College of Medicine and Health

Postgraduate Research Handbook

2021/2022
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1. Introduction

Dear Colleague

On behalf of the College Research Degrees Committee, it is my pleasure to welcome you as a postgraduate student within the College of Medicine and Health (CMH). We are delighted that you are registered as one of our postgraduate research students and I wish to begin by assuring you that we will endeavour to make your studies within CMH as enjoyable and fulfilling as possible. Our portfolio of research projects are very diverse and range from basic science through translational, clinical and public health research to aspects of environmental and health policy. As part of your experience, we hope you will take opportunities to meet and interact with students studying a wide range of topics.

Your postgraduate degree programme should provide you with a series of training opportunities that will equip you, not only for a career in academia, but also for a wide variety of opportunities and challenges. To this end, the University of Exeter Doctoral College offers our Researcher Development Programme which includes an exciting range of training workshops and short courses to enable you to develop your skills. I encourage you to take full advantage of this. In addition, the College organises our Annual Research Event at which you can share your own work with the wider research community and I hope that you will engage fully in this too.

Be assured that all of the staff in the College of Medicine and Health take their responsibilities to you extremely seriously. We are committed to providing you with an excellent research experience and we aim to work with you to achieve a successful conclusion to your research degree. Naturally, your feedback is extremely important to us and we encourage you to tell us about any aspect of your programme.

We wish you a very successful and rewarding time within the College.

With best wishes

Professor Chris Morris
Director of Postgraduate Research, College of Medicine and Health
Professor in Child Health Research
2. Graduate Research in the College of Medicine and Health (CMH)

2.1. Graduate Research Support in CMH

CMH takes primary responsibility for the administration and monitoring of progress of your studies. This is overseen by the College Director of Postgraduate Research and is administered by the CMH Research Degrees Committee comprising academic staff representing the principal research areas contained within the College plus a maximum of three student representatives.

PGR support within CMH is provided by the Research Services and Doctoral College STEMM cluster team and is available to provide support for both prospective postgraduate research students and current postgraduate research students across all CMH locations. We are always willing to answer queries and to provide help wherever possible. We are able to arrange to meet via TEAMS and face to face if we are able to. This handbook outlines the CMH requirements. There may be additional programme-specific requirements if you receive a studentship from the MRC DTP and SWBio DTP please check the specific details in there handbooks.

Where to find us:
The Postgraduate Research support teams for the Colleges of Life & Environmental Sciences and Engineering, Mathematics & Physical Sciences together with the College of Medicine and Health have now combined to make one STEMM (Science, Technology, Engineering, Mathematics and Medicine) cluster PGR support team.

Your contacts are as follows:

Streatham & St Luke’s Campus

Email: UEMS-graduateresearch@exeter.ac.uk
Location: PGR Hub Old Library
Contact Number: 01392 726295 from 10.00am-3.00pm

PGR Administrators
Stephanie Powell (currently on parental leave)
Amber Crook
Vanessa Moseley

PGR Support Officer
Anna Dolman

PGR Research Manager
Helen Pisarska

Penryn Campus & Truro

Email: cornwall-pgr@exeter.ac.uk
Location: First room on the left in the Postgraduate Suite
Contact Number: 01392 726295 from 10.00am-3.00pm

PGR Administrator
Monique Clark

PGR Support Officer
Jo Shepherd

PGR Research Manager
Helen Pisarska

For relevant maps please see http://www.exeter.ac.uk/visit/directions/
Relevant College of Medicine and Health Staff:

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Research and Doctoral College Business Partner  
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Vice-Dean (Research)  
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Vice Dean (Education)  
University of Exeter Medical School, St Luke’s  
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Ms Rachel Burn
Director of College Operations
College House, St Luke’s
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2.2. The Institute structure in CMH

Within the University of Exeter there are six Colleges. These are:

The Business School

College of Engineering, Mathematics and Physical Sciences (CEMPS)

College of Humanities (HUMS)

College of Life and Environmental Sciences (CLES)

College of Social Sciences and International Studies (SSIS)

College of Medicine and Health (CMH)

Research in CMH is organised within two Institutes, the Institute of Biomedical and Clinical Science (IBCS; Director: Professor Noel Morgan) and the Institute of Health Research (IHR; Director: Professor Claire Hulme). College research is focused around four principal research themes:

(a) Diabetes, Cardiovascular Risk & Aging;

(b) Neuroscience & Mental Health;

(c) Environment and Human Health

(d) Health Services Research

The College research strategy emphasises our continued focus to build on our strengths and to pursue research which encompasses both discovery and delivery of personalised care and healthy communities. As well as the University of Exeter Medical School, we have our recently launched University of Exeter Academy of Nursing and have strengths in Medical Imaging and Allied Health Professionals.

Our research covers a spectrum ranging from basic through clinical science to clinical trials and the implementation of change for the better. Our strategy will ensure that the two research institutes – IHR and IBCS – work together to support these core objectives. Within each Institute there are a number of research groups. More information on these research groups can be found at the CMH website.

For a full list of CMH staff, see the staff pages of the website.

2.3. Equality and Diversity

The College of Medicine and Health is committed to advancing equality for all staff and students and minimising barriers for excellent scientists, clinicians, and professional services staff, regardless of gender, race, sexuality, or disability. CMH is committed to the principles outlined in the Athena SWAN charter and has been awarded a Silver department award. For more details visit the University Athena SWAN website and the College website.

2.4. Communication

There are many different means of communication between you and University staff. Formal communication with your supervisory team is managed through the MyPGR system (see section 5.4) though you will normally talk with them face-to-face and will also use other forms of communication, such as email, Teams, Zoom or
telephone, as appropriate. Communication with Professional Service staff mostly occurs by the means outlined below.

It is vitally important that we have secure and reliable means by which to contact you. Primary responsibility for ensuring this lies with students:

You must ensure that the University and College has up to date information about your whereabouts and the best means to contact you if necessary. Please note you can change your contact details via iExeter.

Professional services and academic staff make every effort to reply quickly to enquires, and we expect that students will, in turn, make sure that they check regularly for communications and reply promptly. Below are the main means of communication which are commonly used, in order of their relative importance:

Email
Email has become the most frequent means of communication. All students are automatically registered with the University IT system. Information about this will be given to you when you register. Email can be accessed within the University from any public access PC. From outside the University it is possible to access email via the University webmail system, obtainable via any web browser (see the 'email' tile on iExeter).

N.B. It is now University policy that communication with students via email can only be conducted via their University email address. In addition, email messages from students can only be accepted if they come from your University email. No alternative email address will be accepted or used for formal communications. Therefore, it is very important that you check your University email regularly.

TEAMS/Zoom
It is now possible to communicate via TEAMS or ZOOM for online meetings or events. For further information please check the IT pages here. The university also have a Zoom account and the information can be found here.

PGR Hubs
If you are on campus at Streatham and St Lukes PGR support staff are available to meet from 1000-1500 Monday to Friday.

Streatham: PGR Hub is in the Old Library
St Lukes: Please report to the Info at St Lukes hub and a member of PGR support will meet you at the hub. CMH focussed PGR support will be available on Tuesdays.
Penryn: The PGR support team are currently available on Teams for meetings. A campus office location is to be confirmed.

PGR support are also available by telephone on 01392 726295 from 1000-1500.

Notice Boards and plasma screens
There are notice boards and plasma screens across the campuses displaying information for graduate students. Please check these regularly.

Doctoral College Emails and website
As a PGR student you will receive emails from the doctoral college. The emails will include current information about events and information that PGR students will need to be aware of. The doctoral college website also is a hub of information for PGR students and we would encourage you to check this regularly. There is a section of information specific to support provided during the Covid-19 pandemic. The frequently asked questions are regularly updated and reflect the temporary policies put in place during the Covid-19 pandemic. The temporary policies apply to the students registered in 2019/20. However, the university will continue to review the government guidance about the pandemic and the frequently asked questions will be updated if required.

Letters and Telephone
We may well need to write to you at a home address or to telephone. This is particularly the case with students who are absent from Exeter. For this reason it is vital that you ensure that your current Exeter address and any
permanent address are correct on your student record, and that you update them if there are any changes. You can maintain your contact details through your student portal which you can access via iExeter.

It is equally important that you inform STEMM PGR Support via UEMS-graduateresearch@exeter.ac.uk/Cornwall PGR Support via cornwall-pgr@exeter.ac.uk of your whereabouts if you are away from Exeter and provide contact details for us if necessary. It is especially important to do so when you are away on fieldwork or a placement.

Postgraduate post is sent to your Exeter address. You need to check this regularly as you are responsible for checking your mail. Mail held is cleared periodically, and any that is left unopened will be disposed of. The College will not keep mail for you, nor forward it to you. If you are absent from Exeter, it is your responsibility to ensure that it is sent on to you.

2.5 CMH PGR Intranet

As part of the CMH Intranet a specific section for Postgraduate Research has been established which contains further additional information which may be of use to you. The specific section can be accessed here: http://intranet.exeter.ac.uk/medicine/research/postgraduateresearch/

2.6 University of Exeter Doctoral College

The University of Exeter Doctoral College stimulates, supports and sustains a vibrant research and intellectual environment across and between disciplines for postgraduate and early career researchers. Focusing on investment and development in training, resources and facilities, the Doctoral College provides an outstanding quality experience for those in the early stages of their research careers.

Read more on the Doctoral College website.

2.7. Student Information Desk

Student Information Desk (SID) is the way to access student support information, and get answers to your questions – they can either be visited in person, by phone or online.

For further information, please see the student information points and hubs section of the website.

3. Types of postgraduate research degree studied within the College

Degrees awarded by the University of Exeter and delivered within the College of Medicine and Health are Doctor of Philosophy (PhD), Doctor of Medicine (MD) and Master of Surgery (MS) and two Masters level research degrees: Master of Philosophy (MPhil) and MSc By Research (MByRes).

Doctor of Philosophy (PhD)
The PhD is an independent research project undertaken over 3-4 years of full-time registration, or up to 7 years of part time registration or 8 at 0.5 FTE for students starting from 2019/20, please refer to https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/ for other options, under the supervision of an established academic or team of academics. The candidate is expected to work under their guidance to produce an original contribution to knowledge. The end-product of the project is the doctoral thesis, with a maximum word count of 100,000 words. The examination of the research degree focuses on the quality and originality of the work reported in the thesis and the defence of it by the candidate at the viva voce examination. The viva is conducted by at least two examiners, drawn from the University of Exeter (internal examiner), and also from another institution (external examiner).
It is usual to register first as an MPhil candidate, and then to upgrade to PhD status after 9 months of full-time registration\(^1\) (or 18 months of part-time registration), when the candidate can demonstrate that they are capable of undertaking work of doctoral standard. The MPhil/PhD route is offered in all disciplines within the College.

**Doctor of Medicine (MD)**
The MD is a postgraduate research degree only available to medically qualified and experienced clinicians and is similar to a PhD, but usually conducted over a shorter time scale of 3 years full-time or 5 years part-time registration or 6 years at 0.5 FTE for students starting from 2019/20 but other part time options available as above, being awarded upon submission of a thesis and a successful viva. The thesis must consist of original research undertaken on a full-time or part-time basis.

**Master of Surgery (MS)**
The Master of Surgery is an advanced qualification in surgery. Like the MD it is a postgraduate research degree available to medically qualified and experienced clinicians and is similar to a PhD. The MS is awarded upon submission of a thesis and a successful viva. The thesis must describe original research undertaken on a full- or part-time basis.

**Master of Philosophy (MPhil)**
The MPhil is an independent research project undertaken over 3 years full-time or 5 years part-time or 6 years at 0.5 FTE for students starting from 2019/20 but other part time options available as above under the supervision of an established academic or team of academics. The candidate is expected to work under their guidance to produce an original contribution to knowledge. The end-product of the project is a thesis, with a maximum word count of 60,000 words.

**Master of Science By Research (MbyRes)**
This degree provides the opportunity to carry out a supervised research project leading to a formal postgraduate qualification, without the longer-term commitment of a PhD. Study is for a maximum period of up to two years full-time or three years part-time, Or 4 years at 0.5FTE for students starting from 2019/20 but other part-time options available – as above leading to the submission of a research thesis of up to 40,000 words.

\(^1\) Students starting before August 2019 should upgrade after 12-18 months FT study
4. Registration, induction, attendance, change of status, progress monitoring and completion

4.1. Registration

The University regulates the amount of time that a student has to complete his or her studies, according to the type of qualification being sought and whether students are full or part time. The University also recognises that students may need to interrupt their studies for a variety of reasons, and that they may need to apply for extensions etc. These procedures are governed by the University’s framework of http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/

The University expects that students will make good progress on their research and writing, and it specifies a series of goals that need to be achieved in order for students to continue. It also requires that all the academic Colleges of the University have mechanisms to monitor the progress of students on an annual basis, and to make decisions about their future registration as a result.

Only registered students may have access to the facilities of the University, including supervision. Each student is given a Registration Status that reflects the qualification they are registered for, their ‘mode of attendance’ (full time, part time, continuation status) and other circumstances.

Students are required to complete their degree during this time (i.e. finally submit the thesis after the viva examination and any amendments have been made and approved by the examiners – see section 4.4 below). Registration is automatically terminated when the maximum period of study has been reached. In such circumstances students will not be allowed to submit a thesis and will not be eligible for the award of a degree.

4.2. Induction

All new PGR students are required to attend the induction, even if you are progressing from Masters study at Exeter. Our Induction Sessions are designed to provide you with essential information to help you while studying for a research degree. It is also a great way to meet fellow students.

The College runs compulsory induction workshops for students to provide new doctoral students with essential information. Students will be informed of the dates of these events prior to arrival and details can be found at http://www.exeter.ac.uk/doctoralcollege/support/pre-arrivals/induction/

Part-time students are expected to attend Induction. Where this is not possible, please contact STEMM PGR Support via UEMS-graduateresearch@exeter.ac.uk, and we will do our best to provide you with access to Induction materials. Induction slides are also available on the CMH PGR Intranet.

Induction dates for 2021/22:
Monday 13th September  1330-1500 BST College of Medicine and Health Induction
College of Medicine and Health Orientation for new PGRS is on the following dates:
Orientation 1 – Tuesday 14th September 1015-1130 BST*
Orientation 2 – Tuesday 14th September 1400-1500 BST*
Orientation 3 – Wednesday 15th September 1000-1100 BST*
Orientation 4 – Thursday 16th September 0930-1100 BST*
Social Event – Wednesday 22nd September 1200-1330
*Recordings of these Orientation sessions will be available after the event.
4.3. Attendance

If you are a full-time research student studying on-campus (i.e. not an on-line and/or distance learning student) you will be expected to be present on campus throughout the University’s official three terms. Full-time students are expected to work full-time on their research for at least 44 weeks of the year, or the pro-rata equivalent for part-time students. Absence from the campus can be allowed, however, with the agreement of your supervisor(s).

International students with Student/Tier 4 visas should note that attendance monitoring is a statutory requirement of the Points Based visa system and unauthorised absence from 10 compulsory academic activities will be reported to the UK Immigration and Visas and will result in termination of your student visa. The University has a duty to inform the authorities if a student is away from campus without agreement.

If you fail to meet these requirements you could jeopardise your place on the programme. It is the responsibility of your supervisor(s) to monitor your contact and progress.

Please note:
Students’ attention is drawn to the attendance section of the University's Regulations as contained in the Calendar. All students must be in attendance as appropriate to their programme of study and should not be absent without prior permission from their supervisor.

Annual leave
It is important that students take time out from their studies for a break in order to maintain an appropriate work/life balance. Periods of study for research degrees are calculated with an allowance for periods of annual leave during the registration period, as such taking a period of annual leave does not alter the end date of research programmes. Please find the information about annual leave here.

4.4. Progression

You need to make good progress on your research and your writing. In your own interests you should be producing written work from an early stage of your research. It is normal for supervisors to ask you to produce work such as a literature review, to write papers on methodological questions, and to produce draft chapters or sections of chapters as your research progresses. Accordingly the University lays down certain stages that your work should reach and also requires that your overall progress be monitored by the Graduate Research School.

4.5. Annual Monitoring Review (AMR)

Your ongoing progress is monitored through the MyPGR system and you will see your contact events and progress reviews as actions.

Along with the above, all students are required to complete the AMR to monitor progress, identify and resolve problems and provide feedback, in line with the University’s Code of Good Practice for Annual Monitoring of Research Students. AMR usually takes place in January.

Please refer to http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/annualmonitoringreview/

4.6. Upgrade from MPhil to PhD status

Please refer to http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periods-of-registration/#upgrade

For upgrade forms and further specific guidance please see the resources page.
For students starting their programme from the academic year 2019/20 onward, the upgrade process should be completed within 12 months of full-time registration, and the pro-rata equivalent for part-time students.

- STEMM PGR Support/Cornwall PGR Support will notify the student and lead supervisor of the upgrade deadline around the student’s start date and will send a reminder approximately 6-8 weeks before this deadline along with the relevant forms to be completed. When the student wishes to apply for upgrade from MPhil to PhD then they should log into iExeter and select the Student Record tab. alongside the contact diary there is a link to ‘My upgrade’. At the same time the lead supervisor notifies STEMM PGR Support/Cornwall PGR Support of the panel members and nominates a venue.

- Application for upgrade from MPhil to PhD involves the production of a report by the student, normally four sides of A4 excluding tables, figures and references, detailing the background to their current research, an outline of progress to date including any training undertaken, the originality and contribution to knowledge that the PhD element will make, a plan for the proposed future work and a proposed Table of Contents for their thesis.

- Assessment and consideration of the application to upgrade will involve assessment by an Upgrade Panel which will be chaired by the Research Institute Director, or another Academic nominated by them. A second academic from the Research Institute will complete the membership of the panel. The student’s lead supervisor can attend the viva as an observer.

- The student and the supervisory team should complete the Upgrade Application Form Part A and return it to the STEMM PGR Support/Cornwall PGR Support 4 weeks prior to the meeting of the panel. The student should upload their upgrade report to MyPGR by the upgrade report deadline shown on MyPGR. STEMM PGR Support/Cornwall PGR Support will forward the form to the Chair of the Research Degrees Committee to review the membership of the proposed panel. Once reviewed, the Upgrade Form A, upgrade report, Panel Report Form, and ILP (if applicable) will be emailed to the upgrade panel (cc: lead supervisor) by STEMM PGR Support/Cornwall PGR Support.

- Consideration will normally involve prior review of the student’s MyPGR record, upgrade report, upgrade application form and an oral presentation by the student to an audience of academic staff and students, followed by a question and answer session. It is the responsibility of STEMM PGR Support/Cornwall PGR Support to invite supervisors, students and other academic staff within CMH to the presentation.

- The Upgrade Panel will viva the candidate in private following the oral presentation process.

The Panel may recommend that the student upgrade with no modifications, upgrade to PhD, subject to minor modifications of the upgrade materials (the modifications should be approved by the Chair of the panel), Resubmit revised upgrade materials, within a three month period (an additional viva will take place if deemed necessary by the Chair of the panel) or continues on current programme and does not upgrade.

- Resubmit the upgrade document to the Panel with or without further oral presentation, performs a repeat oral presentation with no change to the upgrade document or does not upgrade. The Panel should then complete the Panel Report Form (Part B of the Upgrade Application Form) and return it to STEMM PGR Support/Cornwall PGR Support.

- The CMH Graduate Office will notify the student regarding the decision of the Panel via MyPGR and ensure that the upgrade documentation is approved by the CMH Chair of the Research Degree Committee so it can be reported to the next meeting. STEMM PGR Support/Cornwall PGR Support will also ensure all other relevant records (for example MyPGR) are updated accordingly.

**BBSRC SWBio DTP funded students upgrade procedure (For students starting from 2019/20 onwards)**

For students funded under the BBSRC SWBio Doctoral Training Partnership, this upgrade deadline will coincide with the successful completion of the first year of the DTP programme.
Reports submitted as part of the BBSRC DTP programme (and applicable to other equivalent programmes) will preclude the need for a further report. The student would then only be required to submit a work plan and attend the viva voce interview.

**CMH Upgrade Process - Frequently Asked Questions:**

1. **How long should the public talk last?**
   We recommend you plan for it to last around 25 minutes with a further 5-10 minutes for questions.

2. **How long will the viva with the Upgrade Panel last?**
   This should not normally last longer than 90 minutes (and may often be less).

3. **Can my supervisors attend the viva?**
   Yes one of them can if you are happy for them to do so. Normally we would expect this to be your main supervisor. They cannot take part in the viva and are present only as an observer.

4. **How strictly enforced is the four page limit for the report?**
   We recommend that the report short be about four pages and if appropriate this can be supplemented with an appendix containing data or other suitable material. This length provides good practice in the art of writing succinctly. Reports should never be longer than six pages and any that are will normally be returned by the Graduate Office for re-writing.

5. **Does the Director of the appropriate Institute in CMH have to act as Chair of the Upgrade Panel?**
   Not necessarily but it could, instead, be an appropriate senior member of that Institute (either a Professor, Associate Professor or experienced member of staff). In certain instances it might be appropriate for a senior member of the other CMH Institute to Chair the Upgrade Panel. This is acceptable as long as the appropriate Institute Director is happy with this arrangement and signs off the Part A form.

6. **My supervisor feels the best Chair of the Upgrade Panel is someone from outside CMH – is that allowed?**
   In certain circumstances it might be but this needs specific permission from the Director of PGR for CMH. In all instances the Chair needs to be a substantive academic staff member of the University of Exeter.

7. **Can members of the Upgrade Panel be from outside the University of Exeter?**
   Again in specific and prior approved circumstances the second member of the Upgrade Panel (but not the Chair) can be from outside the University of Exeter (for example an appropriately qualified member of the NHS). Prior approval has to be sought from the Director of PGR for CMH.

8. **When should the candidate hear the outcome?**
   The candidate should be informed of the next steps in the process and the panel’s decision as soon as possible after the meeting by the Chair of the Panel. They will then be responsible for completing the sections on the Form B, signing it and returning it to the Graduate Office.

9. **Is the upgrade a mock-VIVA?**
   No, it is not intended to be. Rather it is meant to be a realistic assessment of progress to date and whether this is where it should be. It is also intended to ensure that the research produced will "form a
distinct contribution to knowledge of the subject" with the production of a PhD thesis in the required
time period.

Deferrals to Upgrade please refer to - http://as.exeter.ac.uk/academic-policy-standards/tqa-
manual/pgr/periodsofregistration/#upgrade

In very exceptional circumstances students may be registered directly for the PhD. In these cases students will
be expected to have met the same requirements as for upgrade from the MPhil in the same time periods. If they
have not, consideration will be given as to whether they should be downgraded to MPhil status.

4.7. Change of status (mode of attendance, interruptions, withdrawals)

Please refer to http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/#mode

There are occasions when students wish to change the status of their registration in order to respond to changes
in personal circumstances. STEMM PGR Support will consider all such requests and facilitate such changes where
appropriate. The College of Medicine and Health PGR Manager is the Pro-Vice-Chancellor and Executive Dean of
College’s nominee to authorise interruptions and changes to modes of attendance.

Full-time to part-time (and vice versa)
Requests to change from Full to Part Time (or vice versa) will be considered by the STEMM PGR Support (UEMS-
graderesearch@exeter.ac.uk) PGR Support (cornwall-pgr@exeter.ac.uk on their merits. In some cases, we
might also recommend changes if we think these are to your benefit.

Interruption & Maternity policy
Please refer to http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/#interruption

For information related to the sickness policy please refer to the information here.

Please refer to: http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/lts/pregnancy/

For more details please see the International Students Support section of the website.

Withdrawal
Please refer to http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/#withdrawal

It may be that you need to leave the University for a variety of possible reasons. This is allowed for by Voluntary
Withdrawal, which can also be applied for via forms available from the STEMM PGR support team via UEMS-
graderesearch@exeter.ac.uk or the Cornwall PGR Support team via Cornwall-pgr@exeter.ac.uk. You can still
apply to be re-registered at a later time, with the approval of the College Vice Dean (Research) and the Dean of
the Graduate Research Faculty, so Withdrawal does not necessarily mean that you must give up your studies
forever. To apply for re-registration you will have to produce a work plan and timetable of submission.

Extension to study
Please refer to: http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/#extension

Extension Form Completion Notes
In order to request an extension to your period of study, please complete an extension form and submit to
UEMS-graderesearch@exeter.ac.uk or Cornwall-pgr@exeter.ac.uk. The form is available from the relevant
PGR support team or can be downloaded here: http://www.exeter.ac.uk/students/administration/changestostudy/pgr/extensionofstudies/
The date you request should be the latest date you propose to submit your thesis. You do not need to take your viva or time for completing any corrections into account.

You must also attach an outline of work completed against each chapter heading together with a work-plan and schedule for completion for approval by your first supervisor and the Pro-Vice-Chancellor and Executive Dean of College. Documents are required to be held on your College file.

Extensions should relate closely to the length of the affected period, and are not necessarily granted for the period of time asked for. Be aware, it may be that departments will want to have their own policies on how to handle extensions, i.e. they might re-organise upgrade panels in the next batch (in September) rather than doing ad hoc panels for each student.

Extensions to Study for students entering from the 2019/20 academic year:

a. Approval for extensions will not be given later than six months prior to the maximum date of submission (or re-submission), unless exceptional circumstances justify consideration of a later application.

b. Extensions will not be given for longer than a year, pro-rata for part-time students, and the length of the extension requested should be justified.

c. Normally, only one extension request for a particular deadline will be approved.

The form itself needs to include the signature of your primary supervisor

Applications for extensions will be considered by the College Director of Postgraduate Research

Advice for funded students about change of status

If you are in receipt of a studentship please make sure you understand whether your sponsor will permit changes to your registration status, for instance Research Council studentships are normally restricted to a maximum period of ‘suspension’ of 12 months, and may not be permitted in certain phases of the research.

If you are funded by a Research Council, you should be aware that the approval of the Research Council will need to be sought before seeking the approval of the University. Requests for approval of interruptions for ESRC, AHRC, BBSRC and NERC funded students must be sent to: uems-graduateresearch@exeter.ac.uk or cornwall-pgr@exeter.ac.uk.

Stipend payments will normally be suspended during periods of interruption and any overpayments will be reclaimed. Some sponsors will allow stipend payments to continue during periods of medical leave, and maternity/paternity/shared parental/adoption leave. Before you request a period of interruption, we recommend that you contact the PGR Support Office to understand whether any restrictions apply to your funding.

Maternity/Paternity/Shared Parental/Adoption Leave – if you need to take leave of this kind, the University has a policy on this. For students in receipt of funding administered by the University of Exeter stipend payments can continue for some time, please see Annex C of the policy for full details.

Interruptions for medical purposes

1. For students who are in receipt of a full Research Council studentship (excluding fees-only studentships) the terms and conditions are given here. The Research Council guidance states “Payment of a Studentship must continue for absences covered by a medical certificate for up to thirteen weeks within any 12 month period. If the illness lasts for more than thirteen weeks you must suspend the Studentship for the period beyond the thirteen weeks.” (June 2019) The 12 month period is defined at Exeter as starting on the first day of the first period of medical interruption i.e. interrupt 1 October 2019 for 13 weeks, you would continue to receive your studentship for these 13 weeks. If you took another period of medical leave on 1 June 2020, this would be unfunded.

2. The following only applies to students who have a stipend that is funded partly or wholly by the College of Life and Environmental Sciences.
When you interrupt for medical purposes you will have a choice to continue receiving your stipend or for your stipend to stop. You will not receive additional stipend in total, however the options provide you with a chance to try and plan for an unfunded period at the end of your programme. These options are outlined below.


Option 2: Payment can continue during interruption for up to 13 weeks (in any 12 month period) whilst on medical leave, however this wouldn’t increase the length of your funding. Example - medical interruption for 2 months from 1 April-31 May 2015. Original stipend end date 30 September 2015, new stipend end date 30 September 2015. Original programme end date 30 September 2015, new programme end date 30 November 2015. Student receives payment 1 April-31 May 2015, stipend end date remains at 30 September 2015. Student has 2 month unfunded period at the end of the programme (1 October 2015-30 November 2015). If for any reason you did not re-register following your period of interruption we would seek reimbursement for the period whilst you were on medical leave.

4.8. Continuation status

Please refer to: http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/#continuation

Please refer to link above for rules for students registered before 2019/20 and the change for students registered after 2019/20.

The University currently provides for one other type of ‘Mode of Attendance’ for part of the total period of registration, known as Continuation Status (previously known as Writing Up). At present, students may be permitted to transfer to Continuation Status when we are sure that they have completed their research and will not undertake any significant additional research. Such students are considered to be writing-up their thesis, and are not charged normal full-time or part-time fees. This is not an automatic right and will only be granted if a student can show that they no longer need full-time supervision. If a student needs further substantive supervision during the period of Continuation Status, STEMM PGR/Cornwall PGR Support will require them to re-register as Full- or Part-Time – and pay fees accordingly.

During continuation supervisors are expected to keep in contact with students and respond to reasonable requests for assistance. The supervisor should provide guidance on the writing and preparation of the thesis, including commenting on at least one draft. The supervisor is not expected, however, to undertake substantial editing or revision of a draft thesis. Ultimately, the student is responsible for his or her work and the supervisor’s responsibility is to give guidance.

4.9. Maximum period of study and completion

Please refer to http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/#procedure

4.10. Off-campus learning

Please refer to http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/off-campusarrangements/

Please refer to http://www.exeter.ac.uk/cgr/insuranceauditandrisk/
5. Research supervision

5.1. Supervision (Code of Practice)

All research students work closely with their academic supervisors. This requires regular meetings between you and your supervisors to plan and discuss your research, and the writing of your thesis. You need to produce written work at regular intervals and it is in your interests to start writing as early as possible, even the roughest of drafts. Producing a successful thesis is a methodical task, not something that can be done to a high standard in a hurry. Your supervisors are there to offer advice and guidance, and to provide help and critical comment upon your writing.

The relationship between students and supervisors is of crucial importance for the successful completion of a research degree. There needs to be good communication, co-operation and agreement, and a relationship of trust. The University recognises the need for a set of ground rules that outline the nature of this relationship. This general framework can be found in the Code of Good Practice - Supervision of Postgraduate Research Students. This document provides the background rules, policies and practices to which the College, supervisors, pastoral tutors and students have to adhere, and sets out both the rights and responsibilities of all parties.

Within this framework, the College of Medicine and Health is at liberty to develop its own Code of Practice for Supervision. This is set out below, but further clarification and details are also to be found in other parts of this Handbook, especially in relation to part-time and continuation status students. (See in-text references to these other sections where appropriate.) These two Codes of Practice are important to read and understand because, in essence, they form the contract between the student and the University.

College of Medicine and Health - College Code of Practice for Supervision

This code supplements the University Codes of Good Practice (COGP), including:

- Supervision of postgraduate research students;
- Arrangement for the Supervision of Research Degree Students;
- Admission of students to a research degree programme under off-campus arrangements.

With information specific to the College of Medicine and Health (CMH). It applies to all University of Exeter MPhil/MbyRes/PhD/MD/MS registered students in CMH, all of whom are referred to as PGR students below.

1. PGR students are responsible for defining a detailed plan for their research in collaboration with their supervisor(s); for undertaking the research needed to complete the thesis within appropriate ethical guidelines; for formulating the principal ideas contained within the thesis; for writing the thesis; for ensuring that all work is their own or otherwise acknowledged, and for adhering to academic conventions.

2. Supervisors are responsible for providing advice on research topics and appropriate methods and measures - source material, data analysis, interpretation, writing skills, written work, academic conventions, and the planning and completion of the thesis. In addition, supervisors should ensure that planned research meets all relevant ethical guidelines.

3. PGR students commencing in September and based at Exeter and Cornwall campuses are expected to attend the CMH induction meeting as advised to them prior to their commencement of studies, when they will be given a programme of induction and training sessions, some generic and some specific to their area of research. PGR students commencing at other times of the year will be contacted by the Research Services section who will advise them of a suitable programme of induction and training sessions. These points apply to all students, full-time and part-time. For students based off campus, induction will be agreed to a level equivalent to a student on campus.
4. The frequency and exact form of contact between PGR students and supervisors will naturally vary over time. More contact may be needed at the early stages of research or in the final stages of writing. Face to face meetings will often be the norm for campus-based PGR students, but in some circumstances contact might also take the form of telephone (or videoconference) calls, email or fax exchanges. Some discussion might involve relatively minor matters; others may lead to important decisions about the direction of research and the goals to be reached. In any event the frequency, form and nature of contact must be mutually agreed. It is particularly important that frequent contact is maintained between supervisors and those students who are not based in Exeter. Both PGR students and supervisors should respond promptly to enquiries and requests from each other.

5. PGR students should meet with their supervisory team at the beginning of their studies to complete a Supervisory agreement form. The purpose of this form is to encourage students, supervisor(s), and pastoral tutors (when appropriate) to have a conversation about the nature of supervision, the frequency of meetings, and the relationship between the supervisory team. As the level and nature of supervision is likely to change throughout your period of study it is important that the supervisory agreement form is reviewed annually. The original of this signed form should be kept by the PGR student, and a completed copy should be uploaded in MyPGR.

6. Contact between PGR students and supervisors needs to be regular. There should be at least ten substantial discussions of progress on the thesis over an academic year (for full-time PGR students; six for part-time PGR students). The number of recorded discussions should not normally, unless mutually agreed, exceed four per term for full-time students or two per term for part-time students. All compulsory supervisory meetings need to be recorded and uploaded into MyPGR. It is also recommended that students keep copies of important emails or records of conversations with supervisors for future reference. Supervisory contact for continuation students with their first supervisor should be at least once a month. Such contact may be face-to-face, by teleconferencing, by telephone, or by email.

Off-campus PGR students:
For off-campus PGR students whose degree is not awarded by the University of Exeter, arrangements for supervision, frequency of supervision, and training package will be agreed by the host institution, host (first) supervisor and the Exeter first supervisor.

For off-campus students whose degree is awarded by the University of Exeter, but who spend significant periods of time at another institution or in industry, contact with one of their supervisors will be at least weekly. The contact with the (first) Exeter supervisor will be at least fortnightly. Such contact may be face-to-face, by teleconferencing, by telephone, or by email.

For off-campus PGR students a package of training will be agreed that covers induction, discipline-specific and general research training, to a level at least equivalent to that expected of an on-campus student (full time or part time as appropriate). Such training may take the form of modules delivered from Exeter (face-to-face or teleconferencing), or modules delivered by partner institutions. The training programme is to be agreed either when a collaborative PGR programme is set up, in which case the training should be agreed between the Associate Dean for Research and Knowledge Transfer, the Director of Postgraduate Research, institutions involved and staff in the group who will be supervising the students. For individual students who are not part of a collaborative programme, the training is to be agreed between the supervisor(s), external institutions/supervisors, and the Director of Postgraduate Research on a case-by-case basis.

7. PGR students and supervisors need to have an agreed process on how contact will be maintained in the event that either party is away from the University or otherwise unavailable for an extended period of time.

8. PGR students and supervisors are jointly responsible for ensuring that deadlines for research and writing are agreed. PGR students should adhere to deadlines or should re-negotiate them with the supervisor in good time. Supervisors should comment upon and return written work normally within two weeks.
9. PGR students should derive benefit from and fully contribute to the research culture and environment of the College.

10. The College provides a number of physical facilities for all students. All full-time and part-time research students based at either the Exeter or Cornwall campuses will be allocated an individual desk, chair, storage space, access to stationery and a computer shortly after starting their research project. Students based off-campus or who spend significant periods away may only be allocated a desk during their periods spent on-campus. Continuation students who are on-campus full-time will be allocated an individual desk; those who are on-campus infrequently may be required to hot desk. Students will have access to photocopiers, fax machines and printers within the College. PGR students have the same access to tea/coffee/lunch and common room facilities as do staff members. All research students will be:

- provided with computing facilities appropriate to their project, including access to email and the internet;
- given access to the general facilities required to carry out their research as described in the University COGP [Supervision of postgraduate research students;]
- given access to the specific facilities (research apparatus, mechanical and electronics workshop, and technical support) required to carry out their research.

11. All PGR students (whether full-time, part-time, off-campus or on-campus) in the College will have a pastoral tutor, whose primary role is to act as pastoral support for the student. The pastoral tutor is a member of staff who can offer non-academic support to a student and monitor the all-important working relationship between supervisor(s) and student.

The pastoral tutor provides an avenue for the student to discuss personal problems, should the need arise. If necessary the pastoral tutor will also liaise with other staff in the College to aim to resolve any problems that may arise, and generally to facilitate the research and teaching activities of the student.

In addition to informal contact, pastoral tutors are required to have regular formal meetings with their students each term. Notes on these meeting are to be written up and agreed using the MyPGR system, accessed through iExeter.

In all other respects, this Code follows the provisions set out in the University’s Code of Good Practice – Supervision of Postgraduate Research Students regarding the responsibilities of the College, supervisors, pastoral tutors and students.

5.2. Supervisory teams

Each research student is allocated a supervisory team, usually comprising two to four members of the academic staff and/or academics from other universities, NHS or relevant charitable or NGO or other organisations. You will also be allocated a pastoral tutor who is independent of your project and is unlikely to be an expert in your field of study. The functions, in brief, of each member of your supervisory team are as follows:

**Supervisor 1 (Lead supervisor or Director of Studies):** has expertise in your chosen research area and/or methodology and is ultimately responsible for all aspects of supervision;

**Supervisor 2:** brings a different perspective on the research process and/or additional expertise;

**Supervisor 3/4:** In some instances a third or fourth supervisor may be appropriate who will function in a similar way to Supervisor 2;

**Pastoral tutor:** helps with any non-academic issues that may arise.
Exactly how the supervision is shared between your supervisors will depend on the nature of your particular supervisory team, so take care to find out how this is intended to work in your particular case. For example, sometimes supervision is shared equally; sometimes one supervisor takes a major role, with the other taking a minor role and this may vary according to the point in your studies you have reached. One supervisor might take major responsibility for methodological issues and the other for issues related to the subject area of your thesis. You need to be aware of the pattern of supervision with your two supervisors – this is something for you to discuss with both of them.

More detailed outline of supervisory team functions:

**Lead supervisor or Director of Studies.** During the application process – and more especially after registration and before the first key meeting – the identity of the lead supervisor is established in discussion with the College Director of Postgraduate Research. Supervisory leads are expected to meet their research students regularly, to provide direction and advice on their project, as well as giving them detailed feedback on draft chapters. Lead supervisors are experienced members of staff, normally expected to have been involved in the supervision of at least one student through to successful completion. Lead supervisors have ultimate responsibility within the supervisory team of all aspects of supervision.

**Second (and in some cases third/fourth) supervisor.** The role of the second supervisor is primarily that of supporting the lead supervisor. This means having sufficient knowledge of the student and their progress such that, if the lead supervisor is unwell or unavailable (for example, taking sabbatical leave overseas), the second supervisor would automatically become the ‘acting lead’. Additionally, it will sometimes be the case that a second supervisor provides expertise outside the lead’s specialism – important in those instances when the research topic is inter- or trans-disciplinary. Second/third supervisors can be appointed without having been involved in PhD supervision.

**Pastoral tutor.** *(For the role of the pastoral tutor, please see section 5.3 below)*

Within this model of supervision, there are various possible permutations. For example:

*(a) Dominant lead variant.* This might apply in cases where the fit between the research interests of the lead supervisor and the topic of the student are very close, meaning that the role of the second supervisor is downgraded, with the latter spending proportionally far less time with the student than the lead supervisor.

*(b) Co-supervision variant.* Where students are working across sub-fields, a co-supervision model may be more appropriate. Here the second supervisor may attend all meetings, in addition to those which are mandatory. It is necessary even in instances of co-supervision for there to be a single lead supervisor.

*(c) Inter-Department variant.* In some cases, and where appropriate due to their research interests, students may be allocated a second or third supervisor who is outside CMH.

### 5.3. Pastoral tutors

The role of the pastoral tutor is not that of a ‘supervisor’ as such. A pastoral tutor does not require direct expertise in the area of the student’s research topic. Nevertheless, the pastoral tutor plays an important role and has pastoral responsibilities – they are a key point of contact for students with problems, and are expected to take an oversight of the general welfare of the student. They will be able to direct their mentee towards the support options available within the University.

The University says that the pastoral tutor should meet the student at least once every term (by email, telephone or in person), to confirm that they are content with their study and if necessary to discuss any problems which have arisen, and to ensure that a record of this contact is recorded in MyPGR.

A pastoral tutor cannot be an internal examiner and it is expected that the pastoral tutor will remain with the same student(s) throughout their time studying at the University of Exeter

### 5.4. MyPGR
What is it for?

MyPGR is an online facility which allows you and your supervisor(s) to track and manage your progress and provides a structure to help you manage your studies. It is a mechanism to arrange meetings with your supervisory team; complete and access records of supervisory meetings and store documents including, for example, thesis drafts for review by supervisors. The system also links through to your e-PDP records.

MyPGR creates a record of all or most of your meetings and discussions where you and your supervisor can summarise the actions that need to be taken as well as matters discussed.

What are its key features?

- A set of pre-specified dates laid out for you to meet with your supervisors and pastoral tutor, and the ability to add ad-hoc meetings.
- A system which records your progress throughout your research degree programme and allows all information to be stored in one centralised system.
- A document repository allowing the uploading of up to six documents per meeting from both you and your supervisor or pastoral tutor.

You will need to keep a written record of your supervision meetings on MyPGR – you should have at least 10 (for full-time students) written records of supervision per year (following the deadlines set on MyPGR). You can add extra contact events if you wish. For part-time students the minimum requirement is six contact events.

MyPGR is available through iExeter, the University’s student portal. Training information for students and for supervisors can be found on the MyPGR Training Pages. Please take the time to look at these training documents. If you have any queries about the system or are having technical difficulties please email UEMS-graduateresearch@exeter.ac.uk or cornwall-pgr@exeter.ac.uk for advice and support.

6. Research training and skills

6.1. Training needs analysis

The College of Medicine and Health adopts a personalised approach to your skills development in the form of a Skills Audit (under the title of Training Needs Analysis). This Training Needs Analysis is designed to help you review and reflect on your previous acquisition of research skills and training, and to plan your personal and professional development, tailored to your personal needs. This should take the form of a skills and research development plan.

For new research students it is necessary to complete the Training Needs Analysis on arrival, and discuss your training needs in the first meeting with your supervisor.

Thereafter each year students should reflect on their research training needs and discuss these with supervisors and update their skills and research development plan. This should then be uploaded to MyPGR.

Training Needs Analysis Forms are completed via this link. This should then be downloaded as a PDF and then uploaded to MyPGR.

6.2. Research training

If you are to complete a thesis successfully and in good time, then it is important that you receive good research training. The College is fully committed to research training which is relevant, useful and which contributes to positive outcomes for its students, not least in enhancing their post-thesis employability. Although the award of your degree is based on the examiners’ assessment of your work and the viva voce examination, students graduating with research degrees from UK universities are increasingly expected to have acquired a wide range of skills by the time they complete their doctoral studies. It should also be remembered that failure to undertake the necessary research training for your project could jeopardise your ability to progress in your programme.
In order for you and your supervisor to know what training is appropriate to your needs, you will complete a ‘skills audit’ at the start of your doctoral programme which will help you analyse the training that you have already undertaken, and relate that to the training which is available here at Exeter. The audit will enable you to prioritise your training requirements and direct you to the appropriate modules, workshops and sessions.

Research training can be considered in the following categories:

- Project-focused skills
- Social science and discipline-specific skills
- Generic / transferable skills

**Project-focused skills, and social science and discipline-specific skills**

The skills audit should alert you to the specific methodology and skills requirements of your own research project. In discussion with your supervisor, you should agree on a programme of skills development. Discussion of the appropriate courses to take should be one of the subjects of your first supervisory meeting.

**Generic / transferable skills**

As well as the skills and training that are vital to the success of your specific research project, we encourage our research students to involve themselves in a variety of other skills and training opportunities. The Researcher Development Programme (RDP) at Exeter provides sessions on a variety of skills which will help you become a more rounded and effective researcher, as well as setting you up to make a successful move into the world of post-doctoral studies employment. The RDP provides help in many areas, such as how to start your research project, how to finish it, how to give a conference paper, how to write at PhD level or how to prepare for the viva examination and life beyond the PhD.

See the Researcher Development Programme section of the Doctoral College website for more details.

**Research training and progression**

CMH RDC takes research training seriously, and will review records uploaded to MyPGR on a periodic basis to check that the appropriate training is being undertaken and that research students have the skills necessary to complete their projects in the allocated time. Typically, it is expected that full-time students will undertake about 10 days of skills training in each year of study (pro rata for part-time students).

Part-time students should be aware of the potential requirement to attend research training courses and events, and make arrangements accordingly. The Researcher Development Programme section of the Doctoral College website includes the details of a number of courses that are available online.

**6.3. Ethics committee guidelines**

Staff and doctoral student projects involving interviews, questionnaires, observation of people or some uses of secondary data need to be submitted for an ethical review to the CMH Research Ethics Committee. The documents on the Ethics Committee intranet webpage aim to guide you through the process of preparing an ethics proposal. There is also an Ethics Committee PGR representative if you require further advice.

Please see the Research Ethics Committee intranet page.

For ethics issues within CMH please use the generic email - uemsethics@exeter.ac.uk

For the research ethics pages on the University website please see:
http://www.exeter.ac.uk/cgr/researchethics/

**6.4. Research undertaken outside the UK**

If you are planning to undertake research outside the UK (interviews, researching archives etc.), you are advised to take a letter of introduction stating who you are, your programme, department, and research topic. Such ID is often required by institutions in other countries where a student ID card is unacceptable. This information is contained in a letter from the Ethics Committee – so please check with your supervisors if you need Ethics Committee approval for your research (e.g. interviewing). The contact for further details on CMH Ethics guidelines are given in section 6.3. If you will be looking at archives and there are no ethical implications, then
you may ask for a letter from STEMM PGR support (UEMS-graduateresearch@exeter.ac.uk) or Cornwall PGR support (Cornwall-pgr@exeter.ac.uk). You can photocopy multiple copies for the institutions you wish to visit.

Insurance
All postgraduate students travelling abroad for research or study purposes are automatically covered by the University’s Insurance Policy. However this only comes into effect once the International Travel Form has been fully completed and returned which it must be with sufficient time prior to travel. All international travel planning should now be initiated by completing the International Travel Form. This web-based form replaces the paper-based Risk Assessment Form and also collects information so that College staff are aware of travel plans.

For details on the revised process for international travel and to access the International Travel Form, please see: http://www.exeter.ac.uk/staff/internationaltravel/

7. Research, writing and thesis requirements

7.1. Research and writing

A doctoral degree is examined on the basis of a piece of research presented in the form of a thesis submitted within the prescribed period of study. The production of a quality thesis is, therefore, a prerequisite to being awarded your degree. In order to undertake this work you will need a well-focused research topic, a knowledge of the existing literature on the subject, a well-thought out methodology for tackling the research, access to the necessary original sources required and the ability to produce a well-structured argument. You should aim to employ lucid and well-presented prose. Many ancillary skills may be required to do this: knowledge of languages, Information Technology, the latest theoretical and methodological approaches in your discipline, interview techniques and questionnaires, to name but a few.

Successful research students understand the task in hand, plan their work carefully, acquire the training and skills required, take a systematic approach to research and writing and always keep their deadline for submission clearly in view. They are helped in this task by supervisors, with whom they work closely. A thesis needs to conform to accepted academic conventions, must avoid plagiarism and follow the ethical guidelines laid down for research.

More detailed information about all these matters is given in the sections that follow.

In addition we would like to draw your attention to the great variety of published information for research students, including guides to grants, which are now available – much of it in the University Library. Many excellent guides for postgraduate research and writing exist.

A good source of information is the Vitae website. Vitae works in partnership with higher education institutions, research organisations, funders and national organisations to meet the needs for high-level skills and innovation and in collaboration help be part of the process of creating world-class researchers.

Selected books include (but many more are available):
Patrick Dunleavy, Authoring a PhD. How to Plan, Draft, Write and Finish a Doctoral Thesis or Dissertation (Palgrave, 2003).

Both of these books can be recommended as practical aids to postgraduate research, and they are available as relatively inexpensive paperbacks. Also useful are
Pat Cryer, Research Student's Guide to Success (OUP, 2000)
Estelle M. Phillips, Derek S. Pugh, How to Get a PhD: A Handbook for Students and Their Supervisors (OUP, 2000)
The Doctoral College also has a range of online resources that can be found here.

7.2. Requirements of a research thesis

You need to know what you need to achieve in your research in order to obtain your degree. A thesis must conform to standards laid down by the University and to follow proper academic conventions.

Regulations
The University’s full regulations for each of the research programmes can be found under Section 2: Faculty of Graduate Research.

7.3. Format of the thesis and referencing

The University’s general regulations for the format of the thesis, which need to be adhered to, can be found in the TQA Manual.

These provide information on all aspects of the overall layout of a thesis, including word length (up to a maximum of 100,000 for a PhD, 60,000 for an MPhil, MD/MS, 40,000 for an MbyRes) division into chapters, the scholarly apparatus, how it should be bound and the number of copies you need to produce. If you would like to see an example of a successful thesis please ask your supervisor to show you one.

In addition to the general format, research and writing a doctoral thesis follows particular conventions. In part your thesis will be judged upon its adherence to accepted academic conventions.

1. You should write clearly and concisely. Avoid unnecessary jargon and technical language; the best kind of writing is simple, direct and straightforward. The aim of academic writing is to convey complex ideas and arguments in an accessible manner, not to confuse the reader.

2. Spellings and usage should conform to UK English standards (including the layout of dates, numbers, capitalisation etc). If you are unsure of these please refer to a suitable dictionary, style sheet or consult your supervisors. Text quoted in other languages should be provided in translation, according to a suitable translation guide.

3. You need to provide references. The point of references is to guide readers to the evidence you have used in formulating your judgements or to indicate where you are drawing upon the words or ideas of others. Do not use them to ‘pad’ the text: if the information they contain is important, it should be in the main body of the thesis, if not it should be discarded.

4. References should be laid out in a consistent pattern according to the nature of your research and writing. A number of systems exist – see below for details. Be aware, however, that no set system is complete. In particular, references to archival material, internet sources, interviews etc. will often require that you need to make a judgement as to the best format. You need to provide enough information so that your sources can be located. The most important thing to bear in mind is that a reader of your thesis should be able, via your references, to go directly to where you have drawn your information in order to check that what you say has validity or to follow up an interesting idea.

5. The bibliography should also be laid out consistently. It should include all material that you have consulted for the thesis. Appendices, maps, diagrams, photographs and tables, if included, should only contain material directly referred to in the main text. Again they should not be used as ‘padding’ or additional information. They may include raw data, the results of interviews, filmographies or other kinds of material vital to the reader’s understanding of the findings of your research. Consult your supervisors for advice on these matters.
Theses/dissertations for research degrees submitted in the Faculty of Graduate Research may include papers by the candidate that have been published or have been accepted or submitted for publication. Such papers should relate directly to the candidate’s approved field of study and must have been written during the period of the candidate’s registration.

Candidates for the MbyRes/MPhil/PhD by publication may also include papers, which should normally have been completed within the 5 years previous to registration.

For further information on any aspect of the above please see the ‘Presentation of Theses/Dissertations for Degrees in the Faculty of Graduate Research: Statement of Procedures’, and the relevant section of the Academic Services website.

**Alternative Form of Submission**

Changes to the guidance on the presentation of theses have been made resulting in a re-definition of what we mean by the term ‘thesis’ which reflects the wide variety of ways in which research is carried out and assessed. This allows, for example, for the production of a thesis in an alternative format, which may include either:

(a) The presentation of part or all of the thesis in an alternative format e.g. it may be a multimedia document (e.g. an element or the thesis in its entirety, which is presented in a format appropriate perhaps for presentation at a conference)

(b) A constructed text such as a piece of art, or a record of professional practice in the form of a series of case-studies, which must be accompanied by a commentary

**Referencing**

The Harvard (in text – author, date) system is commonly adopted although other systems are also accepted within different disciplines. The precise system to be used should be discussed with your supervisory team.

The University Library links out to some useful guides for Harvard and interactive tutorials on their Online Support Guide

### 7.4. Student academic misconduct

Academic honesty means always giving full credit for any other people's contributions to our own achievements (i.e. by full and correct referencing) and never falsifying the results of any research.

Academic honesty is fundamental to the values promoted by the University and no student should be allowed to obtain for themselves, or for someone else, an unfair advantage as a result of academic dishonesty, whether this is by plagiarism, collusion with another, or cheating.

The University takes any instances of academic misconduct very seriously and expects all of its students to behave in a manner which upholds the principles of academic honesty.

The University uses plagiarism detection tools and will submit students' assessments for originality checking against an archive of previously submitted work, web pages and journal articles. All students' work submitted in this way is then anonymously stored in their archive for use in future checks. By submitting coursework you confirm that all material in the assignment which is not your own work has been properly identified and referenced and that it has not, in whole or part, been presented elsewhere for assessment. You also confirm your consent to the University copying and distributing any or all of your work in any form and using third parties (who may be based outside the EU/EEA) to monitor breaches of regulations, to verify whether your work contains plagiarised material, and for quality assurance purposes.

From 2014/15 the University has introduced a specific ‘Procedure for Graduate Research Students suspected of Research Misconduct’ which can be accessed via the TQA Manual.
This contains information about the principles and procedures which will be observed by the University when dealing with an allegation of academic misconduct by both currently registered students and alumni of the University.

The Procedure ensures that the University is compliant with the ‘Research Councils UK Policy and Guidelines on Governance of Good Research Conduct’ and reflects the University’s ‘Code of Good Practice for Research’.

If you are in any doubt as to what constitutes plagiarism or research misconduct and how to avoid it please talk to your supervisors or another member of the academic staff of the College.

8. Submission, examination and completion

8.1. Submission

Submitting your thesis is the final act before examination. Research students must follow the University guidelines on the submission of MbyRes, MPhil, PhD, MD/MS theses. These are available at http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pg/presentationoftheses/

Your stipend payments will automatically stop when you submit your thesis. However if you are funded by a Research Council or by the University your stipend payments can continue until the end of the quarter (if you submit early) but only if you remain engaged in research or training during this time. UKRI quarters are January to March, April to June, July to September, October to December. For example, your funding end date is 30 September. You submit your thesis on 10 July. If you remain engaged in research and training until 30 September you can continue to receive your stipend payments.

8.2. Examination – the viva

In the UK system there are normally two examiners, one from within your own University (the ‘internal’) and one from outside (the ‘external’). It is up to the College Dean, in consultation with the College Director of Postgraduate Research, to approve the nomination of examiners. Your supervisors may discuss possible examiners with you, and then they should nominate examiners via MyPGR. The MyPGR manuals for Nomination of Examiners can be found on the MyPGR manual page.

Your supervisors cannot act as your internal examiners. The internal examiner should be someone who understands your area of study, although they may not be specialists in the field. They do not necessarily have to be in the same department or College of the university. The external examiner should be from a reputable University and will normally hold the academic rank of Senior Lecturer (UK) or above.

Once examiners have been appointed and the thesis submitted neither you nor your supervisors should have direct contact with the examiners, except to arrange the formalities of examination. It is the responsibility of the internal examiner to arrange, with the external and the student, examination of the thesis within 3 months of submission.

The examiners will read the thesis, provide preliminary reports on it and then meet the student for an oral examination (‘viva voce’ or ‘viva’). The University has a Code of Conduct for the examination of research degrees: available at http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pg/pgrexaminations/

Off-campus students will normally be required to visit the campus to attend their viva voce oral examination.

It is important that you prepare for the viva: a good guide to doing this is provided by Rowena Murray, How to Survive Your Viva (OUP-Magraw Hill, 2003). You are also recommended to visit the University’s Researcher Development Online service, which has an e-learning course on ‘Preparing for your Viva’.

MbyRes and MPhil examinations do not normally require a viva, however, a viva is required if:
(a) a viva examination is judged to be necessary by one or more of the examiners; or
(b) there is substantial disagreement between the examiners; or
(c) the examiners are not inclined to recommend the award of the degree for which the work was submitted (aside, if necessary, from minor amendments).

A viva must also be held if the examiners are intending to recommend either major amendments or a resubmission. If a viva is required, the internal examiner should arrange this within 3 months of the student’s submission of the thesis.

8.3. Outcomes of the viva

On the basis of their reading of your thesis and the oral examination, the examiners will produce a joint report with a recommended outcome.

At the first examination of a PhD, MS/MD the likely recommendation will be made that either the degree may be awarded, or that the award of the degree should be subject to minor or major amendments being made to the thesis within a stated period.

In the majority of cases the outcome of the viva will be for the candidate to make minor amendments (such as corrections of typographical, spelling and grammatical errors and/or limited revisions of material in the thesis). Minor amendments should be made within 12 weeks of receipt of the examiners’ instructions regarding what changes are required.

Sometimes the examiners require major amendments, where more extensive revisions than that implied by a decision of minor amendments need to be made, but which will not normally require any significant extension of the original research to be undertaken. Major amendments need to be completed within 6 months of receipt of the examiners’ instructions regarding what changes are required. There are other possible outcomes to the viva examination. For full details and regulations, see the TQA Manual: Handbook for Examination of Postgraduate Research Programmes.

8.4. Completion

After the viva examination and any required amendments have been approved, the examiners will recommend that the doctoral degree should be awarded. This is the point at which the doctorate can be said to be completed.

Students should aim to submit their thesis prior to viva examination at around one year before their completion deadline, or in line with their funding end date to allow time for the examination process and any necessary amendments to be completed before the maximum period of study expires.

Please bear in mind that there will be a period of time between submission of your thesis and the viva (the examiners need to read it and write their preliminary reports). The examiners also need to write their recommendations after your viva regarding amendments. In addition, you may need to spend some time making these amendments, which will have to be approved by the examiner(s). All this takes time, which is why it is very important to try to submit your thesis prior to your viva as soon as possible, provided that this is academically appropriate. It is worth bearing in mind that it may be better to delay submission of the thesis slightly in order to improve its quality and to minimise the danger of the thesis needing major amendments, rather than submit too early. This should be the subject of conversations between you and your supervisor(s) towards the end of your final year.

Useful University documents relating to the examination process:

Calendar: Regulations governing academic programmes (See Section 2: Faculty of Graduate Research)
9. Student participation, seminars and conferences, and teaching opportunities

9.1. Student participation

As developing researchers, and often teachers, research students make a very significant contribution to the academic, intellectual and social life of CMH. Accordingly we place great emphasis on your participation in attending and organising seminars and conferences, in presenting and discussing your work and the work of your peers.

9.2. CMH Annual Research Event (ARE)

The CMH Annual Research Event is a residential PGR conference normally held once a year (usually between March and July) at an accessible location away from the University. Students from all the disciplines in the College, present papers based on their research to fellow students and staff. This is an invaluable opportunity to practise your presentation skills and to discuss your work. During the conference there is a chance to socialise at the conference dinner. All students are expected to attend this annual event throughout their period of study irrespective of whether they are full or part-time.

The dates for the Annual Research Event 2022 will be confirmed as soon as possible, but please contact the STEMM PGR support office via UEMS-graduateresearch@exeter.ac.uk if you have any queries in the meantime.

Chairing Sessions
Students can act as Chairs for sessions even if they are not presenting a paper, which is a good way to gain experience of such events and to broaden experience and knowledge of the research being carried out within CMH and the wider biomedical and health research community in the South West. Volunteers to serve as session Chairs will be sought as the date of the conference approaches (usually from students at later stages of their study period), and guidelines on how to act as a session Chair will be provided.

9.3. Other seminar series

Each Institute and many of the specialist centres organise their own research seminar series. These seminars are usually organised by academic staff and consist of a presentation by a visiting speaker, with time for questions and informal discussions over refreshments. You are strongly encouraged to attend a wide range of these seminars. They offer an invaluable opportunity to listen to and meet academics and professional practitioners who are specialists in their fields. Details are provided on the Events section of the CMH web pages.

Other Colleges also have seminar series which may be of interest. The following is just a selection and others will be available via the relevant College websites:

College of Life and Environmental Sciences:
Biosciences: http://biosciences.exeter.ac.uk/exeter/events/
Psychology: http://psychology.exeter.ac.uk/research/seminars/
Sport and Health Sciences: http://sshs.exeter.ac.uk/research/seminars/

Living Systems Institute seminars: http://www.exeter.ac.uk/livingsystems/events/seminars/

The CMH Research Degrees Committee (RDC) is keen to support student-led events, such as symposia, training initiatives, journals, seminars and reading groups. We can book rooms, set up mailing lists, help with creating
webpages and provide general help and guidance. Please email UEMS-graduateresearch@exeter.ac.uk in the first instance.

Research students are also encouraged to attend and present papers to seminars, conferences and symposia outside the University.

9.4. PGR Liaison Forum

The PGR Liaison Forum is made up of all CMH PGR students and representatives from the Graduate School and is chaired by one of the student reps nominated to serve on the College Research Degrees Committee. The PGR Liaison Forum is an important means by which students can voice their views and concerns about their studies, and influence the development of policy regarding postgraduate matters.

It also exists to enable students and staff jointly to participate in the management and improvement of postgraduate provision within CMH. It serves as an arena in which students can identify and communicate any concerns and have them fed into the decision-making processes within the Graduate Research School.

The Forum meets at least twice a year. Notice of meetings and a request for agenda items are emailed out and will also be posted on the College Graduate Research notice board (First Floor, CMH Building St Lukes) at least one week in advance, and there is a page devoted to the PGR Liaison Forum on the CMH PGR Intranet. PGRLF minutes can also be accessed via the University PGR Liaison Forum SharePoint: https://universityofexeteruk.sharepoint.com/sites/PostgraduateResearchLiaisonForums

Concerns raised by the Forum are addressed by the College Director of Postgraduate Research, members of the Research Degrees Committee and, if necessary, the College Dean.

Details of the University’s policy on the operation of PGR Liaison Forums is available in the TQA here: http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/pgrliason/, relevant staff and students will be emailed the dates in due course.

9.5. Opportunities for teaching

Employment in a teaching or related capacity provides an excellent opportunity for research students to develop valuable personal and transferable skills. At the same time, the College recognises that the employment of postgraduate research students carries a responsibility both towards the research student, to ensure that their ability to complete their research degree programme successfully within the maximum permitted period is not put at risk, and towards the students being taught, to ensure that the quality of teaching and learning is safeguarded.

Opportunities for research students to undertake undergraduate teaching or teaching-related work within CMH are available. Other Colleges may offer teaching opportunities on a competitive basis, with a requirement that you attend training sessions provided by the University.

Following widespread consultation, the Code of Good Practice - Employment of Postgraduate Students has been amended with the revised Code being implemented from the 2014-15 academic year and subject to review in subsequent years.

- The Code is applicable to all postgraduate students (taught and research, full and part time) where their primary relationship with the University is as a student.
- The Code clearly specifies maximum hours of work applicable to both full and part time postgraduate students employed by the University in any capacity. The student is primarily responsible for ensuring adherence with the maximum number of hours rule, although a student’s home College is responsible for keeping a record of the number of hours for which a student has declared that they are being employed.
Please see the TQA Manual: Employment of postgraduate students: code of good practice

From 24th September 2018, postgraduate students who are engaged for regular/pre-scheduled work will be employed on 3 month, 6 month, 9 month or annualised fixed term contracts of employment to ensure equality of treatment with other colleagues on similar working patterns. These changes form part of an ongoing review of our contracting arrangements for workers and will initially be piloted for 12 months. Please see the website for more information: http://www.exeter.ac.uk/working/prospective/ptas/#1jKp3rdhM9S6zoYR.99

9.6. Public engagement opportunities at CMH
The ability to engage with people from all backgrounds is an increasingly important skill in scientific research, as is the ability to explain your ideas in ways that are comprehensible to the general public. CMH recognises that taking part in Public Engagement and outreach activities provides postgraduate students the opportunity to acquire valuable skills that are transferable both within the research environment and in the wider community.

CMH runs or contributes to a number of outreach and public engagement events on an annual basis. These include “Men in White”, an opportunity to be involved with a program of activities aimed at secondary school students to try ‘hands-on’ science in a working research laboratory, participation the Big Bang Science fair, as well as more targeted mentoring in designing and implementing public engagement activities, in the form of workshops co-ordinated by staff with an interest in outreach.

For more details please contact Lorna Harries (l.w.harries@exeter.ac.uk).

10. Student support and facilities

The aim of CMH is to provide research students with a rounded academic training. Consequently there is provision for financial assistance, IT support, Library facilities, social space, English language support, and other forms of help and guidance.

The following sections outline the provision which is provided for all students. (Provision for part-time students will normally be pro-rata.)

For the general student webpages please see: http://www.exeter.ac.uk/students/

For an A-Z list of support services for students please see the UoE website at http://www.exeter.ac.uk/students/az-services/ http://www.exeter.ac.uk/cornwall/support/

10.1. Financial help (research students’ allowance, studentships, hardship fund, conference allowance)

Studentships
There is a range of funding opportunities made available throughout the academic year for postgraduate students. The timing and eligibility criteria for the various types of funding do change from year to year and therefore it would be impossible to cover all of these in this handbook.

For further information on funding opportunities it is best to check the following webpages throughout the year, as they are regularly updated as new information becomes available: www.admin.ex.ac.uk/academic/scholarships/

Research fieldwork and conference expenses
To help with costs related to your research, primarily conference, fieldwork and research trip expenses, each CMH PGR student, irrespective of how they are funded and their mode of attendance, may apply for a one off amount of £250 (Research Students’ Allowance – RSA). Please contact UEMS-graduateresearch@exeter.ac.uk or cornwall-pgr@exeter.ac.uk for more information.

It is expected that students will present at a conference at least once during their candidature, and should also be attending conferences where appropriate.

Further points about conference presentations
Research students must ensure that their presented paper includes the name of their supervisor(s) and all other authors and has been thoroughly checked with their supervisor(s) first.

Hardship Funds
There are different sources of financial help for students experiencing severe financial difficulties.
Information can be found at: Success for All Fund
The University has put funds aside to help students struggling with the cost of paying for computer equipment to study. We recognise this is particularly important now with the majority of courses involving blended learning and with reduced study spaces on campus because of social distancing.
If you can’t afford computer equipment, we may help you in the following ways, depending on the information you provide on your application:

- We will give you a full or partial IT bursary covering all or part of the cost of your equipment (up to a maximum of £400). This will be paid into the bank account you have registered with us unless requested otherwise
- We will offer you a short-term 0% loan to help you spread or defer the costs involved to make them more affordable

Apply online for IT support. Eligibility for support is linked to household income and your application will be fast-tracked if you receive the Access to Exeter Bursary, a Care Leavers tuition fee waiver or Sanctuary Scholarship. You will need to provide details of the computer you have purchased or wish to buy as part of your application.

Guild Advice Unit
The Guild Advice Unit offers help with applications for the above hardship funds (Access to learning, SELS and FISH). They also provide advice on many other aspects of student finance and funding.
See website for more details: http://www.exeterguild.org/advice/

For students based in Cornwall please refer to FXU: https://www.fxu.org.uk/

Every effort has been taken to provide up-to-date information in this guidance note, however the University and College cannot be held liable in negligence or otherwise for any errors or omissions.

10.2. Common room and University Postgraduate Centre

St Luke’s Campus:
A study space has been set up on the St Luke’s Campus for all students, and is open 7 days a week from 08.00 – 21.30. It is located in Giraffe House, above South Cloisters Café. Access is via swipe card (your University ID card). Facilities include:
- 120 student study spaces
- 37 PCs
• Quiet study area
• “Railway carriage” style study booths
• 3 group study rooms: these can be booked in advance via the central room bookings system
• Print, copy, and scan facilities
• Plenty of power sockets to plug in and charge your devices.

Streatham campus:
Please see the Library website for information on booking a PGR study space at the Old Library, and other spaces at the Library.

Penryn Campus
PGR students based at Penryn Campus can find information about Study Spaces in the Penryn Library on the FX Plus website.

10.3. Equality and diversity

The College attracts a range of students from across the UK and the rest of the world and is keen to facilitate further diversity. It believes that studying with a wide range of people with differing backgrounds, beliefs, aptitudes and life experiences is essential context for learning. CMH wishes to accommodate the complex set of needs that this diversity brings even where this presents a challenge to established teaching practice. CMH is aware that there are issues associated with disability, gender, religion, ethnicity, age, sexual orientation, and class and a number of other personal and social characteristics, all of which may affect students’ integration into the College community and their ability to achieve their full academic potential. In order to achieve its aspirations CMH needs students to act in a positive manner to our diversity and for students to let us know through their teachers, personal tutors or their student representatives when they feel that there may be problems. Students may formally bring any equality of diversity concerns they may have to the attention of the PGR Liaison Forum where it can be added to the agenda.

Disability
Information on the University policies and facilities for people with disabilities can be found via the website: http://www.exeter.ac.uk/accessability/

Students who feel they require special assistance should be assessed by AccessAbility and may be eligible for help for their specific need. If you have a disability or debilitating illness, it is in your interest to make tell your supervisor/pastoral tutor. These people can advise and help you so that you are not disadvantaged and do not experience unreasonable difficulties.

Dignity at work
Information on University Policies on dignity at work can be found on the website. The University is committed to a policy of equality of opportunity and aims to provide a working and learning environment which is free from unfair discrimination and will enable staff and students to fulfil their personal potential. All individuals should be treated with dignity and respect whether at work or study; staff and students have an important role to play in creating an environment where harassment is unacceptable. CMH also considers harassment and discrimination of any kind unacceptable. If you find yourself subjected to unwelcome attention, intimidation, humiliation, ridicule, offence or loss of privacy, this constitutes harassment. If you are experiencing harassment, either take the matter up informally with the offender (this may often be enough), speak to someone in your Department (your supervisors, pastoral tutor, or in more serious cases, the Head of Discipline or Dean of College), or speak to one of the Network of Harassment Advisers – http://www.exeter.ac.uk/staff/equality/dignity/advisors/

Mental health policy
Education and work are key factors in mental health - both as a contributory cause to mental health problems but also as an important part of promoting a person’s sense of well-being, identity and self-worth. It is vital that
all of us consider people with mental health needs, in order to provide an effective and timely response and to enable students to continue to participate in all aspects of student life.

The University's approach to mental health issues is set out in website on support for students experiencing mental health difficulties. Common sense advice as well as details of local medical facilities (including out of hours help and advice) and local organisations are available on this site. The College will endeavour to accommodate the needs of those with a mental illness. Alerting the College to any difficulties may be done via the medical or counselling services or where your academic work is being affected through a confidential discussion with your supervisors or pastoral tutor.

More details on Mental Health advice and support can be found at http://www.exeter.ac.uk/wellbeing/mental_health/

10.4. English language support

It is of vital importance that you have a good level of English in order to complete your studies. If you have been made an offer of a place at the University conditional upon successful completion of further study in English language, you must follow the courses prescribed and achieve the necessary IELTS score to be able to continue with your studies. The University only requires a minimum level of English for admittance, and it is often important that non-native speakers continue to improve their English language skills while doing their research.

It is a requirement of producing a thesis that it is written to a good standard of English. The University does not accept theses in any other languages. Supervisors are not expected to make major corrections to a student’s written work; it is the responsibility of students to make sure that work is presented in good English. Students are encouraged to have their work proof-read or copy edited in order to correct the English, though not to have it corrected for ideas or academic content. Any arrangements to employ and pay a copy editor are solely the responsibility of students.

Help with English language is provided through INTO University of Exeter, which offers a range of insessional classes, workshops and tutorials free of charge to international students at the University of Exeter. Of specific interest to research students in CMH are the following courses in English for General Academic Purposes:

- The Research Students' Group
  The Research Students’ Group is intended for students on postgraduate research programmes. By enrolling in the Research Students’ Group, students will be put in contact with other international research students and invited to take part in a discussion forum. Students will be kept informed of support for research students, including writing workshops and tutorials. One-to-one writing tutorials Writing tutorials are provided for the duration of the academic year. They provide students with individualised help with written work. Students can sign up for tutorials at INTO Reception. Doctoral students wanting tutorials should enrol first in the Research Students’ Group. There are opportunities for writing tutorials at both the Streatham and St Luke’s campuses.

- Academic writing workshops
  Academic writing workshops cover such areas as academic vocabulary, reading strategies, incorporating reading into writing, the process of writing an assignment, and editing. The actual study programme will depend on student needs. There are specific workshops at doctoral level, and these are available in terms 1, 2 and 3

- Presentation Skills
  This course consists of four sessions which will enable you to enhance your communication skills in the context of giving an academic presentation. Participants are able to give a short presentation and receive detailed feedback. There is a strong focus on activities aimed at developing clarity and coherence, both in organisation and oral expression. Presentations skills workshops are available in Terms 1, 2 & 3.

- Language Development
  Language Development courses include tutor-led sessions which help you develop your language skills and opportunities to work on individualised programmes of study in a supportive atmosphere.
Language Development courses run in both Terms 1 & 2.

- **Other courses in general English**
  Oral Communication Skills (OCS) will enable you to improve your use of English in a range of contexts and situations which are not specifically academic, but which will help you to integrate successfully into the cultural and social life of the University.
  Current Issues provides a forum to discuss issues and events of current interest and importance. You will be invited to view and/or listen to recordings of news broadcasts as a basis for discussion. Although not specifically academic, this course will help you achieve greater fluency while developing many of the skills required in seminars.
  Both OCS and Current Issues will be held in Terms 1 & 2.

More information on In-sessional support offered by INTO can be found at:
http://www.exeter.ac.uk/international/into/programmes/insessional/

**Cornwall**
For English language support on the Cornwall campus at Penryn, there is the ASK language service.

The Languages team offer free academic and general English courses for students with English as a second language: https://languages.fxplus.ac.uk/

**The Academic Copy Editor Register**
Errors in grammar and punctuation often cause completion delays amongst doctoral students. To help address this, a fee-based copy editing service has been established, which students have access to during the course of their period of study. The University of Exeter Academic Copy Editor Register aims to provide such a service.

10.5. **Other sources of help and support**

The College follows the University's policies on help for students with disabilities and health and safety issues. In addition, PGRs and ECRs have access to a wealth of wellbeing support as part of the Doctoral College. We have collated the various advice and support available to you at the University as an easy reference point – for where to look for online advice, or who to call if you need to talk.

Read more at https://www.exeter.ac.uk/doctoralcollege/support/pgrservices/wellbeing/Wellbeing service – please see http://www.exeter.ac.uk/wellbeing/

**Help for Students with Disability or Injury**
The University's policies and support for disabled students can be found at the AccessAbility website.

For students at the Exeter campuses, please see the following for information on how to contact the relevant team to arrange an appointment: http://www.exeter.ac.uk/wellbeing/contact/makeanappointment/

For students at the Cornwall campus, please contact Falmouth Exeter Plus Accessibility Centre.

**Health and Safety**
The University’s policy on health and safety can be found by following the links for http://www.exeter.ac.uk/staff/wellbeing/safety/

The CMH Health and Safety policy can be found online via the CMH intranet.

**First Aiders**
Streatham: http://www.exeter.ac.uk/staff/wellbeing/safety/safetyguidance/firstaid/firstaiderslist/


Penryn: http://www.exeter.ac.uk/staff/wellbeing/safety/safetyguidance/firstaid/firstaiderslist/tremough/
Student Health Centres
You should register with a doctor as soon as you arrive in Exeter - at the University Health Centre at Reed Mews on the Streatham campus, at the St. Luke's Health Centre, or with a nearby practice.

Lists of health centres and NHS dentists are available from the Student Advice Centre.

Cornwall Campus students are strongly recommended to register with the Penryn Medical Practice, Saracen Way, Penryn, telephone 01326 372502

University Support Services
Details of the University support services (including information on counselling services, English Language Centre, Foreign Language Centre, study skills services, chaplaincy, the Student Advice Centre, support for international students, careers) can be found in the University Graduate Student Handbook and University website. http://www.exeter.ac.uk/students/az-services/
http://www.exeter.ac.uk/doctoralcollege/support/pgrservices/#a1

International Student Support
The International Student Support Office offers advice and services to international students on the following issues:
- Pre arrival information
- Orientation programmes
- Immigration, Visa Extensions, Post Study Work visas
- Supporting diversity events on campus
- Free English Language classes for spouses and families
- International eNewsletter
- Working with student societies and events
- Workshops

One-to-one study skills support
Exeter campuses (Education Enhancement)

Study skills advisers can provide one-to-one guidance and information on all aspects of academic study and skills for all students, including international students. They are able to help and to advise on the following topics:

- Writing
- Managing dissertations and theses
- Giving presentations
- Time management and prioritising
- Critical reading and writing
- Citation, referencing and avoiding plagiarism
- Note making

The service complements any support offered within academic Colleges. There is a strictly limited number of individual appointments and the advisors ask all students where possible to attend relevant support and guidance from supervisors and activities in their academic Colleges.

To book an appointment to see an adviser on Streatham or St Luke's campuses please use the following contacts: Email: academicskills@exeter.ac.uk

Study support on the Cornwall campus
ASK are a team of advisors and lecturers who provide support for Exeter University students at the Penryn campus: http://www.fxplus.ac.uk/students/ask-academic-skills

They provide:
To book an appointment to see an adviser at the Penryn Campus, please come to the ASK Office in Tremough House or:

Email: ask@exeter.ac.uk

Phone: 01326 370438

11. Student facilities

11.1. IT facilities, workstations, and courses

Use of Software in Research
There are various software tools to assist you in your research. If you are unsure of the best solution, please follow the guidance on the website for making enquiries. It is very easy to work either inefficiently or simply waste a lot of time through not understanding the capabilities of the computer technology in relation to your research. A research project might involve:

- recording and transcribing interviews
- forming questionnaires
- inputting data and then analysing it

A good understanding of the software can, for example, make the difference between having a machine scan in your questionnaires, or leaving you to type in the lot. Often when there are repetitive tasks, you can make the computer work for you. For instance, when transcribing an interview, something as simple as making the word-processor automatically switch from one paragraph formatting to another, means that you can keep your fingers on the keyboard – and keep typing. It’s a small technique but one that can save time and repetitive strain injury reaching for the mouse! Most imperative of all is to have a thorough understanding of backing up your work. Disasters can be unavoidable – but losing your work is always avoidable!

Researching using the computer
There are many online databases that you can access using the Internet, which allow you to search for journals and articles in your field. You can then save or have e-mailed to you the abstracts before ordering the article itself. The best place to go to for this is the Library’s home page:

Please be aware of the University regulations governing computer use. The full rules can be accessed from the Information Security web pages. In particular you must make sure that you do not introduce viruses to the computer system, so please make sure you know how to scan your disks with Norton AntiVirus, and do so before accessing files on them. Please also be aware of licensing laws and do not copy or add software to and from University computers. For full details of IT facilities and support offered by the university see University of Exeter IT web pages.

11.2. Library

Postgraduates are automatically members of the University Library Service. For details of services, opening hours etc. please consult the library website: http://as.exeter.ac.uk/library/

Cornwall Campus: http://library.fxplus.ac.uk/library/about/penryn-campus-library

Relevant Library information for CMH is at:
http://as.exeter.ac.uk/library/librariesandcollections/medicalcollections/
Collections relevant to CMH research students are held in the following locations:

**Streatham campus:** Main University Library, the Roborough Library (Old Library), Law Library (Amory), Map Room (Amory) and the Arab World Documentation Unit of the Institute of Arabic and Islamic Studies. [https://as.exeter.ac.uk/library/librariesandcollections/](https://as.exeter.ac.uk/library/librariesandcollections/)


**Penryn campus:** the Penryn Campus Library [http://library.fxplus.ac.uk/library/about/penryn-campus-library](http://library.fxplus.ac.uk/library/about/penryn-campus-library)

Many of the electronic holdings of these libraries can also be accessed remotely via the Web. For more information about electronic resources please see: [www.as.exeter.ac.uk/library/resources/e-resources/](http://library.fxplus.ac.uk/library/about/penryn-campus-library)

There is a series of free training sessions highlighting useful information resources run by the library. Please see their website for further information.

Want to access a thesis online? This is available through the university's online depository ORE. Further information can be found here: [http://as.exeter.ac.uk/library/resources/openaccess/e-theses/](http://as.exeter.ac.uk/library/resources/openaccess/e-theses/)

Not based in Exeter or want to access resources at another library? The SCONUL scheme you to borrow material from other libraries. For information about getting a SCONUL access card please visit: [http://as.exeter.ac.uk/library/usingthelibrary/sconulaccessscheme/](http://as.exeter.ac.uk/library/usingthelibrary/sconulaccessscheme/)

### Inter-Library Loan

If an item is not available at Exeter University Library, you can request an Interlibrary Loan. The Library will make the request on your behalf and will borrow books and journals from other libraries in the United Kingdom and from abroad. It costs one Interlibrary Loan Token per item requested. CMH PGR students are allocated an annual allowance of Interlibrary Loan Tokens – currently this is 10 per year for full-time students, and 5 per year for part-time students (but absolute numbers may vary over time).

<table>
<thead>
<tr>
<th>Part-time Exeter-based PGRs</th>
<th>Please log in and submit your requests of up to 5 tokens per year via the online form: <a href="https://libguides.exeter.ac.uk/c.php?g=658461&amp;p=4689276">https://libguides.exeter.ac.uk/c.php?g=658461&amp;p=4689276</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Exeter-based PGRs</td>
<td>Please log in and submit your requests of up to 5 tokens per year via the online form: <a href="https://libguides.exeter.ac.uk/c.php?g=658461&amp;p=4689276">https://libguides.exeter.ac.uk/c.php?g=658461&amp;p=4689276</a></td>
</tr>
<tr>
<td></td>
<td>Please contact <a href="mailto:uems-graduateresearch@exeter.ac.uk">uems-graduateresearch@exeter.ac.uk</a> to request your remaining 5 tokens per year.</td>
</tr>
<tr>
<td>Part-time Cornwall-based PGRs</td>
<td>Please contact <a href="mailto:ill@exeter.ac.uk">ill@exeter.ac.uk</a> with the details of your request for up to 5 tokens per year.</td>
</tr>
<tr>
<td>Full-time Cornwall-based PGRs</td>
<td>Please contact <a href="mailto:ill@exeter.ac.uk">ill@exeter.ac.uk</a> with the details of your request for up to 5 tokens per year.</td>
</tr>
<tr>
<td></td>
<td>Please contact <a href="mailto:Cornwall-PGR@exeter.ac.uk">Cornwall-PGR@exeter.ac.uk</a> to request your remaining 5 tokens per year.</td>
</tr>
</tbody>
</table>

For further information on Interlibrary Loans, please see the following links:

[http://as.exeter.ac.uk/library/usingthelibrary/ill/](http://as.exeter.ac.uk/library/usingthelibrary/ill/)
[http://library.fxplus.ac.uk/library/how/inter-library-loans/exeter](http://library.fxplus.ac.uk/library/how/inter-library-loans/exeter)

**11.3. Car parking**
Research students may be entitled to car park permits subject to certain conditions. Please see http://www.exeter.ac.uk/students/carparking/ for further details.

12. Problems and complaints

The College is committed to delivering a high quality service and encourages students to tell us when there is cause for concern and a case for improvement. If problems do arise we encourage you to express them and we will respond to them.

- In the first instance you should talk to your supervisors, unless the problem involves them or you feel dissatisfied with their response.

- Contact STEMM PGR Support (UEMS-graduateresearch@exeter.ac.uk) or Cornwall PGR Support (Cornwall-pgr@exeter.ac.uk) unless the problem involves them or you feel dissatisfied with their response. In particular, if you feel that you would benefit from a change of supervisor or pastoral tutor, you should address this request to STEMM PGR Support or Cornwall PGR Support in the first instance. Changes will only be made if there is good cause.

- Contact your pastoral tutor. It is part of their role to ensure that you are happy with your studies and supervision. You may do this in confidence. It is part of their role to act as your advocate if they feel you have good cause for complaint.

- Talk to the College of Medicine and Health Director of PGR Studies (Chris Morris)

- If you feel that the various parts of Graduate Research in CMH as a whole have failed to respond properly to you, please contact the College Dean.

- You might also speak to a student representative on the Research Degrees Committee, who can bring your concern before that committee.

The University also has academic appeals and complaints procedures if you feel that you cannot get a satisfactory response from within CMH. Details can be found at http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/complaints/ http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/appeals/

Separate procedures apply depending on whether you are appealing against an academic decision or making a complaint:

For appeals see http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/appeals/

There are also separate appeals procedures for equal opportunities: http://www.exeter.ac.uk/staff/equality/dignity/discrimination/ and protection of dignity at work and study (including harassment) http://www.exeter.ac.uk/staff/equality/dignity/harrassment/

For complaints see http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/complaints/

If you do not have access to the Web, you can obtain paper copies of any of these procedures from the Student Advice Centre of the Guild of Students, the University’s Graduate Research Faculty, Northcote House or the Academic Secretary, Northcote House.

Harassment
The University is committed to a policy of equality of opportunity and aims to provide a working and learning environment which is free from unfair discrimination and will enable staff and students to fulfil their personal potential. All individuals should be treated with dignity and respect whether at work or study; staff and students have an important role to play in creating an environment where harassment is unacceptable.

The University's Policy on the Protection of Dignity at Work and Study can be found at: http://www.exeter.ac.uk/staff/equality/dignity/policy/

September 2021
APPENDICES

APPENDIX 1: Procedure for review and approval of PGR proposals in CMH

APPENDIX 2: Suggested headings for PGR proposal documentation

APPENDIX 3: Links to Useful maps

APPENDIX 4: Terms of Reference and current membership of the CMH Research Degrees Committee
Appendix 1. Procedure for review and approval of PhD/MD/MS/MPhil proposals

1. Proposals can be submitted at any time of the year. It is the normal expectation that appropriate funding will be in place before an application is made. Full details of the funding available are required as part of the proposal.

2. The proposal should be prepared according to a standard format (as defined by RDC) and, once completed, is sent to the STEMM PGR admin team via UEMS-graduateresearch@exeter.ac.uk for processing.

3. If the application has already been peer-reviewed externally (for example as part of an external grant awarding process) this should be made clear in a covering note to the PGR admin team along with a copy of any award letter. Normally, the proposal will then be passed directly to the Chair of CMH RDC for approval.

4. Where appropriate two reviewers (who may be either internal or external to UoE) will be invited to review the proposal within a specified time-frame (typically two weeks) and to return comments using a standard reviewer response form.

5. Reviews will be forwarded to the lead supervisor for a written response (to be returned within two weeks).

6. Upon completion of the review process, all relevant paperwork will be passed to an appropriate member of CMH RDC for consideration. A recommendation will then be made to the chair of CMH RDC. The committee member may, at their discretion, invite the lead supervisor to address additional or outstanding matters. However, if more substantial concerns persist, then these are passed to the Chair of RDC for further advice and, where appropriate, they may require consideration by the full committee.

7. Upon approval of a project, the lead supervisor will be notified and, once all financial information is verified, the vacancy can be advertised.

8. At the subsequent meeting of CMH RDC, a list of proposals which have been approved will be circulated with the agenda.

It is intended that this process of review and approval should take no more than 6 weeks.
Appendix 2. Suggested headings for PhD/MD/MS/MPhil proposals:

Headings should be tailored to the proposal but might typically include: (in no more than 6 pages of A4)

- Title
- Details of lead and other supervisors, including contact details for any queries
- Funding source
- Introduction
- Hypothesis/Research question(s)
- Experimental design
- Methods
- Data synthesis and analysis
- Gantt chart showing expected timelines
- Relevance and significance
- References
- Names and contact details of two potential referees with brief details of why they are suitable to review the proposal (can be either internal or external to CMH)
- Statement concerning ethical issues and how these will be covered
- Whether CRB/DBS check is required
- Whether HepB or similar injection is required

Once completed, proposals should be submitted to UEMS-graduateresearch@exeter.ac.uk along with full details of the funding available, where appropriate.

Version 4

21/02/13
APPENDIX 3: USEFUL MAPS

St Luke’s Campus
Streatham Campus
Penryn campus
Royal Devon and Exeter Hospital Wonford Site
Royal Cornwall Hospital
Appendix 4: Terms of Reference and current membership of the CMH Research Degrees Committee

**College of Medicine and Health**

**RESEARCH DEGREES COMMITTEE 2021/22**

**Terms of Reference**

1. To oversee the approval of applicants and their fields of study, for the degree of MByRes, MPhil, PhD, MD or MS.
2. To approve the appointment of a supervisory team, including a Lead Supervisor and ensure they have appropriate training and expertise.
3. To ensure all registered students are assigned an appropriate pastoral tutor.
4. To consider applications for transfer of a candidate and his/her programme of work to CMH from another University.
5. To ensure processes are in place that support the induction and on-going support of PGR students in the College.
6. To ensure processes are in place to support the induction, support and training for PGR supervisors.
7. To receive annual reports from students and supervisors and monitor progress against expected research targets and professional development and to monitor any research students who are failing to progress adequately, ensuring that appropriate advice and guidance is provided. To include monitoring of the records on My PGR and acting as appropriate if records are not being maintained.
8. To liaise regularly with the appropriate offices to monitor the availability of adequate skills development programmes for students.
9. To review and approve applications for upgrade from MPhil to PhD.
10. To review and monitor as requested by the Dean and ADR any PGR partnerships, split-site study or distance learning programmes which are introduced into the College.
11. To consider if necessary and where requested by either the Dean or ADR applications for extension of registration.
12. To receive and review feedback from the PRES processes which is then acted upon and informs the research degree experience.
13. To review annually all aspects of information contained in the College Code of Good Practice and the College PGR Handbook.
14. To ensure the College complies on PGR issues with the UoE TQA manual and procedures regarding assurance of academic quality and standards including having responsibility for College Audit meetings and any discipline specific meetings that might be held.
15. To annually review and revise, where appropriate all programme documentation provided to students
16. To report to the College Research Executive in a timely and appropriate manner.

Membership of this Committee will be reviewed annually to ensure that it remains appropriate and that there is diversity of representation. As part of CMH’s commitment to equality and diversity, this Terms of Reference provides transparency about the role that each attendee represents at the group and a gender balance will be sought as far as is practicable, whilst bearing in mind that many members are determined by their College role. All members of this Committee should have completed the University’s mandatory Equality & Diversity training. Prospective members are encouraged to discuss workload implications with their line manager prior to involvement in the Group, and nominated replacements will be made for any committee member on maternity or long-term sick leave.

The timing of meetings will take account of other responsibilities (e.g. academic, clinical, caring) to enable as many members as possible to attend. Meetings will take place in rooms/venues which are
accessible to all participants and (where possible) with video or audio conference facilities, in order to benefit members for whom attending in person may be difficult.

The Research Degrees Committee shall comprise the following:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Date Joined RDC</th>
</tr>
</thead>
<tbody>
<tr>
<td>College DPGR (Chair)</td>
<td>Professor Chris Morris</td>
<td>2018</td>
</tr>
<tr>
<td>Associate DPGR – IBCS</td>
<td>Professor Sarah Richardson</td>
<td>2020</td>
</tr>
<tr>
<td>Associate DPGR – IBCS</td>
<td>Dr Chris Scotton</td>
<td>2015</td>
</tr>
<tr>
<td>Associate DPGR – IHR</td>
<td>Dr Sarah Morgan-Trimmer</td>
<td>2020</td>
</tr>
<tr>
<td>Nominee of IBCS</td>
<td>Dr Emma Dempster</td>
<td>2019</td>
</tr>
<tr>
<td>Nominee of IHR</td>
<td>Professor Chris Hyde</td>
<td>2020</td>
</tr>
<tr>
<td>Nominee of IHR</td>
<td>Dr Jane Smith</td>
<td>2020</td>
</tr>
<tr>
<td>Nominee from ECEHH</td>
<td>Dr Becca Lovell</td>
<td>2020</td>
</tr>
<tr>
<td>Nominee from Medical Imaging</td>
<td>Dr Clare Thorn</td>
<td>2020</td>
</tr>
<tr>
<td>Nominee from Medical Statistics</td>
<td>Professor William Henley</td>
<td>2019</td>
</tr>
<tr>
<td>Student Representative from IHR</td>
<td>Vacant</td>
<td>2020</td>
</tr>
<tr>
<td>Student Representative from IBCS</td>
<td>Christiana Lekka / George Vere</td>
<td>2020</td>
</tr>
<tr>
<td>Student Representative from ECEHH</td>
<td>Macaulay Winter / Laura Murray</td>
<td>2019 / 2020</td>
</tr>
</tbody>
</table>

**Ex Officio members**
- Professor Clive Ballard, Pro Vice-Chancellor, CMH
- Professor Sallie Lamb, Associate Dean Research, CMH
- Dr Ian Fussell, Associate Dean Education, CMH
- Ms Rachel Burn, Director of College Operations, CMH
- Helen Pisarska, STEMM PGR Manager

The Research Degrees Committee is a Sub Committee of the CMH Research Executive Committee and the Committee will normally meet once per term. It is responsible to the Research Executive for the operational and strategic direction of research degree programmes as set out in the relevant School and University of Exeter Codes of Practice pertaining to research degrees including the assurance of academic quality and standards. The Chair of the RDC will be a member of the College Research Executive.

Membership of the Committee comprises those nominated by the Directors of the Research Institutes. Members representing the Research Institute will serve for a period of three years prior to re-nomination by the Director of the relevant Research Institute. The membership of any co-opted members of the Committee will be reviewed annually by the Committee Chair. Under normal circumstances, student representatives should represent different areas of research.
Meetings shall be deemed quorate if three academic members of the Committee are present including the Chair or his/her nominee in the Chair’s absence.

The Chair will be able to take action on decisions where there are clearly set parameters within the Code of Practice, particularly with regard to admissions to research degree programmes, but will refer those issues where there is doubt or lack of precedent to the full Committee.