# Guidance for Section C2 Research Project of the DClinSci (The University of Manchester)

Please note that this guidance may still be subject to change and only applies to Cohort 1 trainees on specialisms at The University of Manchester:

- Audiological Sciences
- Clinical Biochemistry
- Clinical Biomedical Engineering
- Clinical Immunology
- Genetics
- Histocompatibility & Immunogenetics
- Medical Physics
- Microbiology
- Virology

**University of Manchester guidance on C2 for DClinSci trainees.**

Introduction to C2
C2 forms the major research project of the DClinSci. As such it is expected to meet the academic standards set for doctoral research. For a professional doctorate the research may be embedded in professional practice, driven by a problem identified from a 'real world' context, making a creative and critical intervention in that context, and leading to a practical outcome as well as a theoretically informed written thesis. Regardless of the nature of the project the examiners will judge the work against the following criteria:

- Doctoral degrees are awarded to students who have demonstrated:
  - the creation and interpretation of new knowledge, through original research or other advanced scholarship. This new knowledge must be of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication
  - a systematic acquisition and understanding of a substantial body of knowledge that is at the forefront of an academic discipline or area of professional practice
  - the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems
  - a detailed understanding of applicable techniques for research and advanced academic enquiry.

Ethics
All research that is undertaken in the NHS needs to have a research governance sponsor i.e. an organisation that takes overall responsibility for the study. The sponsor is responsible for making sure that everything is in place before the study starts and has oversight of the study from beginning to end. The sponsor also needs to sign off NHS REC and HRA approval/R&D applications. For DClinSci projects the University of Manchester (UoM) considers it is appropriate for the NHS Trust where the trainee works to take on sponsorship. Trainees can refer to the additional guidance on sponsorship and ethical approval.

In order to discuss sponsorship with the Trust, trainees should speak to their workplace supervisor and contact the R&D office within the Trust. The R&D contacts for all NHS Trusts can be found using the National Directory of NHS Research Offices: http://www.rdforum.nhs.uk/content/contact-details/.

Intellectual Property
In order for the University of Manchester to fulfil its contractual obligations to the commissioner of the DClinSci, students will be asked to complete an IP assignment form. A trainees' employing Trust can request a sub licence to the IP via the commissioner.

Supervisory team
Trainees will have at least one workplace supervisor and one academic supervisor. The respective roles and responsibilities are set out on the MAHSE website.

- It is expected that the workplace supervisor will lead on the day to day supervision of the research project while the academic supervisor will advise on the academic standard required for doctoral work, project progress and related aims and objectives.
- Both supervisors are expected to provide feedback on drafts of the thesis.

- Trainees should take the lead in arranging supervisory meetings. These may be in person, by Skype or by teleconference. It is strongly advised that there is an introductory meeting which is face-to–face. Where a trainee is still attending Section B modules at the University it may be practical to arrange a meeting with the academic supervisor to coincide with this teaching.

Progression and milestones

UoM uses an online progression monitoring system called eProg which is accessed using the trainees' UoM login details. Trainees can view their progression table which holds a series of milestones, related forms and deadlines. Both trainees and their supervisors can view information in eProg. Workplace supervisors will be contacted by the programme administrator to get set up with a UoM ID and details of how to active their UoM IT account.

- In general it is expected that trainees should schedule progress meetings in line with the eProg milestone deadlines.
- Trainees should complete their section of the form in advance of any meeting (including uploading any required documentation) and notify their supervisors that the information is available for review.
- The academic supervisor will take the lead for the completion of the supervisory team comments and submission of the forms.
- Once a form is submitted the milestone will be completed.

*Initial meeting*

- There are two eProg milestones related to the initial supervisory meeting. These are a basic research planning meeting and an expectations form.
- Trainees are advised to use the initial supervisory meeting to review their research proposal and to agree any required amendments.
- It is also an opportunity to discuss how the supervisory relationship will work, how and when meetings will take place, etc.
- It is expected that there will be some form of contact with the supervisory team on a monthly basis.

*Changes to original milestones*

- Trainees should note that there have been changes to the original milestones and timelines for C2. These are reflected on eProg.
- The submission deadline for the thesis has been moved to the end of the five year programme (or any approved extension period) in order to allow trainees a reasonable amount of time to complete C2.

Thesis format

The format for the C2 thesis can either be in a traditional format or in the journal format in line with University of Manchester guidelines. Further guidance is currently being finalised but the table below gives a basic outline of the two formats. The word count guidance is 20,000-30,000 words. Further information about presentation and formatting can be found within the Presentation of Theses Policy.

| Journal Format | Traditional Format |
|---|---|
| Abstract | Abstract |
| Systematic Review / Literature Review | Introduction / Literature Review |
| Empirical Paper(s) | Methodology (where appropriate) |
| Critical Appraisal Paper | Results Chapter(s) |
| References | Discussion and Conclusion |
| Appendices | References |
| | Appendices |

Submission deadline

For Cohort 1 trainees who started C2 in October this year the submission deadline is 31 July 2019.

For Cohort 1 trainees who have the agreed six month extension with the NSHCS the submission deadline is 31 March 2020. The completion of the examination process should take 10-12 weeks depending on the availability of examiners for the oral examination and the recommendations following examination.

Submission guidance

Guidance on submission procedures can be found at: https://www.bmh.manchester.ac.uk/doctoral-academy/your-phd/thesis-submission/.

- The first action in relation to submission is completion of the Notice of Submission Form in eProg. This should be completed around six weeks prior to planned submission or the final submission deadline.
- Trainees will be required to provide two bound copies of their thesis and undertake an electronic submission.
- Submission and examination processes will be overseen by administrative staff in the Doctoral Academy within the Faculty of Biology, Medicine and Health.

Examination processes and recommendations

Information regarding the examination processes can be found at: https://www.bmh.manchester.ac.uk/doctoral-academy/your-phd/thesis-submission/. This includes a flowchart mapping out the actions relating to each of the recommendations available to examiners. The full set of recommendations can be viewed in the University's Examination of Doctoral Degrees Policy.

UoM policies for doctoral research students

Trainees should refer to Appendix I – 'policies in brief section' of the Faculty of Biology, Medicine and Health PGR Handbook to ensure that they understand the various policies relating to doctoral research at UoM

Research skills training

Trainees will be given access to generic online research skills information which can be accessed via Canvas. This includes information relating to academic malpractice and plagiarism. Trainees will receive a separate email outlining accessing Canvas.