School of Social & Community Medicine

Handbook for Postgraduate Research Students & Supervisors

Policies, Procedures and Useful Information

Contents

Foreword

This handbook provides guidance for staff in the School of Social and Community Medicine (SSCM). The handbook is designed to complement the *UoB regulations for PGR students* and the *UoB Student handbook* and should be read in conjunction with them. The purpose of this handbook is to highlight key aspects of the University regulations and provide extra details of policies and procedures specific to the Faculty of Health Sciences (FHS) and SSCM.

Contacts for the PG team

Postgraduate administrator

General queries should be sent to the postgraduate administrator in the first instance. **All** forms should be routed via the administrator who scans them for our files and arranges for appropriate sign off.

Sharen O'Keefe, Room 2.01 Canynge Hall, Tel: 011792 (87274)

scm-postgrad-admin@bristol.ac.uk

Director of Graduate Studies

For advice on specific matters (e.g. suspension/extension requests, pastoral advice, concerns about academic progress, appointment of examiners) please contact one of the two directors of graduate studies.

Prof Will Hollingworth (for students with supervisors based in Canynge Hall)

Dr Nicola Wiles (for students with supervisors based in Oakfield House or elsewhere)

Graduate Tutors

Graduate tutor: recruitment (postgraduate study page, websites, supervisor profiles, mini projects, PhD projects, surveys) **Dr Tom Gaunt**

Graduate tutor: admissions (applications, scholarships, short listing and interviews) **Dr Jonathan Ives**

Graduate tutor: training (induction week, graduate studies programme, mini-symposia, and training) **Dr Sandra Hollinghurst**

Graduate tutor: reviews (annual reviews and follow up) **Dr Sarah Lewis**

PG Student Representatives

The postgraduate reps can offer advice on all aspects of your PhD as they are current students too. They can offer peer support on sensitive issues and offer advice on how to resolve problems as they arise within your studies.

Ryan Langdon (Oakfield House, Rm BF8)

Laurence Howe (Oakfield House, Rm BF1)

Faculty PG team

The Faculty of Health Sciences PG team provide additional support and advice for students in the School of Social & Community Medicine

Dr Kate Whittington	Faculty Education Director (Postgraduate)
Mrs Allison Maggs	Senior Postgraduate Admissions Administrator
Mr Nick Iles	Senior Postgraduate Student Administrator
Mrs Helen Hampson	Graduate Administration Manager

Recruitment, applications, entry requirements & interviews

Overview

The School is keen to attract excellent students from a wide range of disciplinary backgrounds to study for higher research degrees (PhD, PhD by published work, MD, MSc by research).

Advertising

General postgraduate opportunities are advertised in the *SSCM prospective postgraduate webpage*. The *SSCM PG study webpage* provides an overview of

research in SSCM and a brief introduction to the major research groups. It also provides a list of SSCM staff who are interested in supervising postgraduate research and their research interests.

The *SSCM current postgraduate webpage* provides further details of research areas, potential PhD supervisors and a list of potential PhD topics. If you wish to add a new PhD project please upload/edit/remove projects [here](). **Please note** all proposed PhD projects should have at least two named supervisors; the main supervisor has primary responsibility and should have a contract of at least 0.5 FTE with SSCM. Junior supervisors (i.e. who have not yet supervised a PhD to successful completion) should pair up with a senior supervisor before putting forward a proposed PhD project.

Specific studentships for which funding has been secured are advertised on the 'latest calls' section of the *SSCM prospective postgraduate webpage* and externally (e.g. via email listings, relevant MSc course directors, *jobs.ac.uk, findaphd.com, postgraduatestudentships.co.uk and print media)*. This can range from a simple text advert for single studentships up to mini-websites to advertise large Doctoral Training Programmes. It is very important that you contact the *Postgraduate administrator* or the *Graduate tutor: recruitment* for assistance with advertising. You will be asked to complete a 'PhD studentship advert request form' which can be downloaded from the forms section of the *SSCM current postgraduate webpage* and an advertising checklist. Please read the sections on Applications and Short listing and interview before initiating recruitment.

When applying for grant funding that includes PhD studentships **please remember to include the cost of advertising in your budget**. Examples of advertisement costs can be found on the SSCM intranet under 'help in costing research grants' and on the *UoB postgraduate recruitment and admissions office* website under 'advertising studentships'. **Please also check with** *UoB Finance Services* **that the grant code is in place <u>before</u> placing the PhD advert**.

Dealing with enquiries

Academic staff may receive unsolicited email enquiries regarding possible avenues for postgraduate study. Staff are expected to use their judgement in identifying those individuals who show potential. It is acceptable to respond directly to the individual and request a CV in order to judge potential. As a guide, the minimum entry requirement for a PhD is an upper second-class honours degree (or equivalent) and/or a relevant Master's qualification, and/or evidence of equivalent prior learning or achievement.

Staff may respond directly and decline to supervise an individual who, in their judgement, is not strong enough academically. Staff may also refer an individual who shows academic promise to a colleague whose research interests are more closely aligned.

If an academically promising student is interested in a supervisor's research area then, typically, the staff member might ask the potential student to:

   i.   Write a brief outline research proposal (2 sides of A4), or (if based on a research proposal already written by the staff member) expand on the existing research proposal.
   ii. Meet or Skype to informally explore the research proposal and suitability of the candidate for postgraduate research in SSCM.
   iii. Discuss how the tuition fees and living expenses will be covered.

If these informal discussions are promising and a funding source is identified, the candidate should be encouraged to make a formal online application and contact the Postgraduate administrator.

Funding

Tuition fees and living expenses are typically funded through one of three routes:

i. Students who apply for fully funded studentships provided through SSCM, FHS or UoB (e.g. the MRC IEU studentships or the UoB studentships).

ii. Students who are successful in getting their postgraduate research project funded through a national competition (e.g. NIHR DRFs).

iii. Students who have secured other funding sources (e.g. self-funded, employer-funded, international studentships).

Academically qualified students who have not yet secured funding **must** identify potential funding before applying. A database of scholarships for postgraduate research is held on the 'prospective postgraduates' section of the *UoB Bristol Doctoral College* website. Applicants may also search for funding here.

Many studentship funders restrict eligibility based on residence. Non-UK / EU citizens should be encouraged to confirm with the funder that they are eligible for a studentship before putting in an application. The University of Bristol charges higher tuition fees for 'overseas' students than UK/EU students, see *SSCM PG study webpage.* Students requiring a visa to study in the UK must also provide evidence of their ability to support themselves while working on their research. The rules are complex and, if there is doubt about the tuition fee status or visa requirements, the potential student should be encouraged to contact the *UoB postgraduate recruitment and admissions office*.

Students should also be encouraged to regularly check the 'latest calls for applications' on the *SSCM prospective postgraduate webpage* particularly in the November to February period when most studentships are advertised.

SSCM staff applying for PhDs or PhD by publication

There is no funding specifically available to support members of staff within the School who wish to undertake a PhD. Staff are advised to contact their Line

Manager to discuss whether there are any funding sources (other than those outlined above) that can be pursued.

It is possible to undertake a PhD by publication. It is only open to experienced researchers with a track-record of first author publications, who are 6 or more years post-graduation, and who have been an academic staff member in SSCM of at least 3 years. (Excludes honorary/visiting staff members.) Registration and submission fees are detailed on the *UoB Student Funding Office* webpages.

We recommend that you identify two supervisors to: a) help guide you in your choice of papers; b) in writing your substantial commentary linking the published work and outlining its coherence and significance; and c) helping to choose examiners. The application should be discussed with a Director of Graduate Studies.

For more information, please see the *UoB regulations for PGR students*.

Applications

All applicants (including those who are self-funded or have already secured studentships and current/incoming SSCM staff wishing to register for a postgraduate research degree) must apply online using *Applynow.*

The SSCM Postgraduate administrator can answer enquiries about the application process. Applications may be submitted at any time of year, although there will be specific calls and deadlines for funded studentships.

Applications consist of:
  i.   Academic CV;
  ii. Copies of degree certificates and transcripts, and other supporting documentation as required (for example English language test scores);
  iii. Two references;

iv. The name of two SSCM academic staff members who would be the project supervisors (following discussion and agreement with them);

v. Outline research proposal (up to 2 sides of A4, completed after consultation with proposed supervisor) and a personal statement.

In order for the application to be forwarded to the relevant people the student must enter "Social and Community Medicine" under the programme name and enter the source of funding secured or planned under the funding name.

Short listing and interview

Short listing and interview forms are available from the Postgraduate administrator.

1. The process differs depending on the type of studentship applied for:

   a) Nationally awarded studentship: the candidate has already secured funding for their project after completely independent and external competitive peer review and interview of their PhD application (e.g. NIHR studentships).

   b) Single project / studentship: there is one postgraduate research project on offer with one supervisory team and funding is secured for that project.

   c) Multiple projects / studentships: there are several postgraduate research projects on offer with multiple supervisory teams and funding is secured for some but not all of them (e.g. UoB MRC studentships).

Nationally awarded studentships (e.g. NIHR studentships) do not need a re-interview, but the Postgraduate administrator and Director of Graduate Studies **must** be informed about the successful award and the student will still need to complete an on-line application via *Applynow* in order to register with University of Bristol.

2. Applications from candidates applying for a single project / studentship will be shortlisted by at least three members of staff, one of which will be a member of the PG team (i.e. a Director of Graduate Studies or the Graduate tutor: admissions). Typically, the proposed PhD supervisors will be the others doing the short-listing. Applicants may be rejected or invited for interview at this stage, but cannot be given an unconditional offer. The interview panel should comprise at least two proposed supervisors and at least one member of the postgraduate team (a Director of Graduate Studies or the Graduate tutor: admissions) who will chair the interview panel. The successful candidate may be given a conditional (e.g. subject to fulfilling language & visa requirements, completing Masters) or unconditional offer.

3. Applications from candidates applying for multiple projects / studentships will first be informally assessed by their proposed supervisors (e.g. via meeting, teleconference or Skype). Supervisors may decline to put the candidate forward for further consideration. Candidates who are put forward by their proposed supervisors will be shortlisted by at least three members of staff, one of which will be a member of the PG team (i.e. a Director of Graduate Studies or the Graduate tutor: admissions), the others will be senior academic staff of the School or Faculty. Applicants may be rejected or invited for interview at this stage, but cannot be given an unconditional offer. The interview panel should comprise at least three members of staff including at least one member of the postgraduate team (a Director of Graduate Studies or the Graduate tutor: admissions) who will chair the interview panel. The successful candidate may be given a conditional (e.g. subject to fulfilling language & visa requirements, completing Masters) or unconditional offer.

English language requirements

Offers can be conditional on the student obtaining evidence of meeting SSCM English language requirements. You may give evidence of your ability to meet the language requirement through a Secure English Language Test (SELT) such as IELTS or TOEFL, or you may hold other qualifications in English which also meet our requirements. The English Language requirement for postgraduate research degrees in SSCM is 'Profile A'. For more details please see the *UoB Postgraduate language requirements* webpages. Pre-sessional courses in English for Academic Purposes are available from the *UoB Language Centre*, but the prospective student must cover the cost of this course, whether successfully completed or not.

Visa and immigration requirements

Non-EU citizens may need a visa to study in Bristol. If there is doubt, the potential student must contact the *UoB International Office* to confirm requirements before applying.

The offer of a postgraduate research degree

SSCM will:

Provide a clear statement as to the length of the studentship (e.g. 3 or 4 years full-time for a PhD, 1 year fulltime for an MSc by Research). The School can offer a flexible approach to part-time study (i.e. not just full or half time), but the expected maximum period of study should not be more than 7 years (i.e. average FTE not less than 0.5). Students may register at any time during the year.

School facilities

The following facilities will be provided for research students joining the School:

1. A desk in the School with access to a telephone, in a room with other research students if this is possible.

2. Storage facilities for papers.
3. A computer. If a high-performance computer (for example to analyse exceptionally large datasets) is required, this must be funded either from the student's research training support grant or by other funds provided by the supervisors.

Induction

An induction programme is organised for students starting at the beginning of the academic year (October). This includes Faculty Office registration, meeting with the Director of Graduate Studies, introductions to *UoB Library services*, *UoB Information Technology services*, *UoB Student services*, health and safety and laboratory safety.

Supervisors should notify the Postgraduate administrator of their student's start date. This is particularly important for students who do not start at the beginning of the academic year, so that a tailored induction can be organised. A powerpoint overview of induction resources is on the *SSCM current postgraduate webpage*.

Students are expected to complete their 'postgraduate student induction checklist provided by the Faculty within 1 week of registration. This confirms that induction and safety training has been completed. The log book can be downloaded from the 'faculty forms' section of the *SSCM current postgraduate webpage*. The log book should be signed by the student and supervisor and returned to the Postgraduate administrator.

Research & professional skills training

The School and UoB provide research training in addition to that provided by individual supervisors. All training links can be found on the *SSCM current postgraduate webpage*.

i. **Short courses on research skills:** Students should agree with their supervisors the short courses that are relevant to their research and professional development. Not all short courses should be done in year 1, but should be spread throughout the 3-4 years of the PhD programme to reflect the training needs (e.g. basic research training courses in year 1; more advanced training in years 2-3; wider skills training, beyond the specific PhD requirements, in years 3-4). These courses are free for SSCM students. No more than 5 courses should be undertaken in a single year.

ii. **Graduate Studies Programme:** Provides generic research and professional skills for postgraduate students.

iii. **The SSCM Postgraduate Research Symposia:** Provide students with an opportunity to present their work to other students, supervisors and academic staff within the School.

iv. **The** *UoB Bristol Doctoral College***:** Provides access to a number of skills development events.

Students are encouraged to attend weekly School seminars, research group meetings and journal clubs to interact with other students and academic staff in related research areas. Students are strongly encouraged to attend and present their work at the SSCM postgraduate symposia.

Teaching opportunities for postgraduate research students

We encourage students to undertake training in teaching and gain some experience in teaching, provided it is not to the detriment of their research. It is suggested that most students would look to take these opportunities in their 2nd/3rd year, when their PhD project is established and their PhD progress has been assessed and approved. A discussion around obtaining some teaching experience could form part of the first year review.   All students who have

teaching duties must register for the 'Starting to Teach' programme provided by *UoB Academic staff development* within 6 months of starting to teach.

The UoB policy on postgraduates who teach is on the *UoB regulations for PGR students* webpages. Opportunities include small group teaching on SSCM short courses and mentoring and marking of undergraduate medical student selected component (SSC) projects.

eSSC-With the permission of the lead supervisor, all PhD students can offer an eSSC project for a medical undergraduate at UoB. We would recommend that PhD students only take on one eSSC student per round and that this only occurs during the 2nd and first part of their 3rd year of PhD study if PhD progress is good or excellent. The PhD student`s supervisor must be willing to guide the PhD student through the process-particularly on marking.
PhD students on a stipend (eg not a UoB/NHS salary) would be eligible for hourly payment for a fixed 8 hours.
 Students interested in supervising SSCs should discuss this with their supervisor. Students interested in teaching on short courses should discuss this with their supervisor and the relevant short course organiser.

Short course- Some courses use PhD students as tutors (for example during computer practicals). PhD students who are invited to teach on SSCM Short Courses are entitled to be paid for this work.
Pay rates are matched to the University demonstrator role, currently £12.36p/h. [UoB hourly paid teacher pay rates](#) are published on the HR website. Where preparation has been required in advance of teaching, PhD students may claim up to three hours per hour of contact time. Please do not assume that preparation time can be claimed unless it is justifiable, for example if significant re-working of a presentation or practical has been required.
In order to be paid for this work you must have a contract in place. This will be arranged by the Course Organiser and it is mandatory that this is in place in advance of teaching to ensure pay claims are not rejected. You will be asked to

complete a Non-Staff Fee set up form, sign a casual contract and provide proof of eligibility to work in the UK.

Further information about [procedures for casual work contracts](#) is available on the SSCM Intranet.

Once you have worked on a course we ask that you submit a non staff fee claim form for the work promptly. Claim forms should be submitted by the 1st of the month to the Short Course Co-ordinator, Lizzy Dann, who will arrange sign off by the Short Course Director. Providing this deadline is met payments will be made on or around the 26th of the same month.

Bristol Doctoral College

The *UoB 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 across the University.

Alongside the discipline-specific training in the School of Social and Community Medicine, 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/

Skills Training and Review (STaR)

Based on the relationship between a student and their supervisors, STaR is an online system designed to bring together all aspects of postgraduate research, development, and support.

Find out more about the benefits of using STaR at:

http://www.bristol.ac.uk/doctoral-college/star/   and specific advice on page 38 of this handbook.

Student Faculty Discussion Forum

How do I access the school student forum discussion form?
The discussion board can be found on Blackboard. You will automatically be added when you start your PhD. The board is set up with a few forums for resources, lab techniques, statistics and useful information. You can find it listed under `My Courses` and it is called ` FMD_POSTGRAD_INFO: Resources and Discussion for Postgraduate Students`.

Supervision

Supervisors' knowledge and skills

It is SSCM policy that postgraduate students have at least two supervisors. Additional supervisors with specific expertise may be appointed. Supervisors will provide complementary input in terms of methodological and/or professional background, and experience of advising PGR students. One of the supervisors needs to be named as the 'main supervisor' even if the two supervisors agree an equal (i.e. 50:50) split of responsibilities. This ensures that the University has a key point of contact for any administrative issues.

Supervisors should agree a split of responsibility at the outset (e.g. 60:40 or 50:25:25). In such cases, the majority of supervision meetings should include all supervisors and all supervisors are expected to comment on written work, but one supervisor may take a greater role in informal supervision, commenting on very early drafts etc. Supervisors should discuss their individual responsibilities

at the start of the PhD/MD, these should be minuted and shared with the student. This is particularly important when the supervisory arrangement is not 50:50.

The main supervisor must be a current member of academic staff, should have a contract of at least 0.5 FTE with SSCM and expect to remain in a research active position for the duration of the PhD. Joint supervisor(s) may be in other School(s) within the University of Bristol or, in exceptional circumstances, at other institutions. Less experienced supervisors (i.e. who have not yet supervised a PhD to successful completion) should be paired with a senior supervisor. Honorary staff and Pathway 2 staff at or below grade J (Research Associate) may not be the main supervisor, but may act as a co-supervisor with the permission of the Faculty Education Director. Staff should not supervise more than 5 students at one time, and no more than 2 at the same stage (i.e. due to submit in the same academic year). Honorary staff who contribute to supervision may not claim financial compensation for their input.

All new supervisors should attend School courses on supervision. All supervisors are encouraged to periodically review 'supervising a doctorate' materials in the 'doing research' section of *Vitae*. Supervisors must be familiar with the *UoB regulations for PGR students* and *UoB Equality and Diversity* webpages.

The *UoB Library services* provide electronic access to these e-books for supervisors:

Phillips, Estelle. How to get a PhD: a handbook for students and their supervisors 5th ed., rev. and updated.   2010
The Routledge doctoral supervisor's companion: supporting effective research in education and the social sciences. 2010.

Supervisors' responsibilities

The supervisory role typically changes over the course of the postgraduate research degree. At the beginning, supervisors provide more advice and direction as the student gains the research skills. As the student progresses and develops professional skills and independence, they will begin to take responsibility for their research. By the end, the role of the supervisor will be more that of a senior colleague. It may be useful to discuss this transition with the student early on in their studies.

Know the regulations:

i. Read the *UoB regulations for PGR students*.

ii. Attend training for supervisors provided by SSCM, *UoB Bristol Doctoral College* or use the resources listed above before becoming a supervisor.

Provide guidance:

i. The nature of the research and the academic standard expected;

ii. The planning of the research programme;

iii. The requirements of research governance;

iv. The relevant literature and sources;

v. The relevant developments in the subject;

vi. The requisite research methods;

vii. The terms and conditions of the Studentship (e.g. research expenses etc.).

Guide student training:

i. Encourage students to attend SSCM seminars;

ii. Encourage students to attend the Graduate Studies Programme;

iii. Advise on attendance at relevant taught courses (e.g. SSCM short courses, *UoB Bristol Doctoral College* courses);

iv. If necessary advise on the need for further training in written and/or spoken English provided by the *UoB Language Centre*;

v.   Encourage students to maintain a training portfolio using the University's *STaR* system.

Help develop the student's professional skills:

i.   Encourage the student to attend and present their work at the SSCM postgraduate symposia.

ii.   Encourage the student to attend or speak at meetings or conferences;

iii.   Provide advice with regard to publication of the research and expectations regarding authorship / co-authorship;

iv.   Offer advice to students about career development such as post-doctoral fellowship opportunities or refer to the careers service via *UoB Student services*.

Provide feedback to students:

i.   Be regularly accessible to students to provide friendly advice and support.

ii.   Make it clear that students are expected to participate fully in the planning of work, discussing advice given to them, and contributing to and being responsible for decisions about what needs to be done.

iii.   Reach agreement with the student on specific and achievable milestones by which to monitor progress throughout the study period.

iv.   To acknowledge, read and comment on student minutes of supervision meetings.

v.   It may be helpful to get the student to start writing at an early stage in their studies (e.g. For example, providing them with several papers and asking them to write a short summary).

vi.   To return written work within an agreed time period with constructive criticism about both technical details and writing style. Supervisors may wish to avoid the use of 'track changes', which may result in the supervisor re-writing the work rather than providing constructive comments.

vii. If progress is slow or work is of insufficient quality, to discuss this immediately with the student and assess whether any additional academic or other support is required.

Confirm attendance of international (tier 4 visa) students:

i. It is a legal requirement to monitor attendance on a monthly basis of international students who hold a Tier 4 student visa. The Tier 4 meeting record form can be found on the *SSCM current postgraduate webpage*.

Review progress:

All progress reviews should be completed on *STaR* using the appropriate embedded form.

i. Advise the student in preparing for the formal reviews of progress (Review of Progress) 6 months after starting and annually;

ii. Discuss the portfolio of training events (e.g. conferences and courses attended) at the annual review;

iii. Assess student progress at six months after the student's registration date;

iv. Assess student progress annually (using annual progress reports and interim reports for part time students);

v. Ensure that formal progress reviews are completed in a timely manner.

Identify any problems with progress:

i. Advise a Director of Graduate Studies promptly if a student's progress is not satisfactory, this should not be left until the formal annual review.

ii. Advise a Director of Graduate Studies if there is significant likelihood of the student withdrawing from, not submitting or otherwise not successfully completing the PGR degree;

iii. Advise the Director of Graduate Studies if there is significant likelihood of the student not submitting a thesis before funding runs out or within the maximum period of study (i.e. four years for a full time PhD);

iv.   Be aware of the *UoB regulations for PGR students* on dealing with unsatisfactory progress.

Discuss potential changes in student circumstances:

i.   Be familiar with the *UoB regulations for PGR students* on change in student status (full time / part time), suspensions (e.g. due to maternity leave, illness, family or financial problems), and extensions to the period of study (e.g. if thesis is not complete by the end of the period of study).

ii.   Discuss any change of student circumstance with the relevant Director of Graduate Studies as soon as possible and provide joint advice to the student.

Discuss potential changes in supervisor circumstances:

i.   In the event of extended leave (e.g. maternity, study, leave of absence), propose adequate interim supervision arrangements and discuss with the relevant Director of Graduate Studies.

ii.   Primary supervisors leaving UoB should discuss the implications of the move with the student and discuss with the relevant Director of Graduate Studies. If the student remains registered with SSCM, primary supervision should be handed over to another SSCM staff member (usually co-supervisor) and a secondary UoB-based supervisor should be nominated. Staff who leave UoB can continue to be a co-supervisor (in addition to at least two UoB-based supervisors) if that is appropriate.

Signposting students to sources of support:

i.   *UoB Student services* provides access to

- ☐ Student Health Service
- ☐ Counselling
- ☐ *UoB Disability Services*
- ☐ Careers
- ☐ Multi-faith chaplaincy
- ☐ Support for vulnerable students

ii. *UoB Language Centre* for training in English for academic purposes for international and PGR students;

iii. *UoB International Office* for support and advice on visas, living in Bristol, and fees for international students;

iv. *UoB Student Funding Office* provides information on tuition fees, financial advice, and funding.

v. The faculty financial hardship fund accessible from the 'faculty forms' link of the *SSCM current postgraduate webpage*.

Helping to prepare for thesis submission and examination:

i. To give advice on the preparation of the thesis, commenting on a draft thesis and advising the student if the standard of English is inadequate. Supervisors are not expected to undertake substantial editing or revision of a draft thesis.

ii. To discuss potential examiners with a Director of Graduate Studies and the student and complete the appointment of research degree examiners form which can be found on the examination and thesis forms link of the *SSCM current postgraduate webpage*.

iii. If your student is also a member of staff (i.e. employed on a salary and listed on the UoB staff contacts) or has secured a UoB post, they may need **two** external examiners and an internal exam co-ordinator. If you think this might apply, please contact a Director of Graduate Studies to discuss.

iv. Help the student prepare for the oral examination (e.g. discuss likely questions, arrange a mock oral examination).

v. Supervisors should be available for the examiners and student at or shortly after the viva.

Helping to publish:

i. PhD/MD studies represent an original contribution to the existing literature and, as such, the student would be encouraged to submit their work for publication. Publishing their work is a useful part of the student's training. It encourages the student to think about how best to

break their thesis down into clearly defined papers and also in building the various elements to make one coherent piece of work (the thesis). The student and supervisors should discuss the goals with respect to wider publication of their PhD/MD work at an early stage.

The expectation would be that the supervisor(s) would be co-authors on the paper, and, in many cases, taking on the senior author(s) role. Again, it is important that this is discussed with the student at the outset. Supervisors need to discuss issues of authorship with the student and other collaborators at an early stage. This is particularly important in work that is inter-disciplinary and for which the different disciplines and/or journals may have differing conventions regarding the order of authors. Such discussions and the decisions made should be documented in order that they can be consulted, if required, at a later date.

Research Students

Overview

A postgraduate research (PGR) degree offers a unique opportunity to spend several years studying and becoming an expert in one particular research field. It will also inevitably present you with challenges along the way. We recommend that early on in your studies you take a look at the *Vitae* website under 'doing research'. It has comprehensive resources on doing a doctorate including 'starting a doctorate', the 'middle phase' and 'completing your doctorate'. Another useful resource is the *UoB Careers Service* researcher development online section of e-learning modules designed for postgraduate research students.

The University library (and any good bookshop) offer many books to guide you through a PhD. The *UoB Library services* have several available as e-books.

Phillips, Estelle. How to get a PhD: a handbook for students and their supervisors 5th ed., rev. and updated.   2010

Murray, Rowena. How to write a thesis. 3rd ed. 2011.

Research in Medicine: Planning a Project – Writing a Thesis / Juliet Us 2010.

Murray, Rowena. How to survive your viva: defending a thesis in an oral examination / Row 2nd ed. c2009.

Becker, Howard S. Writing for social scientists: how to start and finish your thesis, book, 2nd ed. c2007.

Finn, John A. Getting a PhD New edition c2005

Student responsibilities

Know the regulations:

i.   Know your minimum and maximum periods of study. For a full time PhD student the minimum is 3 years (you cannot submit your thesis more than 3 months before this), the maximum is 4 years (you must apply for an extension if you have not submitted before this). The period is different for MSc (R), MD, and part time students.

ii.   Read the *UoB regulations for PGR students*, particularly the sections on 'period of study', 'induction', 'student entitlements', 'supervision', 'progress review' and 'feedback mechanisms'.

iii.   Know and abide by the terms and conditions of your studentship funding, particularly acknowledging support on any conference presentations and publications.

iv.   New students must register (*UoB New students*) before beginning their studies. Registration may not be backdated.

v.   Students must re-register every October even when they are in their writing up year (*UoB Current Students*).

Work with supervisors:

i. To agree a suitable topic for research.

ii. To develop during the first year of registration, a thesis outline and timeline (e.g. Gantt chart) to guide the programme of research.

iii. To agree a schedule of regular supervisory meetings.

iv. To produce work in accordance with the timeline agreed with the supervisors.

v. To be prepared to take the initiative in realising problems or difficulties, however elementary they may seem.

Supervisory meetings:

i. Take an increasing role in arranging supervisory meetings well in advance.

ii. Attend all supervisory meetings and record brief minutes and action points resulting from the meeting. We recommend the use of *STaR* which permits recording 'objectives' that are agreed by both the student and supervisor. Additional notes summarising the meeting can be uploaded into the system and, together, these will form a record of meetings throughout the course of your studies. .

iii. Submit written material in sufficient time before the meeting to allow your supervisors to read and comment on it.

Seek appropriate training:

i. Discuss with your supervisors early (e.g. August / Sept) in each academic year appropriate SSCM short courses listed in the training section of the *SSCM current postgraduate webpage*.

ii. Review the graduate studies programme listed in the training section of the *SSCM current postgraduate webpage* and attend all relevant sessions.

iii. Discuss the student skills programmes listed in the current postgraduate section of the *UoB Bristol Doctoral College* with your supervisors and attend appropriate courses.

iv. Attend and present work at the SSCM postgraduate symposia.

v.   Attend School seminars, journal clubs and other meetings as appropriate.

Participate in progress reviews:

i.   Complete the initial 6-month Review of Progress on *STaR*.

ii.   Provide a written report and presentation of your progress in the required format for the annual Review of Progress and upload this onto *STaR*.

iii.   Maintain a training portfolio using *STaR* (to include all courses, workshops, symposia and conferences etc attended and presentations given) and ensure it is reviewed at each annual review.

iv.   Complete the student feedback sections of the 6 month and annual progress review forms on *STaR* and share these with your supervisor, reviewer (if appropriate) and graduate tutor for approval..

Prepare to submit your thesis:

i.   Discuss with supervisors the preparation of the thesis and decide when it is ready for submission after taking due account of advice from the supervisors. **Students are ultimately responsible for their work, supervisors provide guidance and advice**.

ii.   Submit a thesis within the time allowed by the *UoB regulations for PGR students*. It is an expectation of the funding bodies and the School that all PhD students (whether on 3 or 4 year funded studentships) will complete within 4 years from initial registration (or *pro rata* equivalent for part-time students). Students writing up into a 5th year of study will incur an additional fee.

Full time MSc by Research students will be expected to complete within 2 years from initial registration and part-time within 3 years.

Seek support when needed

Your PG Student Representatives offer peer support on any matter should you require it. They are often the student's first contact point for any matters and will

give good advice on who to contact. If supervisory or other arrangements are unsatisfactory please discuss this with a Director of Graduate Studies at the earliest possible opportunity.

In the event of such discussions not producing a satisfactory outcome, please discuss with the Faculty Education Director outlining the reasons for dissatisfaction.

Open Plan Office Etiquette

Most postgraduate students work in open plan offices. The following points provide a guide to expected behaviour in shared offices. If you feel an officemate's behaviour is inappropriate, please speak to them politely to let them know that their behaviour is disturbing you – in many cases they will not have realised that their behaviour is having this effect on you. If a direct conversation does not work or is not possible, please discuss the issue with your supervisor or, lastly, a Director of Graduate Studies.

Noise

Noise can carry in an open plan environment so please be aware of the volume of noise you are making. Try to keep noise down when making phone calls or having discussions with colleagues. For protracted conversations, please use social areas. For lengthy or sensitive telephone calls planned in advance, please try to find a private room.

Please do not shout across from one desk to another with a query. Walk across to whomever you would like to talk to.

Please book a meeting room for project and supervisory meetings.

Please ensure mobile phones are kept switched off or set to silent. Please ensure that sound is off from computers.

If you listen to music/radio at your desk to blot out background noise, please use headphones and check with your neighbours that the volume isn't too high.

The Arts and Social Science library has bookable study rooms for postgraduate research students.

Tidiness

Do not litter your space with clothes, food items or similar personal possessions. Do not leave anything lying around expecting other people to clear up the mess, particularly in shared kitchens.

Do not leave any valuables on your desk or anywhere around your work area.

Food and Drink

Avoid eating at your desk (or at least avoid eating things that are smelly and crunchy), instead use the social area.

No large items are to be kept in the shared fridge. Any products that expire must be removed.

Heat and ventilation

When thinking about altering heat and ventilation levels, please consider those around you, and aim to compromise between different preferences.

Confidentiality

Be aware of any confidentiality issues. Do not leave any confidential documents lying around, or visible on your computer screen, where they could be seen by other people. Confidential and sensitive documentation should be locked away overnight and at weekends.

Computer use, data security and storage

Everybody in the University is responsible for the safeguarding of sensitive or restricted data. The *UoB Information Security*
 webpages provide online mandatory information security training. SSCM policy on email code of conduct, information security and acceptable use of computing systems can be found on the 'staff intranet' webpages which can be reached from the *SSCM current postgraduate webpage*.

Students should work with their supervisor to develop a data management and storage plan for their PhD data. This should include secure storage and archiving electronic data and paper copies of research documents/data sets etc. Please

refer to best practice data management [guideline](#)s. The general advice is to keep financial records from your grant for a minimum of 5 years. Usually this is plenty, however if they relate to a drug study (CTIMP) or other high profile or controversial study the study protocol may specify a longer retention period. Please make sure you use the confidential waste (Shred-It) bins for disposal of research documents/data-these can be found in all administrative areas of Oakfield House and Canynge Hall. Always check with your supervisor if you are unsure how to proceed

Research expenses

Students will have different annual allowances for research & training expenses depending on their source of funding. Students with large consumables budgets may wish to ask *UoB Finance Services* for access to Business Objects to help manage their accounts.
 Students and supervisors must abide by the Terms and Conditions of the relevant Studentship funding scheme governing financial administration.

i.   All research expenses should comply with the University regulations described in 'claiming expenses' on the *UoB Finance Services* website.

ii.   All research expenses must also comply with any terms and conditions of the studentship funder.

iii.   All expenses must be authorised in advance by your primary supervisor on the appropriate finance form available from the *UoB Finance Services* website and sent to the Postgraduate administrator.

Printing and binding of theses

Please minimise printing costs when printing your thesis. Binding costs should typically be paid for from your research expense budget. This includes 2 soft bound copies for the examination and 3 hard bound copies (1 for the *UoB Examinations Office*, 1 for the SSCM cabinet and 1 for yourself) of the final thesis. Other copies will be at the student's own expense. Please be aware that your

grant may close shortly after submission. If you have corrections you may want to arrange a `pre-order` of the hardbound copies through print services.

Conferences / courses

Funding for any training or conferences is expected to be paid for from the Student's grant or training funds.   If funds are not available, students are encouraged to apply for bursaries offered by *UoB Alumni funding* (you would need to be presenting to obtain any assistance) or by conference organisers. You could also try your supervisors to see if they have funds available.

IT Equipment

The school will consider requests for the purchase of a laptop or other equipment. The student must have compelling reasons for a request. The equipment remains the property of the school and should be returned on the submission of the PhD. Please contact the Postgraduate administrator for more details.

Other practicalities

Council tax / railcards

The *UoB Student handbook* is an excellent resource for practical information on money matters. Once registered as a student your name is automatically sent to the local council who will calculate your council tax at a student rate. Student status letters for landlords/banks/council can be requested by emailing fohs-letterrequests@bristol.ac.uk Railcards applications can be stamped by the Postgraduate administrator.

Holidays and sickness

Students are entitled to 25 days holidays per year in addition to the days when the university is closed. You should inform your supervisor of any intended holidays.

If you are ill at any time you should inform your supervisor by phone or email and on return to your studies complete a sickness absence notification form (*UoB Human Resources* webpages). This should be sent to Nancy Horlick (Canynge Hall) and should be marked `PGR` to differentiate you from staff. If you are ill for 8 days in a row you will need to provide a medical certificate from your GP.

Employment whilst studying

In certain circumstances, full time students can undertake a small amount of paid work. Supervisors will want to ensure that your employment does not have a negative impact on your studies so you must liaise with them and get their approval before taking up any paid work. You must check with your funder the maximum number of hours per week you are permitted to work. As a guide we recommend no more than 6 hours a week over a monthly period. The paid work may be with UoB or with an external employer. UoB hourly rates of pay can be found here.
If you are an international student your visa documents will state the maximum number of hours you can work.

Changing name, address, telephone details

Currently you must change your data using Staff Info, Student Info, or both as appropriate. Changed data is not copied between the two systems.
If you are changing your name, for example, you will be asked present proof before changes will be made. Name changes should go to Nick Iles. Honorary members of staff cannot make changes on line.

You should log on and check your personal data at least annually to ensure that we hold the correct information about you.

Creating a profile in `People Profiler`

The schools "people" pages are populated using a system called "People Profiler". By default students are not listed on this system, but can be added if necessary. The reason for this is that the University has a duty of care to students and therefore avoids making contact details available without consent.

If you would like to have a profile on the people page you will therefore need to consent explicitly by emailing Tom Gaunt, confirming that:

  (a) you wish to have your (University) contact details made available on the internet

  (b) you are happy for other details such as degrees and publications held on University systems to be made available

  (c) you understand that this information will be publicly available.

Please state "I consent to points (a), (b) and (c) below" in your reply.

Foreign language training

If you are planning a research visit abroad, or you expect to work closely with researchers overseas, or if you can identify another reason why learning another language would **directly benefit your research during your studies at Bristol**, you are invited to apply for a place on one of the AFL units. Please see here for further details and staff contact details.

Desks

Desk entitlement for PGR students

The following facilities will be provided for research students joining the School:

1. A desk in the School with access to a telephone, in a room with other research students if this is possible.

Students will be entitled to retain their desk for the duration of their studies during which they are paying fees. Where students need more time to complete research and write up, it may be possible to retain their desk providing sufficient desk space is available within the School. If not, students will be entitled to use a 'hot desk' within the School (where possible co-located with other PG students). Students who work off-site (e.g. conducting fieldwork, placement at or visit to another Institution, etc.) for a period of 3 months or longer are asked to inform the PG administrator. Their desk may be assigned to another student on a temporary or permanent basis if there is a shortage of space. If this happens, the student will be assigned another desk prior to their return.

2. Storage facilities for papers.

3. A computer. If a high-performance computer (for example to analyse exceptionally large datasets) is required, this must be funded either from the student's research training support grant or by other funds provided by the supervisors.

Meetings between the Student and Supervisors

The timetable of meetings between student and supervisors must remain flexible. However the following recommendations are designed to guide students and supervisors on the frequency and recording of such meetings:

i. Supervisors should meet with students shortly after registration and maintain contact through an agreed schedule of supervisory sessions.

ii.   The majority of supervision meetings would be expected to be face-to-face. However, when students are based outside the School (e.g. fieldwork, clinical work), it may be appropriate to consider whether some supervision meetings can take place via telephone or skype.

iii. Meetings should be, on average, not less than once per fortnight in the first year and once per month thereafter for full-time students (part-time *pro rata*).

iv.   It would usually be sufficient to set aside one hour for the supervision meeting, however the length of the meeting will depend on the agenda.

v.   Meetings may be with one or more supervisors, depending on the agenda.

vi.   Supervisors should be accessible to students at other reasonable times when advice may be needed.

vii. Students should **record minutes and action points** from such meetings and **share with supervisors in Star** so that each has a clear record of what was discussed and what targets were agreed. We recommend the minutes are recorded in the "notes" section on *STaR* and action points should be recorded in *STaR* as objectives, and shared with your supervisor.

viii. Mandatory elements of the minutes are: names of all attending; date; itemised list of work undertaken since the last supervision meeting; itemised list of issues discussed during the meeting; actions to be undertaken ('objectives' in *STaR*) before the next supervision meeting; documentation of any concerns raised by students or supervisors; and evidence (uploaded on *STaR*) that the minutes have been seen and approved by supervisors.

Feedback from students and supervisors

i.   PG Student Representatives represent student views at the Faculty staff/ student liaison committee meetings, the School postgraduate team meetings and the School Annual Programme Review of PGR programmes.

ii. For occasional external reviews (e.g. School reviews, FQET), we invite a broad range of students (e.g. a student from each year, including at least one overseas student (as appropriate)) to provide feedback on the School's PGR programme.

iii. Supervisors will be invited to feedback on PG policies and processes an annual supervisor survey prior to the annual programme review.

iv. The School conducts an annual student feedback survey.

v.   The university has participated in the national biennial PRES survey.

vi. If you have any concerns that cannot be addressed through these routes, please contact a Director of Graduate Studies.

Review of Progress

Regular monitoring of progress is provided for all students. It is structured slightly differently for four year PhD students (who conduct mini-projects in their first year) and for part time PhD students. The final year review is conducted approximately 4 months before the expected submission date to allow reviewers to judge the likelihood of an on time submission. Typical review schedules are detailed below. All review forms with guidance on how to complete these are embedded in *STaR*. Faculty have also produced a Star handbook which can be found on the *SSCM current postgraduate webpage*

**MSc by research students will only complete a 6 month progress review.

Full time 4yr student	**Full time 3yr student**	**Part time* (50%) 3yr student**
Interim 6M progress review **[6 Months]**	Interim 6M progress review **[6 Months]**	Interim 6M progress review **[6 Months]**
Mini project year progress review [**12 Months**]	Year 1 progress review **[12 Months]**	Interim review [**12 Months**]
Year 1 progress review [**24 Months**]	Year 2 progress review **[24 Months]**	Year 1 progress review [**24 Months**]
Year 2 progress review [**36 Months**]	Year 3 progress review **[32 Months]**	Interim review [**36 Months**]
Year 3 progress review [**44 Months**]		Year 2 progress review **[48 Months]**
		Interim review [**60 Months**]
		Year 3 progress review **[68 Months]**

* Frequency adjusted pro rata.

Initial 6 month review

All students whether full or part-time will complete an initial 6-month review. This is to ensure that students are building good foundations for their research and training.

Students should arrange the 6-month review meeting with supervisors. Students complete the first part of the form on *STaR* summarising their progress and plans for the next 6 months. This should be shared with supervisors (within *STaR*) prior to the meeting.

At the review meeting, supervisors discuss progress and raise any concerns. Following the review, supervisors are expected to comment in the relevant section of the review form in *STaR*, the student will have an opportunity to comment on the feedback provided and approve the form. The form is then approved by the Graduate tutor: reviews.

Annual Progress Review

Overview

All annual progress reviews require a meeting between the student, all supervisors (wherever possible) and two independent reviewers. Two reviewers are recommended where there is cross-faculty or cross-school supervisory arrangements. Students should discuss potential independent reviewers with their supervisor well in advance of the annual review. Students should arrange the time and location of their annual review meeting. The independent reviewers should be senior staff members (i.e. someone who has supervised a student to completion or examined a PhD). Junior reviewers can be used, provided they are paired with a senior reviewer. The independent reviewers must not be involved in the PhD project and must not later be the internal examiner of the PhD. It is expected that the reviewer/s will remain the same throughout the duration of the PhD. It is also recommended that the annual review meeting is represented by

multi-disciplinary independent reviewers especially for students working across schools. This will help prepare them for vivas at the examination stage.

Annual reviews for full time students

Annual reviews in the 1st, 2nd and 3rd years follow a similar process. The student should complete an annual progress review report and an annual review form on *STaR* and share these with their supervisors, the supervisor then needs to comment on the student's progress before the independent reviewer can see the form. This should all happen at least 1 week prior to the review to allow reviewers time to read these documents in advance. Students should complete the form following the instructions in *STaR*, giving details of their PhD progress (including mini-projects if this is the first year of a 1+3year PhD programme), and training over the last year.

Annual reviews are not required for students within 1 month of submitting, but the supervisor must complete the Year 3 Annual Review Form to confirm progress and the expected date of submission.   An independent reviewer is not required at this stage.

At the annual review meeting students are required to give a brief (5-7 mins) oral presentation of their progress, findings and plans at the review meeting. All reports (including draft chapters) need to be run through the Turnitin software before the review. The text matching report produced can then be discussed between the student and the supervisor, and at the review meeting. A note regarding discussion of the text matching report should be added to the summary of the meeting in *STaR*.

Annual review for the mini project year (1+3 students)

Towards the end of each 3 month mini-project, the student and supervisor hold a formal review meeting and the student is asked to produce a 750 word summary of each project to date including plans for finishing the work. (For more detail, see the Mini Project [Advice](#)).

At the end of the year each of the mini project reports and the supervisor`s feedback can be uploaded to STaR as part of the review.

Alongside the 3 reports the student must produce up to a 1000 word summary of the mini projects and training attended (to be entered, respectively, into the 'Research Progress' and 'Personal and Professional Development sections of the 'Looking Back' page) AND a PhD proposal (up to 1400 words) which will include the following:

i)   a critical literature review, setting the project within the current body of knowledge;

ii)   hypotheses to be tested and/or developments to be made; and

iii)   a research plan and timetable for the next 3 years.

Guidance on the content of the annual review form and progress report –all years

The progress monitoring form should be completed as outlined in STaR.

Looking back

> **Research Progress** – please give a brief summary of work carried out over the review period
>
> **Personal and professional development** – Details of training courses undertaken and conferences and workshops attended (if you have kept an up-to-date record of this in *STaR*, this can simply be copied into the form)
>
> **Presenting your research**-This should contain details of any research presentations you have given for poster sessions; conferences; departmental seminars; competitions (such as 3 Minute Thesis / Pecha Kucha); and any other internal / external research events. You should also

include any research publications or other ways you have presented your work, such as by writing a blog.

Summary/further comments- Please give any further information not covered by the above, but which you think is necessary to assess your progress.

Planning ahead

Research objectives- Please outline the key tasks you hope to achieve over the next 6-12 months in this section.

Planned training and development- In this section please list any training courses you are planning to attend, or any skills you would like to acquire over the next 6-12 months.

Further comments- Please outline other plans related to your PhD which are not covered in the objectives or training section.

The annual progress review report

This is a report which gives a detailed account of the PhD research carried out to date and which needs to be uploaded as a separate document on STaR. The report should be drafted by the student with minimal input from supervisors (e.g. 1 set of general comments on structure and language), so that the independent reviewers can judge the student's writing style.

The report should be a **maximum** of 20 pages in length summarising your previous year's research
focusing on main tasks completed, and including as appropriate planned PhD contents page; aims, objectives and hypotheses; literature reviews; fieldwork or data collection; methods; analyses; results and discussion.

As part of the report, you should **also include a plan of thesis** showing progress within each section together with a Gantt chart showing how completion will occur.

At the end of the report, you should **document all your research expenses** (e.g. conferences, courses, research consumables, etc.) spent on your PhD during the year and the amount you have remaining in your budget.

You may wish to include an **appendix** to this report which includes copies of papers that are under review or published. There is no obligation for the reviewers to read these appendices but they may be referred to in the review meeting.

Outcome of the progress review

After the review meeting, the independent reviewer/s should complete the relevant progress review form on *STaR* taking into account the report, the progress review form, the review meeting and the supervisor's comments. The student will have an opportunity to respond to this feedback, within *STaR*. The final form will then be approved within *STaR* by the Graduate tutor: reviews.

At the mini-project, year 1 and year 2 annual reviews, the reviewers make a recommendation on progress from the following options:
1. Unconditional progress to next year.
2. Progress to next year conditional on completion of targets set by the review group and monitored by the supervisors.
3. Review of unsatisfactory progress by a Director of Graduate Studies.

If the recommendation falls into the second or third categories, the student may be entered into the University procedure for dealing with unsatisfactory academic progress (see *UoB regulations for PGR students*). Details are provided below.

Assessment of progress	Action recommended
excellent or *good*	No further action.
satisfactory	Consider any additional support that might help improve performance (e.g. Signposting students to sources of support: or Research & professional skills training). If the supervisors believe that there is any risk the student won't reach the required standard for a PhD they are expected to enter a 3 month (pro-rata) review process. Supervisors set measurable targets for the student, meet with the student frequently (e.g. every two weeks), minute the meetings to document progress against targets. After 3 months, conduct a formal review of progress with the same independent reviewer, plus a second reviewer (at least one of the reviewers should be an experienced PhD supervisor). If at this time the student's progress is rated as poor, then inform the relevant Director of Graduate Studies. The supervisor will notify the student in writing that they have entered the 'progress concern' stage of the UoB unsatisfactory progress process (unless the student is already in that process), see *UoB regulations for PGR students*.
poor	Consider any additional support that might help improve performance (e.g. Signposting students to sources of support: or Research & professional skills training). Inform the relevant Director of Graduate Studies. The supervisor will notify the student in writing that they have entered the 'progress concern' stage of the UoB unsatisfactory progress process (unless the student is already in that process), see *UoB regulations for PGR students*.

Appeals or disputes will be considered in the first instance by the Director of Graduate Studies and Head of School. If there is no resolution at this stage, appeals or disputes will be referred to the Faculty Education Director

Interim reviews for part-time students

Part-time students are required to have an initial 6 month review with their supervisors and then a formal annual progress review (these should be completed in *STaR* as detailed above) with their supervisors and an independent reviewers on a pro-rata basis. In addition, in interim years, part-time students

will be asked to complete an interim report within *STaR* and share this with their supervisors, who will indicate whether progress has been satisfactory over the previous 12 months.

Writing up

Pure/Explore Bristol Research

As a postgraduate researcher you are encouraged to use the University's Research Information System *PURE* to capture information about your research, including publications, awards, public outreach, conference presentations and other research activities.

You also have a public profile on *Explore Bristol research*, a publicly available view of research related information drawing directly from records maintained in Pure. Your profile includes basic information about you (including some contact details), an optional biography and photo, and any research activities that you choose to make visible.

Explore Bristol research web profiles are optional for postgraduate researchers. If you do not want a profile, or if you have any other Pure queries, please contact *PURE*

Pure training courses are available to academic, support staff and postgraduate research students on the *PURE* website.

Form of the dissertation

Details of the format of dissertations for research degrees can be found in the *UoB regulations for PGR students*. This contains information on preliminary pages (title, abstract, dedication & acknowledgements, author's declaration and table of contents), paper size, page numbering, text (font, spacing, margins), digital media and binding. General guidelines are word count -80,0000 but

advice is you can go over by 5000. Refs and appendices and list of contents are not included in this but footnotes, quotes and tables are included. Further information on writing up and submitting the thesis is provided in a powerpoint presentation on the *SSCM current postgraduate webpage*. Please note that the author`s declaration must be signed by at least by the first and final authors of each publication to show their agreement of the student's contribution. Alternatively if an authors' contribution statement has been published in the journal then the student may choose to include a copy of this instead

The *SSCM current postgraduate webpage* provides thesis templates for Ms Word which should comply with the University regulations and use 'headings' which are very important when working with large documents. The use of these templates is optional, but we recommend that you have a look at them to help you decide on the best format for your dissertation. Training on using Ms Word for dissertations is available via the student skills directory of the *UoB Bristol Doctoral College*.

It is very important that you know how to use reference management software when drafting your dissertation. Training in software such as Endnote is available through our Graduate Studies Programme on the *SSCM current postgraduate webpage* or the student skills section of the *UoB Bristol Doctoral College*.

Plagiarism

'Plagiarism' is the unacknowledged inclusion in a student's work of material derived from the published or unpublished work of another. This constitutes plagiarism whether it is intentional or unintentional. "Work" includes internet sources as well as printed material. Examples include:

- Quoting another's work "word for word" without placing it in quotation marks and providing a reference for the source.

- Using statistics, tables, figures, formulae, data, diagrams, questionnaires, images, computer code etc. created by others without acknowledging and referencing the original source.

- Summarising, or paraphrasing the work or ideas of another without acknowledging and referencing the original source.

- Presenting joint work as one's own without acknowledging the contributions of others.

- Submitting, in whole or in part, work which has previously been submitted for assessment at the University of Bristol or elsewhere, without fully referencing the earlier work.

- Buying or commissioning a piece of work and presenting it as one's own.

Some hints and tips on avoiding plagiarism are available on the *UoB Library services* website.Should a candidate be suspected of plagiarism, the School will follow procedures outlined in the *UoB rules and regulations for students.*

Turnitin

In January 2015, the University of Bristol introduced text matching software called <u>Turnitin</u> for all research degree theses. In addition to submitting their 1st and 2nd year annual progress reports to Turnitin, students will also have the opportunity to submit up to three more pieces of work to Turnitin prior to their final dissertation submission. Students should read the guidance on electronic submission of postgraduate dissertations on the *SSCM current postgraduate webpage*. Further information on *Turnitin* is available online and includes a guide to originality reports. Useful Turnitin FAQ`s can be found within the Current Students FAQ`s.

Copyright

Copying images, tables or substantial blocks of text from journals, books, the internet or other printed sources may breach copyright legislation. It is your responsibility to check for copyrights, and where necessary apply for permission to reproduce from the rights holder (usually publisher or author). Most journals have a straightforward process for requesting permission and will usually allow reproduction in a thesis. Note that this may also affect figures, tables and text in papers you have co-authored (depending on the copyright agreement you signed).

Submitting the dissertation

Frequently asked questions on submitting your dissertation can be found on the *UoB Examinations Office* website. You can submit your thesis electronically via *Blackboard*.

Examinations

Oral examination (Viva)

All PGR students are required to have a *viva voce* examination. Candidates will be given at least 10 days notice of the date of the viva. The assessment of research degrees is described in the *UoB regulations for PGR students*. *Vitae* provides details on the viva process under the 'doing research' section. The *SSCM current postgraduate webpage* also provides a powerpoint presentation on preparing a thesis and the viva. Students should bring a copy of the thesis, any new publications, pen, paper, calculator and your phone (switched off) into the exam.

Appointment of examiners

After discussing the choice of examiners with the student and a Director of Graduate Studies, the supervisor should contact the proposed examiners to ***preliminarily*** ensure that they are willing to act. The supervisor should then complete the 'appointment of research degree examiners' form no later than four weeks before the intended submission date. This form can be found on the *UoB Examinations Office* website and must be sent to a Director of Graduate Studies at least twenty-eight days before submission of the dissertation. Examiners are not officially appointed until the form has been approved by faculty.

In most cases, one internal and one external examiner will be appointed. Where the candidate is a member of staff of the University, or has secured a post within the university **two** external examiners and an internal co-ordinator will be appointed. If you are unsure, please discuss with a Director of Graduate Studies.

Selected key criteria for choosing examiners for research degrees are:
   i.   the examiners between them have adequate experience (4 vivas between them) of examining research degrees (the external examiner in particular must have previous research degree examining experience);
   ii. none of the examiners has any connection with the candidate, the research project or the supervisor(s) which might impair their ability to make a fair and impartial assessment of the candidate's work;
   iii. examiners are normally expected to hold a research degree at the level being examined or have other relevant expertise;
   iv. a minimum period of five years must have elapsed before anybody who has held a post at the University may be nominated as an external examiner.

Examiners

Examiners prepare and then exchange a preliminary report on the dissertation to assess the scope and significance of the work. For a PhD, examiners should look for evidence of training in the application of research methods appropriate to the field of study, and take into consideration the evidence of originality and independent critical power. The dissertation must make a significant original contribution. After the oral examinations, examiners provide a joint recommendation and final report.

Information for internal examiners

In addition to being an examiner the internal examiner acts as the examination coordinator. Guidance for research degree examiners, the examiner report forms and exam board dates can be found on the *UoB Examinations Office* website.

It is their responsibility to:

i. Inform the student, supervisors, external examiner and *UoB Examinations Office* of the time and place of the oral exam, giving the candidate a minimum of 10 days notice in writing. Please consider the dates of the exam board meetings when setting the date for the oral examination;

ii. Write a preliminary report prior to the oral examination and exchange preliminary reports with the external examiner;

iii. Co-ordinate the oral examination, draft the examiners' joint recommendation and final report and arrange for this to be signed by both examiners;

iv. After the oral examination, submit a completed joint examiners final report and both preliminary reports to the Postgraduate administrator for signature by a Director of Graduate Studies no later than 1 week after the date of the examination.

Information for Internal Co-Ordinator`s/Chair`s

You need to be familiar with the examination process, make arrangements for the oral examination, inform the examiners, student and *UoB Examinations Office* of the date and location of the viva, meet and greet the examiners, co-ordinate the examiners' joint final report and generally ensure the procedure runs smoothly. You do not need to have read the thesis, you should not participate in questioning the student during the examination. Please see the section on Assessment in the *UoB regulations for PGR students*.

Examiner's expenses

All necessary accommodation and second class travel expenses for external examiners will be reimbursed by the School. Examiners will need to complete an 'Exam Fee Claim' form (*UoB Finance Services*) and forward with receipts to the Postgraduate administrator.

Refreshments for the viva ideally need to be provided for by funds from the studentship.

Training for examiners

The Faculty of Medicine & Dentistry will provide periodic training for examiners. The Graduate School of Education library holds a book on examining research degree theses.

Pearce, Lynne.: How to examine a thesis /Lynne Pearce. Maidenhead : Open University Press, 2005.

Outcomes of the oral examination

There are eight possible recommendations for the PhD.

A	the degree sought be awarded unconditionally
B	the degree sought be awarded, subject to the correction of minor errors to the satisfaction of the internal examiner
C	the degree sought be awarded once errors or omissions of substance have been corrected to the satisfaction of the examiners
D	the degree sought be not awarded but that the candidate may be permitted to re-submit a revised form of the dissertation or published work for examination
E	*(doctoral candidates only)* the relevant degree of Master by research be awarded unconditionally
F	*(doctoral candidates only)* the relevant degree of Master by research be awarded subject to the correction of minor errors to the satisfaction of the internal examiner
G	*(doctoral candidates only)* no degree be awarded, but that the candidate may be permitted to re-submit a revised form of the dissertation or published work for examination for the relevant degree of Master by research
H	no degree be awarded and permission be not granted to re-submit the dissertation or published work

Interruptions and other changes to your postgraduate research

The School, Faculty and in some cases funder and immigration services **must** be notified of all interruptions and other changes to your PG research listed below. It is essential that you do this as soon as possible. All forms are available on the 'forms and templates' section of the *SSCM current postgraduate webpage*.

Change of title

Students should discuss the title of their thesis with their supervisors. The University must be notified using the appropriate form which should be completed by the student and supervisor and emailed to the Postgraduate administrator for signature by a Director of Graduate Studies and the Faculty Education Director.

Students may also need to notify their funder.

Change of supervisor

If students wish to change a supervisor due to re-location, research or personal reasons, it is usually possible and desirable to do this by discussion between student and supervisor(s). If agreement cannot be reached then a Director of Graduate Studies and the Head of School can be approached to make the final decision. The University must be notified using the appropriate form which should be completed by the student and supervisor and emailed to the Postgraduate administrator for signature by a Director of Graduate Studies and the Faculty Education Director. Students may also need to notify their funder.

Change in full time / part time status

Changes in your full time / part time status (mode of attendance) will affect your submission date and should be discussed with your supervisor promptly. Any change to less than 50% full time equivalent should also be discussed with a Director of Graduate Studies promptly. The University must be notified using the appropriate form which should be completed by the student and supervisor and emailed to the Postgraduate administrator for consideration by a Director of Graduate Studies and the Faculty Education Director. Students will also need to notify and obtain approval from their funder.

Suspension of studies

Students may be granted permission to suspend their studies for a period of time. Suspensions tend to be for reasons such as maternity/paternity leave,

serious illness, mental health illness, financial or family problems. A suspension 'stops the clock' on the study period for a fixed period of time until the student is ready to return to their studies. This means that the date of submission is moved forward by the stated period and the payment of tuition fees is frozen. If the student is not ready to return to their studies at the end of the period, they must apply for another suspension.

Requests for suspension should be discussed with your supervisor and a Director of Graduate Studies in the first instance. The University must be notified using the appropriate form which should be completed by the student and supervisor and emailed to the Postgraduate administrator for consideration by a Director of Graduate Studies and the Faculty Education Director. Suspension requests cannot be backdated by more than one month and must be accompanied by a letter from supervisors supporting the request, documentation of the reason for suspension and approval from the funder (if an externally funded studentship). Suspensions may have visa implications for international students.

Students may be asked to provide medical evidence stating that they are fit to return to study at the end of the suspension period.

Further guidance on maternity/paternity leave is available on the 'work and family' section of the *UoB Equality and Diversity* webpages.

Extension of studies

In exceptional circumstances, students may be granted permission to extend their studies beyond their maximum period of study (for a full time PhD typically 4 years from registration, for others please see *UoB regulations for PGR students*). Requests for extension should be discussed with your supervisor and a Director of Graduate Studies in the first instance. Extension requests **must be made well in advance** of (no later than 4 months before) the student's maximum period of study.

Students who extend their studies and are writing up into a 5th year of study will incur an additional fee.

The University must be notified using the appropriate form which should be completed by the student and supervisor and emailed to the Postgraduate administrator for consideration by a Director of Graduate Studies and the Faculty Education Director.   Requests must be accompanied by a full and reasoned written case about why extra time is needed, a letter from supervisors supporting the request, a plan for completion of the thesis and approval from the funder (if an externally funded studentship). Extensions may have visa implications for international students. If the student has not submitted at the end of the extension period, they must apply for another extension.

Key links

Applynow

Online application page for all courses.

http://www.bris.ac.uk/study/postgraduate/apply/

SSCM prospective postgraduate webpage

Contains information on research degree funding and how to apply

http://www.bristol.ac.uk/social-community-medicine/courses/postgraduate/

SSCM PG study webpage http://www.bristol.ac.uk/study/postgraduate/2015/fmd/phd-social-community-medicine/

SSCM current postgraduate webpage

http://www.bristol.ac.uk/social-community-medicine/courses/postgraduate/currentstudents/

Student Skills Development

http://www.bristol.ac.uk/doctoral-college/skills-training-and-researcher-development/

Turnitin

http://www.bristol.ac.uk/tel/support/tools/turnitin/

UoB Bristol Doctoral College

The main University website with resources for postgraduates

http://www.bristol.ac.uk/doctoral-college/

UoB Student handbook

http://www.bristol.ac.uk/currentstudents/handbook/

Vitae

Professional and career development for researchers

https://www.vitae.ac.uk/

UoB regulations for PGR students

http://www.bristol.ac.uk/esu/pg/

STaR

http://www.bristol.ac.uk/doctoral-college/star/

Other useful links

Explore Bristol research

http://research-information.bristol.ac.uk

FHS Postgraduate webpage

http://www.bris.ac.uk/fmd/currentstudents/postgraduates/

PURE

http://www.bristol.ac.uk/red/research-policy/pure/

UoB Academic staff development

Provides training for postgraduate students who are starting to teach

http://www.bristol.ac.uk/staffdevelopment/academicstaff/teachingandlearning/

UoB Alumni funding

http://www.bristol.ac.uk/alumni/

UoB Careers Service researcher development online e-learning modules

http://www.bris.ac.uk/careers/

UoB Current Students

http://www.bris.ac.uk/currentstudents/returning/

UoB Disability Services

http://www.bristol.ac.uk/disability-services/staff-professionals/school-disability/coordinators.html

UoB Equality and Diversity

http://www.bris.ac.uk/equalityanddiversity/

UoB Examinations Office

http://www.bristol.ac.uk/exams/research/

UoB Finance Services

http://www.bristol.ac.uk/finance/

UoB Student Funding Office

For all information on tuition fees, financial advice, and funding

http://www.bristol.ac.uk/studentfunding/

UoB Human Resources

http://www.bristol.ac.uk/hr/forms/

UoB Information Security

http://www.bristol.ac.uk/infosec/

UoB Information Technology services

http://www.bris.ac.uk/it-services/

UoB International Office

Support and advice on visas, living in Bristol, and fees for international students.

http://www.bristol.ac.uk/international-office/

UoB Language Centre

Training in English for academic purposes for international and PGR students.

http://www.bristol.ac.uk/english-language/

UoB Library services

http://www.bristol.ac.uk/library/

UoB New students

http://www.bristol.ac.uk/newstudents/postgraduate/registration/

UoB Postgraduate language requirements

http://www.bristol.ac.uk/study/postgraduate/language-requirements/

UoB postgraduate recruitment and admissions office

http://www.bristol.ac.uk/sraa/pg-office/

UoB rules and regulations for students

http://www.bris.ac.uk/secretary/studentrulesregs/

UoB Student services

Including the student health service, counselling, disability services, careers and chaplaincy. **Please note** the student health service only provides care to students and dependents who live within the practice area.

http://www.bristol.ac.uk/studentservices/