Postgraduate Research Handbook

2017/18
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Dear Student

On behalf of Research Degrees Committee, it is our pleasure to welcome you as a postgraduate student within the University of Exeter Medical School (UEMS). We are delighted that you are registered as one of our postgraduate research students and wish to begin by assuring you that we will endeavour to make your studies within UEMS as enjoyable and fulfilling as possible. Our research projects are very diverse and range from basic science through translational and clinical research to aspects of environmental and health policy. As part of your experience, you will have opportunities to meet and interact with students studying a wide range of topics within these areas.

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 other opportunities and challenges. To this end, the University has designed a researcher development programme which includes an exciting programme of training workshops and short courses to enable you to develop your skills. We encourage you to take full advantage of this. In addition, we aim to organise an annual research event at which you can share your own work with the wider research community and we hope that you will engage fully in this, too.

Be assured that all of the staff in UEMS 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 time within UEMS.

With best wishes

[Signatures]

Professors Charles Abraham and Paul Winyard
Joint Chairs, UEMS Research Degrees Committee.
1. Introduction

Staff within the University of Exeter Medical School (UEMS) are committed to provide and support a vibrant postgraduate community in which all students can achieve their full potential. We are here to support your intellectual and social development and we also aim to foster contact and collaboration between students working in different disciplines and who come from different backgrounds and countries.

We have produced this Handbook to provide you with information about Graduate Research in UEMS. It has sections dealing with your registration and status, your progress through your doctoral programme, how supervision is arranged, what research training is available, how to write and submit your thesis and the procedures for examination as well as other important aspects of your life as a research student.

2. Graduate Research in UEMS

2.1. Graduate Research Support in UEMS

UEMS takes primary responsibility for the administration and monitoring of progress of your studies. This is overseen by the UEMS Director of Postgraduate Research and is administered by the UEMS Research Degrees Committee comprising academic staff representing the Institutes contained within UEMS plus three student representatives.

Postgraduate research (PGR) support within UEMS is provided by the Research Services and Doctoral College STEMM (Science, Technology, Engineering, Medicine and Mathematics) cluster teams and is available to provide support for both prospective postgraduate research students and current postgraduate research students across all UEMS locations. We are always willing to answer queries and to provide help wherever possible.

Where to find us:
The PGR support teams for the Colleges of Life & Environmental Sciences and Engineering, Mathematics & Physical Sciences together with the University of Exeter Medical School have now combined to make one STEMM cluster PGR support team.

Your contacts are as follows:

Streatham Campus

Email: UEMS-graduateresearch@exeter.ac.uk
Location: Room 1.07, Hope Hall, Streatham Campus

PGR Administrators
Stephanie Powell 01392 725937
Andrew Cook 01392 725854
Fiona Ayre (Mon-Tues; Thurs-Fri) 01392 724365

PGR Support Officer
Laura Yeves 01392 723706

PGR Research Managers
Helen Pisarska (Mon-Wed) 01392 724395
Jennifer Simmons (Wed-Fri) 01392 7233110
St Luke’s Campus

Email:  UEMS-graduateresearch@exeter.ac.uk

Location: Room G00A, Cornwall House (Weds) and Diabetes and Vascular Research Centre (Fri)

PGR Administrators
Stephanie Powell 01392 725937
Andrew Cook 01392 725854
Fiona Ayre (Mon-Tues; Thurs-Fri) 01392 724365

PGR Support Officer
Laura Yeves 01392 723706

PGR Research Managers
Helen Pisarska (Mon-Wed) 01392 724395
Jennifer Simmons (Wed-Fri) 01392 723310

Penryn Campus (Truro and Falmouth)

Email:  cornwall-pgr@exeter.ac.uk

Location: Room A060, Peter Lanyon, Penryn Campus

PGR Administrator
Siân Dawkins 01326 255944

PGR Support Officer
Jo Shepherd (Mon-Thurs) 01326 213853

PGR Research Managers
Helen Pisarska (Mon-Wed) 01392 724395
Jennifer Simmons (Wed-Fri) 01392 723310

For relevant maps please see Appendix 4 and also the University of Exeter website at:
http://www.exeter.ac.uk/visit/directions/

Office opening times:
Mondays to Fridays: 9.00 - 1.00 and 2.00 - 5.00

Relevant University of Exeter Medical School Staff:

Professor Charles Abraham
Joint Director of Postgraduate Research
and Professor of Psychology Applied to Health
Email:  C.Abraham@exeter.ac.uk

Professor Paul Winyard
Joint Director of Postgraduate Research
and Professor of Experimental Medicine
Email  P.G.Winyard@exeter.ac.uk
Nick Church  
Assistant College Manager/Business Partner, Research Services  
Room: G00B, College House, St Lukes  
Email: N.J.Church@exeter.ac.uk  
Telephone: 01392 722917 or 0792 2077553

Stephanie Powell  
Administrator (PGR) - STEMM  
Room: 1.07 Hope Hall, Streatham Campus (Mon, Tue, Thur); G00A College House, St Luke’s Campus (Wed), Diabetes and Vascular Research Centre, RD&E Wonford (Fri)  
Email: uems-graduateresearch@exeter.ac.uk  
Telephone: 01392 725937

Other UEMS contacts:  

Professor Clive Ballard  
Pro Vice Chancellor and Executive Dean  
College House  
St Lukes  
Email: C.Ballard@exeter.ac.uk  
PAs: Ms Becky Jones – becky.jones@exeter.ac.uk  
Ms Lucy Buckland – L.Buckland@exeter.ac.uk

Professor Angela Shore  
Vice Dean, Research  
Diabetes and Vascular Research Centre, Royal Devon and Exeter, Wonford  
Email: A.C.Shore@exeter.ac.uk  
PAs: Ms Jill Weller – C.G.Weller@exeter.ac.uk

Professor Jean McEwan  
Vice Dean, Education  
University of Exeter Medical School, St Lukes  
Email: J.McEwan@exeter.ac.uk

Professor Noel Morgan  
Director of the Institute for Biomedical and Clinical Science (IBCS)  
Email: N.G.Morgan@exeter.ac.uk  
PA: Mrs Nikki Archer - N.A.Tempest@exeter.ac.uk

Professor Stuart Logan  
Director of the Institute of Health Research  
South Cloisters, St Lukes  
Email: Stuart.Logan@exeter.ac.uk  
PA: Ms Stella Taylor Stella.Taylor@exeter.ac.uk

Professor Lora Fleming  
Research Lead for Cornwall  
Director of the European Centre for Environment and Human Health  
Knowledge Spa, Truro  
Email: L.E.Fleming@exeter.ac.uk
2.2. The Institute structure in UEMS

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

The Business School ([http://business-school.exeter.ac.uk/](http://business-school.exeter.ac.uk/))

College of Engineering, Mathematics and Physical Sciences (CEMPS) ([http://emps.exeter.ac.uk/](http://emps.exeter.ac.uk/))

College of Humanities ([http://humanities.exeter.ac.uk/](http://humanities.exeter.ac.uk/))

College of Life and Environmental Sciences (CLES) ([http://lifesciences.exeter.ac.uk/](http://lifesciences.exeter.ac.uk/))

College of Social Sciences and International Studies (SSIS) ([http://socialsciences.exeter.ac.uk](http://socialsciences.exeter.ac.uk))

University of Exeter Medical School (UEMS) ([http://medicine.exeter.ac.uk/](http://medicine.exeter.ac.uk/))

Research in UEMS is organized within two Institutes, the Institute of Biomedical and Clinical Science (IBCS; Director: Professor Noel Morgan) and the Institute of Health Research (IHR; Director: Professor Stuart Logan). UEMS 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 UEMS 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.

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 UEMS website.

For a full list of UEMS staff, see the [http://medicine.exeter.ac.uk/people/all/](http://medicine.exeter.ac.uk/people/all/)
For details of the research groups in UEMS please see: [http://medicine.exeter.ac.uk/research/ourresearch/](http://medicine.exeter.ac.uk/research/ourresearch/)
2.3. Athena Swan

UEMS is committed to the principles outlined in the Athena SWAN charter, and is actively seeking to ensure all students achieve their potential regardless of gender. Recognising the barriers for women to pursue a career in science, the School has put in place a number of schemes to support all early career researchers. For more details visit our Athena SWAN website and the Equality and Diversity webpage (http://medicine.exeter.ac.uk/about/equalitydiversity/)

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 and 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 Registry Office has up to date information about your whereabouts and the best means to contact you if necessary. Please note you can change your home/term-time address 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 computer 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 'email' on the University homepage).

N.B. It is 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.

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

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 Graduate Research Support 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 UEMS PGR Intranet

As part of the UEMS 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/](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.

Professor Andrew McRae is the Dean of Postgraduate Research and of the Doctoral College

Professor Kim Soin is the Deputy Dean of Postgraduate Research and of the Doctoral College

Read more at [http://www.exeter.ac.uk/doctoralcollege/](http://www.exeter.ac.uk/doctoralcollege/)

More information about the specific services available to PGRs can be found here:

[http://www.exeter.ac.uk/doctoralcollege/support/pgrservices/](http://www.exeter.ac.uk/doctoralcollege/support/pgrservices/)

2.7. Student Services Centre

The Forum Student Services Centre brings together 11 student support services, alongside CareerZone, IT Helpdesk and Guild Advice Unit. For more information see: [http://www.exeter.ac.uk/forum/ssc/](http://www.exeter.ac.uk/forum/ssc/)

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

**Telephone:** 0300 555 0444 from UK (or +441392 724724 if calling internationally.)

Phone lines are open 8 am – 8 pm during term time.

**Term Time - Opening hours:**

**Forum:** Monday – Friday: 08:00 – 20:00; Saturday: 10:00 – 15:00

**Info at St Luke’s**

Info at St Luke’s is the place to go for students based at the St Luke’s campus for any questions you may have about your life as an Exeter student.
From queries about your course or timetable to advice on wellbeing, mitigating circumstances or careers, Info at St Luke’s will give you the support you need quickly and efficiently.

Contact us

Visit us on the Ground Floor of the South Cloisters building (number 11 on the campus map)

For questions about your programme of study email: info.stlukes@exeter.ac.uk

For all other enquiries use SID Online

Telephone 01392 724837

Opening hours 8.15am to 5.00pm, Monday to Friday

For further information, please see the website. (http://www.exeter.ac.uk/students/infopoints/infoatstlukes/)

3. Types of postgraduate research degree studied within UEMS

3.1. There are three main types of doctorate awarded by the University of Exeter and delivered within the University of Exeter Medical School: 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).

The PhD
The PhD is an independent research project undertaken over 3-4 years 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 (often many fewer!). 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 a year or so when the candidate has proved that s/he is 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 available to medically qualified and experienced clinicians and is similar to a PhD (but usually conducted over a shorter time scale) being awarded upon submission of a thesis and a successful viva. The thesis must consist of original research undertaken on a full- 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 2 years 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, leading to the submission of a research thesis of up to 40,000 words.

### 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 regulations on the registration of research students.

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 UEMS Graduate Research School runs compulsory induction workshops for students. At least two sessions are convened annually (usually in early October and May) to provide new doctoral students with essential information. Students will be informed of the dates of these events prior to arrival.

Part-time students are expected to attend Induction. Where this is not possible, please contact the Graduate Research School, and we will do our best to provide you with access to Induction materials. Induction slides are also available on the [UEMS PGR Intranet](http://www.exeter.ac.uk/doctoralcollege/support/pgrservices/induction).

**Induction dates for 2017:**
The date for the Doctoral College induction sessions 2017 are:
Cornwall – Wednesday 20th September 2017- 10:00-16:00 (Penryn)
Exeter (Streatham and St Luke's) - Thursday 21st September 2017- 12:00-17:00- Peter Chalk
Read more at [http://www.exeter.ac.uk/doctoralcollege/support/pgrservices/induction](http://www.exeter.ac.uk/doctoralcollege/support/pgrservices/induction)
(Some sessions will be recorded and available after this date on line)
There will also be a compulsory UEMS induction on:
Thursday 5th October 2017 – 10.00 – 17.00 (St Luke’s Campus)

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, and part-time students for at least half that amount of time. Absence from the campus can be allowed, however, with the agreement of your supervisor(s). For international students, changes in the UK’s Immigration rules mean that processes for monitoring attendance are being tightened and relevant authorities will be notified 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 http://www.exeter.ac.uk/staff/policies/calendar/)
(All students must be in attendance as appropriate to their programme of study and should not be absent from classes or other assigned academic activities without prior permission.

International students should note that attendance monitoring is now a statutory requirement of the Points Based visa system and unauthorised absence from 10 compulsory academic activities records on MyPGR will be reported to the UK Border Agency and will result in termination of your student visa.

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 progress monitoring

The University requires us to have a procedure for monitoring your progress, to identify any problems, to suggest solutions and to make decisions about your registration. Please note carefully the following points:

- Monitoring is compulsory for all research students. Any student who does not follow the College procedure may find their registration terminated.
- You will only be allowed to proceed in your degree and to continue your registration if you receive satisfactory reports on your progress.
- Progress monitoring provides an opportunity for you to reflect on your own progress and to raise any problems that you feel may be affecting your work.

University policy on monitoring states that the purposes of monitoring are:

- to assess student progress in order to give feedback to the student and to assist in making formal decisions about registration.
- to record the nature and frequency of research supervision and availability and use of other facilities offered to postgraduate research students.
• to assist the University in ensuring parity of provision and treatment for students across the University.
• to identify problems either in a student’s programme of study or in the student-supervisor relationship.
• to identify students who are unable to complete the degree they have registered for and so may be asked to de-register.

Full details of the policy and procedures can be found at http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/annualmonitoringreview/

Within UEMS your progress is monitored on an ongoing basis through the MyPGR system (see section 5.4 below). Alongside this, there are review points built in during the year. The 2017-18 review dates for the Annual Research Student Monitoring Exercise (http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/annualmonitoringreview/) are still being finalised and you will be informed of details in due course.

In some instances supervisors may ask students to undertake progress interviews as part of their monitoring review. You should discuss with your supervisor what the expectation will be for you.

4.6. Upgrade from MPhil to PhD status

Normally all research students studying to obtain a PhD are initially registered for the degree of MPhil. In order to gain a PhD you will need to transfer your status. The process by which you transfer from MPhil registration to PhD is called variously ‘upgrade’, or ‘transfer’. Students and supervisors need to be aware that this is a significant waypoint in the progress towards a PhD, towards which they should be working from an early stage. The University directs that transfer should normally have occurred by the end of the second year of registration for full time students and by the end of the fourth year for part time students. However, in UEMS it is intended that students should normally seek to upgrade in the early part of their second year of full-time study (beginning of fourth year part-time). Students and supervisory teams will be informed when the deadlines for upgrade are approaching. In some cases it may be decided that upgrade will not be possible but that you will be allowed to proceed to complete an MPhil. The University’s policy on upgrade / transfer can be found in the relevant section of the TQA Manual (http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/) and the specific requirements of UEMS (& forms) are continued in Appendix 3.

UEMS also holds an annual Upgrade Process Meeting (usually in September), which is video linked to Cornwall. It includes a quick overview of the process, and a question and answers session with members of the Research Degrees Committee and UEMS PGR students who have upgraded and can give their perspective on the process.

In exceptional circumstances students may initially be registered 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)

There are occasions when students wish to change the status of their registration in order to respond to changes in personal circumstances. Graduate Research Support will consider all such requests and facilitate such changes where appropriate.

Full- time to part-time (and vice versa)
Requests to change from Full to Part Time (or vice versa) will be considered by the PGR Support team (UEMS-graduateresearch@exeter.ac.uk) on their merits. In some cases, we might also recommend changes if we think these are to your benefit.
** Interruption  
The University recognises that students may experience difficulties outside their control that disrupt their ability to study effectively - ill health, personal and financial problems for example. It therefore allows for periods of interruption. Interruption of studies means an entire cessation of academic work for a specified period. Periods of interruption do not count towards the timeframe for completion of the degree, and can be considered as a suspension of normal academic requirements.

If you do experience any serious difficulties outside of your control that affect your studies, you can apply for a period of interruption via MyPGR. It is vital that students who think that they may need a period of interruption talk to their supervisors and / or the Graduate Research Support staff in a timely manner, and not leave discussions too late. Interruptions cannot be granted retrospectively. The minimum period of interruption is one calendar month, and the maximum allowed period is two years in total. Please note that permission for interruption is only granted for a maximum period of one year at a time.

Please note you may need to alert your funding body to any interruption of study. You will be responsible for checking if this is the case.

For further details, see the Teaching Quality Assurance (TQA) Manual, (http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/)

**International Students only:** Interruption or withdrawal is always a difficult choice, but for international students it can also have serious immigration implications of which students are often not aware. The immigration rules very rarely make allowances for compassionate circumstances. It is vital that international students are aware of the ramifications of any proposed course of action before it is finalised, and understand what actions they must take after a period of interruption/withdrawal to ensure that they are allowed to study in the UK in the future. It is a requirement of the Immigration Office that only authorized University personnel in the International Student Support Office interview and sign off forms for students who wish to interrupt their studies.

For more details please see the International Students Support section of the website, (http://www.exeter.ac.uk/internationalstudents/)

**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-graduateresearch@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 Postgraduate Research and of the Doctoral College, 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**
There is provision, in very exceptional circumstances only, for students to apply for extensions to their maximum period of study to the College Vice Dean (Research): again forms are available from the STEMM PGR support team. However, such extensions are very unlikely to be granted.

### 4.8. Continuation status

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, Graduate Research 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

It is imperative that students submit their thesis and are examined, in good time. From the perspective of the PGR student, timely completion is important. It will improve your job prospects by showing that you have the capacity to manage a project and to bring it to a successful completion within a stated deadline.

From the perspective of the College and the University, timely completion is also important, in that the University is closely monitored by funding bodies and the government to ensure that graduate students – whether publicly funded or not – are completing their work in a timely fashion. This means, in effect, that students should be aiming to submit at the earliest appropriate date. The aim, in the case of a full-time PhD student, is to ensure submission after 3 years of registration and that final completion – that is, the deposit in the library of an examined and (where necessary) revised thesis – will follow within an absolute maximum of 4 years of initial registration. For part-time students the absolute maximum period of registration is seven years.

Registration is automatically terminated when the maximum period of study has been reached.

The University lays down maximum periods of study for different qualifications. Full information on registration periods can be found in the TQA Manual.
(http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/)

The basic periods are:

<table>
<thead>
<tr>
<th>PERIODS OF STUDY FOR DEGREES IN THE FACULTY OF GRADUATE RESEARCH (From October 2009)</th>
<th>PT: Max</th>
<th>FT: Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD</td>
<td>7 years</td>
<td>4 years</td>
</tr>
<tr>
<td>MD/MS</td>
<td>5 years</td>
<td>3 years</td>
</tr>
<tr>
<td>MbyRes</td>
<td>3 years</td>
<td>2 years</td>
</tr>
</tbody>
</table>

4.10. Off-campus learning

For further details on the admission of students to a research degree programme under off campus arrangements, see the relevant section of the TQA Manual. For the College Code of Practice for Supervision which provides guidelines for expected contact between students and supervisors, see section 5.1 below.

Definitions

Off-campus
Off-campus refers to all students who are not normally in attendance at one of the University’s campuses. This may include students who are based in the UK. It will be at the discretion of the College to decide when it is appropriate to define a student as being based off-campus. The two categories of off-campus students are ‘distance-based’ students, and those who are registered at Exeter and another research institution (‘split-site’):

Distance-based
A student registered on a distance basis will typically be a research student who with the agreement of their
College will undertake the majority of their research for a graduate research degree at an off-campus location but will not require access to facilities a research organisation as defined above.

**Split-site**

A student registered on a split-site basis will typically be a research student who with the agreement of their College will undertake the majority of their research for a graduate research degree using the facilities of a research organisation at an off-campus location.

**Entry requirements in off-campus mode**

Off-campus mode applicants will only be admitted if the respective discipline Director of Doctoral Studies is assured that the applicant can meet specific study requirements pertaining to periods of attendance at Exeter, supervision arrangements, skills training, access to library and IT facilities, and a commitment to devote sufficient time to study. In the case of split site applicants being considered for admission through a partner institution, study and attendance requirements will be specified in the Agreement between the College and the partner institution.

**Full-time and part-time Study**

Students will be registered on a full-time or part-time basis, and be subject to the relevant maximum periods of study, in line with normal registration procedures.

**Attendance at University of Exeter campuses**

Although students may be able to undertake the majority of their study at an off campus location, it is important to attend the campus for certain key aspects of the programme, such as induction, supervisory meetings, research training, progress monitoring events, and the viva examination. Students are also encouraged where possible to engage with the research environment of the College, if only through virtual means.

If you are registered either full or part time and living overseas or in a part of the UK remote from Exeter (i.e. registered as off-campus) you are required to visit the campus often enough to gain experience of working within the atmosphere generated by the School’s research community. Normally this means spending at least 2-3 weeks twice a year in Exeter, or the equivalent. These visits are arranged between you and supervisor(s) at mutually convenient times. We strongly encourage you to visit the campus for structured learning opportunities including interacting with fellow students, tutors and other experienced researchers on a face-to-face basis.

More details on these various aspects are set out below:

**Induction**

Off-campus students are strongly encouraged to visit the University for the Induction session and other Welcome Week activities. This will also be a useful time to meet the student’s supervisory team. If it is not possible to visit at this time, students will receive or be directed to induction material relevant to off-campus learning by email.

**Supervision**

The College will have discretion in deciding how best to carry out supervisory responsibilities as set out in the Code of Good Practice - Supervision of Postgraduate Research Students, which will include (i) by attendance at the University, or (ii) by electronic means e.g., email or VoIP technology such as Skype, or (iii) by attendance at some other location agreed with the student. Whichever means is agreed, the student will still get detailed feedback on work and guidance and support during the programme of studies.

A Supervision Agreement shall be completed annually by the student, and uploaded to MyPGR. The frequency, timing and length of periods of attendance or visits will be decided following discussion between the student and the supervisor, and set out in the written Supervision Agreement. The College encourages periods of attendance that maximise the potential for engagement with the research community. Any changes to the agreed schedule of visits must be agreed between student and supervisor(s).

Supervision Agreement Forms can be downloaded from the resources section of the UEMS PGR Intranet: [http://intranet.exeter.ac.uk/medicine/research/postgraduateresearch/resources/](http://intranet.exeter.ac.uk/medicine/research/postgraduateresearch/resources/) via Single Sign-on)
Research Training
Eligibility of students to follow a research degree programme through off-campus arrangements will depend on prior research training and/or the commitment to attend the University to attend prescribed training events. To study off campus you may be required to have significant research skills already. It may be possible to complete the research training phase of their programme at a distance via the online programme. All students, including off-campus learners, are required to complete a Training Needs Analysis, and it is important to discuss your training needs early on with your supervisor to ensure that these can be met.

Off-campus students are encouraged when they visit the University to take advantage of the generic skills training courses offered through the Researcher Development Programme (RDP). Perhaps of more use to off-campus learners is the associated Postgraduate Researchers’ Programme. For further information see: http://as.exeter.ac.uk/rdp/postgraduateresearchers/

Progress Monitoring
The College may require the student to attend the University for Annual Progress Monitoring or Upgrade events. In very exceptional circumstances, this may be done via Skype or telephone.

Viva
Students will be required to visit the campus to attend their viva voce oral examination and only in very exceptional circumstances would any other arrangements be permitted.

Research Environment and Postgraduate Conference
Being away from the campus does not mean that students cannot be involved in the research environment but it may mean putting in some extra effort to ensure active involvement. This may mean making connection with other distance-based researchers who live more locally and becoming involved in discussions through virtual environments. Taking advantage of time spent on campus is important, making connections through associations and seeking out opportunities at other organisations are all examples of ways of enriching the doctoral experience.

There is normally an annual Postgraduate Conference (Annual Research Event), usually in March or April, at which all PGR students are encouraged to present their research. This is an ideal way to become more acquainted with the Exeter research environment, as well as a good opportunity for the presentation of research work.

Facilities
Unfortunately, individual desk space cannot be provided for off-campus students when they visit the University. However, there are shared work spaces which are available. These are listed and described in section 10.2 of this Handbook.
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. (http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/supervisionofpgr/)

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 University of Exeter Medical School has developed its own Code of Practice for Supervision to be used in conjunction with the University Code. 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.

University of Exeter Medical School - 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 University of Exeter Medical School (UEMS). It applies to all University of Exeter MPhil/MbyRes/PhD/MD/MS registered students in UEMS, 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 UEMS 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 for PG 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 for PG 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.

Pastoral role: 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.

12. 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.

July 2014 (reviewed and updated 2016)

5.2. Supervisory teams

Each research student is allocated a supervisory team, usually comprising two (sometimes three) members of the academic staff. 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):** 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: In some instances a third 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. 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 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) 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 UEMS.

5.3. Pastoral tutors

All PhD students at the University of Exeter have a PGR Pastoral Tutor, who is a designated member of academic staff with a responsibility to provide pastoral support to specified PGR students at their request. Your PGR Pastoral Tutor will make contact with you at least once every term to contact to offer the opportunity, if it is needed, for advice and support on pastoral matters which are adversely affecting the ability of students to study (e.g. issues concerning accommodation, finance, health and well-being). They will also be able to identify and promote professional services and other sources that offer advice and support for students on pastoral matters, as well as identify and promote resources, events and activities, such as relevant training within the Researcher Development Programme, that specifically offer pastoral advice and support. The PGR Pastoral Tutor will be available to support their students when required, and so it is equally important that the student makes contact too whenever non-academic support is required.
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 supervision records 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. (http://utils.exeter.ac.uk/acadsys/sits/mypgr/)

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 for advice and support.

6. Research training and skills

6.1. Skills audit (Training needs analysis)

The University of Exeter Medical School adopts a personalised approach to your skills development in the form of a Skills Audit (under the title of Training Needs Analysis). This Skills Audit 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 Skills Audit before or 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 can be downloaded from the resources section of the UEMS PGR Intranet: (http://intranet.exeter.ac.uk/medicine/research/postgraduateresearch/training/)
# 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. UEMS 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 website](http://as.exeter.ac.uk/rdp/postgraduateresearchers/) for more details.

**Research training and progression**

UEMS 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 has further details at: [http://as.exeter.ac.uk/rdp/postgraduateresearchers/onlinecoursesandresources/](http://as.exeter.ac.uk/rdp/postgraduateresearchers/onlinecoursesandresources/)

This contains 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 UEMS 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 [Research Ethics Committee intranet page](http://intranet.exeter.ac.uk/medicine/research/ethics/).
For ethics issues within UEMS 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/research/toolkit/throughout/ethics/

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 UEMS 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). 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 (https://www.vitae.ac.uk/). 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)

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 (http://www.exeter.ac.uk/staff/policies/calendar/part1/regulations/)

According to the University’s definition a Doctoral thesis should show:

a) the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
b) a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;
c) the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
d) a detailed understanding of applicable techniques and advanced academic enquiry;
e) a satisfactory level of literary presentation.

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. (http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/presentationoftheses/)

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 prior 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.
(http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/presentationoftheses/)

**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 webpage: http://as.exeter.ac.uk/library/subjectguides/general/referencing/
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.

(http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/researchmisconduct/)

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 UEMS.

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/pgr/presentationoftheses/

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 Director of Postgraduate Research, to nominate suitable 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 (http://as.exeter.ac.uk/it/systems/sits/howdoi/mypgr/)
Your supervisors or pastoral tutor 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.

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/pgr/pgreexaminations/

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’.

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 Handbook for Examination of Postgraduate Research Programmes. (http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/pgreexaminations/)

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.

It is University policy that students should aim to have completed their doctorate within four years of full-time study (seven years part-time).
Students should therefore aim to submit their thesis prior to viva examination at (or just after) three years of research (six years part-time) 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
(http://www.exeter.ac.uk/staff/policies/calendar/part1/regulations/)

TQA Manual: Handbook for Examination of Postgraduate Research Programmes
(http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/pgreexaminations/)

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 UEMS. 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. UEMS Annual Research Event

The UEMS Annual Research Event is a residential PGR conference normally held once a year (usually between March and May) at an accessible location away from the University. Students from all the disciplines in UEMS 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.

More information will be sent to you in Autumn, but please contact the STEMM PGR support office via UEMS-graduateresearch@exeter.ac.uk if you have any queries in the meantime.

For 2017/18 the ARE will be held on Wednesday 28th February and Thursday 1st March 2018 in Torquay.

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 UEMS 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 UEMS web pages (http://medicine.exeter.ac.uk/events/events/)

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/research/seminar/
Psychology: http://psychology.exeter.ac.uk/research/seminars/
Sport and Health Sciences: http://sshs.exeter.ac.uk/research/seminars/

The UEMS 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 UEMS PGR students and representatives from the Graduate School and is chaired by one of the two student reps nominated to serve on the UEMS 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 UEMS. 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 at least one week in advance, and there is a page devoted to the PGR Liaison Forum on the UEMS PGR intranet.

Concerns raised by the Forum are addressed by the UEMS Director/s of Postgraduate Research, members of the Research Degrees Committee and, if necessary, the UEMS College Dean. The minutes of meetings are circulated to all UEMS PGR students and uploaded to the relevant section on the UEMS intranet.

For more information contact: UEMS-graduateresearch@exeter.ac.uk

Details of the University’s policy on the operation of PGR Liaison Forums is available from Graduate Research Support and there is a section of the UEMS intranet which is devoted to the UEMS PGR Liaison Forum where minutes and other information is held: http://intranet.exeter.ac.uk/medicine/research/postgraduateresearch/pgrliaisonforum/

The UEMS PGR Liaison Forum will meet termly in 2017/18 with dates widely advertised once known.

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 UEMS are available. If you are interested in any teaching opportunities in UEMS please email UEMSGraduateResearch@exeter.ac.uk in the first instance. 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.

The revised document in the TQA Manual can be found here: Employment of postgraduate students: code of good practice (http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/employmentofpostgraduates/)

9.6. Public engagement opportunities at UEMS

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. UEMS 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.

UEMS 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 or John Chilton.

10. Student support and facilities

The aim of UEMS 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 specific support for PGRs please see: http://www.exeter.ac.uk/doctoralcollege/support/pgrservices/ and for more 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: University webpage:
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 UEMS 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 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.

PGR students have access to Research Professional which can be used to help locate sources of funding for travel to conferences etc.
It can be accessed via the Research Toolkit web page: http://www.exeter.ac.uk/research/toolkit/
With specific information on Research Professional at:
http://www.exeter.ac.uk/research/toolkit/opportunities/identifyopps/researchprofessional/

Hardship Funds
There are different sources of financial help for students experiencing severe financial difficulties.
Information specific to PGR students can be found at:
http://www.exeter.ac.uk/students/finance/studentfunding/postgraduatestudents/

Special Emergency Loan Scheme (SELS)
(University-level fund)
A fund has been established for the alleviation of emergency financial hardship suffered by European and International students of the University of Exeter.
Financial assistance will normally be in the form of a loan, and is in most cases unlikely to be in excess of £500.

See the website for more details:
EU Students: http://www.exeter.ac.uk/students/finance/studentfunding/fundingforeustudents/
International Students: http://www.exeter.ac.uk/students/finance/studentfunding/internationalstudents/
Fund for International Student Hardship (FISH)
(University-level fund)
A fund has been established for the alleviation of emergency financial hardship suffered by international students of the University of Exeter.
Financial assistance will normally be in the form of a loan, and in most cases is unlikely to be in excess of £500.
If you think that you might need help from the Fund, see an adviser at the Guilds Student Advice Centre or ask for an application form. Application Packs are available from the Student Funding Team in Northcote House and the Student Advice Centre on Streatham campus.

See the website for more details:
http://www.exeter.ac.uk/students/finance/studentfunding/internationalstudents/

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: http://www.fxplus.ac.uk/students/student-services

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 rooms and PGR study spaces

Common Rooms and Study Spaces

For more information on PGR Study Spaces please see:
http://as.exeter.ac.uk/library/librariesandcollections/facilitiesandmaterials/librarystudyspaces/pgrstudyspaces/

For study spaces in Cornwall please see:
http://library.fxplus.ac.uk/using-library/about-library/study-spaces

10.3. Equality and diversity

UEMS 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. UEMS wishes to accommodate the complex set of needs that this diversity brings even where this presents a challenge to established teaching practice. UEMS 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 UEMS 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. UEMS 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/

For more information on the wellbeing services available to PGR students please see: http://www.exeter.ac.uk/doctoralcollege/support/pgrservices/wellbeing/

**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 In-sessional classes, workshops and tutorials free of charge to international students at the University of Exeter. Of specific interest to research students in UEMS are the following courses in English for General Academic Purposes:
• The Research Students' Group
The RSG is intended for students at post-master’s level registered on research programmes. Membership of this group provides alerts to relevant workshops and tutorial support.

• 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

• Giving Presentations
This course will help you give better presentations. It is held during Terms 1, 2 and 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.
  Grammar workshops aim to identify and work on problem areas of grammar according to individual/group needs. Grammar workshops will be offered in Term2.

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.
(http://www.fxplus.ac.uk/students/ask-academic-skills)

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.
http://www.exeter.ac.uk/international/into/programmes/insessional/insessionallog-includingtimetables/register/
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 [http://www.exeter.ac.uk/doctoralcollege/support/pgrservices/wellbeing](http://www.exeter.ac.uk/doctoralcollege/support/pgrservices/wellbeing)

**Wellbeing service** – please see [http://www.exeter.ac.uk/wellbeing/](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: [http://www.exeter.ac.uk/accessability/students/support-from-college/](http://www.exeter.ac.uk/accessability/students/support-from-college/)

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/](http://www.exeter.ac.uk/wellbeing/contact/makeanappointment/)

For students at the Cornwall campus, please contact Falmouth Exeter Plus Accessibility Centre: [http://www.fxplus.ac.uk/study/student-support-services/accessibility](http://www.fxplus.ac.uk/study/student-support-services/accessibility)

**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/](http://www.exeter.ac.uk/staff/wellbeing/safety/)

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

**First Aiders**
Streatham: [http://www.exeter.ac.uk/staff/wellbeing/safety/safetyguidance/firstaid/firstaiderslist/](http://www.exeter.ac.uk/staff/wellbeing/safety/safetyguidance/firstaid/firstaiderslist/)
Cornwall: [http://www.exeter.ac.uk/staff/wellbeing/safety/safetyguidance/firstaid/firstaiderslist/tremough/](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.ex.ac.uk/students/support.shtml](http://www.ex.ac.uk/students/support.shtml)

**International Student Support**
The [International Student Support Office](http://www.ex.ac.uk/students/support.shtml) 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

See: http://www.exeter.ac.uk/internationalstudents/

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:
• English language support
• Academic writing and referencing guidance
• Dyslexia support

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, [www.ex.ac.uk/library/](http://www.ex.ac.uk/library/)

**Please be aware of the University regulations governing computer use.** The full rules can be accessed from the web: [http://as.exeter.ac.uk/it/regulations/regs/](http://as.exeter.ac.uk/it/regulations/regs/)

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 Academic Services: [http://as.exeter.ac.uk/it/](http://as.exeter.ac.uk/it/)

### 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/](http://as.exeter.ac.uk/library/)

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

Most areas of research followed by research students are the responsibility of the subject librarians whose details can be found at [http://as.exeter.ac.uk/library/subjectguides/](http://as.exeter.ac.uk/library/subjectguides/)

Relevant Library information for UEMS is at:
[http://as.exeter.ac.uk/library/librariesandcollections/medicalcollections/](http://as.exeter.ac.uk/library/librariesandcollections/medicalcollections/)

Collections relevant to UEMS research students are held in the following locations:

**Streatham campus:** Forum (Main University) Library and the Old Library
[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://www.as.exeter.ac.uk/library/resources/e-resources/)

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/

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. UEMS PGR students are allocated an annual allowance of Interlibrary Loan Tokens – currently this is 3 per year for full-time students, and 2 per year for part-time students (but absolute numbers may vary over time). Please contact Stephanie Powell for tokens: UEMS-graduateresearch@exeter.ac.uk

For further information on Interlibrary Loans, please see the following links:
http://as.exeter.ac.uk/library/usingthelibrary/ill/
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 UEMS Graduate Research Support (UEMS-graduateresearch@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 the UEMS Graduate Research 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 UEMS Director of PGR Studies.

- If you feel that the various parts of Graduate Research in UEMS 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 UEMS. 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/](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/reportingdiscrimination/](http://www.exeter.ac.uk/staff/equality/reportingdiscrimination/)

and protection of dignity at work and study (including harassment) [http://www.exeter.ac.uk/staff/equality/dignity/harrassment/](http://www.exeter.ac.uk/staff/equality/dignity/harrassment/)

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

**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/](http://www.exeter.ac.uk/staff/equality/dignity/policy/)

together with definitions of racial, sexual and personal harassment, and a list of Harassment Advisers.

September 2017
APPENDICES

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

APPENDIX 2: Suggested headings for PGR proposal documentation

APPENDIX 3: UEMS Upgrade documentation

APPENDIX 4: Useful maps

APPENDIX 5: Terms of Reference and current membership of the UEMS 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 UEMS PGR admin team 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 UEMS 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 UEMS RDC for consideration. A recommendation will then be made to the chair of UEMS 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 UEMS 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.

Version 3

25/02/13
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 UEMS)
- 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 PGR Administration along with full details of the funding available, where appropriate.

Version 4

21/02/13
Appendix 3

Research Degree Upgrade Application Form

MPhil to PhD

PART A

Student’s Name:………………………………………………………………………………

Reg. No:…………………………..

Institute:……………………………………………………………………………………

Title of Project:

Report (to be completed by the Lead Supervisor - please tick the relevant box):

Has the candidate shown progress in the research programme? Yes ☐ No ☐

Is there evidence that the research provides the basis for a PhD? Yes ☐ No ☐

Is there evidence that the candidate is capable of achieving a PhD? Yes ☐ No ☐

Has an upgrade report been produced and seen by the supervisory team? Yes ☐ No ☐

Is MyPGR up to date with all sections completed satisfactorily? Yes ☐ No ☐
Outline of progress and the potential of the PhD programme and candidate (to be completed by the Lead Supervisor in the space provided)

The student will provide separately details of any training undertaken to date.

Please review this with the student and give details of any additional training requirements and any other comments
Proposed Upgrade Panel

Research Institute Director (or appropriate nominee): .............................................................

Second Academic from within the University of Exeter: ..............................................................

Date of Oral Presentation: ..................................................................................................................

Date of Upgrade Oral Examination (normally the same as presentation): ...........................................

Recommendation by the Supervisory Team:

We support the upgrade and believe that the student has the potential to achieve the degree of PhD:

Lead Supervisor (please print name): ……………………… Signature: ……………………… Date: ………….

Co-Supervisor (please print name): ……………………… Signature: ……………………… Date: ………….

Co-Supervisor (please print name): ……………………… Signature: ……………………… Date: ………….

Recommendation by the Research Institute Director:

I confirm the support for the proposed upgrade of this student:

Research Institute Director (please print name): ……………………… Signature: ……………………… Date: ………….

Approved by the Chair of the Research Degrees Committee:

Name: ……………………… Signature: ……………………… Date: ………….
Research Degree Upgrade Application Form
(MPhil to PhD)

Guidance for Completion

- The upgrade process normally takes place no earlier than twelve and no later than within fifteen months of registration (or thirty months in the case of part-time students).

- The UEMS Graduate Office will notify the student and the lead supervisor approximately 6-8 weeks before the earliest date the student can upgrade. 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 the UEMS Graduate Office 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 Professor 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 UEMS Graduate Office with the student's upgrade report 4 weeks prior to the meeting of the panel. The UEMS Graduate Office will forward the form to the Chair of the Research Degrees Committee to review the membership of the proposed panel. Once reviewed, Part A will be sent to the Chair of Upgrade Panel by the UEMS Graduate Office.

- 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 the UEMS Graduate Office to invite supervisors, students and other academic staff to the presentation.

- The UEMS Graduate Office will send out the upgrade report and Part B of the upgrade form to the upgrade panel once approval from the Chair has been sought.

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

- The Panel may recommend that the student upgrade with no modifications, 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 Part B of the Upgrade Application Form and return it to the UEMS Graduate Office.

- The UEMS Graduate Office will notify the student regarding the decision of the Panel and ensure that the upgrade documentation is signed by the UEMS Chair of the Research Degree Committee so it can be reported to the next meeting. The UEMS Graduate Office will also ensure all other relevant records (for example MyPGR) are updated accordingly.
Research Degree Upgrade Application Form

MPhil to PhD

PART B

Student’s Name: ………………………………………………………………………………………………..

Reg.No: ……………………………

Institute:
………………………………………………………………………………………………………………..

The Upgrade Examination

Title: Date:

1. Written Scientific Report:

Please complete the following questions regarding the student’s performance using the scale indicating:

<table>
<thead>
<tr>
<th>The standard of the scientific report was</th>
<th>Unsatisfactory</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The background to the current research for a higher degree was</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The outline of progress of the student to date was</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The areas of originality and the increase in knowledge identified in future work are</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The literary standard was</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>
The level of critical analysis in the scientific report was

☐ □ □

The level of scientific understanding in the scientific report was

☐ □ □

The student’s plan for a higher level of study differentiating between the MPhil and PhD level of work is

☐ □ □

Has any work been published to date?  Yes/No (please delete as appropriate)

2. Oral presentation

Please describe the student’s performance in the oral presentation:

Please complete the following questions regarding the student’s performance using the boxes below:

Question and Answer Session immediately after the oral presentation:

<table>
<thead>
<tr>
<th>Un satisfactory</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>After the oral presentation, how do you rate the student’s response to the questions from the audience?</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>
3. **Viva voce Examination:**

Please describe the student’s performance in the *viva voce* examination:

4. **Other comments**

Please comment on any other aspects of the upgrade presentation and report (if necessary)

5. **Outcome:**

We recommend the student upgrades  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

or

We recommend the student re-submits (please give date)  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>
or

We recommend that the student undertakes the oral examination and presentation again

☐ ☐
Yes No

or

We recommend that the student submits at MPhil level

☐ ☐
Yes No

Upgrade Panel:

Research Institute Director
(or nominee) (please print name):………………………… Signature:…………………… Date:…………………

Second Academic (please print name):…………………… Signature:…………………… Date:………………

Signed by:

Lead Supervisor (please print name):…………………… Signature:…………………… Date:…………………

Recommendation by the Research Institute Director:

I support the recommendation as detailed above:

Research Institute Director (please print name):……………. Signature:…………………… Date:………………

If the views of the panel are not unanimous please submit a separate form for each panel member

Approved by the Chair of the Research Degrees Committee:

Name:…………………… Signature:……………………

Date:………………

Please see the attached form for guidance on completion

UEMS Graduate Office, St Lukes, Exeter

Email: N.J.Church@ex.ac.uk
Research Degree Upgrade Application Form

(MPhil to PhD)

Guidance for Completion

- The upgrade process normally takes place no earlier than twelve and no later than within fifteen months of registration (or thirty months in the case of part-time students).

- The UEMS Graduate Office will notify the student and the lead supervisor approximately 6-8 weeks before the earliest date the student can upgrade. 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 the UEMS Graduate Office of the panel members and nominates a venue.

- Application for transfer 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 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 Professor 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 UEMS Graduate Office with the student’s upgrade report 4 weeks prior to the meeting of the panel. The UEMS Graduate Office will forward the form to the Chair of the Research Degrees Committee to review the membership of the proposed panel. Once reviewed, Part A will be sent to the Chair of Upgrade Panel by the UEMS Graduate Office.

- 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 the UEMS Graduate Office to invite supervisors, students and other academic staff to the presentation.

- The UEMS Graduate Office will send out the upgrade report and Part B of the upgrade form to the upgrade panel once approval from the Chair has been sought.

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

- The Panel may recommend that the student upgrade with no modifications, 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 Part B of the Upgrade Application Form and return it to the UEMS Graduate Office.

- The UEMS Graduate Office will notify the student regarding the decision of the Panel and ensure that the upgrade documentation is signed by the UEMS Chair of the Research Degree Committee so it can be reported to the next meeting. The UEMS Graduate Office will also ensure all other relevant records (for example MyPGR) are updated accordingly.
UEMS 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 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 lead 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 should 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 UEMS 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 UEMS 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 UEMS – is that allowed?
   In certain circumstances it might be but this needs specific permission from the Director of PGR for UEMS. 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 UEMS.

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.
The UEMS Graduate Office will set up a 'My Upgrade' link on the student’s MyPGR profile.

At the same time, the UEMS Graduate Office will email student and lead supervisor with the upgrade forms and instructions on how to use the link.

The lead supervisor will arrange a panel for the upgrade (please see the FAQ section and Guidance for Completion for further details), date and venue for the upgrade. (The UEMS Graduate Office can help with booking rooms, if required).

Once these details have been set, the lead supervisor will complete the Upgrade Form A and ensure that it is signed by the full supervisory team.

The student will produce an upgrade report (please see the FAQ section and Guidance for Completion for details on length and content of report).

The UEMS Graduate Office will forward the report and the Upgrade Form A to the Institute Director and Chair of the RDC for approval and signature.

Once the Upgrade Form A has been signed and returned, the UEMS Graduate Office will forward the Upgrade Form A, upgrade report, and blank Upgrade Form B to the Upgrade Panel.

The Upgrade Panel will complete the Upgrade Form B and return to the UEMS Graduate Office.

The UEMS Graduate Office will forward the upgrade report and the Upgrade Form A to the Institute Director and Chair of the RDC for approval and signature.

The UEMS Graduate Office will notify the student regarding the decision of the panel and ensure that records on MyPGR are updated accordingly.

The UEMS Graduate Office will advertise the upgrade presentation within UEMS via email.
APPENDIX 4: USEFUL MAPS

St Luke’s Campus

Building information is correct at August 2017

*Academic, Administration and Social Buildings*

- Baring Court 5
- Chapel 2
- College House 14
- Cross Keys 3
- Dance Studio 16
- Giraffe House 12
Haighton 6
Holnicote 4
Library 6
North Cloisters 1
Richards 9
Smeall 10
South Cloisters 11
Sports Centre 7
Staff House 15
University of Exeter Medical School 8

Residence

Nancherrow 13
Academic, administration and social buildings

- Alexander **47 10E**
- Drama
- Amory **29 5H**
- Classics and Ancient History
- Geography
- History
- International Relations
- Law
- Philosophy
- Politics
- Sociology
Theology
Bill Douglas Cinema Museum 7 8G
Business School Building:One 84 6I
University of Exeter Business School
Byrne House 37 7K
Centre for Genomics in Society (Egenis)
Catholic Chaplaincy 74 3B
Clayden 54 8D
Clydesdale House 63 5D
Cornwall House 32 6I
Music
Cornwall House Swimming Pool 80 7I
Devonshire House 2 6G
Digital Humanities Lab 90 7G
Exeter Northcott Theatre 13 5F
Estate Service Centre 89 6C
Family Centre 59 5E
Forum 3 6G
Alumni Auditorium
Costa Coffee
Exploration Labs
Forum Library
Retail, Banking and Catering Services
Seminar Rooms
Student Services Centre
Students’ Guild Information Point
Geoffrey Pope 20 5F
Biosciences
Great Hall and University Reception 1 6G
Harrison 23 4H
Computer Science
Engineering
Mathematical Sciences
Hatherly 6 7G
Biosciences
Henry Wellcome Building for Biocatalysis 19 5F
Centre for Biocatalysis
Hope Hall 41 7K
Innovation Centre 25 4I
Institute of Arab and Islamic Studies 16 5E
Arab and Islamic Studies
INTO International Study Centre 83 5G
Kay Building 24 4H
Kay House Duryard 85 1A
Knightley 55 8E
<table>
<thead>
<tr>
<th>Building</th>
<th>Floor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy and Security Institute</td>
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<tr>
<td>Lafrowda House</td>
<td>33</td>
<td>6J</td>
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<tr>
<td>Laver</td>
<td>22</td>
<td>4G</td>
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<tr>
<td>Archaeology</td>
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<tr>
<td>Lazenby</td>
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<tr>
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<tr>
<td>Newman</td>
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<tr>
<td>Physics</td>
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<td>Redcot</td>
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<td>Roborough</td>
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<td>Sir Henry Wellcome Building for Mood Disorders Research</td>
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<td>Streatham Court</td>
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<td>Streatham Farm</td>
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<td>Thornlea</td>
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<td>University Reception and Great Hall</td>
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<td>XII</td>
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</table>
University of Exeter Business School
Centre for Leadership Studies

**Student residences**

Birks Grange Village 66 5B
Bonhay House 53 11C
Clydesdale Court 64 5C
Clydesdale Rise 65 4C
Cook Mews 69 4A
Duryard 72 2B
Garden Hill House 27 3J
Holland Hall 62 4D
Holland Hall Studios 62 4D
King Edward Court 68 5A
Lafrowda 43 7J
Lafrowda Cottage 44 8J
Llewellyn Mews 70 4A
Lopes Hall 34 6K
Mardon Hall 58 5E
Moberly 71 3B
Nash Grove 57 5D
Northfield 75 9C
Pennsylvania Court 36 6L
Ransom Pickard 35 6L
Rowe House 45 7J
St David’s 51 12B
St German’s 42 7K
PENRYN CAMPUS
ACADEMIC, ADMINISTRATION AND SOCIAL BUILDINGS

The Heart 1
- University Reception and Shop

The Exchange 2
- The Compass
- Library
- Career Zone
- IT Suites

Daphne du Maurier building 3
- Camborne School of Mines
- Centre for Ecology and Conservation
- Accessibility Services
- Masters Suite
- Teaching rooms and laboratories
- The Stannary Restaurant and bars
- FXU

Tremough House and The Annexe 4
- Applied Mathematics
- Chapel Lecture Theatre

Building information is correct at February 2017
• Student Services
• Wellbeing Centre

Sports Centre 5
• Little Wonders Nursery

Environment and Sustainability Institute (ESI) 6
Science and Engineering Research Support Facility (SERSF) 7
(extension due to be opened in 2018)
• Business School
• Collaboratory
• Renewable Energy Group including Centre for Offshore Technologies
• Centre for Ecology and Conservation

Peter Lanyon building 8
• Info at Penryn (student information desk)
• Centre for Geography, Environment and Society
• English
• History
• Politics
• Institute of Cornish Studies
• Professional Services teams
• Teaching and seminar rooms

Reprographics 9
Academy of Music and Theatre Arts (AMATA) 10
Tremough Barton Cottages 11
• Chaplaincy

Renewable Energy Engineering Facility (REEF) 12 *(opens Feb 2018)*
Tremough Innovation Centre 13

SELF-CATERED RESIDENCES
Glasney Student Village 14
• Multi-use Games Area (MUGA)
Glasney Lodge 15
• Koofi
UNIVERSITY OF EXETER MEDICAL SCHOOL

RESEARCH DEGREES COMMITTEE 2017-18

Terms of Reference

1. To oversee the approval of applicants and their fields of study, for the degree of MPhil, PhD, MD, MS and MbyRes.
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 UEMS from another University.
5. To ensure processes are in place that support the induction and on-going support of PGR students in the University of Exeter Medical School.
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 Vice Dean Research 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 Vice Dean Research applications for extension of registration.
12. To receive and review feedback from the Postgraduate Research Experience Survey (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 UEMS 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 UEMS’ 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 UEMS 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>Joint Chairs (Nominated by the Dean)</td>
<td>Professor Charles Abraham and Paul Winyard</td>
<td>2012 (became Joint Chairs in 2015)</td>
</tr>
<tr>
<td>1st nominee of IBCS</td>
<td>Professor Lorna Harries</td>
<td>2012</td>
</tr>
<tr>
<td>2nd nominee of IBCS</td>
<td>Dr Chris Scotton</td>
<td>2015</td>
</tr>
<tr>
<td>1st nominee of IHR</td>
<td>Professor Chris Dickens</td>
<td>2012</td>
</tr>
<tr>
<td>2nd nominee of IHR</td>
<td>Professor Colin Green</td>
<td>2015</td>
</tr>
<tr>
<td>Nominee from ECEHH</td>
<td>Dr Mat White</td>
<td>2015</td>
</tr>
<tr>
<td>Nominee from Medical Imaging</td>
<td>Dr Sue Hopkins</td>
<td>2016</td>
</tr>
<tr>
<td>Student Representative from UEMS</td>
<td>Ms Anais Kahve</td>
<td>2015</td>
</tr>
<tr>
<td></td>
<td>Ms Sam Van Beurden</td>
<td>2015</td>
</tr>
</tbody>
</table>

**Ex Officio members**

- Professor Clive Ballard, Pro Vice-Chancellor, UEMS
- Professor Angela Shore, Vice Dean Research UEMS
- Professor Jean McEwan, Vice Dean Education, UEMS
- Ms Rachel Burn, Director of College Operations
The Research Degrees Committee is a Sub Committee of the UEMS 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 UoE 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 School 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.

The dates for meetings of UEMS Research Degrees Committee in 2017/18 will be announced shortly and will be publicised and available on the UEMS Intranet:

The dates for the UEMS PGR Liaison Forums in 2017/18 will be announced shortly and will be available on the UEMS Intranet:
Appendix 6: Rules for election of PGR student representatives to the UEMS Research Degrees Committee

Rules for election of PGR student representatives to the UEMS Research Degrees Committee

1. There shall be a maximum of three student representatives on the UEMS RDC at any one time.
2. The three student representatives will represent the following bodies of students
   - PGR students in the Institute of Biomedical and Clinical Science
   - PGR students in the Institute of Health Research
   - All PGR students who are registered as part-time
3. Nominations for student representatives must be made on a nomination form available from the UEMS PGR administration team and supported by two students from the relevant constituency.
4. Nominations will be sought from registered UEMS PGR students in October of each year with elections (if required) held in November.
5. The two elected Institute representatives will each serve for a period of one year and the part-time representative will serve for a period of two years, all periods to commence in January.
6. The two elected Institute representatives are eligible to stand for a further term, equivalent to their first term, but are not then permitted to stand for a further period (i.e., the maximum term any representative can serve is two years).
7. An election will be held if two or more nominees stand for the same position.
8. In the event that insufficient eligible student candidates are nominated for any RDC position the Chair of UEMS RDC may exercise discretion in filling vacancies(s), while ensuring that the final composition is as close as possible to the desired representation (as outlined in clause 2). Elections will be held on a first past the post system.

August 2016