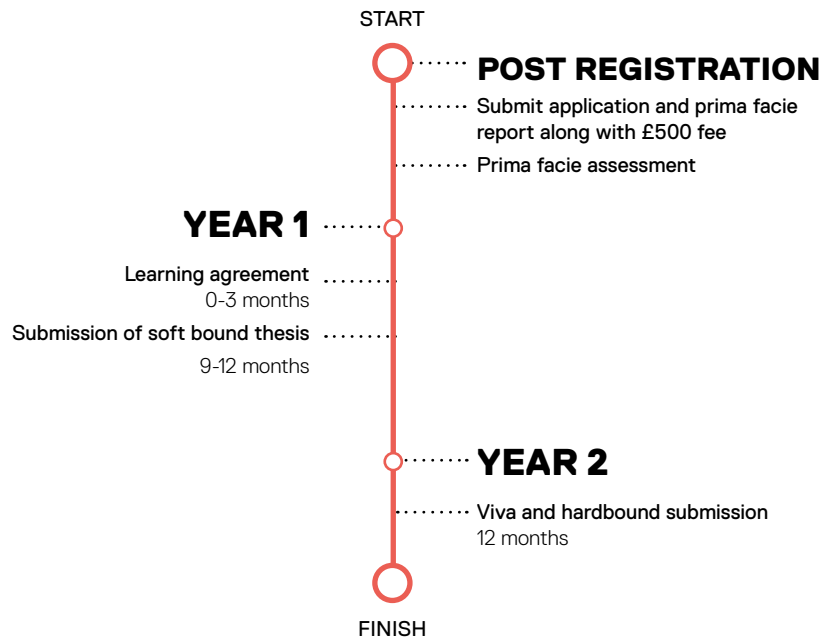


**PART TIME
2 YEARS
+ 2 YEARS COMPLETION**



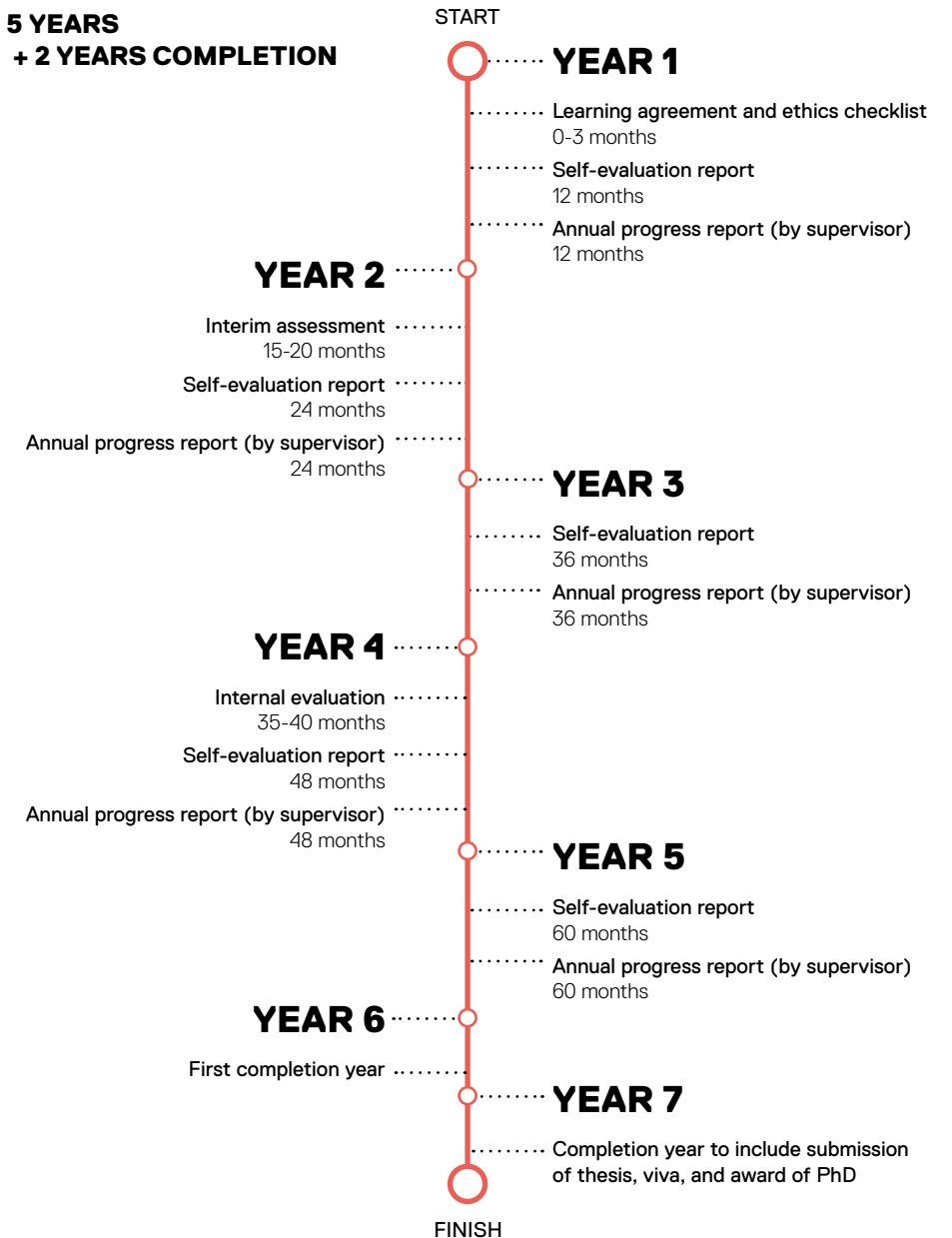
TIMELINE FOR PHD BY PUBLISHED WORKS

9 - 12 MONTHS

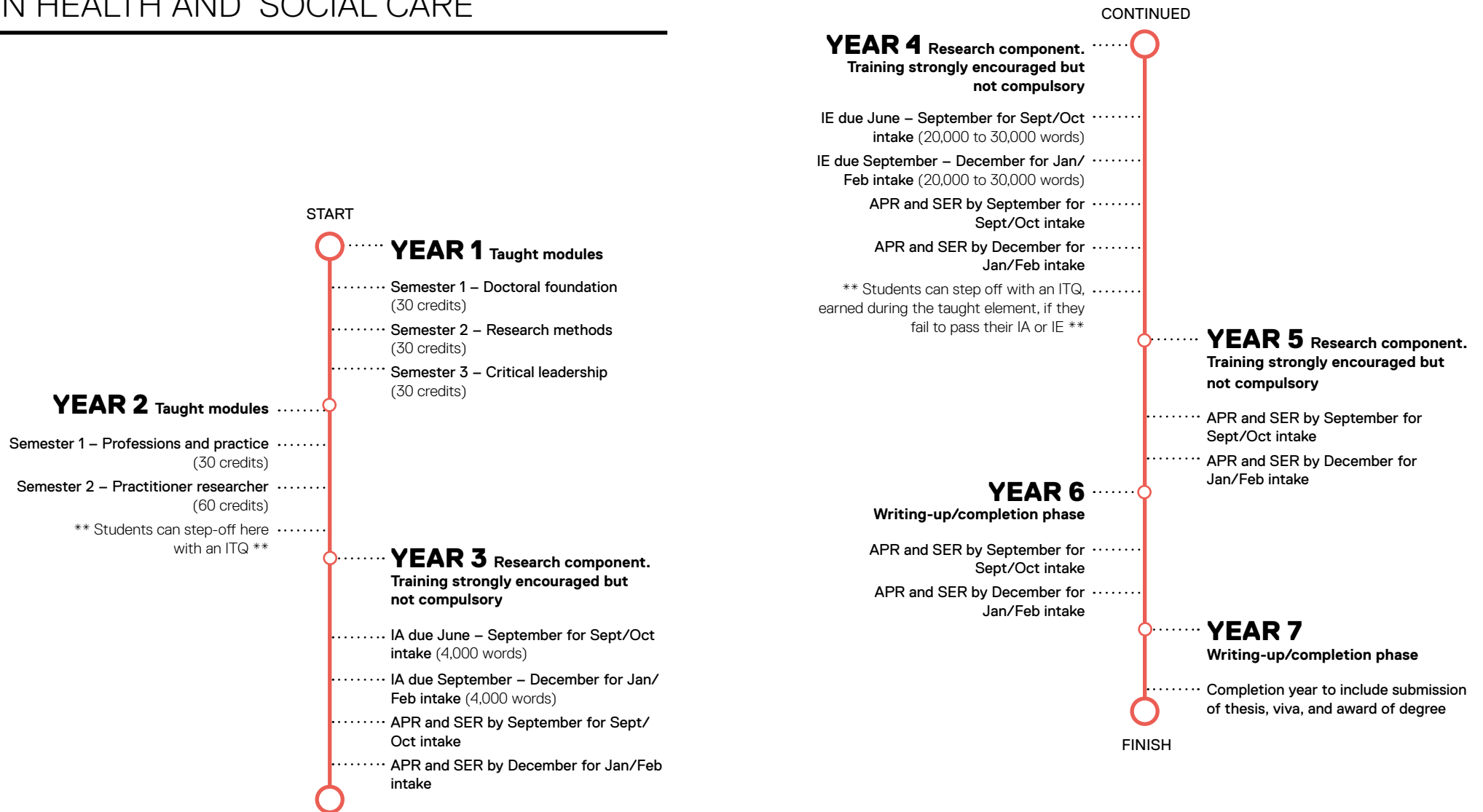


TIMELINE FOR PART TIME PHD

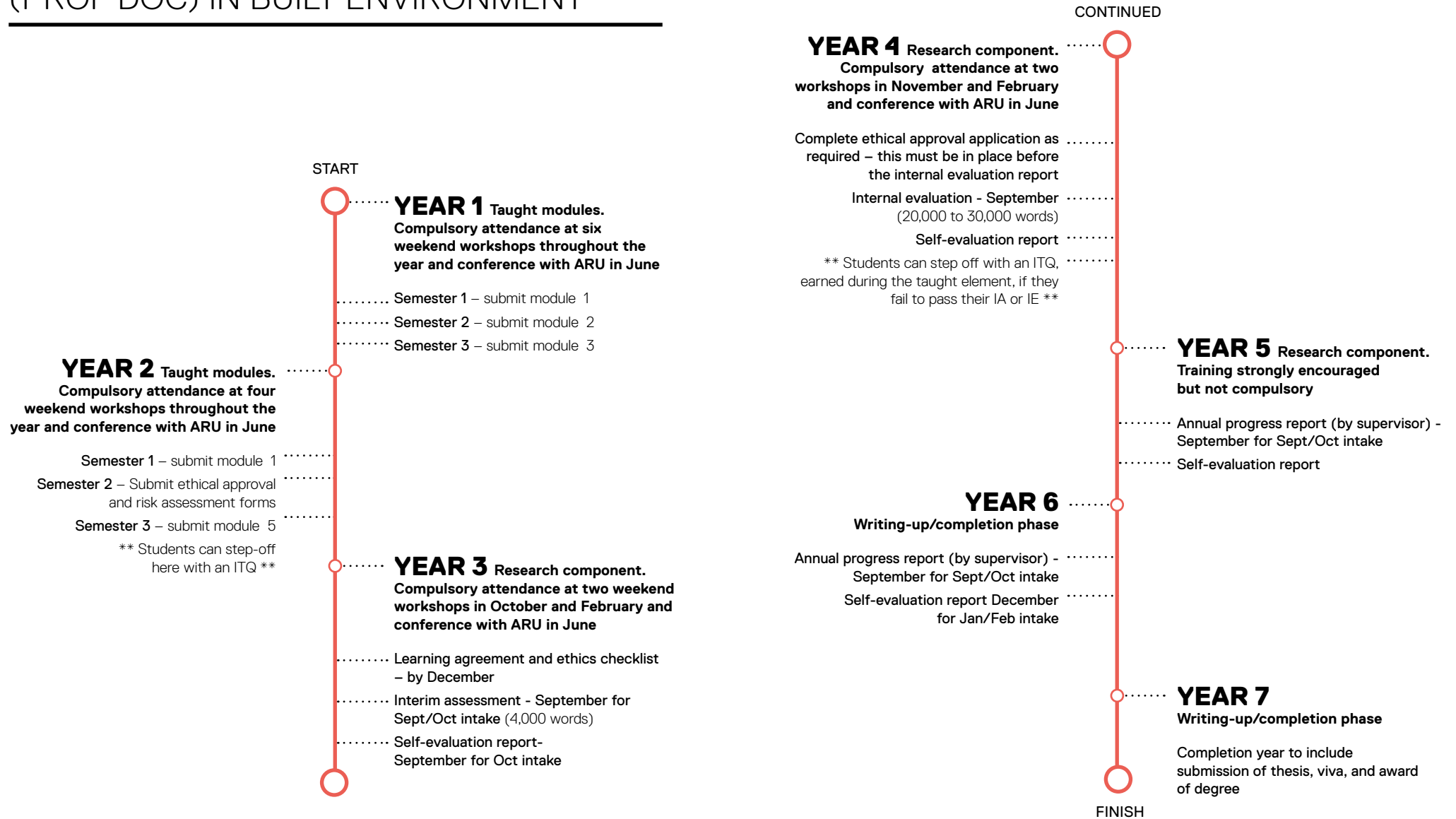
5 YEARS
+ 2 YEARS COMPLETION



TIMELINE FOR PROFESSIONAL DOCTORATE (PROF DOC) IN HEALTH AND SOCIAL CARE

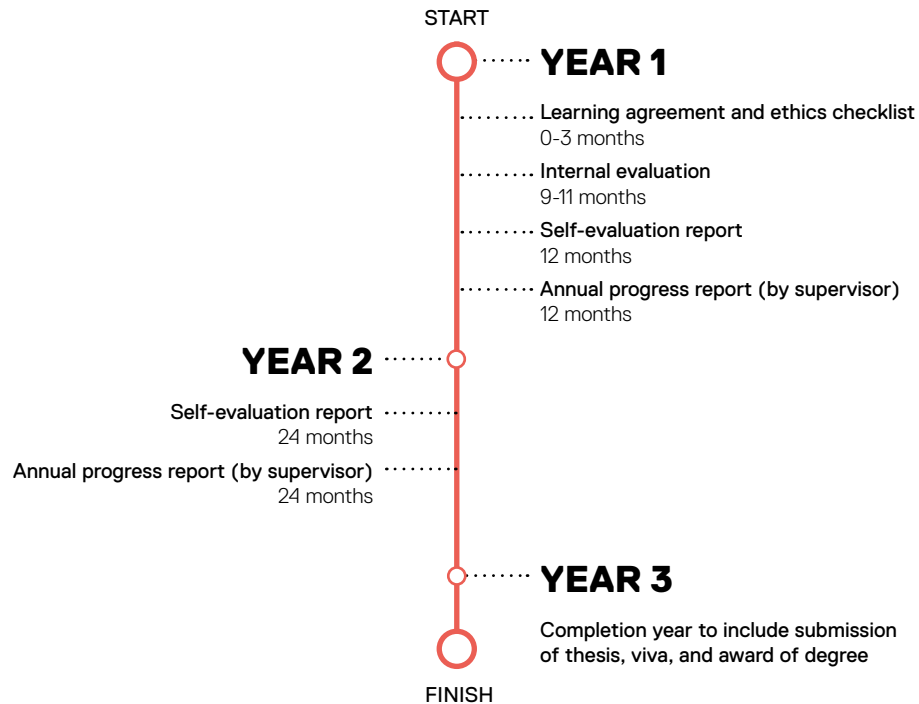


TIMELINE FOR FOR PROFESSIONAL DOCTORATE (PROF DOC) IN BUILT ENVIRONMENT



TIMELINE FOR DMA

**2 YEARS
+ 1 YEAR COMPLETION**



TIMELINE FOR SPLIT SITE PHD

**3 YEARS
+ 1 YEAR COMPLETION**

A Local Advisor option is also available which will be discussed at point of application.



PROGRESSION MONITORING

KEY REQUIREMENTS FOR CONTINUING REGISTRATION

LEARNING AGREEMENT

The learning agreement will be the focus of your first two supervision sessions and must be completed and submitted within the first three months of your candidature (this is the case for both part-time and full-time students). This is not a static document and should be reviewed regularly and updated annually, with your supervisors.

Training sessions on how to complete your learning agreement occur throughout the year.



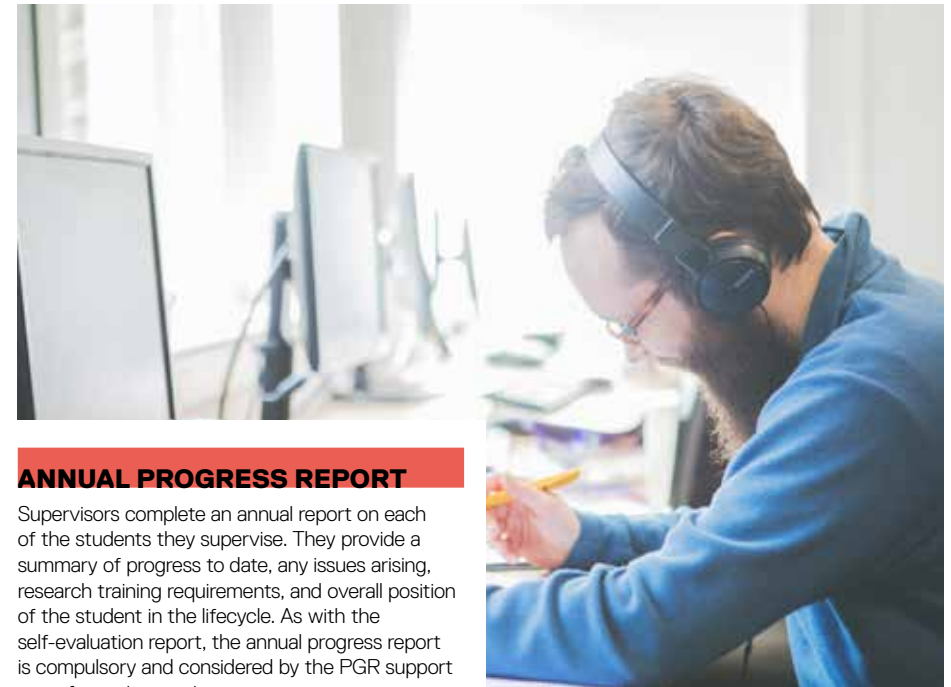
SELF-EVALUATION REPORT

All students must complete a self-evaluation report at the end of each registered year. This report enables you to reflect upon your progress on an annual basis, as well as reporting on supervisory and facilities arrangements. The report goes to the PGR support team who will note any issues arising from the evaluation, so that they can be addressed in an appropriate way.

Completion of the self-evaluation report is compulsory. It is important for students to reflect on a regular basis on their own progress, as it gives the opportunity to 'stand back' from the detail of the doctoral research and assess the extent to which this is progressing in a coherent and focused manner. In comparing progress with the predicted progress set out in the learning agreement, you can provide a considered statement of how and where the research is going, and identify any problem areas, potential or actual.

Equally, the self-evaluation report is an opportunity to comment upon supervisory support and research centre facilities. It is important that students provide an honest appraisal in order for us to be in a position to respond to any issues and to continually review and enhance the student experience.

This report is a requirement for continuous registration for the degree study but does not contribute to the academic assessment of the study.



ANNUAL PROGRESS REPORT

Supervisors complete an annual report on each of the students they supervise. They provide a summary of progress to date, any issues arising, research training requirements, and overall position of the student in the lifecycle. As with the self-evaluation report, the annual progress report is compulsory and considered by the PGR support team for noting any issues.

KEY ACADEMIC PROGRESSION

ASSESSMENT POINTS PRIOR TO COMPLETION



INTERIM ASSESSMENT

The interim assessment is the first formal point along the MPhil/PhD and DProf (research component) programmes where the progression of the student is assessed by independent experts and a decision is made as to whether the student should continue or transfer their studies to a higher or lower award.

The interim assessment takes place between months 9 and 11 for full-time students, or months 15 and 20 if you are part-time, or months 27 and 33 if you are on a professional doctorate study. This timeframe ensures that should you need to repeat your assessment, you have time to do so before your deadline for registration for the following year.

For students registered on the MPhil programme the interim assessment provides an opportunity to transfer to the higher award PhD programme. For existing PhD/DProf students the assessment determines whether students continue on the PhD/DProf programme or are recommended to be transferred to a lower award.

As a PGR student, you will be required to present a short paper about your research project describing your progress and plans for the future. You will also have to attend an oral examination. It is your responsibility to ensure your paper is your own original work.

INTERNAL EVALUATION

The internal evaluation is the second formal point along the PhD and DProf (research component) programmes where the progression of the student is assessed by independent experts and a decision is made as to whether the student should continue on their programme or transfer to a programme with a lower award (MPhil).

Your internal evaluation will take place between months 21 and 23 of your candidature if you are a full-time student, months 35 and 40 if you are part-time, or months 50 and 55 if you are on a professional doctorate study. This timeframe ensures you are able to repeat, should it be required, before your deadline for registration for the following year. It is your responsibility to ensure that you present your own original work. You are strongly encouraged to consider using 'Turnitin' (the University's anti plagiarism software), following the 'originality check' link:

www.salford.ac.uk/library/help/blackboard-and-collaborate

The evaluation of a student's progress is important at this juncture to determine whether the student has developed their research to a sufficient standard that will lead to a PhD/DProf award. Where progress is sub-standard (and would not achieve the level of the higher PhD or lower MPhil award) the internal evaluation panel have the authority to recommend termination of a student's candidature.

RESEARCH SUPERVISION

WHAT IS THE UNIVERSITY POLICY ON SUPERVISION SESSIONS?

The University requires that as a PGR student you have a minimum of 12 documented formal meetings a year with your lead supervisor if you are full-time and an agreed pro-rata equivalent if you are part-time. You may need to meet more regularly with your supervisors than this required minimum depending on the need of your project.

It is a requirement that in the majority of instances these meetings are face to face. Only in exceptional circumstances e.g. where a student is on a field trip, can Blackboard collaborations, or a substantial video or telephone conversation be classed as a supervision meeting.

During the first year of candidature meetings should be more regular, to ensure that you are making progress and to deal with any problems that might arise at the start of enrolment. The focus of the first three monthly meetings should be planning your study, particularly on your learning agreement; which must be submitted by month three. You should work together with your supervisor to agree on a mutually acceptable programme of supervision at the initial supervision session. Remember, it is your responsibility to record formal supervision sessions.

Informal meetings with your supervisor/ supervisory team, contact by telephone or email, should be continued throughout the period of candidature.

WHAT ARE THE REQUIREMENTS FOR TIER 4 SPONSORED STUDENTS?

It is a requirement of the Home Office that all Tier 4 sponsored students must be monitored for attendance and participation with studies. Therefore, for Home Office purposes you will have at least one formal supervision session each month which will be recorded on the research supervision record form.

After each session you must submit a copy of a completed form, signed by you and your supervisor, to the Salford Advantage system by no later than the first Sunday of the following month.

Non-compliance with this requirement will result in the cancellation of registration. Students will then be reported to the Home Office. This action will result in the curtailment of the student's leave to remain in the UK.

ETHICS CHECKLIST

This form should be completed by all students studying for a postgraduate research degree. This checklist forms part of the learning agreement, which must be completed within three months of commencing the study, and must be updated annually.

Ethical approval must be obtained by all students prior to starting research with human subjects, animals or human tissue. The student must discuss the content of their checklist form with their supervisory team. A final copy of the checklist form will then be agreed and the student and the lead supervisor will sign it off. The student must attach a copy of the completed form to their learning agreement, which must be submitted to the research support officer within three months of commencing the study and updated annually.

Completion of the ethics checklist is a requirement for all students; it determines whether you are likely to need ethical approval later in your studies. Any student whose checklist shows type two should contact the ethics team to check if they will need approval. Students studying in the School of Health and Society will need to submit an ethics application regardless of assessment in ethics checklist.

For full information and forms please go to www.pg.salford.ac.uk/ethics

/ SALFORD BUSINESS SCHOOL

SBS-ResearchEthics@salford.ac.uk

/ SCHOOL OF ARTS AND MEDIA

A&M-ResearchEthics@salford.ac.uk

/ SCHOOL OF HEALTH AND SOCIETY

Health-ResearchEthics@salford.ac.uk

/ SCHOOL OF SCIENCE, ENGINEERING AND ENVIRONMENT

S&T-ResearchEthics@salford.ac.uk

PLAGIARISM

Students must complete a declaration of originality when submitting their interim assessment, internal evaluation and both soft and hard bound thesis to confirm it is their own work. More information about plagiarism can be found at:

www.salford.ac.uk/skills-for-learning/home/using-and-referencing-information

STUDY

INTERRUPTION OF STUDY

Candidates wishing to interrupt their studies are advised to seek guidance in the first instance with their supervisor. Following agreement on the appropriate length of interruption, the candidate and supervisor should complete the interruption request form, which will be submitted to the appropriate research office for consideration by the School Research and Enterprise Committee. Once approved, the form is sent to the fees and awards team, student administration for fee amendment and system updating with a confirmation letter issued to the student.

It is recommended that students who are considering interruptions to their studies and have concerns about the impact on their visas, seek further guidance and support from askUS.

www.salford.ac.uk/askus/academic-support/interruptions-and-withdrawals

Email: askUS@salford.ac.uk
Tel: +44 (0)161 295 0023

EXTENSION OF STUDY

Candidates are required to complete their studies within the time period as stated on their admissions offer letter. If a student fails to complete their studies within the agreed registration period they will automatically be withdrawn. In exceptional circumstances an extension may be requested for consideration by the School Research and Enterprise Committee. Upon receipt of the extension request, the School Research and Enterprise Committee will request further information from the supervisor before making a recommendation to the Postgraduate Research Award Board that the candidate be permitted to present their thesis at a later date. The recommendation will include the final date for submission, after which the submission will not be permitted.

Extensions to study are intended for periods when a student is unable to study due to sustained and significant issues. It is expected that students may face day-to-day type problems during their studies and the period of study accounts for this.

Extensions to study will not be granted on the basis of what could be reasonably interpreted as a day-to-day type problem.

www.governance.salford.ac.uk/page/academic_handbook

COMPLAINTS AND APPEALS

The University has established an appeals procedure which can be accessed via the following link:

www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures/browse-by-theme/2

A student may appeal against the ratified decision of any Postgraduate Research Award Board after initial consideration by the School Research and Enterprise Committee. This will therefore include the following decisions:

- ✓ Termination of candidature
- ✓ Requirement to be reassessed or to fulfil other conditions before being permitted to proceed or obtain an award
- ✓ Disallowance of progression following annual progress report, interim assessment, transfer assessment or internal evaluation
- ✓ Transfer of candidature from a doctoral level to a master's award
- ✓ Disallowance of transfer from a master's level award to a doctoral level

Such appeal would be lodged under the 'University's Academic Appeals Procedure'. Further information regarding academic appeals can be found via the following link:

www.mystudentinfo.salford.ac.uk/page/appeals

Further information can be obtained by emailing the governance service unit on

gov-academicappeals@salford.ac.uk

Whilst an appeal is against a decision of the University, a degree candidate also has the rights to submit a complaint about University services, for example supervision, feedback or any other aspect of service. Such a complaint would be lodged under the University's Student Complaints Procedure.

www.salford.ac.uk/qeo/StudentPolicies/student-complaints-procedure



VISAS AND UKVI

International students who come to the UK to study will usually need to have a Tier 4 Visa.

HOW TO APPLY

- / The www.gov.uk website has information on how to make your application, and also links to the application pages.
- / Useful information to help you understand Tier 4 is on the UKCISA website.
- / Read the Tier 4 Policy Guidance before you apply.
- / Applying and paying online is now the standard procedure in all countries. (This is except for Cuba and North Korea where you must apply in person using the appropriate 'VAF' paper application forms).
- / Check which documents you need to provide.

- / The Tier 4 applicant, and if relevant, their dependant family members (spouse, same-sex partner, civil partner, unmarried partner or child) will complete the online forms.
- / The fee for each student and each dependant application from overseas is given on the web pages (or application forms if you are not applying online).

Student Life has trained specialist advisors, who are compliant with the Office of the Immigration Services Commissioner. They are the appropriate source for information and advice on visa and immigration matters at the University of Salford. We ask that you read all the relevant information on our website. You must read the relevant Home Office 'Policy Guidance' before you make your application. We also recommend reading the UKCISA website and the UKBA immigration Rules. You also need to be aware of the latest news about visa rule changes.

For all students who study via the online or split-site mode you will need to come on a short term study visa:

Short-term study visas can only be used for these types of student:

- / Full or part-time students who will study on a course of up to 6 months.
- / Full or part-time students who will study English as a foreign language for up to 11 months.

- / Other students who require academic contact, but who cannot be issued with a CAS for Tier 4. This category includes students taking resits, students submitting a dissertation, PhD 'split site' students and students who are on a distance learning course.

More information about this type of visa and applying can be found on the link below:

www.askus.salford.ac.uk/page/stsvisas



RESEARCHER TRAINING AND SUPPORT



CONFERENCE FUNDING

Postgraduate research students are eligible to apply for funding to attend international and UK conferences if they are presenting a paper, poster or other form of presentation. Successful applicants will receive a contribution to travel and accommodation costs up to a maximum of £250 for UK conferences and up to a maximum of £500 for overseas conferences.

For full details of how to apply please see the website www.pg.salford.ac.uk/page/conference-fund

Return your completed form to Research and Enterprise by emailing pgsupportfund@salford.ac.uk

Please note the following restrictions:

1. Applicants must be currently registered in year two or three of their PhD (i.e. not in year one or 'completion phase').
2. A student may only receive funding for one UK and one International conference throughout the duration of their PhD.
3. This fund is designed to add value to your research by encouraging the dissemination of work-in-progress at conferences. It is not designed to supplement the costs of carrying out your research.



SPoRT

Salford Postgraduate and Staff Research Training (SPoRT)

The University has established a comprehensive training programme for postgraduate researchers. The training sessions available are organised according to the four domains mapped out in the Researcher Development Framework and are open to all postgraduate researchers, academic and research staff.

These domains are:

- ✓ Knowledge and intellectual abilities
- ✓ Personal effectiveness
- ✓ Research governance and organisation
- ✓ Engagement, influence and impact

www.pg.salford.ac.uk/page/sport

SPARC

Salford Postgraduate Annual Research Conference

SPARC is a forum for developing research, offering a space for postgraduate researchers from all disciplines to exchange ideas. Taking part will enable you to actively engage with Salford's PGR community, while also developing confidence and presentation skills at the same time. SPARC is free to attend and is open to Salford PGR students in all subject areas to present. SPARC is a multi-disciplinary conference, so abstracts and presentations should be tailored for a wide audience including researchers from other disciplines.

For any queries, please contact sparc@salford.ac.uk

www.pg.salford.ac.uk/sparc_conference

COMPLETION

The final year of your research degree is called the completion year; full-time students are permitted one year within which to complete and have their thesis examined and the award ratified. Part-time students are permitted two years to complete and have their thesis examined and the award ratified. The completion phase includes:

- / Submitting your Notice of Presentation to the Research office (e.g. latest month 41 for full time PhD candidates).
- / Submitting your soft-bound thesis to Student Admin (e.g. latest month 42 for full time PhD candidates).
- / Having your viva- variable due to examiner availability; it should be around, for example months 43-44 for a full time PhD candidate, but it is the responsibility of the supervisor to ensure examiners are going to be available.
- / Completing any corrections, corrections signed off and submission of your final hard-bound thesis- within one to three months of viva, depending on date specified on letter. Please ensure you allow sufficient time for examiner sign off and binding.
- / Submitting an electronic final corrected version of your PhD or masters by research thesis to USIR, our institutional repository.
- / Ratification of final award by the Postgraduate Research Awards Board – (e.g. latest month 48 for full time PhD candidates). Awards board only take place every three months.



The notice of presentation is completed by the student and supervisor, the student will complete part A and pass to their supervisor along with the final abstract, then the supervisor will complete part and pass the form to the research office.

The University has guidance on how the thesis should be formatted and presented at both soft and hard bound stages, this information can be found in the Code of Practice, Appendix 2.

VIVA



As a doctoral candidate, once you have submitted your thesis, you will be required to attend an oral examination called a viva voce. The examination will normally take place within two months of submission. Your supervisor will inform you early on of the arrangements.

Your lead supervisor will attend the viva voce unless you request otherwise. They cannot play an active role in the examination, but may act as a minute taker. Instead, questions will come from two examiners, an internal and an external (note that there are exceptions, e.g. staff candidates require two externals; and EngD requires two externals and one internal).

Each viva is an individual experience and dependent upon your thesis and the thoughts of the examiners. It is important that you don't panic about the viva, read through your work beforehand to re-familiarise yourself with it and talk to your personal tutor, your lead supervisor or someone else who has experienced a viva voce about any concerns that you may have. Remember: the examiners are interested in what you have to say – treat the viva as a unique opportunity to talk about your work to a rapt audience, and make the most of the experience.

CORRECTIONS

Examiners will recommend one of the following:

- / That the degree be awarded, subject if necessary to 'minor' or 'modest' amendments being made to the thesis within a specified time (either one month or three months);
- / That you be required to attend for a further oral examination;
- / That you be permitted to submit, within 12 months, a revised thesis for the same degree for re-examination on a subsequent occasion;
- / That for a PhD candidate you be given permission to apply for the degree of MPhil with or without re-examination;
- / That no degree is awarded and resubmission is not permitted.

CONGRATULATIONS, YOU ARE NOW A DOCTOR

AWARD AND GRADUATION

Once you have done your corrections and they have been signed off by one of your examiners, your thesis will be presented to the Postgraduate Research Awards Board (PRAB) who will ratify your degree. These boards take place four times a year and once ratified your certificate will be issued shortly after. You will automatically be invited to the next graduation ceremony.

HELPFUL LINKS AND CONTACTS

ACCOMMODATION

beta.salford.ac.uk/accommodation

ASKUS

studentlife@salford.ac.uk

DISABILITY AND LEARNER SUPPORT

disability@salford.ac.uk

FINANCE

income-treasury@salford.ac.uk

HOME OFFICE COMPLIANCE

homeofficecompliance@salford.ac.uk

LIBRARY

www.salford.ac.uk/library/research

SALFORD SUPPORT (HARDSHIP)

fund-salfordsupportfund@salford.ac.uk

STUDENTS' UNION

students-union@salford.ac.uk

TUITION FEES

sa-tuitionfees@salford.ac.uk

WELLBEING

wellbeing@salford.ac.uk

All forms can be found at

www.pg.salford.ac.uk/page/progression_forms

The code of practice and research award regulations can be found at

www.governance.salford.ac.uk/page/academic_handbook

You may also want to consult the PGR FAQs at

www.pg.salford.ac.uk/pgr_faq



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