



UNIVERSITY OF EXETER
COLLEGE OF LIFE AND
ENVIRONMENTAL SCIENCES

MPhil/PhD in Sport and Health Sciences

Research Students' Handbook 2011/12

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1 Introduction

Welcome to Sport and Health Sciences, within the College of Life and Environmental Sciences, at the University of Exeter. The College of Life and Environmental Sciences (formed in August 2010) comprises 4 disciplines: Geography, Psychology, Biosciences and Sport and Health Sciences.

Useful contacts

CLES Postgraduate Research Administration Team
Room C15, Hatherly Laboratories, Prince of Wales Road, Exeter
cles-pgr-support@exeter.ac.uk
Helen Pisarska, Postgraduate Research Manager 01392 723310
Sarah Mudge, Postgraduate Research Administrator 01392 723706
Lindsey Beasley, Postgraduate Research Administrator 01392 725150

Local admin support in the Richards building:

Clare Fogarty, College Administrator
Room RB20, Richards Building, Exeter, c.a.fogarty@exeter.ac.uk 01392 722807

Associate Professor Craig Williams – Director of Postgraduate Studies
Room BC30, Baring Court, Exeter, c.a.williams@exeter.ac.uk 01392 724890

Postgraduate Administration Office

The University's Postgraduate Administration office¹, based in Academic Services, has a useful website containing essential information that you need to know as a current student. Please take the time to visit it and use it as a first port of call on any queries you might have regarding your MPhil/PhD.

This Handbook

This handbook is designed to provide you with information about being a research student in Sport and Health Sciences at the University of Exeter. The handbook contains important information on the MPhil and PhD research degrees offered by the College .

You should familiarise yourself with the rules and regulations² for Graduate Research students at the University and the Regulations for Students and Disciplinary Procedures³ contained within the University Calendar.

You should also be aware of the Teaching Quality Assurance Manual⁴ (TQA Manual). There is a specific section that relates to postgraduate research students but there will also be relevant items in other parts of the manual.

It is essential that the relevant sections of the TQA Manual are read in conjunction with the information in this handbook.

If you have any suggestions/amendments to make to this handbook, please contact the CLES Postgraduate Research Team, cles-pgr-support@exeter.ac.uk

¹ <http://as.exeter.ac.uk/support/admin/research/>

² <http://as.exeter.ac.uk/support/admin/research/studying-rulesandregulations/>

³ <http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/>

⁴ <http://as.exeter.ac.uk/support/admin/staff/qualityassuranceandmonitoring/tqamanual/pgrstudent/>

2 Student/Staff Liaison Committees

There is a Staff-Postgraduate Research Student Liaison Committee (SSLC) in Sport and Health Sciences that deals specifically with the needs of research students. It is a student-run forum for suggestions and feedback to and from the Sport and Health Sciences staff. It is a formal committee, chaired by one of the student representatives, which meets once a term. The SSLC will deal with a variety of student led issues and is there as a forum for students and staff to work together in a spirit of co-operation, giving you the opportunity to voice your opinions about the degree programmes and modules, enabling you to have your say on your degree.

The Director of Postgraduate Research and an administrator form the staff members of the Committee. All students are welcome to attend, but student representatives for the following year will normally be sought at the end of each academic year. The Committee normally meets once a term and students wishing to bring items to the committee for discussion can do so through their representative or by emailing cles-pgr-support@exeter.ac.uk. The agenda is circulated a week in advance of the meeting and any student wishing to attend the meeting who does not normally do so, is welcome to attend.

The minutes of the SSLC are distributed to the Dean of the Faculty of Graduate Research and the Associate Dean for Research in CLES and relevant issues will be raised at the Sport & Health Science Research Committee.

3 Contact and Supervision

Sport and Health Sciences is enthusiastic in its commitment to support research of international standing, and has been extremely successful within the various fields of expertise represented in the discipline. At Exeter, we pride ourselves on the level of support offered to our research students. Whilst research can be a fascinating and rewarding activity, it can also be lonely, difficult and sometimes frustrating. It is likely that at some point you will feel confused and unsure about the direction that you are taking; you may also lose confidence in your own capabilities. Don't worry - you are not alone! Many, including those with years of experience, often suffer similar feelings. That is not to say that such feelings should be weathered. Please do not hesitate to discuss any problems that you may be experiencing with your supervisor(s) and/or mentor who will be your main source of research guidance and advice.

Peer support

Whilst the student and supervisor/mentor roles are important, it should also be acknowledged that fellow students are an invaluable source of support and advice. Students are encouraged to maintain contact with their peers throughout the course of the programme, and not restrict communication to the regular workshops and seminars. For many students, face-to-face contact is not always practical. However e-mail provides a flexible and efficient means of communication. The e-mail addresses of fellow students can be accessed from the Sport & Health Science [website](#)⁵ where all students are listed or from the University's search [page](#)⁶. Sports and Health Science e-mail list for its research students is shs-pgr@exeter.ac.uk.

Full-time students

Contact and supervision

Full time students should meet with their supervisors on a regular basis. The frequency and nature of contact will vary depending on the nature of the research, the requirements of the discipline, the registration status of the student, and whether a student or supervisor are working together on a day-to-day basis, or more infrequently.

⁵ <http://sshs.exeter.ac.uk/staff/researchstudents/>

⁶ <http://www.exeter.ac.uk/email/>

The key point is that both student and supervisor should have a clear, agreed written understanding of the level and nature of contact, and that adequate time is set aside to discuss progress and future work. The student and the supervisors should complete and sign a **written student/supervisor agreement**. **The original should be kept by the student** but students must also upload the final version of the form to MyPGR.

It is envisaged that supervisory sessions will usually occur at least once per month with sessions lasting between one and three hours depending on the demands and stage of the research project. The student will keep a record of the supervisions taking place on MyPGR.

Supervision sessions at which progression is discussed should take place at least twice per year. The progress meetings allow the supervisor to review progress made since the last supervision, identify work to be completed and the projected time scale before the next meeting. For these meetings in which progression is specifically discussed, the student should label a MyPGR contact event as 'Progression' in late January/early February and again in May/June (the latter to coincide with the annual reporting deadline). Progression reports should also reflect on the training you have completed (as recorded on ePDP) plus a review of any additional training needs. Students and supervisors will be reminded of the need to hold the progression meetings during the academic year.

There are some students whose research is being undertaken away from the University campus. **Full-time** students undertaking an MPhil/PhD at a distance are normally expected to attend on campus for at least six months during the programme. This period should normally include the first and last terms of their registration as well as a period of at least three weeks per year in any intervening years. Both student and supervisor should have a clear, agreed written understanding of the level and nature of contact.

Seminars and workshops

Full-time students will be expected to undertake research methodology training, which should be agreed with their supervisors. It is strongly recommended that students undertaking the MPhil/PhD in Sport and Health Sciences attend the module SHSM024 Research Methods and Analytical Procedures from the MSc in Sport and Health Sciences during their first year of study (attendance is mandatory unless there are exceptional circumstances).

All full-time students will also be expected to attend induction meetings and seminars and workshops relevant to their research project. Seminars and workshops will take place throughout the course of each academic year; students will be notified of forthcoming sessions by their supervisor. Information on research seminars will also be disseminated by e-mail to students. Supervisors will actively encourage students to attend appropriate seminars (including those provided by the **Researcher Development Programme - RDP**) and also to present their research.

Students will need to record all training events that you attend on the ePDP⁷ (electronic personal development plan) facility accessible from MyExeter. Simply 'Add an Academic Experience' on ePDP to record details of all training – including any conferences or seminars that you have attended or presented at. Details of this can then be viewed by supervisors on the MyPGR record.

Part-time students

Contact and supervision

E-mail contact

All **part-time** students are expected to contact their supervisors at least every month by e-mail (if a face-to-face meeting is not planned for that particular month) to report on the progress of their

⁷ <http://as.exeter.ac.uk/support/development/researchstudents/personaldevelopmentplanningpdp/>

research. This allows the supervisor to monitor progress and to help the student keep on track, in terms of both research and appropriate time scale. The email conversation can be uploaded to MyPGR to be recorded as a contact point.

Face-to-face supervision

The nature and frequency of contact between supervisors and **part-time** students will vary depending on the nature of the research, the requirements of the discipline and the registration status of the student. The key point is that both student and supervisor should have a clear, agreed written understanding of the level and nature of contact, and that adequate time is set aside to discuss progress and future work. The student and the supervisors should complete and sign a **written student/supervisor agreement. The original should be kept by the student** but students must also upload the final version of the form to MyPGR.

Supervision sessions at which progression is discussed should take place at least twice per year. The progress meetings allow the supervisor to review progress made since the last supervision, identify work to be completed and the projected time scale before the next meeting. For these meetings in which progression is specifically discussed, the student should label a MyPGR contact event as 'Progression' in late January/early February and again in May/June (the latter to coincide with the annual reporting deadline). Progression reports should also reflect on the training you have completed (as recorded on ePDP) plus a review of any additional training needs. Students and supervisors will be reminded of the need to hold the progression meetings during the academic year.

Workshops and group supervision

Both UK and overseas **part-time** students will be expected to undertake research methodology training which has been agreed with their supervisors. It is strongly recommended that part-time locally-based students undertaking the MPhil/PhD in Sport and Health Sciences attend the SHSM024 Research Methods and Analytical Procedures in the MSc in Sport and Health Sciences during their first year of study.

Part-time UK-based students will be required to attend seminars and workshops, as recommended by their supervisors (including those provided by the **Researcher Development Programme**). Information on research seminars will be disseminated by e-mail to students. Students will also be actively encouraged to present their research. Students will need to record all training events that you attend on the ePDP⁸ (electronic personal development plan) facility accessible from MyExeter. Simply 'Add an Academic Experience' on ePDP to record details of all training – including any conferences or seminars that you have attended or presented at. Details of this can then be viewed by supervisors on the MyPGR record.

Part-time overseas students may be required to attend workshops in their country of residence. Students may also be encouraged to give a brief presentation of their research during one of these sessions. This has proved to be valuable in terms of student progress because it provides an opportunity to share ideas and brainstorm problems. In addition, the experience will provide a good opportunity for students to develop and practice the presentation skills required during the final oral examination (viva voce).

Continuation students

Once you have completed your research, normally at the end of three years of full-time study, you can apply to transfer from full-time or part-time to continuation status. You are permitted to transfer to continuation status once you have satisfied your supervisor that you have completed all of the research required for completion of your thesis, and no longer require intensive supervision or training: students who have transferred to continuation status will be expected to make minimal use of University resources. If you are in this position, and have to spend time writing the thesis

⁸ <http://as.exeter.ac.uk/support/development/researchstudents/personaldevelopmentplanningpdp/>

up, then transfer to continuation status could be appropriate. Continuation status students (for entrants since 2009/10) will be charged a fee in the second and third terms of their continuation period – currently £200 each term.

It is not a requirement that continuation students attend workshops/seminars, although they may wish to do so. Supervision sessions will take place less regularly. Sessions at which progression is discussed are expected to take place at least twice. The progress sessions are expected to last between one and three hours and should include discussion of the thesis submission and the viva. The student will keep a record of the supervisions taking place on MyPGR.

Annual reports

Each year you will be assessed to make sure you are progressing with your research satisfactorily. The College will send you a form in April/May which must be completed and returned by the due date. Your comments on this form, together with the comments received from you supervisor on a similar form will be considered by a panel to assess your progression for the next academic year. Please refer to the Code of Practice: Annual Research Student Monitoring. *The Annual Review Procedures are currently under review. Staff and students will receive emails with the revised process during the academic year.*

4 Responsibilities of Research Students, Supervisors, and the College

Supervisors have the right to expect a high level of commitment from their students who should respond positively to advice and guidance and will develop an increasing level of independence in the conduct of their research.

Students should all read the University “Responsibilities of Students” and “Responsibilities of Supervisors” within the University code of good practice⁹. In addition:

Students are responsible for the originality of all the written work they submit, and for indicating clearly where and to what extent they have drawn on the work of others, whether fellow students, published work, or other sources. Failure to do so may be interpreted as plagiarism. Students should also take note of the serious view taken by the University of any attempt by a candidate to obtain an unfair advantage, by such means as cheating, collusion and plagiarism¹⁰.

Students should not undertake any research work with participating groups until they have been granted ethical approval. You should read the College’s Ethics Policy¹¹ and you will need to complete an e-ethics application before you start your research. It is important that you understand how ethical concerns may relate to your research and you should discuss these with your supervisors in the first instance. The Sport and Health Ethics Committee meets at least once each term to review ethics applications. If appropriate ethical approval can be sought from the relevant NHS Ethics Committee.

Students should keep informed record of all courses attended, meetings attended and/or presented at and publications submitted or published on ePDP¹² (electronic personal development plan) facility accessible from MyExeter. Simply ‘Add an Academic Experience’ on ePDP to record details of all training – including any conferences or seminars that you have attended or presented at. Details of this can then be viewed by your supervisor on your MyPGR record.

⁹ <http://admin.exeter.ac.uk/academic/tls/tqa/Part%2077Epgsuper.pdf>

¹⁰ <http://admin.exeter.ac.uk/academic/tls/tqa/Part%208/8Lplag1.pdf>

¹¹ <http://intranet.exeter.ac.uk/lifesciences/healthsafetyrisk/ethics/>

¹² <http://as.exeter.ac.uk/support/development/researchstudents/personaldevelopmentplanningpdp/>

Students are expected to check their mail and electronic mail regularly.

Students are expected to familiarise themselves with the Sport and Health Science Research Students' Handbook. They should check the web-based version of the handbook termly for any new information, changes etc.

Students who provide teaching support during discipline-based seminars, labs etc (i.e. act as graduate teaching assistants) should refer to the document 'Research Students as Teachers - Handbook¹³'. The Handbook is designed for all students involved in Sport and Health Science based teaching activities.

It is the responsibility of the supervisor to use MyPGR to review and agree the record of supervision, and to initially follow up with the student should it be unforthcoming. Supervisors will monitor student attendance and presentations at workshops/seminars/courses and ensure the student keeps an accurate record of this on ePDP.

Responsibilities of the College

- The Director of Postgraduate Research will ensure that all full-time postgraduate research students have a place where they can keep their belongings (usually a lockable desk). Part-time students will have a place where they can keep their belongings for the periods they are studying on campus (usually a lockable desk). As minimal requirements each **full-time** student will have sole use of a desk and each **part-time** student use of a desk for the periods he/she is studying on campus.
- The College will make computer facilities available to research students, although these will not necessarily be for individual use (particularly in the case of part-time students). There will also be access to shared printer facilities.
- The College will make photocopying facilities available to students and each research student will be issued with a unique photocopying code. **Full-time** students will have access to 500 sheets of photocopying per academic year and this will be 250 sheets for **part-time** students. Records of student photocopying use will be prepared monthly and reviewed as necessary.
- Research students will be able to apply to the Sport and Health Sciences Research Committee for funding for conference or fieldwork support. The Committee meets three times a year and is chaired by the Director of Research, Professor Adrian Taylor. Application forms for this will be circulated to supervisors prior to the Committee meetings.
- For experimentally based projects, time on essential equipment will be appropriate to ensure an adequate rate of data acquisition.

Part-time students

The pressures on the time of part-time students can make it difficult to set aside the long periods required for intensive study. Long periods of concentrated effort are more likely to be productive than larger numbers of shorter periods. Part-time students, should to the best of their ability, plan for at least one period of concentrated study within each academic year. They are also encouraged to seek to visit the campus often enough to gain experience of working within the atmosphere generated by a research institution and to identify with the academic community of the University.

Where a part-time student intends to be ordinarily resident in a location remote from the University of Exeter, the College should seek to ensure itself that the student is able to conduct his/her research adequately. The College should also ensure that applicants are made aware of the

¹³ <http://sshs.exeter.ac.uk/students/handbooks/>

potential additional costs they will face during their period of study due to the need to travel to Exeter for library visits/induction/research training/supervision.

5 The MPhil and PhD Degrees

Sports and Health Sciences has a well-established reputation as regards postgraduate research studies. It is an expectation that work will result in publications in peer review journals. Students may also be expected to present their work to national and international scientific meetings.

Candidates will be registered as full or part-time with two supervisors and a mentor (or one supervisor and one mentor) approved by the Director of Postgraduate Studies and with supervisory research backgrounds suited to the topic area.

Full-time students will be expected to complete an MPhil in two to three years and a PhD in three to four years. Part-time students will be expected to complete an MPhil in four to five years and a PhD in six to seven years. You can view your current completion deadline on MyPGR. All MPhil/PhD students in Sport and Health Sciences will be registered initially for an MPhil and will be expected to convert to a PhD. Converting to a PhD will not increase the overall period of study, though your completion deadline will be updated accordingly. Within these periods you may be permitted to transfer to continuation status, i.e. once your research is completed, reflecting the reduction in use of University resources during the later stages whilst writing up your thesis. You can only have a maximum of 12 months on continuation status. For entrants since 2009/10: If you transfer to continuation status, there will be no tuition fees payable in Term 1, but fees of £200 (2011/12) in each subsequent term until you submit.

A student who fails to make satisfactory progress may be required to withdraw from the programme.

6 Conversion from MPhil to PhD

Conversion typically occurs soon after the first year of full-time study (two years part-time) and is subject to the recommendations of the Conversion Committee that is usually comprised of three people – a Chair (senior lecturer level or above), another member of the academic staff who has not been involved in the student's work and the supervisor. The role of the supervisor at the meeting should be passive with his/her comments upon invitation of the Chair. The membership of the Conversion Committee will need approval from the Chair of the Sport and Health Science Research Committee in advance of the meeting. The decision to upgrade is based on the work undertaken to date.

Students will need to prepare a conversion document. Advice on this document can be sought from supervisors as it can differ according to student – if you have already written up some of your work, there would be no need to produce a brand new document for the conversion. You need to show a critical understanding of the area that you are working in and an understanding of the resource/time implications of completing the PhD. The Conversion document should also provide confirmation that the student has received formal ethical approval to undertake the research. A copy of the approval letter from the Ethics Committee is usually sufficient.

Students will be required to make a presentation to Sport and Health Sciences staff and students. The presentation should provide an overview of work completed and future plans. The presentation gives students more opportunity to present their work publicly to a wide audience (a key research skill) and it provides an opportunity for a 'research seminar' in which other members of the community can hear about research in progress.

At the end of the presentation after questions/discussion, the audience will withdraw to allow the Conversion Committee to take place and conclude the remainder of the procedure.

Supervisors will advise students further regarding conversion procedures.

The role and responsibilities of the Conversion Committee

The Conversion Committee will be particularly concerned with:

- Whether the proposed research is appropriate for a PhD
- Whether the student is capable of carrying out the research at an appropriate level
- Whether the student has the resources (including time and finance) to complete the research work within the period specified in the University statement of procedures

The main criteria for conversion will be whether the Committee feels that the thesis will form a distinct contribution to the knowledge of the subject and afford evidence of originality. This can either be in 'discovery of new facts' or 'the exercise of independent critical power' - or both. In addition the Committee will wish to be fairly certain that the student is capable of obtaining a PhD award within the maximum recommended period of study (four years full-time or seven years part-time to PhD award).

The Committee will take one of three actions:

- (i) recommend that registration be upgraded;
- (ii) suspend the decision for a few weeks while the student completes further work (to be specified immediately after the meeting). In this case there may be a further meeting to consider the additional work; or
- (iii) recommend that registration should not be upgraded.

A brief report from the Chair of the Conversion Committee confirming the decision made in the meeting should be sent to the student (the student should upload this to MyPGR) and to cles-pgr-support@exeter.ac.uk. Confirmation of the upgrade and the new completion deadline for the PhD will then be sent to the student, and the deadline will be updated on MyPGR.

If the decision is not to upgrade, this will normally mean that the student will be required to submit for an MPhil degree within the University timetable specified for this degree. In this event, the student is entitled to appeal against the decision. The University has a formal [appeals procedure](#).

Further information on conversion from [MPhil to PhD](#)¹⁴ can be found in the TQA Manual.

7 Thesis Submission and Viva

Further to item 8.3.1 in the [Presentation of Theses/Dissertations for Degrees in the Faculty of Graduate Research: Statement of Procedures](#)¹⁵ CLES does not require research students to submit a copy of their thesis to the College.

Further to item 7.1 in the [Code of Good Practice: Boards of Examiners for Degrees by Research](#)¹⁶ CLES does not require MbyRes and MPhil candidates to have a viva examination. However, as per the TQA Manual a viva must be held if:

- (a) a viva examination is judged to be necessary by one or more of the examiners;
- or
- (b) there is substantial disagreement between the examiners; or
 - (c) the examiners are not inclined to recommend the award of the degree for which

¹⁴ <http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Gpgrregproc.pdf>

¹⁵ <http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Jpgthesis.pdf>

¹⁶ <http://admin.exeter.ac.uk/academic/tls/tqa/Part%208/8lresrcexa.pdf>

the work was submitted (aside, if necessary, from minor amendments); or
(d) the student wishes a viva examination to be held.

8 Complaints and Appeals Procedures

Students who feel that they have cause for complaint should, in the first instance, bring it to the attention of their supervisor (or mentor) if this is possible. Students can also discuss concerns with the CLES Postgraduate Research team or with Associate Professor Craig Williams (Director of Postgraduate Studies). Please also see full information about the [University Student Complaints Procedure](#).¹⁷

The University has a formal [appeals procedure](#)¹⁸ for students. Students have the right to appeal against academic decisions taken by Boards of Examiners that affect their academic progress.

9 Projected Time Scale

The following section may provide a useful guideline for students. However, please remember that these are only guidelines. The length of time taken to complete a programme of study will depend upon the type of research undertaken. Supervisors will be able to advise students further on appropriate time scales.

The following guidelines are for **full-time** students. Part-time students are normally expected to proceed at approximately half the pace.

Stage 1 (First 12 months full-time)

Under the supervisor's guidance the student should read the literature on the subject, writing a review of the literature summarising the field to date and highlighting the research issues that remain open. This should be read by the supervisor and used by the student as a basis for formulating a research plan. Students will also be asked to complete a mid-year progress report with supervisors and submit an Annual Report. Students will normally be required to complete research methods training (e.g. Research Methods and Analytical Procedures SHSM024) during the first year of registration. Application to transfer to PhD status normally takes place towards the end of the year, following completion of the literature review chapters, the methodology chapter and usually some preliminary empirical research.

Students undertaking an **MPhil degree** should expect to have completed a substantial part of their empirical work (if appropriate).

Students will also be required to attend relevant workshops and seminars as mentioned previously.

Stage 2 (Up to 24 months full-time)

In the second year **PhD students** will be expected to complete the bulk of their empirical work. During the year, they will also be expected to give a public presentation of their work either as a poster or talk and either in the College or at a conference/workshop held elsewhere.

Students undertaking an **MPhil degree** should expect to have completed their empirical work, the majority of their writing-up and be preparing the thesis for submission. Students are encouraged to submit the thesis soon after the conclusion of the second year of study.

Completion of the mid-year progress reports and submission of the Annual Report as in year one is required. Students will also be required to attend relevant workshops and seminars.

¹⁷ <http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/complaints/>

¹⁸ <http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/appeals/>

Stage 3 (Up to 36 months full-time)

In the third year **PhD students** are expected to complete their empirical work, and to complete the process of writing-up most of the preliminary draft of their thesis. They should also do a number of presentations in order to develop their oral presentation skills. When the thesis is near completion, the supervisor can provide the student with the opportunity to attend a mock viva. Students are encouraged to submit the thesis soon after the conclusion of the third year of study.

In the third year, **MPhil students** who have not submitted can apply to transfer to Continuation Status (Writing-Up). This is based on the assumption that they are not making significant demands on College or University resources. Continuation students are expected to complete writing-up and submit the thesis as soon as possible (usually in the first continuation term).

Completion of the mid-year progress reports and the submission of the Annual Report as in years one and two is required. As in the previous years, students will also be required to attend relevant workshops and seminars.

NB: MPhil students are expected to have submitted their thesis, been examined, have undertaken any corrections, re-submitted any corrections and been recommended for award by the University before the end of the third year of study.

Stage 4 (Up to 48 months full-time)

In the fourth year, **PhD students** who have not submitted can apply to transfer to Continuation Status (Writing-Up). This is based on the assumption that they are not making significant demands on College or University resources. Continuation students are expected to complete writing-up and submit the thesis as soon as possible (usually in the first continuation term).

Completion of the mid-year progress reports and submission of the Annual Report as in previous years is required.

NB: PhD students are expected to have submitted their thesis, been examined, have undertaken any corrections and been recommended for award by the University before the end of the fourth year of study (full-time) or seventh year of study (part-time).

10 Referencing

The Library provides students with guidance on [Referencing](#)¹⁹.

The American Psychological Association (APA) style is recommended by Sports and Health Science as the standard for MPhil and PhD theses. The following examples are a guide and for further information consult the [American Psychological Association's](#)²⁰ Publication Manual available at the Library.

Referencing within the text of your thesis

1. If you want to acknowledge the source of an idea or a concept you are discussing but you do not want to quote word for word, put the author's last name and the date of the work at the end of the sentence:

Research shows that a regular exercise programme can reduce stress and anxiety and enhance self-concept (Morgan & Goldioston, 1987; Sachs, 1984).

¹⁹ <http://as.exeter.ac.uk/library/using/help/sportsandhealthscience/informationkills/referencing/>

²⁰ <http://www.apastyle.org/>

2. If you are quoting directly from a source, using the author's own words, put the quotation in quotation marks and include a page number at the end of the reference:

Coakley (1998) explains that "race refers to a category of people regarded as socially distinct because they share genetically transmitted traits believed to be important in a group or society" (p. 249).

Or

"Race refers to a category of people regarded as socially distinct because they share genetically transmitted traits believed to be important in a group or society" (Coakley, 1998, p. 249).

3. If you want to use an idea or concept from an author cited in the article of book that you are reading (a situation in which you would usually say "cited in..."), put it into your own words and cite the text you are reading:

Harris (cited in Cashmore, 2001) argues that being a sports fan confers a sort of power.

This type of referencing is called secondary referencing. Therefore, in your reference list at the end of your thesis you need to include the primary reference. In the case of the above example, the primary reference is Cashmore (2001).

4. If you want to use notes from one of your lectures, they should be cited as "personal communication":

According to Brown, bodybuilders tend to have low self-esteem (personal communication, March 23, 2003).

Referencing at the end of your thesis

1. Book with a single author:

Sparkes, A. C. (2002). *Telling tales in sport and physical activity: A qualitative journey*. Champaign, IL: Human Kinetics.

2. Book with two or more authors:

Maykut, P., & Morehouse, R. (1994). *Beginning qualitative research*. London: Falmer.

3. Chapter in an edited book:

MacNeill, M. (1998). Sex, lies, and videotape: The political and cultural economies of celebrity fitness videos. In G. Rail (Ed.), *Sport and postmodern times* (pp. 163-184). Albany, NY: State University of New York Press.

Browne, M. W., & Cudeck, R. (1993). Alternative ways of assessing model fit. In K.A. Bollen & J.S. Long (Eds.), *Testing structural equation models* (pp. 136-162). Newbury Park, CA: Sage.

4. Journal article

Kennedy, E. (2000). Bad boys and gentlemen: Gendered narratives in televised sport. *International Review for the Sociology of Sport*, 35, 59-74.

Biddle, S. J. H., Markland, D., Gilbourne, D., Chatzisarantis, N. L. D., & Sparkes, A. C. (2001). Research methods in sport and exercise psychology: Quantitative and qualitative issues. *Journal of Sports Sciences*, 19, 777-809.

5. Magazine article

Nack, W., & Munson, L. (2000, summer). Out of control. *Sports Illustrated*, pp. 128-137.

6. Electronic formats

- Online newspaper

Sleek, S. (1996, January). Psychologists build a culture of peace. *APA Monitor*, pp. 1, 33. Retrieved January 25, 1996 from the World Wide Web: <http://www.apa.org/monitor/peacea.html>

- Announcements
American Psychological Association. (1995, September 15). APA public policy action alert: Legislation would affect grant recipients [Announcement]. Washington, DC: Author. Retrieved January 25, 1996 from the World Wide Web: <http://www.apa.org/ppo/istook.html>
- Abstract
Rosenthal, R. (1995). State of New Jersey v. Margaret Kelly Michaels: An overview [Abstract]. *Psychology, Public Policy, and Law*, 1, 247–271. Retrieved January 25, 1996 from the World Wide Web: <http://www.apa.org/journals/ab1.html>
- Email communications from individuals
Should be cited as personal communications, as noted in APA's Publication Manual. The format in text (personal communications are not cited in the reference list) is as follows: L. A. Chafez (personal communication, March 28, 1997).

11 Cheating, Collusion and Plagiarism

Cheating is defined as any illegitimate behaviour designed to deceive those setting, administering and marking the assessment. Cheating in a University assessment is a very serious academic offence, which may lead ultimately to expulsion from the University.

Please note that the College takes the issue of plagiarism, i.e. passing off someone else's work as your own, very seriously and regards this as being an act of academic misconduct. Students should be familiar with the document 'Code of Good Practice on Managing Academic Misconduct (Including Plagiarism, Cheating and Collusion²¹)' .

The use of essay bank material for University assessment purposes is not permitted and, if discovered, will be severely punished.

12 Changes to Registration Status

If you are off sick for any reason you should inform us – either contact your supervisor or the CLES PGR Support team cles-pgr-support@exeter.ac.uk. For absences under six days students should complete a personal sickness certificate²². Absences of more than six days (i.e. more than a working week) must be supported by a medical certificate signed by a medical practitioner. If you are off sick for a long period, you can apply for an interruption to your study. The minimum period of interruption²³ is 1 month and the maximum total is 2 years. If you wish to apply for an interruption to your studies please use the form on the website²⁴. An interruption to your studies may also be appropriate for a variety of reasons, for example, maternity leave, financial reasons, personal reasons. Interruption of studies means an entire cessation of academic work for a specified period. If the application is successful an extension will be given to your completion deadline that takes into account this period of interruption.

Although you may have originally registered as full-time or part-time student, you may find that you would like to change status if you find you are either unable to devote a full working week to study for good reasons, or if you were part-time and find that you are able to devote extra time to study.

²¹ <http://admin.exeter.ac.uk/academic/tls/tqa/Part%208/8Lplag1.pdf>

²² <http://admin.exeter.ac.uk/academic/tls/tqa/Part%206/6Cstuilness.pdf>

²³ <http://as.exeter.ac.uk/support/admin/research/registration/changestostudy/interruptionofstudies/>

²⁴ <http://as.exeter.ac.uk/support/admin/research/registration/changestostudy/interruptionofstudies/>

International students wishing to transfer to part-time mode of attendance should first seek the advice of the International Office. You should discuss the change of status with your supervisor, including any implications for your funding (if you are Research Council funded please make sure you check their handbook), and then complete the required form²⁵ and return this to the CLES PGR Support office.

Once you have completed your research, normally at the end of three years of full-time study, you can apply to transfer from full-time or part-time to continuation status. You are permitted to transfer to continuation status once you have satisfied your supervisor that you have completed all of the research required for completion of your thesis, and no longer require intensive supervision or training: students who have transferred to continuation status will be expected to make minimal use of University resources. If you are in this position, and have to spend time writing the thesis up, then transfer to continuation status could be appropriate. Continuation status students (for entrants since 2009/10) will be charged a fee in the second and third terms of their continuation period – currently £200 each term.

13 Training

There are various forms of generic skills training available to you during your time as a research student. Some of these are run within Sport and Health Science and some in the University more widely. Some are optional, some are not! You should talk to your supervisor about the research skills training you might need to do in *addition to* that required as part of your registration and/or grant funding.

The Research Councils, and the Quality Assurance Agency (QAA) for Higher Education, play an important role in setting standards and identifying best practice in research training for PhD students. They have set out a joint statement²⁶ of the skills that doctoral research students would be expected to develop during their research training. The purpose of this statement is to give a common view of the skills and experience of a typical research student thereby providing universities with a clear and consistent message aimed at helping them to ensure that all research training is of the highest standard, across all disciplines. The University runs the Researcher Development Programme²⁷ which will help you to enhance your skills.

Students should attend at least one session on the Researcher Development Programme each year, but are encouraged to attend more as necessary. It is very important that you book using the online booking system so that your attendance can be recorded, as attendance levels are monitored and reported back to Research Councils.

It is strongly recommended that students undertaking the MPhil/PhD in Sport and Health Sciences attend the module SHSM024 Research Methods and Analytical Procedures from the MSc in Sport and Health Sciences during their first year of study (attendance is mandatory unless there are exceptional circumstances).

You will need to email Alison Hume a.hume@exeter.ac.uk if you are going to take this module so she can arrange appropriate access to the online content for the module.

14 Academic Year and Closure Dates

The University's calendar provides details of term dates

2011-12	Term
Autumn Term	Mon 3 October - Fri 16 December

²⁵ <http://as.exeter.ac.uk/support/admin/research/registration/changestostudy/>

²⁶ <http://as.exeter.ac.uk/support/development/researchstudents/erdp/whatphdstudentsshouldbeabletodo/>

²⁷ <http://as.exeter.ac.uk/support/development/researchstudents/erdp/>

Spring Term	Mon 9 January - Friday 30 March
Summer Term	Mon 30 April - Fri 15 June

In 2011/12 the University will be closed (there is normally a shut-down of the heating) as follows:

Wednesday 28 December – Friday 30 December inclusive.

15 Finance

If you are in receipt of a scholarship from a Research Council or other sponsor, your funds will be administered by the University. If you have a Research Training Support Grant (RTSG) as part of your studentship you will be provided with your account code by the CLES PGR support team. You should keep your own records of your expenditure to make sure you stay within your budget. You can obtain a report of your expenditure as recorded by the University's finance systems on request from cles-pgr-support@exeter.ac.uk however some items can take a while (up to two months in the case of purchases made by the University with their purchasing card) to show up in the transaction reports.

If you need to purchase goods or services you will need to complete a requisition form²⁸ and submit this to the CLES Finance office (for Exeter students) or the ASU Finance Office (for Cornwall students). Your requisition form must be authorised by your supervisor and your account code must be quoted. The CLES Finance office, based in the Hatherly Laboratories, can be contacted on cles-purchasing@exeter.ac.uk or 01392 723248. The ASU Finance office, based in the Peter Lanyon Building can be contacted on cornwall-finance@exeter.ac.uk 01326 371811. The University has a number of contracts with suppliers and we are committed to using these suppliers. Purchases made for certain goods/services must be made with our contracted suppliers e.g. car/van hire, stationery, hospitality for internal functions etc. Please familiarise yourself with the Finance²⁹ section on the intranet.

Sometimes – normally for subsistence - you may need to make purchases with your own money and then claim back your expenses. You must keep all of your receipts. You will need to complete a Student Expenses Claim Form³⁰, attach all of your receipts, add your account code in the boxes at the bottom of the form, and ask your supervisor to authorise this. The form should be submitted to the CLES Finance office (Exeter students) or the ASU Finance office (Cornwall students). Expenses claims are processed on a weekly basis. You should be aware that there are various restrictions on the types of expenses that can be claimed. You CANNOT claim expenses for purchases of equipment – these purchases MUST be made by the CLES Finance office. For further details please see the expenses regulations³¹. The University accepts claims for processing only up to six months after the date that the expense was incurred. Claims submitted more than six months after the expense was incurred will only be processed if there are exceptional and extenuating circumstances that caused the delay in submission.

In some circumstances, for instance if you are going on fieldwork for a few weeks or more, it may be possible to obtain an advance of your funds into your bank account. If you would like to request an advance, please complete the Student Advance Request Form³². You will still need to keep all of your receipts, and then you must present them to reconcile your advance on your return. If you have not used all of the money you had advanced for your trip you will need to return the funds, and if you have used more than you had advanced, when you reconcile your advance, the extra funds due to you will be paid to your bank account.

²⁸ <http://intranet.exeter.ac.uk/lifesciences/finance/purchasingprocurement/>

²⁹ <http://intranet.exeter.ac.uk/lifesciences/finance/>

³⁰ <http://admin.exeter.ac.uk/finance/publications/>

³¹ http://www.admin.ex.ac.uk/finance/publications/expenses_regulations.htm

³² <http://admin.exeter.ac.uk/finance/publications/>

For all purchases against your scholarship monies you must get the signature, or emailed authorisation, from your supervisor. If you do not provide proof that your supervisor has authorised your expenditure there may be a delay to reimbursing your expenses and/or purchases.

16 ESRC Research Training Support Grant

Students may claim up to their maximum allowance (currently £750pa) in each academic year. If a student does not spend this allowance in full during the academic year, they can carry over any unspent funds in to the next academic year as long as this is within the period of their ESRC award. The RTSG is only paid during the funded years and cannot be claimed in the writing-up (continuation status) year.

This allowance is intended to be used to pay for expenses which the student's College and supervisor deem to be in direct support of a student's research.

Examples are:

- i. UK Fieldwork Expenses;
- ii. UK, EU and overseas conferences and summer schools;
- iii. language training courses usually undertaken in the UK prior to an overseas fieldwork trip;
- iv. reimbursement of interpreters, guides, assistants;
- v. survey costs, e.g. printing, stationery, telephone calls;
- vi. purchase of small items of equipment e.g. cameras, tape recorders, films, cassettes or telephone and photocopying facilities in their outlet, and
- vii. gifts for local informants

Any equipment purchased in excess of £200 should remain in the custody of the University following completion of the award.

17 Postgraduate Union

The Postgraduate Union (PGU) represents postgraduate students to the Students' Guild and to the University. If you're a postgraduate student, you're automatically a member of the PGU. They exist to represent all your postgraduate needs, from representation to your social life.

18 Student ID card

The UniCard³³ is issued to all staff and students. The UniCard serves as your Library card, identifies you as a member of the University and allows you appropriate access to its services and facilities. Entitlement to University facilities varies according to your University status.

UniCards bear the user's name and photo, expiry date and a barcode with a number underneath it. The barcode/number is encoded on the reverse of the card and this magnetic strip is used for building access control.

19 Library

The Academic Support Consultant³⁴ at the Library³⁵ for Geography in Exeter is Natasha Bayliss, and for Cornwall is Christina Lake.

Copies of recent PhD theses can be found online in the Library Catalogue as all students are now required to upload their theses to ERIC.

³³ <http://as.exeter.ac.uk/support/admin/research/unicard/>

³⁴ <http://as.exeter.ac.uk/media/level1/academicsserviceswebsite/library/documents/guides/ASC.pdf>

³⁵ <http://as.exeter.ac.uk/library/>

20 Access to the campus

Exeter city centre is a short walk from the St Lukes campus but a regular bus service (Service D) runs between the two, approximately every 15 minutes during the day.

Postgraduate Research students are eligible to apply for a 'Staff' Parking permit for the Exeter campuses. There is a charge³⁶ for the permit. To apply for a permit, postgraduate research students should take their student ID card and present it at: Campus Services, Streatham Farm, Prince of Wales Road.

There is a pilot bike scheme³⁷, currently only open to staff working at St. Luke's campus administered by the St. Luke's Porters. The bikes can be used to get to Streatham campus

21 Staff

Administrative contacts

Helen Pisarska
Postgraduate Research Manager
Email: cles-pgr-support@exeer.ac.uk Tel: (01392) 723310
C15, Hatherly Laboratories, Prince of Wales Road, Streatham campus

Lindsey Beasley
Postgraduate Research Administrator
E-mail: cles-pgr-support@exeer.ac.uk Tel: (01392) 725150
C15, Hatherly Laboratories, Prince of Wales Road, Streatham campus

Sarah Mudge
Postgraduate Research Administrator
E-mail: cles-pgr-support@exeer.ac.uk Tel: (01392) 723706
C15, Hatherly Laboratories, Prince of Wales Road, Streatham campus

Claire Fogarty
College Administrator (Sport and Health Sciences)
E-mail: C.A.Fogarty@exeter.ac.uk Tel: (01392) 722807
Room RB20, Richards Building, St Lukes campus

Technicians:

David Childs	Senior Technician	BC14	Tel: (01392) 722771
Jamie Blackwell	Technician	RB13	Tel: (01392) 724920
Katie Bourne	Technician	RB01	Tel: (01392) 722776
Len Maurer	Computing Development Officer/Technician	RB11	Tel: (01392) 7725496

22 IT

Sports and Health Science IT Facilities

Study and computing suites (with printing facilities) are available in the Richards Building and Baring Court for use by research students. There are also IT and printing facilities in the Richards Building foyer.

³⁶ <http://www.exeter.ac.uk/staff/stafflife/carparking/paymentoptionsandrates/>

³⁷ <http://www.exeter.ac.uk/sustainability/campus/travel/bike/poolbikescheme/>

IT Services' Satellite on the St Luke's Campus

The University of Exeter IT Services can often help with equipment/ software problems. Call the Help Desk 01392 723934 for advice or e-mail helpdesk@exeter.ac.uk

Postgraduates have individual [webpages](#) on the Geography webpage. To add details to your profile, please contact Ed Creed e.creed@exeter.ac.uk the College webmaster.

23 Illness

Should you become ill during your time at Exeter the St. Luke's Student Health Clinic is located at: The Heavitree Practice, Heavitree Health Centre, South Lawn Terrace, Heavitree, Exeter, EX1 2RX. Phone: 0844 477 3486. The Health Centre is open 8.00am to 6.00pm Monday to Friday. Appointments with a doctor or nurse can be made by phone or in person. When the Practice is closed students needing a Doctor for urgent problems should telephone the Devon Doctors on Call answering service on 824600 or 0845 6710270 or contact one of the NHS Walk-In Centres on 406300 (RD&E Hospital) or 276892 (Sidwell Street). Alternatively NHS Direct runs a 24-hour nurse-led helpline on 0845 4647.

If you are off sick for any reason you should inform us – either contact your supervisor or the CLES PGR Support team cles-pgr-support@exeter.ac.uk. For absences under six days students should complete a [personal sickness certificate](#)³⁸. Absences of more than six days (i.e. more than a working week) must be supported by a medical certificate signed by a medical practitioner. If you are off sick for a long period, you can apply for an interruption to your study.

24 Student Welfare

If you have any problems or questions (e.g. about problems with the work, its demands, lack of reference materials, fieldwork, prolonged illness, financial matters, access to space, resources, facilities) take them first to your supervisor or your mentor. You can also raise issues with the Sport and Health Science Staff Postgraduate Student Liaison Committee representatives. Other sources of support can be sought from your fellow postgraduates, the CLES PGR Support team cles-pgr-support@exeter.ac.uk, the Director of Postgraduate Studies or the [Students' Guild Advice Unit](#)³⁹ which has a wealth of information about sources of support.

25 Disability and Special Educational Needs (SENDA)

The University warmly welcomes and supports students with disabilities. There is a team of specialists at [AccessAbility](#)⁴⁰ (Exeter) or the [Accessibility Service](#)⁴¹ (Cornwall) who are available for one to one consultations. They can advise you on any support requirements you may have. They encourage you to talk about your support needs, but please rest assured that this information will be treated in a sensitive way in line with the Data Protection Act. They support students who are dyslexic as well as a range of other needs.

Please also consult the University [Counselling Service](#)⁴²: for advice if experiencing any problems.

³⁸ <http://admin.exeter.ac.uk/academic/tls/tqa/Part%206/6Cstuillness.pdf>

³⁹ <http://www.exeterguild.org/advice/>

⁴⁰ <http://as.exeter.ac.uk/support/disability/exeter/>

⁴¹ <http://as.exeter.ac.uk/support/disability/cornwall/>

⁴² <http://www.services.ex.ac.uk/counselling/>

26 Health And Safety

Health and safety is an important issue in sport and health sciences particularly in laboratory practicals. It is important that you adhere to the rules and regulations of each lab. The Health and Safety Officer for Sports and health Science is David Childs based at the Children's Health and Exercise Research Centre, Baring Court, Room BC14 (Phone: 722771 [or 2771 on internal phone]). Further information can be found on the University's Health and Safety and Environment Office⁴³ web page and Sports and Health Science Health and Safety web page.

Further information on health and safety and laboratory safety can be found on the intranet⁴⁴ Risk assessments should be completed prior to fieldwork. A Fieldwork Risk Assessment Form must reach the ACM (I&T), Dave Salway, d.m.salway@exeter.ac.uk.

Students are required to follow the safety regulations described in this section.

General Principles of Safety in Sports and Health Science

Eating, drinking and smoking. None of these is permitted in the labs or lecture theatres. Any student coming to a session under the influence of drink or drugs will be excluded.

General conduct in the labs: You should avoid bringing outside coats into the labs, or leaving bags on the floor. You may be excluded from practical classes if you are inappropriately dressed. .

Be tidy while you are working and clean up after you have finished an experiment. If you have an accident, report it immediately to a Technician. Treat equipment with care, and read the operating instructions carefully. More specific information and instruction, relating to particular instruments/procedures, will be given as appropriate.

Safety in the Laboratory

1. Eating, drinking and smoking are not allowed in laboratories.
2. Make sure you know the location of fire extinguishers and emergency fire exits, and that you know the fire drill.
3. Follow the written safety rules for individual modules.

Fire Regulations

If you discover a fire

1. Sound the alarm
2. Call the Fire Service from the nearest safe telephone – dial 999 from any exchange telephone or 9-999 from any internal telephone.
3. Notify the University Estate Patrol – dial 723999 from any exchange telephone or 3999 from any internal telephone.
4. Leave the building by the nearest fire exit; do not stop to collect any personal belongings. Go to the fire assembly point on the Quadrangle Lawn.

⁴³ <http://www.exeter.ac.uk/staff/wellbeing/safety/>

⁴⁴ <http://intranet.exeter.ac.uk/lifesciences/healthsafetyrisk/>

If you hear the fire alarm (a continuously operating sounder)

1. If you have responsibility for a colleague with special needs contact that person and give assistance.
2. Close your window and door and leave the building by the nearest fire exit, do not stop to collect any personal belongings. Go to the fire assembly point on the Quadrangle Lawn.
3. Do not re-enter the building until told that it is safe to do so.

Accident / Incident Reporting and First Aid

There is a list of the nearest trained first aiders on display in the entrance foyer to each building on campus. The Health & Safety office gives the full list of [campus first aiders](#)⁴⁵.

All accidents and potentially dangerous incidents must be reported. Please follow the procedure below to make a report:

1. Complete an *Accident / Near Miss Report Form*. Blank forms can be found in the SSHS Accident Book in the Admin Office (red file on shelf next to service counter).
2. Make **two** photocopies of the form:
 - a. Copy 1: send to the SSHS Health & Safety Officer (David Childs).
 - b. Copy 2: file in the "completed accident forms" section of the SSHS Accident Book.
3. Send the original copy of the form to the University Health & Safety Office, Queens Building, Streatham Campus.

Insurance Cover

There is a copy of the University's Certificate of Employer's Liability Insurance on the noticeboard inside the Porters' Lodge. There is also a copy on the noticeboard in Richards Building foyer.

27 Insurance

Postgraduates who travel overseas for business purposes can be covered by the University's travel insurance. All international travel must be recorded on the [International Travel e-Form](#)⁴⁶. Postgraduate research students are insured by the University to travel and carry out fieldwork in the UK. For insurance to be "activated" a relevant [Fieldwork Risk Assessment Form](#) must reach the ACM(I&T), Dave Salway, d.m.salway@exeter.ac.uk. If necessary (for high risk activity) the ACM(I&T) will pass relevant paperwork to the insurance office. For low risk activity the insurance cover begins once the documents have been filed by the ACM(I&T).

Where it is known that a trip will involve travel to a "disturbed" area or activities that might place an individual at unusually high risk the Insurance Office (insurance@exeter.ac.uk) should be contacted in advance of finalising any travel arrangements. The [Foreign & Commonwealth Office](#)⁴⁷ web site contains valuable information about countries, including any warnings about travelling to particular areas.

⁴⁵ <http://www.exeter.ac.uk/staff/wellbeing/safety/hspoliciesandguidance/firstaid/firstaiderslist/stlukes/>

⁴⁶ <http://www.exeter.ac.uk/staff/internationaltravel/>

⁴⁷ <http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/>

Further information on insurance matters can be found on the [College intranet](#). Please note that if you intending to use your own vehicle and claim mileage costs from the University (where approved) you must make sure that your motor insurance cover includes a clause specifically permitting the use of the vehicle for business. Most policies do not cover private vehicles.