



**School of Experimental Psychology**

# **PhD Handbook**

**2015-2016**



**School of Experimental Psychology  
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## **WELCOME FROM THE GRADUATE SCHOOL DIRECTOR**

To all new Postgraduate Research Students.

I would like to welcome you as a research student in the School of Experimental Psychology. We very much value our research students. They make an invaluable contribution to the research culture, activity and publications of the School. Research at postgraduate level is an opportunity to study a subject in depth and to make new discoveries.

Research can at times feel like a solitary endeavour, but through seminars and other events we try to encourage mutual self-support among the student group and to integrate postgraduates into School activities. And you will work closely with your supervisor or supervisors and with other students and researchers working on related topics.

Obtaining a research degree against a tight timetable has to be a disciplined activity, and I would urge you to negotiate with your supervisor a programme of reading, experiments, fieldwork, tutorials and seminars, and to adhere as much as possible to agreed deadlines. We have a system of annual reviews to monitor your progress which involves an interview with at least one member of academic staff who is not otherwise involved in your supervision. We do our best to offer you maximum support and facilities. If you feel that more could be done to help you, please do not hesitate to discuss this with your supervisor or myself.

These are fascinating times in which to undertake psychological research given the plethora of policy initiatives which are making assumptions about human behaviour. Perhaps scholarly and detached research has never been more necessary. I hope that your completed research will contribute to the body of valid knowledge. You will, I trust, derive considerable satisfaction from your achievement. I very much hope that your time with us will be happy and productive.

Professor Peter Rogers

Director of Graduate Research Studies

## WHO'S WHO IN THE SCHOOL?

### **Head of School**

Professor Jan Noyes [J.Noyes@bristol.ac.uk](mailto:J.Noyes@bristol.ac.uk)

### **Director of Graduate Research Studies**

Professor Peter Rogers [Peter.Rogers@bristol.ac.uk](mailto:Peter.Rogers@bristol.ac.uk)

### **School Manager**

Ms Melissa Werrett [Melissa.Werrett@bristol.ac.uk](mailto:Melissa.Werrett@bristol.ac.uk)

### **Student Administration Manager**

Ms Liz Moore [Liz.Moore@bristol.ac.uk](mailto:Liz.Moore@bristol.ac.uk)

### **Subject Librarian for Psychology**

Mr James Webley [J.Webley@bristol.ac.uk](mailto:J.Webley@bristol.ac.uk)

### **Postgraduate Administrator**

Mrs Charlotte Powell [postgrad-psychology@bristol.ac.uk](mailto:postgrad-psychology@bristol.ac.uk)

### **Postgraduate Student Reps**

Bobby Stuijzand [Bg.stuijzand@bristol.ac.uk](mailto:Bg.stuijzand@bristol.ac.uk)

David Troy [David.troy@bristol.ac.uk](mailto:David.troy@bristol.ac.uk)

The School Office is open Monday –Friday, 9am until 5pm, during term time.

A full list of School staff is available at:

<http://www.bristol.ac.uk/expsych/people/group/>

## **COMMUNICATIONS**

The School Office is at 12a Priory Road on Level 1, Block D of the Social Sciences complex. All course-related correspondence from students to the School of Experimental Psychology must be handed in to the School Office.

Our primary means of making contact with you is by email. It is therefore vital that you check your University email address every day.

There are pigeon holes shared with other students in the School Office, these should be checked regularly.

## **STUDENT REPRESENTATION**

Postgraduate students are represented through the student representative system and the union council, run by the University Student's Union. Improvement in the quality of the postgraduate experience is considered an important and continuous two-way process, requiring the active participation of both students and staff in a constructive dialogue.

Each year, student representatives for each course are elected. They fulfil a number of roles to make sure that the student voice is heard and considered. The student representatives sit on a number of committees at both School and Faculty level, one of which being the Student-Staff Consultative Committee. This committee, meeting once a term, informs the annual review of all courses within the School. If you experience any course-related issues or areas for improvement, make sure you inform the student representatives so they can ensure these concerns are voiced.

Student representatives are also there to ensure you find your way in the School when it comes to who to turn to for specific queries. For this reason, at the start of your studies the PhD representatives provide a presentation aimed to familiarise new students with the School of Experimental Psychology.

In general, student representatives can be approached for any query, concern, or suggestion you might have and will redirect you to the right person if necessary.

Information on the union council can be found on the Students' Union website and information will be circulated in the School at the start of the academic year.

<https://www.bristolsu.org.uk/justask/representation/reps/>

## **BEING A RESEARCH STUDENT**

### **Introduction**

On the one hand, research for a higher degree is a lengthy, emotionally and intellectually demanding process. On the other hand, it offers thrilling moments of mastery, discovery and creativity and the satisfaction of making a contribution to scientific knowledge. Students embark upon the process for a variety of reasons. You may see the experience as a preparation for a career in higher education or as a researcher; the qualifications or the findings of your investigation may be of use in your current career; you may simply be interested in a 'puzzle' which requires scientific research for its solution; or you may be looking for a rewarding form of further study.

The production of a thesis should not be the only goal of your postgraduate work. Ideally, you will be inducted into a 'way of life', learning about scientific journals, conferences, and networks of scholars in your field and participating in the intellectual community of the university through attending courses and seminars and getting to know other students and staff.

### **Regulations and Code of Practice**

The University has regulations for teaching, assessment and progress as given in the [Regulations and Code of Practice for Research Degree Programmes](#) and the School follows these.

## **ADVISORY TEAM**

### **Supervisor**

The supervisor takes primary responsibility for supporting their research student throughout the period of their studies. They are also fundamentally responsible for the administration of the studentship and the student's training and progress.

### **Assessors**

Every PhD student is assigned two academic assessors, the role of the assessors is:

- to maintain a helpful overview of your progress at academic level.
- provide informal advice on the progress of your research project and academic performance
- be involved in of your annual reviews (see Annual Progress Monitoring below)

The two assessors will be chosen by agreement between yourself and your supervisor and on the basis of appropriate expertise in your area of research. It is likely that one of your assessors will be chosen to act as your internal examiner for your Oral Examination for your Research Degree.

### **Director of Graduate Research Studies**

The School's Director of Graduate Studies is Professor Peter Rogers. He is available to talk to should you have any issues, which for whatever reason, you are not able to discuss with your supervisor.

## **POSTGRADUATE TRAINING**

The School has developed a training programme for research postgraduates in line with the ESRC guidelines. The rationale behind this training programme is to give you the research skills and broad psychological foundation necessary for your research.

The training programme consists of three taught Masters level units in the following subjects:

- Psychological Statistics and Research Tools (PSYCM0041)
- Generic Research Skills (PSYCM0038)
- Neuropsychological Analysis Tools (PSYCM0044)

Participation in this programme is recommended but optional. We advise you to discuss with your supervisor whether or not you would benefit from taking one of more of these units.

### **School Seminars**

These are held weekly during term time on Wednesdays at 3pm. These seminars are given by visiting speakers or a member of staff from within the School and are on a topic of their current research.

Attendance is mandatory.

A list of the School seminars can be found here  
<http://www.bristol.ac.uk/expsych/events/seminars/>

### **POSTGRADUATE CONFERENCE**

All postgraduates are required to present a 15 minute talk at the Postgraduate Conference.

This normally takes place in late June or early July and recent Conferences have been held in one of the most beautiful buildings in Bristol, at Clifton Hill House (<http://www.bristol.ac.uk/accommodation/undergraduate/residences/clifton-hill/photos.html>) .

You will be required to give one talk during each year of your PhD. This provides invaluable experience and a good opportunity to get to know the research of your peers. If you are unable to present at the Postgraduate Conference then you will be required to give a talk at one of the School Seminars.

### **School Prize**

The Troscianko Prize for Outstanding Excellence in Presenting Research will be awarded to the Postgraduate Student who gives the best presentation at the Postgraduate Conference. There are two prizes and they each consist of £50.

### **PERSONAL DEVELOPMENT PLANNING**

Personal Development Planning (PDP) was introduced by all UK HEIs in the 2005/06 academic year to encourage students to record and reflect on their academic and personal progress, and to plan ahead for their future professional development. Alongside the academic transcript, it forms a notional 'Progress File' of your achievements. For more information, please visit the following website - <http://www.bris.ac.uk/careers/pdp/index.asp>

### **Bristol Doctoral College**

The Bristol Doctoral College (BDC) is dedicated to supporting the personal and professional development of all postgraduate research students, providing a hub of information and resources to help you get the most out of your time at Bristol.

The BDC organises university-wide events such as the *Festival of Postgraduate*



*Research* and the *Three Minute Thesis Competition* specifically designed for researchers to develop communication skills, raise awareness of their work, and meet other researchers from the across the University.

Alongside the specialist training you will receive in your own Faculty, the BDC oversees the University's central Personal and Professional Development (PPD) programme for postgraduate research students. This includes over 160 interactive workshops, seminars and resources covering everything from "Planning and Managing your PhD" and "Writing Quality Papers" to "mindfulness workshops" and "Developing a Social Media Strategy".

The full central PPD programme is available on the BDC website:

[www.bristol.ac.uk/doctoral-college/skills-training-and-researcher-development/whats-available](http://www.bristol.ac.uk/doctoral-college/skills-training-and-researcher-development/whats-available)

## **ANNUAL PROGRESS MONITORING**

The School of Experimental Psychology and the Faculty of Science monitor the progress of each PhD student. Progress monitoring consists of an assessment towards the end of each year of study, which involves an online form, a written report, and an interview with your two assessors. The interview takes around one hour; your assessors will ask general questions regarding your progress and more specific questions about your research.

Following the interview, your assessors and your supervisor will provide comments regarding your progress and the outcome of the interview via the online form. You will also have the opportunity to comment on your progress. The form will then be reviewed by the School Director of Graduate Research Studies and the Science Faculty Dean of Graduate Studies.

Towards the end of each year of study, students will be reminded about their impending APM. Students are responsible for arranging the interview with their two assessors and must ensure that they upload their report onto the online form at least one week before the interview.

The online form can be accessed here – <https://d1m.chm.bris.ac.uk/apm>

## **Requirements for Reports**

### **Year 1**

The report should be approximately 1500 words. It should include a title, a brief literature review, aims of the project (hypotheses, methods), objectives for Year 1 and progress made towards those objectives. Any data collected to date should be summarised. There should also be a brief description of plans for the following year.

### **Year 2**

The report should be approximately 1000 words, appended to the previous 1500 words. This report should provide a summary of the data collected to date and a brief discussion of the results in the context of the aims outlined in the previous report. There should also be a brief description of plans for the following year.



### **Year 3**

The report should be approximately 700 words, appended to the previous 2500 words. The report should provide a summary of the PhD project, which should demonstrate an understanding of the key take-home messages of the project, as well as its theoretical and real-world implications. A list of the PhD thesis chapter titles (which may be provisional) should be provided.

### **Skills Training and Review (STaR)**

Other Faculties within the University use the STaR online system, which is designed to bring together all aspects of postgraduate research, development and support.

Further details can be found at <http://www.bristol.ac.uk/doctoral-college/star>

However, within Experimental Psychology, we are not using this system at present.

### **THESIS FORMAT AND SUBMISSION**

You must submit your thesis within your maximum period of study. At least 28 days before your submission, you should complete an [Appointment of Research Degree Examiners form](#) and submit this to the School Office.

Your supervisor will be able to offer specific advice and help with planning your writing up, however the [Exams Office website](#) provides the rules for formatting your thesis.

You are required to submit an electronic version of your thesis along with two softbound printed copies. The e-submission will be checked using a text comparison system. This is to help ensure that all theses refer to the relevant research literature appropriately as well as to safeguard against plagiarism.

Guidance on e-submission is available at:

<https://www.bris.ac.uk/expsych/media/teaching/studentguidelines-electronicsubmissionofpostgraduatetheses.pdf>

Once your e-submission has been approved you should then submit the two softbound copies to the Examination Office, for attention of the Postgraduate Administrator, either in person or by post.

## SUSPENSION AND EXTENSION OF STUDY

The University normally expects students to complete their programme of study in a single continuous period and within the normal study period for the award. However, there might be reasons for a student to take a suspension of study or an extension.

A **suspension of study** may be granted if a student needs to interrupt their studies because of circumstances beyond their control.

An **extension to the period of study** may be permitted in exceptional circumstances and with the support of your supervisor.

If you do experience any circumstances which you feel affect your ability to study then you should discuss these with your supervisor as soon as possible.

The definitions of a suspension of study and an extension to study can be found on page 18 of the [Regulations and Code of Practice for Research Degree Programmes](#).

Requests for an extension or a suspension of study should be made on the appropriate forms. These forms, and all administration of the forms, are available from the Postgraduate Student Administrator.

## WHERE TO FIND HELP?

The University has a whole host of support services for when you feel you need help. Details of these services can be found here – <http://www.bristol.ac.uk/studentservices/>

The Science [Faculty Handbook](#) also provides students with key information.

### School Support

Your Supervisor and 2<sup>nd</sup> Supervisor can act as a main point of contact within the University from whom you can obtain general academic support and pastoral support as required.

You can arrange to see your supervisor as the need arises. Should you wish to see someone other than your supervisor Dr Justin Park is available as Senior Tutor, Liz Moore as Student Administration Manager and Professor Peter Rogers as Director of Graduate Research Studies.

Candidates often choose their Tutors as one of their referees for jobs. As a matter of courtesy, you should let them know about the applications you are making and make sure that they have an up-to-date copy of your CV.

### Disability Issues

Disability Services provides support and services for D/deaf and disabled students across the University. <http://www.bristol.ac.uk/disability-services/>

### Financial Matters

Any student experiencing financial difficulties should contact the Student Funding Office for advice. <http://www.bristol.ac.uk/studentfunding/>

### Student Counselling Service

At times we all seek help with difficulties by talking them over with others, often friends, family, or tutors. But sometimes, it seems right to seek help elsewhere. The Student Counselling Service is there to meet this need and offers friendly, confidential support to students with problems of many kinds. <http://www.bristol.ac.uk/student-counselling/>

### Computer Help and Advice

For computer and IT help, please contact the IT Helpdesk on [Service-desk@bristol.ac.uk](mailto:Service-desk@bristol.ac.uk)

## **The University Library Service**

The Arts and Social Sciences Library is one of 9 libraries that make up the University Library system. Most of the psychology material is housed in this library, but you will find that other libraries, such as Education and Medical may contain material relevant to your studies. All University students are entitled to use and borrow from any of the libraries.

A guide to each library is available online and will help you find your way around and identify the resources and library services available. A UCard will be given to students as part of university registration procedures and will be valid for the whole of the course and for borrowing from all 9 libraries.

The Arts and Social Sciences Library  
University of Bristol,  
Tyndall Avenue  
Bristol  
BS8 1TJ

General enquiries telephone: 0117-9288000  
Email: [library-enquiries@bristol.ac.uk](mailto:library-enquiries@bristol.ac.uk)  
Internet: <http://www.bris.ac.uk/library/study/libraries/assl/>  
Twitter: Follow the University Library on @BristolUniLib  
**Subject Librarian for Psychology**

James Webley, the Psychology Subject Librarian will be glad to help you with any enquiries you may have about the library's collections and online resources, with literature searches or with any questions you may have about any of the services outlined below.

Email: [J.Webley@bristol.ac.uk](mailto:J.Webley@bristol.ac.uk)  
Telephone: 0117-3315417

## **Library web pages**

The Library web pages are a useful source of information, as they provide direct online links to both general library resources and to subject related information.  
<http://www.bristol.ac.uk/library/>

This page gives information concerning each of the 9 libraries, access to electronic journals and databases, the subject resources and support pages for psychology, referencing, Internet searching, library news, 'Library Search' and many other useful information pages.

## **Finding material using 'Library Search'**

To find out what print and electronic resources the Library provides access to, a good place to start your search is by using 'Library Search'. This provides a single search interface for all Library's printed and online collections, together with millions of scholarly eresources at the same time.

There are 2 search options on 'Library Search'

- Everything – is the default search option and allows you to search for both print and electronic resources available from our own University Collections in all 9 of our libraries and in addition, will search a huge collection of journal articles from various publishers and database producers.
- UOB Collections – will search for details of both print and electronic books, electronic journals, print journals, pamphlets, reports, newspapers, theses, and audio-visual materials available in all 9 libraries.

A guide to using 'Library Search' is available at:

<http://www.bris.ac.uk/library/help/guides/pdfs/library-search.pdf>

You can access 'Library Search' from any public access computers in both the libraries and University study spaces. There are fast access PCs in each library which are solely for users wishing to use 'Library Search' as you do not need to login to these computers.

'Library Search' will give you the shelf location/classmark for printed materials that we have in our collections, so you will know where you can find that item in the Library. For online resources such as eBooks, journal articles, eJournals and online theses, a link will be available to view that publication online.

## **Borrowing books**

As a taught postgraduate you may borrow up to 35 items including 4 items from Short Loan. In the Arts and Social Sciences Library there are self-issue terminals, so you can borrow books whenever the Library is open. To self-issue you will need your Ucard and your library PIN number, which you will be given when you register. You can also find your PIN number from 'MyBristol' – your space on the University portal, or you can ask in the Library. Borrowing periods for library materials vary from several hours to 28 days, so please take careful note of when an item is due back as fines soon mount up, bear in mind that an item may also be recalled from you before the original loan date if another user reserves it.

Reserving books and other materials out on loan - From 'Library Search' you can also make your own online reservations for any items you wish to borrow that are currently out on loan to another user. You will be contacted by email once the material has been returned to the Library and reserved books are kept for users at the Issue Desk for a limited period of time, before being re-shelved or issued to the next person in any reservation queue.

## **My Library Account**

You can access your personal Library Account from either 'My Bristol' at:

<https://mybristol.bris.ac.uk/portal/> or from the Library home page at <http://www.bris.ac.uk/library/>

Click on 'My Library Account' and login with your UOB username and password if asked to.

Once you are logged in, you may view your account details, including each item you have borrowed and when it is due back. You also have the option to renew the library books you have borrowed for a further period - you will be able to renew your books and extend the loan period, providing no other user has reserved them, they are not short loan materials, or very overdue.

### **Inter-Library loans**

Material that is not available anywhere in the University Library may be obtained using the Inter-Library loans service. At present you may request up to 3 items during the year, if you need any more ILL items you should discuss this with your Subject Librarian before submitting any further requests.

Further information about Inter-Library loans and making an ILL request is available at <http://www.bris.ac.uk/library/using/borrowing/interloans/>

### **Printing and photocopying**

All students will have a university printing account and print credits may be purchased online or you can use cash by buying print credits from the IT Service Desk in the Computing Centre. See <http://www.bristol.ac.uk/it-services/applications/printing/printcredit.html/> for further details.

Credits allow you to print from the PCs or photocopy from the networked photocopiers in the Library. Printing credits currently cost 5p for an A4 black and white copy. Colour photocopying/printing are also available but are more expensive than b&w. You can logon to a photocopier by using the touch screen on the copier and then entering your UOB username and password or by scanning your Ucard on the Ucard reader attached to the photocopier. Remember to 'Logout' when you have finished, by pressing the ID button to prevent other people making copies at your expense. Alternatively you can use 'Print release' - an easy way for our users to send documents to print and then collect them from any large Canon printer/photocopier on the student printing system. Further details about how this system works are available at: <http://www.bristol.ac.uk/it-services/applications/printing/printrelease.html>

**Finding and using resources for research - Psychology subject resources and support pages** can be found at <http://www.bristol.ac.uk/library/support/subjects/psychology/>

The 'Getting started' section includes information on finding psychology material in the University Library, and also information on how to find books, journals, theses, and information on eresources, including ebooks, ejournals and online databases, relevant for psychology. There is also information on how to obtain materials not available in the University Library, through the Inter-Library loans service. This

section also includes information for researchers and gives a link to the research support pages.

The 'Subject resources' section provides links to the most useful databases to search for psychology with information about, and a direct link to each database. The 'Internet links' page provides links to some key psychology websites, giving a short description of each web resource. This section also links to quick reference tools for psychology in the library, both online and print, for example handbooks, psychology dictionaries, encyclopaedias and other reference works.

The 'Skills and training' section includes self-help materials, such as links to short video tutorials on finding and using library materials, accessing library resources off-campus and making Inter-Library loan requests.

The 'Referencing help' section gives guidance on how to evaluate information found, write for your subject, cite your academic work correctly and avoid plagiarism. Help is also provided on how to manage your references using EndNote.

### **Electronic full text journals**

In addition to the library's print collection of journals, access to the contents of over 40,000 full text electronic journals is available online via the Library's eJournals web page at: <http://www.bristol.ac.uk/library/resources/eresources/ejournals/>

At least 1,000 of these eJournals are psychology/psychiatry titles.

There is also an option link, 'Find eJournal' on the Library home page which will take you to the eJournals page above.

Type in the full title of the journal you are looking for, in the box entitled 'Find eJournal by title' - use the title of the journal not the title of any article you are looking for. If we have full text access to the journal, you can then navigate to the volume, issue and pages you want.

Off-campus access - You have access to these journals and their contents from any public access PC on the University campus and you can also access these resources off-campus too. For more information on Remote/Off-campus access go to: <http://www.bris.ac.uk/library/resources/eresources/access/#off-site>

Detailed instructions are given on how to access electronic resources off-campus, (these include both ejournals and databases) either by using the 'Student Remote Desktop', or by setting up the University's 'Off-site Proxy' service on your computer.

Finding journal articles, literature searching and online databases available

One of the most effective ways to find relevant, good quality information for your psychology work is to access and search the online databases that the University Library subscribes to. The most useful of these databases for psychology are: PsycINFO and PsycArticles, the **Web of Science - Core** Collection of databases, Medline and Biosis. All of these databases are available online and you can access them both on and off-campus.



To find a more detailed listing of relevant databases for psychology go to the Library home page at <http://www.bris.ac.uk/library/>

- Click on the 'Databases' link (under 'Other search tools')
- You will see here an option Databases recommended for your subject

Choose Subject – Psychology, experimental from the list and click on 'GO'. This will show you a list of 'Key' and 'Other' databases of relevance to psychology.

Each database will be accompanied by a short description of its content and coverage. To access and search any of the databases, click on the link for the database. This connects you to the database and you can then do a subject search on a psychology topic of interest to you.

From the 'Databases' page you will also see a complete alphabetical A-Z listing of databases available, which you can scroll down and browse. If you are looking for a specific database - you can search to see if we have access to it by typing in the title of the database, into the search box provided.

### **Database information**

PsycINFO - a psychology database containing over 3 million records, with details of articles from over 2,400 journals published since 1887, (however coverage is only really widespread in more recent years) and of books and chapters within books, published since 1987. The database is international in coverage and is updated weekly. A successful search should yield many useful references, complete with abstracts and in many cases links to the full text articles. Please note however, not all of the journals included in PsycINFO will be held in the University Library, either in print or electronically, as we do not have subscriptions to all of the journals covered. Where we do not have an electronic subscription to the journal, it is unlikely you will be able to access the full text online via PsycINFO.

PsycARTICLES (APA) may be regarded as a sub-set of the main PsycINFO database, both are produced by the American Psychological Association. PsycARTICLES covers approximately 100 journals and contains over 180,000 full text journal articles. The same journals are also covered by PsycINFO but one advantage of searching the smaller PsycARTICLES database is that any articles you find will be immediately available online in full text format, as we have paid for all the articles on this database.

The 'Web of Science' Core Collection service includes the Science, Social Sciences, and Arts and Humanities Citation Indexes and 2 Conference Proceedings Citation Indexes. The indexes are regularly updated with new literature covering all of these disciplines and therefore, psychology is only one of many subjects covered. These index databases can be searched individually or in any combination. Various searches, including subject, title and author searches can be performed, but a useful feature of these databases is the option to do a 'Cited Reference Search.' Citation searching enables you to search for an author of an important work, that you have previously identified, and find out who has cited that work since it was originally published. It's a way of coming forward in time, to see how work in the field has

progressed and developed since. Again, not all of the journals cited will be available in print or online from the University Library.

Other database services relevant for psychology include BIOSIS, Medline, Embase, SCOPUS, Cogprints and PILOTS.

### **MIT Cognet**

The library has recently purchased access to the MIT Cognet database. The full text of more than 650 MIT Press eBooks are included, as are the complete text of their major cognitive science reference works. MITCogNet also provides access to 6 MIT Press online journals.

There are several routes by which our users can discover the full text content on MITCogNet:

- 1) Go directly to MITCogNet at: <http://cognet.mit.edu/>
- 2) Through 'Library Search' - the full text ebooks and reference works on MITCogNet are discoverable through 'Library Search', which gives links to individual books online:

Library Search is available on the Library home page at: <http://www.bris.ac.uk/library>

### **Additional Library Support Service**

The University Library recognises the difficulties part-time students, distance learners, those with disabilities or those who have caring responsibilities encounter in visiting the university libraries and in being able to study and use library facilities. Additional services are therefore provided for these students, such as scanning, photocopying and the posting out of journal articles and book chapters, through the 'AddLibS' – Additional Library Support service. The service is based in the Arts and Social Sciences Library and further details may be found at <http://www.bristol.ac.uk/library/using/addlibs/>

### **Using other UK Higher Education Libraries - join the SCONUL Access Scheme**

The University Library is a member of the SCONUL Access Scheme, a co-operative venture between a large number of UK higher education libraries, making it easier for students to use libraries conveniently near to home or work throughout the year. It enables research postgraduate students to borrow material from other member libraries and many now, also allow taught postgraduates to borrow. Further information about the scheme in relation to the University of Bristol Library and how to join is available at: <http://www.bris.ac.uk/library/using/membership/sconul/sconulaccess.html>

## HEALTH & SAFETY

It is the intention of the University to maintain and to improve the health and safety of all its members while at work. To this end it applies and enforces all current legal requirements together with other appropriate safety measures where reasonably applicable.

The University needs the co-operation of all members – students and staff – in meeting these obligations.

This policy by the University is necessarily extended to all students whilst engaged in University activities. All students are therefore reminded of the obligations of all members of the University.

- To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions.
- To seek medical advice from a General Practitioner if he/she suspects any medical condition that may be study/programme-related.
- To co-operate with the University to enable it to comply with any relevant statutory provisions.
- Not to interfere with or misuse equipment provided for safety purposes.
- To co-operate with the University in the use of such Personal Protective equipment as may be required to be worn as a result of a 'safety risk assessment' carried out on activity during practical classes and project work.

On arrival at the University, students are required to make known to the School's Disability Adviser, any circumstances or conditions that may affect their health and safety (such as disabilities, allergies or similar conditions). This will enable the student and the University to discuss and agree appropriate health and safety procedures.

If you notice any situation in the School which you think may be unsafe or in need of attention or you are involved in any type of accident and First Aid is needed, contact the School Office immediately.