Introduction

Welcome to the College of Life and Environmental Sciences (CLES), and hopefully to a productive and successful time studying in Exeter. Some of you will have studied here as an undergraduate or Masters student so will already know us. You will find being a postgraduate research student very different from either of these experiences. For all of you, whether you know us or not, the next few years will bring new challenges and excitements. We hope you will enjoy your time here and find your research and your time as a graduate research student at Exeter thoroughly rewarding.

The College of Life and Environmental Sciences places very significant emphasis on its Graduate School, believing that a lively and cutting-edge group of postgraduates is an essential facet of a high quality research-led academic department. We invite you to make your mark! This could be through taking part in seminars and reading groups or by contributing to our teaching programmes, or just by pursuing intellectually stimulating and academically excellent scholarship and research.

About this handbook
In addition to this College handbook, you will also need to read the supplementary handbook that is specific to your ‘home’ discipline. Your home discipline will be the discipline of your lead supervisor.

If you are externally sponsored you will also need to ensure you comply with the rules and regulations from your sponsor. Research Councils have their own postgraduate funding guides on their websites – so please ensure you read these fully if you are sponsored by a Research Council.

If you are studying for a Professional Doctorate in the College of Life and Environmental Sciences (e.g. the DClinPsy, DClinRes or DClinPrac) you should refer to your individual programme handbook. If you are studying on the BBSRC South West Doctoral Training Programme and are in Year 1 you should also refer to the Biosciences Masters handbook which will include details of assessment methods/procedures for the taught modules you will undertake in Year 1 of your MPhil/PhD.
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I. The College of Life and Environmental Sciences

The College of Life and Environmental Sciences, is housed in various buildings on the Streatham, St Luke's (both in Exeter) and Tremough campus (in Cornwall). Some postgraduate students may be supervised by a team of people from each campus. The College of Life and Environmental Sciences (formed in August 2010) comprises 4 disciplines: Geography, Psychology, Biosciences and Sport and Health Sciences.

The Dean of College is Professor Mark Goodwin. The Associate Dean of Research is Professor Michelle Ryan. The College Director of Postgraduate Research is Dr John Wylie. He is supported by Directors of Postgraduate Research within disciplines:

Biosciences-Exeter: Dr Ivana Gudelj +44 (0) 1392 725840
Biosciences-Cornwall: Dr John Hunt +44 (0) 1326 371892
Human Geography-Exeter: Dr Karen Bickerstaff +44 (0) 1392 722492
Physical Geography-Exeter: Prof Stephen Sitch +44 (0) 1392 723331
Geography-Cornwall: Dr Liam Reinhardt +44 (0) 1326 371868
Psychology: Dr Thomas Morton +44 (0) 1392 724616
Sport & Health Sciences: Prof Craig Williams +44 (0) 1392 724890

Support Staff

CLES Postgraduate Research Administration Team
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
Anne Jervoise, Postgraduate Research Administrative Assistant 01392 723706

College Administrators by discipline

Geography-Exeter: Kath Buckell,
Room 252, Amory, Exeter, K.M.Buckell@exeter.ac.uk 01392 722257

Geography-Cornwall: Hayley McCormack,
Room A070, Peter Lanyon, Cornwall, h.l.mccormack@exeter.ac.uk 01326 253786

Biosciences-Exeter: Hannah Smart (part-time)
Geoffrey Pope Building H.R.Smart@exeter.ac.uk or bs-reception@exeter.ac.uk 01392 725155

Psychology: Karen Swanston
Washington Singer G30, Exeter, K.Swanston@exeter.ac.uk 01392 724625

Sport & Health Sciences: Clare Fogarty
Richards Building, RB20, Exeter, C.A.Fogarty@exeter.ac.uk 01392 722807

II. Academic and Study Information
Supplementary Code of Good Practice: Supervision of Postgraduate Research Students

The nature of the physical facilities with which students will be provided, including desk space.

The College will provide full-time students with access to desk, computing, printing and photocopying facilities in the College (usually in the relevant discipline building). Part-time students, students on continuation status and off-campus students will not normally be provided with access to their own desk, or dedicated computer, but if space permits ‘hot-desks’ may be available. Availability of ‘hot desks’ should be discussed with the supervisor, the relevant College Administrator and Computer Development Officer in advance of any planned visits.

The frequency and nature of contact which will be expected within their discipline, for on-campus, off-campus, full-time, part-time, and continuing registration students.

All students will complete a student-supervisor agreement form within the first 6 weeks of their programme. This will detail the frequency and nature of supervisory contact. Full-time research students should expect to work full-time on their research work i.e. as you would for a full-time job (around 36 hours per week). Attendance on campus will differ according to the needs of the individual research project and should be agreed with the supervisory team at the start of the programme and reviewed as necessary. Full-time students registered as ‘on-campus’ would be expected to normally be available for attendance during 9am-5pm, as required for their research project. Students would not be expected to attend campus on the weekend or between the hours of 5pm-9am unless adequate notice was given e.g. childcare arrangements. Absence for holidays must be discussed in advance with the supervisory team and Research Council funded students must comply with their guidelines. However, the College encourages flexible practice for set working hours as part of its Athena Swan programme. Students should discuss with their supervisor options available for their work and study arrangements if family commitments or personal circumstances mean that flexibility would be helpful. Additionally, it is expected that the specific University’s staff ‘Family friendly working policies’ and flexible working hours would apply to all students.

Part-time students ‘on campus’ would normally be expected to attend supervisory meetings and training on campus during 9am-5pm as required or as otherwise agreed as part of an alternative working arrangement. Students moving to continuation status should agree a schedule for maintaining regular contact with supervisors, including both face-to-face and when necessary email/skype contact. The frequency and nature of contact for off campus students will be detailed on an individual basis in a letter issued in advance of any programme offer. This letter will be written in liaison with the supervisor and the Discipline Director of Postgraduate Research.

It is expected that all (on campus and off campus) full-time postgraduate research students should undertake 70 hours of training each year (part-time students, pro-rata). For split-site students training may be undertaken at their host institution, or if unavailable, students would be expected to travel to campus to undertake sufficient training accordingly.
Examples (not exhaustive) of activities identified as Training:

<table>
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<th>Research Training</th>
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<th>Professional &amp; Transferable Skills</th>
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<tr>
<td>- Engagement with relevant RDP courses</td>
<td>- LTHE1 &amp; LTHE2 Teaching Training Courses (mandatory for those involved in UG/PGT teaching &amp; assessment)</td>
<td>- Engagement with relevant RDP courses</td>
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<tr>
<td>- Laboratory Skills</td>
<td>- PGHE courses</td>
<td>- Transferable research skills (lab &amp; field skills, quantitative and qualitative skills)</td>
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<td>- Bibliographic Skills</td>
<td>- Module auditing</td>
<td>- Networking &amp; Communication skills</td>
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<td>- Methodological Skills</td>
<td>- Informal class/lab/field learning observation</td>
<td>- Poster/Oral/AV Presentation Skills</td>
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<td>- Specialized web/software/analysis packages training</td>
<td>- Peer feedback and support</td>
<td>- Time Management</td>
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<td>- Academic writing &amp; publication skills</td>
<td>- Equality and Diversity Training.</td>
<td>- CV Writing</td>
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<td>- Attendance at specialist research training events e.g. RCUK training events</td>
<td>- Involvement in planned Summer programme</td>
<td>- Interview Skills</td>
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<tr>
<td>- Seminar/conference attendance &amp; presentation</td>
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<td>- Equality &amp; Diversity</td>
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<td>- Funding applications</td>
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<td>- Funding bid experience</td>
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All full-time students should attend at least one RDP session per year, and part-time students should attend at least one RDP session every 2 years. If a student is off-campus and is unable to travel to campus at the time when an RDP session is scheduled, alternative training should be discussed with the supervisor and DoPGR as necessary.

How it ensures that off-campus students are able to participate in the research culture of the College.

All students are on email lists within their discipline and will receive regular information on research seminars taking place within their discipline. A list of seminars across the whole College are also available on the CLES intranet. If video-conferencing is available at the remote location, with advance notice, and if practical, efforts will be made to video-link the seminar/research session for off-campus students. This would be at the request of the off-campus students and cannot be guaranteed.

Off-campus students can also participate in the PGR Liaison Forums via videolink/skype on request.

Off-campus students are encouraged to engage in research activity and to discuss with the College via the PGR Liaison Forum or to the College DoPGR any ways in which their participation in activities could be facilitated.

The teaching experiences available for off-campus students would normally be limited as the majority of teaching experience would require on-campus attendance, however, with electronic marking, there may be some opportunities available once students had attended associated training delivered on campus.
How parity of experience for off-campus and part-time students is achieved in view of the responsibilities of the College, Supervisors, mentors and the student as detailed above. This should include full details of opportunities for visiting the campus and the opportunities for induction and research training.

Off-campus students would normally be expected to attend the induction session for on campus students. However, if this is not possible, a video-conference/skype/telephone would be set up with the student on an individual basis.

Part-time students would normally be expected to attend the induction session for on campus students.

For visits by off-campus students to campus of longer than 1 week, with sufficient notice, efforts will be made in liaison with the supervisor, College Administrator and Computer Development officer, to provide access to a desk/computer/printing/photocopying facilities. However, this cannot be guaranteed.

Supervisors
Each postgraduate research student is assigned two MPhil/PhD supervisors. In most cases both supervisors will be from your home discipline but occasionally students have supervisors from outside of their discipline, where there is a particular academic reason. In addition students may also have supervisors from outside of the University, normally for students funded by external sponsors.

The role of the second supervisor varies considerably over a spectrum between co-supervisor and occasional consultant. Where your supervisor is inexperienced, an experienced second supervisor should act as co-supervisor, sit in on meetings, etc. Your second supervisor may also act as co-supervisor in cases where the first and second supervisors have expertise in complementary techniques or domains, or where the supervisors are collaborators.

You will need to complete a student-supervisor/learning agreement form within the first 6 weeks of your programme. The form will be provided to you by the PGR Support Team. This is to identify the expectations of both supervisor and student, an agreement of the frequency and nature of supervisory contact and procedures for dealing with urgent problems, which must be signed by all supervisor(s) and student. You should keep the original but must also upload the final version of the form to MyPGR by 6 weeks after your initial registration date.

You will have regular meetings with your supervisors – how often these take place will vary depending on the stage of your research. The timing and purpose of your supervisory meetings needs to be negotiated between you and your supervisory team and you must make sure that you know what is expected.

You will need to keep a written record of your progress on MyPGR1. MyPGR ‘contact events’ are scheduled every month except August and December (10 per year; part-time students will have 6 events per year, and students on continuation status will have 3 events). If you have more regular meetings, you can add extra ‘contact events’ to

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1 http://as.exeter.ac.uk/support/admin/research/mypgr/
MyPGR as necessary. You can access MyPGR via the student record tab on MyExeter\textsuperscript{2}.

Most students also find they need to see their supervisors between meetings as issues arise – again this can be negotiated between you.

Whilst MyPGR should be used to keep a record of all supervisory contact events, it is important that you take the time to regularly review overall progress with your supervisor, recording the discussion and any outcomes in MyPGR. This should take place at least three times per year for full-time and twice per year for part-time students.

The University has a code of good practice\textsuperscript{3} in which it sets out what you can expect from your supervisor and vice versa. This is important information for you to read and absorb. If you are unhappy with your supervisory arrangements then you need to see your mentor or speak to the CLES PGR Support team. If they are not urgent, you can also note your concerns at Annual Monitoring.

**Mentors**

You will be assigned a pastoral mentor who will normally be the Director of Postgraduate Research according to discipline. You can contact your mentor to discuss any difficulties you are having with your supervisor, and also any other issues (e.g. accommodation, financial, health or other) which are adversely affecting your ability to study. You can record the content of your meetings with your mentor on MyPGR – any meeting you record on MyPGR with your mentor will not be visible to your supervisors. Your mentor will be able to view the meetings you have with your supervisors.

**MyPGR**

Information on MyPGR can be found in the ‘Supervisors’ section of this handbook. Demonstrations of how to use MyPGR can be found here. In addition to your supervisory team and mentors, the Director of Postgraduate Research for your discipline, the College Director of Postgraduate Research and the CLES PGR Support team will also have access to your MyPGR records. If you do not write up a contact event by the end of the month you will receive an automated email reminder from MyPGR. Your supervisor will also receive an automated reminder. If you do not write up the minimum number of contact events appropriate for your mode of study then the CLES PGR Support team will contact you to ensure that you are receiving the appropriate levels of supervision and to see if there are any problems.

**Monitoring**

Your progress will be monitored during your programme to ensure that you remain on track to complete within your maximum period of study. There are a number of ways we will monitor your progress. If it is suspected that you are not progressing sufficiently, then you may receive a warning of ‘Unsatisfactory Academic Progress’. There are three warning stages which ultimately could lead to de-registration from your programme. Please therefore ensure that you respond in a timely manner to requests from your supervisors and the CLES PGR Support team.

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\textsuperscript{2} https://www.exeter.ac.uk/myexeter/

\textsuperscript{3} http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Epgsuper.pdf
Your supervisory team will be continuously monitoring your performance through your programme and can raise issues of Unsatisfactory Academic Progress at any point. In addition the other mechanisms that are used to monitor progress are:
MyPGR
MPHil-PhD upgrade
Annual Monitoring
Discipline specific monitoring processes (please see your ‘home’ discipline supplementary handbook for details

You will be at risk of a Stage 1 warning of Unsatisfactory Academic Progress if you do not write up the minimum number of contact events on MyPGR.

Upgrade from MPhil to PhD
All postgraduate research students who are intending to graduate with a PhD are initially required to register for an MPhil. Students will then undergo an upgrade process to transfer from MPhil to PhD. Please refer to the discipline handbooks for specific details on the upgrade process in your discipline.

Annual monitoring
The University requires that each postgraduate research student takes part in an annual monitoring exercise. This provides an important opportunity to discuss individual progress on your programme. You and your supervisors will be asked to independently complete a report about your progress. The responses from these will be considered by a panel of staff. You can request a meeting with the panel to discuss your progress or any problems you are facing in more detail. The panels consist of staff, at least one of whom is not the student’s supervisor. This will normally take place in Term 2 – specific dates will be given to you by email.

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

You should also be aware of the Teaching Quality Assurance Manual (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.

Academic Misconduct: Plagiarism, cheating and collusion
Plagiarism is not permitted and will be severely punished – for postgraduate research students the penalty for plagiarism post-submission of thesis is permanent exclusion from the University. Plagiarism is defined as representing as your own the words or ideas of other people, whether published or not. In the University context, it may take the form of copying sections of journal articles into your thesis without acknowledging where they come from, or copying another student’s work and passing it off as your own. Always acknowledge direct quotes by naming the source and never use other people’s results or copy their work without full attribution. Do not permit your work to be copied by others. Internet plagiarism is dealt with in the same way as plagiarism from printed sources and search engines make it fairly easy to detect.

4 http://as.exeter.ac.uk/support/admin/research/studying-rulesandregulations/  
5 http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/  
6 http://as.exeter.ac.uk/support/admin/staff/qualityassuranceandmonitoring/tqamanual/pgrstudent/
Most cases of unintentional plagiarism can be resolved by careful thought, acknowledgement of a source and proper referencing of the source. Put simply, you plagiarise if you present other writers’ words and ideas as your own. You do not plagiarise if you “provide citations for all direct quotations and paraphrases, borrowed ideas, and for facts that do not belong to general knowledge” (Crews and VanSant\textsuperscript{7}).

It is your responsibility to complete the course on Academic Honesty and Plagiarism available on the Exeter Learning Environment (ELE) located at ele.exeter.ac.uk. It is recommended that you complete the course before you submit any written work.

\textbf{View the University’s policies and procedures on managing academic misconduct}

\textbf{Periods of study}

As a research student you must be aware of your maximum period of study\textsuperscript{8} (your ‘completion’ date), and you must submit your thesis within this period of time. An extension to the maximum period of study will only be granted very exceptional circumstances. You should aim to submit your PhD (please note that different periods of study apply to students registered on ‘PhD by Publication’) by around the end of your third year of full-time equivalent study so that you can complete your PhD within the maximum period of study. ‘Completion’ means you have been examined, and completed any minor or major corrections to the satisfaction of your examiner. \textbf{Your target submission date and your completion date can be found on MyPGR.} Whilst you are registered on an Masters by Research or an MPhil the target submission date & completion date will be the same, but your completion date will be extended if/when you successfully upgrade to a PhD.

\textbf{Thesis Submission and Viva}

Around 3 months before you intend to submit your thesis, your supervisor will need to nominate your examiners (normally one internal examiner and one external examiner). Examiners are expected to read the thesis and write separate preliminary reports on the thesis itself, prior to holding an oral examination (viva) with you. Rules concerning the conduct and procedures for the viva are available\textsuperscript{9}.

Further to item 7.1 in the Code of Good Practice: Boards of Examiners for Degrees by Research\textsuperscript{10} 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 the work was submitted (aside, if necessary, from minor amendments); or
(d) the student wishes a viva examination to be held.

\textsuperscript{8} http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Gpgrregproc.pdf
\textsuperscript{9} http://admin.exeter.ac.uk/academic/tls/tqa/Part%208/8trescexa.pdf
\textsuperscript{10} http://admin.exeter.ac.uk/academic/tls/tqa/Part%208/8trescexa.pdf
Further to item 8.3.1 in the Presentation of Theses/Dissertations for Degrees in the Faculty of Graduate Research: Statement of Procedures\(^{11}\), CLES does not require research students to submit a copy of their thesis to the College.

You should refer to the TQA Manual Presentation of Theses/Dissertations for Degrees in the Faculty of Graduate Research: Statement of Procedures\(^{12}\) for details on how to present your thesis. Your thesis can include previously published papers. You should speak to your supervisor or the relevant Director of Postgraduate Research for your discipline for guidance on the types of previously published papers that would be appropriate for inclusion in your thesis.

Students can also make requests to submit their thesis in an alternative format. For example:

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

Requests for submission in an alternative format must be made in advance and must be discussed thoroughly with the supervisor first. The relevant forms can be found in the TQA Manual Presentation of Theses/Dissertations for Degrees in the Faculty of Graduate Research: Statement of Procedures\(^{13}\).

**Teaching**

Many research students will be required to do teaching as part of their studentship, and your discipline may also employ additional postgraduates during the year for teaching purposes. At the start of the academic year the member of staff in charge of organising teaching will contact postgraduates to inform and explain as to what is required. You should be informed of the hours that you will be able to claim for and the pay rate before you agree to the work. You will need to ensure that you have received adequate training before you undertake any teaching. Anyone involved with teaching is required to undertake the ‘Learning & Teaching in Higher Education Programme’\(^{14}\). There is a Stage 1 programme which is a 1-day course that runs at the start of Term 1 and Term 2, however, if you are required to do any marking of work, you must also undertake the Stage 2 programme which is delivered over several weeks in Term 1 or Term 2.

There is a ‘Code of Good Practice on the Employment of Postgraduate Research Students’\(^{15}\), which defines that you should not normally work for more than 6 hours per week and over the course of the year should not exceed 180 hours of work whilst studying full-time as a research student (or for the equivalent of 0.5fte if a part-time student). We strongly recommend that all students take the LTHE 1-day Stage 1 programme so that you can undertake any ad-hoc opportunities that may arise during the year.

\(^{11}\) http://admin.exeter.ac.uk/academic/tqa/Part%207/Jpgthesis.pdf
\(^{12}\) http://admin.exeter.ac.uk/academic/tqa/Part%207/Jpgthesis.pdf
\(^{13}\) http://admin.exeter.ac.uk/academic/tqa/Part%207/Jpgthesis.pdf
\(^{14}\) http://as.exeter.ac.uk/support/development/researchstudents/learningandteachinginhighereducationprogrammelthe/
\(^{15}\) http://admin.exeter.ac.uk/academic/tqa/Part%207/Lteacher.pdf
In order to claim for agreed work that you have done, you will need to complete a [PD82 form](http://www.exeter.ac.uk/staff/employment/payroll/formsandtemplates/)16, plus a [PD81 form](http://www.exeter.ac.uk/staff/employment/payroll/formsandtemplates/) if you have not claimed before. The PD81 form requires us to check your [‘Right to Work in the UK’](http://www.exeter.ac.uk/staff/employment/righttowork/)17 and you will normally be asked to show your passport (other documents are also permitted) to the College Administrator in your discipline who will take a copy of the relevant pages. The PD82 fee claim form should be signed and coded by the administrator or academic who asked you to complete the work and by the budget holder and submitted with an account code to the CLES Finance Office, Hatherly Laboratories (for Exeter students) or the ASU Finance Office (for Cornwall students), or as advised. Claims are paid on a monthly basis, at the end of the month. You should submit your claims promptly following the work to ensure that you are paid before the [deadline](http://www.exeter.ac.uk/staff/employment/payroll/formsandtemplates/). It is recommended that you submit your claim to the relevant Finance office at least one week before the payroll deadline to allow time for processing.

**Training**

A PhD is a research and professional training process. The College is committed to ensuring that its postgraduate research students are able to access a range of research and professional training opportunities, including teaching opportunities, throughout their period of study. Your CV and future career prospects, in academia or elsewhere, will be notably enhanced by evidence of experience, training and skills beyond those acquired through the PhD research itself.

It is expected that all full-time postgraduate research students should undertake 70 hours of training each year (part-time students, pro-rata).

For postgraduate research students, training encompasses a range of activities undertaken throughout the programme of study. While acknowledging some overlaps, training may be usefully grouped under three headings: i) research training; ii) teacher training; iii) professional & transferable skills.

All training should benefit each individual student’s development as a well-rounded early-career scholar and researcher, facilitate successful completion of the PhD, and improve employability potential.

*Examples* (not exhaustive) of activities identified as Training:

<table>
<thead>
<tr>
<th>Research Training</th>
<th>Teacher Training</th>
<th>Professional &amp; Transferable Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Engagement with relevant RDP courses</td>
<td>- LTHE1 &amp; LTHE2 Teaching Training Courses <em>(mandatory for those involved in UG/PGT teaching &amp; assessment)</em></td>
<td>- Engagement with relevant RDP courses</td>
</tr>
<tr>
<td>- Laboratory Skills</td>
<td>- PGHE courses</td>
<td>- Transferable research skills (lab &amp; field skills, quantitative and qualitative skills)</td>
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<tr>
<td>- Bibliographic Skills</td>
<td>- Module auditing</td>
<td>- Networking &amp; Communication skills</td>
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<tr>
<td>- Methodological Skills</td>
<td>- Informal class/lab/field learning observation</td>
<td>- Poster/oral/AV Presentation Skills</td>
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<tr>
<td>- Specialized web/software/analysis packages training</td>
<td>- Peer feedback and</td>
<td>- Time Management</td>
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<tr>
<td>- Academic writing &amp; publication skills</td>
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<tr>
<td>- Attendance at specialist</td>
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</table>

16 [http://www.exeter.ac.uk/staff/employment/payroll/formsandtemplates/](http://www.exeter.ac.uk/staff/employment/payroll/formsandtemplates/)
17 [http://www.exeter.ac.uk/staff/employment/righttowork/](http://www.exeter.ac.uk/staff/employment/righttowork/)
Gaining teaching experience during the course of PhD research is critical to future employability in the academic sector, and will commonly also be beneficial in terms of many non-academic careers.

Given the diversity of teaching and learning activities within the College, here is an indication of the key areas of teaching-related experience that postgraduate research students should aim to progressively acquire throughout their programme of study:

- Familiarity with and experience of undergraduate assessment (where appropriate), and assessment policies and processes.
- Preparation and maintenance of student learning resources.
- Experience of a range of learning contexts (e.g. seminar, lab demonstration, learning skills, fieldclass, project preparation and supervision, e-learning).
- Preparation and delivery of taught material, including lectures.

You should complete a training needs analysis each year with your supervisory team. You will be supplied with a form for this from the Postgraduate Support Team. The form should be uploaded to MyPGR.

There are various forms of generic skills training available to you during your time as a research student. Some of these are run within your discipline 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 funding body.

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 statement 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 Programme 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 (MyCareerZone) so that your attendance can be recorded, as attendance levels are monitored and reported back to Research Councils.

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18 [http://as.exeter.ac.uk/support/development/researchstudents/erdp/whatphdstudentsshouldbeabletodo/]
19 [http://as.exeter.ac.uk/support/development/researchstudents/erdp/]
You may also take modules from the Taught Programmes within the College. You are generally welcome to do this, but it is advisable to speak to the module leader to seek permission before you attend. You should speak to the Education Office within the relevant discipline to ensure that you are correctly registered for the modules. This is so not only will the module leader know who is taking the module, but also you should then be informed of any changes to any teaching sessions. You will need to decide whether you need to ‘audit’ the module (i.e. not take the assessments) or take the module for credit.

Research Council funded students are encouraged to attend Research Council GRADschools courses in their 2nd or 3rd year. There is no fee for Research Council funded students - the cost of accommodation, meals and course materials are covered. However you will have to pay your own travelling expenses which you should budget with your supervisor from your Research Council training support grant (RTSG).

For any training that you undertake you should make a record of this on ePDP (electronic Personal Development Plan). This can be accessed via MyExeter on the ePDP tab. Training recorded on ePDP will be visible to your supervisors on MyPGR.

Seminars
You are strongly encouraged to attend the seminar series that take place within each discipline. There will often be visiting speakers from external institutions. Details of seminars will usually be circulated by email within your home discipline, however, you can also access the seminars scheduled throughout the College via the CLES intranet.

As a postgraduate research student you will be expected to deliver seminars about your research. The seminars provide a very important opportunity to discuss your research with members of staff and fellow research students. They are designed to be supportive and to provide feedback on your research ideas and progress. Seminars provide useful opportunity to practice presentation skills.

Personal Development Plan (PDP)
You will be encouraged to reflect on your academic progress and broader personal development in a variety of ways during your time at Exeter. However, a particularly important feature of the ‘structure and support’ we provide for PDP is through the opportunities you have to talk about your progress with your supervisors throughout your programme of study.

Your supervisory meetings should provide a supportive environment in which to discuss your development, so you should feel free to be completely frank about your progress and achievements. Where appropriate, your supervisor may refer you to other sources of help and guidance.

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20 http://www.vitae.ac.uk/researchers/15672/GRADschools.html
Students can create PDP records using the electronic tool accessed via the Student Record pages on your MyExeter portal pages, known as ePDP. This resource provides a structure for you to (i) conduct a self appraisal, and (ii) produce an action plan, and you can share your ePDP records online with your supervisor.

You will need to record all training events that you attend on the ePDP 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.

**Changes of status**

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 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. International students wishing to transfer to part-time mode of attendance should first seek the advice of the International Student Advisors. You should discuss the change of status with your supervisor. You should also check with your funding body to see if the change is permitted, and then complete the **required form**\(^\text{21}\) 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 for PhD (or six years part-time), you can apply to transfer to **continuation status**. You are permitted to transfer to continuation status once you have satisfied you 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. You can only spend a maximum of 12 months on continuation status. Changing to continuation status will not increase your maximum period of study however if you were to transfer earlier than the end of your third year (if full-time) or sixth year (if part-time) then your maximum period of study would be reduced accordingly.

Continuation status students (for entrants since 1 August 2009) will be charged a fee in the second and third terms of their continuation period – currently £200 each term. Research Council students are exempt from this charge.

**NERC students**

Students who are funded by NERC are permitted to apply for funding for fees/stipend for six months of their fourth year. At least three months before the start of the fourth year, eligible students will be contacted to see if they would like to apply for an additional six months of funding. Students will need to make a case for this extra support with a supporting statement from the supervisor. This will be considered by the relevant Director of Postgraduate Research.

**Research Data Management and Open Access**

Good practice in Research Data Management brings many benefits, including ensuring that research data is stored safely thus avoiding data loss, the possibility of validating research findings and the ability to reuse and share data sets. The security of research

\(^{21}\) [http://as.exeter.ac.uk/support/admin/research/registration/changestostudy/](http://as.exeter.ac.uk/support/admin/research/registration/changestostudy/)
students’ data is of particular importance when it is embedded in a larger research project and will need to be accessed after the completion of the students’ degree. Open Access to both research data and research publications allows for greater visibility of research and can stimulate new research opportunities and collaborations. Early career researchers can especially benefit from raising their research profile by publishing on Open Access. Availability of research data on Open Access has been shown to increase the number of citations. The re-use of existing data furthers research and signifies that data does not have to be recreated unnecessarily.

Research data is material that is created or collected and informs and validates research outputs. It can be in digital or non-digital format and include, for example, photographs, interview recordings, Excel spreadsheets, medical specimens, NVivo files and paper records. In order to save time and effort later on in your degree, before you start collecting or creating research data or materials research students should consider the following:

- **Managing references:** Using a reference manager such as EndNote or Mendeley helps with the organisation and citation of journal articles and the notes you make about them.

- **Data Storage:** Where will you store your research data/materials? Research students are allocated up to 20 GB of storage space on the University’s U drive which is regularly backed up and can be retrieved if you accidentally delete a file or it gets corrupted. If your data is confidential and/or sensitive don’t use Dropbox or share it using email.

- **Data Back-up:** If you do not store your data on the University’s backed-up drive, for example on a portable hard disk or memory stick, make sure you make regular back-ups of your files to avoid data loss.

- **Organising your files and folders:** Create a logical file storage system to find files easily, for example, with separate folders for reports, presentations, projects etc., and sub-folders separating raw data, tools, and analysed data. You should also develop a naming system for your files so that you know which version has included revisions or use a document control table on the front page.

- **Document your data creation/collection:** It is easier to document data when you start creating or collecting your research materials rather than retrospectively. Think about what information you need about the data/materials so that you or somebody else can reuse and understand the data in the long-term. Information could include how data were created or digitised, what hardware/software was used, how the data was analysed, what their content and structure are and any manipulations that may have taken place.

- **Know your funders’ policy on Open Access to research data and research publications:** Your funder may require you to put your research data and publications on Open Access. There are normally exceptions for commercial, confidential and copyright reasons. See the Digital Curation Centre’s page for an overview of funders’ policies and here for the University of Exeter’s policies.

For further help and advice on Research Data Management and Open Access please contact the Open Access and Data Curation team or register for training sessions via the Researcher Development Programme.

**III. General Information**
Athena SWAN
The University joined the Athena SWAN Charter in June 2011 and received University Bronze Status in March 2012. The Charter’s aim is to support and encourage Universities to work towards gender equality within STEM/M disciplines. At Exeter, STEM/M includes all subject disciplines within the Colleges of Engineering, Mathematics and Physical Sciences, Life and Environmental Sciences and the University of Exeter Medical School. The beliefs underpinning the Charter are:

- The advancement of science, engineering and technology is fundamental to quality of life across the globe.
- It is vitally important that women are adequately represented in what has traditionally been, and is still, a male-dominated area.
- Science cannot reach its full potential unless it can benefit from the talents of the whole population, and until women and men can benefit equally from the opportunities it affords.

The University is committed to the Charter’s six principles:
1. To address gender inequalities requires commitment and action from everyone, at all levels of the organisation
2. To tackle the unequal representation of women in science requires changing cultures and attitudes across the organisation
3. The absence of diversity at management and policy-making levels has broad implications which the organisation will examine
4. The high loss rate of women in science is an urgent concern which the organisation will address
5. The system of short-term contracts has particularly negative consequences for the retention and progression of women in science, which the organisation recognises
6. There are both personal and structural obstacles to women making the transition from PhD into a sustainable academic career in science, which require the active consideration of the organisation.

Work continues on Athena SWAN and details of activities, events and associated information are displayed on the website [http://www.exeter.ac.uk/staff/equality/athenaswan/](http://www.exeter.ac.uk/staff/equality/athenaswan/).

The College welcomes any feedback from postgraduate research students which they feel would help promote the Athena Swan initiative in the College.

Change of address
You must keep the University informed of any changes to your contact details. Please do this via MyExeter.

Illness
If you are off sick for any reason you should inform the CLES PGR Support office in addition to your supervisor (email cles-pgr-support@exeter.ac.uk). For absences of under six days students should complete a personal sickness certificate.[22] 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 interruption[23] is 1 month and the maximum total is 2 years. If you wish to apply for an interruption to your studies you must do this on MyExeter (see the “Request an interruption” in the MyPGR

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22 [http://admin.exeter.ac.uk/academic/tls/ta/Part%206/6Cstulliness.pdf](http://admin.exeter.ac.uk/academic/tls/ta/Part%206/6Cstulliness.pdf)
23 [http://as.exeter.ac.uk/support/admin/research/registration/changestostudy/interruptionofstudies/](http://as.exeter.ac.uk/support/admin/research/registration/changestostudy/interruptionofstudies/)
‘container’). Before you apply for an interruption please make sure you are aware of any restrictions from your funding body and discuss this with the CLES PGR Support office for further advice. You will not normally be entitled to any stipend payments during periods of interruption. As stipends are normally paid in advance you may be required to return any funds that you have already received if you take a period of interruption.

Maternity Leave
Please check with the CLES PGR Support office to see whether you would be entitled to any period of paid maternity leave. Students who need to take an interruption for maternity leave should apply for an interruption via MyExeter (see the “Request an interruption” in the MyPGR ‘container’).

Interruptions
In addition to illness and maternity leave, an interruption to your studies may also be appropriate for a variety of other reasons, for example, financial or 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. Please ensure that you contact the PGR Support team to discuss your situation as soon as you feel that you may need to interrupt for any reason.

UK Border Agency (UKBA)
International students who are in the UK on a Tier 4 visa should note that attendance monitoring is now a statutory requirement of the Points Based visa system and unauthorised absence from 10 compulsory academic activities will be reported to the UK Border Agency and will result in termination of your student visa. Currently for postgraduate research students the mandatory contact points on MyPGR are used as Points Based system contact points, and you will receive warnings if you miss these contact points. A final College warning will be issued if you miss 4 contact points, and you will be referred to the Faculty Dean if you miss more than 7 contact points.

Ethics
If your research has ethical implications you must make sure that you read the College’s Ethics Policy24 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.

Staff and students working with children need Criminal Records Bureau (CRB) clearance. It is necessary that new clearance is obtained for each different ‘group’ that an individual works with ie clearance cannot be carried from one location to another. It is important to remember that obtaining clearance can be time consuming and therefore sufficient time should be allowed prior to the start of a study.

Dignity at work
The University of Exeter 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

24 http://intranet.exeter.ac.uk/lifesciences/healthsafetyrisk/ethics/
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.

A copy of the Protection at Work and Study Policy can be found using the following link: Policy on the Protection of Dignity at Work and Study25

**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-Form26. 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 be sent to the Assistant College Manager (Infrastructure and Technical). If necessary (for high risk activity) the ACM 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.

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 Office27 web site contains valuable information about countries, including any warnings about travelling to particular areas.

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.

**Academic Year & Closure dates**

The University’s calendar provides details of term dates

<table>
<thead>
<tr>
<th>2012-13</th>
<th>Term</th>
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<tbody>
<tr>
<td>Autumn Term</td>
<td>Monday 24 September - Friday 14 December</td>
</tr>
<tr>
<td>Spring Term</td>
<td>Monday 7 January - Friday 29 March</td>
</tr>
<tr>
<td>Summer Term</td>
<td>Monday 29 April - Friday 14 June</td>
</tr>
</tbody>
</table>

In 2012/13 the University will be closed (there is normally a shut-down of the heating) as follows:

Monday 24 December – Monday 31 December inclusive.

**Student ID card**

The UniCard28 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.

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25 http://www.exeter.ac.uk/staff/equality/harassment/protectingdignity/
26 http://www.exeter.ac.uk/staff/internationaltravel/
28 http://as.exeter.ac.uk/support/admin/research/unicard/
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.

**Intranet**

The College of Life and Environmental Sciences intranet is accessible to all staff and postgraduate research students (log-in required). It stores useful information on processes, procedures as well as links to staff webpages which will give details of academic staff admin duties.

**IV. Financial**

**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/your supervisor will be provided with your account code by the CLES PGR support team. With your supervisor you should discuss the use of the RTSG and plan expenditure accordingly. If you are Research Council funded you must refer to the relevant Research Council handbook for any restrictions on the use of the RTSG. The RTSG is to support your research training, and this could include the cost of lab consumables, funding for fieldwork or conference attendance. You should keep your own records of your expenditure to make sure you stay within your budget. You or your supervisor 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 form and submit this to the CLES Finance office (for Exeter students) or the Biosciences Finance Office (for Biosciences-Cornwall students) or the ASU Finance Office (for Geography-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 Biosciences-Cornwall Finance office can be contacted on bc-purchasing@exeter.ac.uk 01326 254189. 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 Finance section on the intranet.

If you require cash to pay participants you will need to submit the request on a requisition form (supplier: Cashiers). You should allow at least two week’s notice before you need the funds. A request will then be made to the Cashiers Office who will supply the cash. It will then be necessary to collect the cash from them (you will need ID to do this). It is essential that you get each participant to sign a form to confirm that

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29 http://intranet.exeter.ac.uk/lifesciences/finance/purchasingprocurement/
30 http://intranet.exeter.ac.uk/lifesciences/finance/
they have received £X amount. This form should be returned to the College Finance Office, Hatherly once the experiment is complete.

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 Form*[^31], 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 Biosciences Finance Office (for Biosciences-Cornwall 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 regulations][^32]. 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 is possible to receive funding in advance of your trip. If you would like to request an advance, please complete the *Student Advance Request Form*[^33]. 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.

*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.*

### AHRC Research Training Support Grant

In 2010/11 the AHRC amended the way it allocates money to MPhil/PhD students for attendance at overseas conferences/study visits and for UK study visits. From 1 October 2010 this funding has been allocated directly to Universities who have been asked to run an internal application process to allocate this funding.

At Exeter an AHRC RTSG Panel will meet three times each year to consider applications[^34]. Students thinking about applying should first read the online guidelines, which include details of eligibility requirements.

Although the total RTSG amount on a grant is calculated on the basis of an amount per doctoral student per year (£200 for 2012/13), there is no limit to the amount of funding any one student can receive from the from the total RTSG pot allocated to the University for a grant. However, under the current arrangements the AHRC provides

[^31]: http://admin.exeter.ac.uk/finance/publications/
[^32]: http://www.admin.ex.ac.uk/finance/publications/expenses_regulations.htm
[^33]: http://admin.exeter.ac.uk/finance/publications/
[^34]: http://as.exeter.ac.uk/support/admin/staff/registrieservices/postgraduateadministration/scholarshipfeesandfinanceinformation/researchcouncilinformation/
the RTSG funds per grant per cohort. The AHRC provide individual grant numbers for AHRC Collaborative grants, which is in contrast to the AHRC Block Grant Partnership grant which is given as one grant to the University with multiple students on it. This means that the maximum RTSG AHRC Collaborative students – where there is only one student per cohort - can expect to receive will be limited to £200pa (£600 total).

**Postgraduate Research Enhancement Fund**

**What is the Postgraduate Research Enhancement Fund?**

The Postgraduate Research Enhancement Fund (PREF) is a fund open to all postgraduate research (PGR) students within the College of Life and Environmental Sciences. It has two aims:

1. To offer additional support in individual cases where unexpected research opportunities have arisen, or where unforeseeable contingencies are impeding research. Approximately two-thirds of available funds will be directed in this way.
2. To develop research and professional training opportunities for CLES PGR students by helping to fund student-led training and study events, workshops etc. Approximately one-third of available funds will be directed in this way.

Please note the PREF is not intended to fund core project costs, or equipment/IT/consumable costs, as it expected that these will already have been budgeted for.

**Who can apply?**

All registered PGR students in CLES may apply, whether individually, or in the case of 2. above as a group. In assessing individual applications we will take into account what other sources of research funding support (i.e. Research Training Support Grant) you are currently able to access.

**What kinds of research activity will the PREF support?**

All individual applications for support will need to clearly demonstrate how the funds applied for will be used to either add additional value to your research or significantly address an unforeseeable difficulty. Examples of such activity could include, for example, an unexpected opportunity to present at a significant conference/participate in a research network etc., or equally an additional research trip/visit/piece of analysis that will distinctively enrich your project.

In the case of group applications that are research training focused, applications will need to clearly outline who will benefit from the proposed activity, and/or how the proposed activity will enrich the intellectual climate and research culture of the Discipline/College more widely.

**How much can be applied for?**

The maximum amount is £500 in any one application.

**Who will assess applications?**

A Panel comprising the College Director of Postgraduate Research (DoPGR) and the Directors of PGR from each of the 4 Disciplines (SHS, Psychology, Geography, Biosciences)

**How can we apply?**
Applications must be made on the PREF form (download this from the intanet), and must include a brief supporting statement from supervisor(s). They should be emailed direct to: cles-pgr-support@exeter.ac.uk with the title PREF – [your name].

Are there specific deadlines for PREF?
No – because the Fund is intended to be responsive to opportunities as they arise, the College will consider applications throughout the year. In allocating funds we will of course be mindful of the need to maintain the scheme across the year.

V. Other Facilities

Postgraduate Workspace
All full-time postgraduate research students (on campus) will have access to a desk. Students have a collective responsibility to keep the rooms and furniture in a decent condition. Normally students will have access to a desk that is located in the relevant discipline building of their ‘home’ discipline. The College also has 3 desks in the Research Commons. For availability of these desks please email cles-pgr-support@exeter.ac.uk

Postgraduate Research Student Liaison Forum
Each discipline will hold a PGR Liaison Forum (replaces the SSLC) each term. It will deal specifically with the needs of research students. It is a student-run forum for suggestions and feedback to and from the staff. All research students will be able to attend. No formal agenda will be required, though minutes will be taken by the CLES PGR Support office. The PGR Liaison Forum 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 your programme. Relevant issues arising from the discipline PGR Liaison Forum will be taken forward by the discipline DoPGR within relevant discipline meetings.

One student representative from each of the Discipline PGR Liaison Forums will attend the College PGR Liaison Forum. At the College level representatives will be able to address the College Director of Postgraduate Research on issues that have arisen at the discipline level. Minutes from the Discipline PGR Liaison Forum will be circulated for the College PGR Liaison Forum. Relevant issues arising from the College PGR Liaison Forum will be taken forward by the College DoPGR to the College Research Strategy Group.

Dates of meetings of the discipline PGR Liaison Forum will be circulated at the start of each year.

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 CLES PGR Support team: cles-pgr-support@exeter.ac.uk. The Students’ Guild Advice Unit35 (for Exeter students) and the FXU36 (for Cornwall students) has a wealth of information about sources of support.

35 http://www.exeterguild.org/advice/
36 http://www.fxu.org.uk/content/746643
The Students’ Guild Advice Unit is open all year round, from Monday to Friday, on the Streatham campus. They have duty appointments/drop-in sessions every morning and afternoon for general/simple enquiries, or you can book an hour long appointment slot for more complex issues. They can be contacted via telephone and e-mail, and they have a comprehensive website that covers a lot of the more general information on a variety of issues. In addition to the service at Streatham campus they also hold advice drop-in surgeries at the St Luke’s campus during term time – Tuesday and Thursday mornings during term-time (9am-12.30pm). Students based in Cornwall have access to the advice service provided by FXU, the joint students’ Union for University of Exeter and University College Falmouth, but can also be helped via the Students’ Guild Advice Unit if this service is not available.

The Advice Unit exists to help any student, prospective and current, postgraduate or undergraduate, and as they are independent from the University they can also offer advice and support for issues that may relate to the University. For example, they can support students through academic issues such as complaints, appeals and incidences of academic misconduct. You can also contact them if you are thinking of interrupting your studies at Exeter, or even leaving the University, as such actions may have implications for future access to student funding and there may be other matters to consider such as housing contracts. With regards to housing contracts, they also offer a free housing contract check for all students.

Student’s Guild Advice Unit, Level +1, The Forum
E-mail: studentadvice@exeter.ac.uk or Telephone: 01392 723520 (ext. 3520)

Complaints
The University seeks to minimise student complaints by ensuring that students have opportunities to participate in formal decision-making processes at all levels and by encouraging regular feedback through Student/Staff Liaison Committees (for PGR students this is through the new PGR Liaison Forums). Where several students share a concern and wish to raise the matter as a group, you should bring this up at your PGR Liaison Forum. If you wish to raise concerns about your University experience (e.g. teaching, supervision or support services) then individual students can raise complaints through the Complaints Procedure[37]. There are 3 stages: informal stage, the first formal stage, and the second (and final) formal stage. Please refer to the procedure in the Calendar for full details.

Disability
The University warmly welcomes and supports students with disabilities. There is a team of specialists at AccessAbility[38] (Exeter) or the Accessibility Service[39] (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.

37 http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/complaints/
38 http://as.exeter.ac.uk/support/disability/exeter/
39 http://as.exeter.ac.uk/support/disability/cornwall/
Students with disability or special educational needs are asked to register with the relevant AccessAbility office who can provide assessment and support and who will issue an Individual Learning Plan which will set out arrangements and any adjustments which need to be made.

**Study Skills**
The Education Enhancement Unit in Academic Services offers [online skills resources](http://as.exeter.ac.uk/support/development/researchstudents/skillse-resources/) which are designed to help you develop a range of academic skills – although aimed at Taught students, research students may still find the e-resources useful. They include essay writing, referencing and critical reading. The resources are interactive, self-paced and contain a variety of activities to support your development.

[One-to-one support](http://as.exeter.ac.uk/support/development/researchstudents/oneskillsupport/) is also available on both the Exeter and Cornwall campuses.

**Family Centre**
The University of Exeter provides a purpose-built Family Centre which stands in its own grounds on the Streatham Campus. The [Family Centre](http://www.exeter.ac.uk/staff/stafflife/childcare/family/) provides high quality care and education for early-years children of students and staff. With more than 35 years experience in childcare the Family Centre has consistently received excellent inspection reports. University staff, students and parents from the community may use the Centre. They cater for children from six weeks to five years of age.

**Wellbeing**
The University of Exeter [Wellbeing Services](http://www.exeter.ac.uk/wellbeing/) team, made up of counsellors and mental health practitioners, are all highly skilled and experienced in recognising how psychological and mental health difficulties can affect your studies.

They are able to offer advice, therapeutic and practical support to help you cope personally and to manage your studies.

**Health, Safety and Risk**
Information on health and safety and laboratory safety can be found on the [intranet](http://intranet.exeter.ac.uk/lifesciences/healthsafetyrisk/). Copies of all completed risk assessments should be forwarded to the Assistant College Manager (Infrastructure and Technical) through the relevant Laboratory Manager or policy lead, to be formally logged. Risk assessments must be reviewed annually and always following any changes to procedures.

Further information can be found on the University's [Health and Safety and Environment Office](http://www.exeter.ac.uk/staff/wellbeing/safety/) web page.

**Deal with a Fire**

1) If you discover a fire - however small it may be SOUND THE ALARM.
2) Call the Fire Service by dialling 999. Be prepared to give them the address of the building.

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40 [http://as.exeter.ac.uk/support/development/researchstudents/skillse-resources/](http://as.exeter.ac.uk/support/development/researchstudents/skillse-resources/)
41 [http://as.exeter.ac.uk/support/development/researchstudents/oneskillsupport/](http://as.exeter.ac.uk/support/development/researchstudents/oneskillsupport/)
42 [http://www.exeter.ac.uk/staff/stafflife/childcare/family/](http://www.exeter.ac.uk/staff/stafflife/childcare/family/)
43 [http://www.exeter.ac.uk/wellbeing/](http://www.exeter.ac.uk/wellbeing/)
44 [http://intranet.exeter.ac.uk/lifesciences/healthsafetyrisk/](http://intranet.exeter.ac.uk/lifesciences/healthsafetyrisk/)
45 [http://www.exeter.ac.uk/staff/wellbeing/safety/](http://www.exeter.ac.uk/staff/wellbeing/safety/)
3) Summon help and if possible (without taking personal risk and trained to do so) attack the fire with available equipment, turning off gas and electricity

4) On hearing the fire alarm:
   - Close your window and door,
   - Check adjacent rooms and warn the inhabitants if they have not heard the alarm
   - Do not stay to collect any possessions, just take a coat or similar clothing, if readily available, to keep warm,
   - Leave the building quickly by the nearest available exit and warn the person in charge of any person known to be missing. Do not use the lifts.

5) Notify Estate Patrol (Exeter) on 01392 72 3999 (3999 internal, anytime 24/7) or Campus Security (Tremough) on 01326 25 1400 (1400 internal, day) or 07768 55779 (night)

6) Go to the assembly point

Major Accidents

Immediate Action:
Determine continuing danger and extent of injury. If necessary, evacuate area. Summon help and ensure the following are contacted:

- The Emergency Services 999 or 112 (999 on internal phones), give location, building and postcode if known.
- A First Aider (if available) At Tremough call 444 for first aid. At Exeter, the Estate Patrol, 3999 on internal phones 723999 on external phones. Tremough on Internal extension 3666 – this diverts to the security team’s mobile number Mobile 07768 557779. There is also 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 aiders46.

- If safe to do so, ensure that the injured are accompanied until help arrives.

As Soon As Possible:
University Staff must ensure that the following are informed

- The Safety Office in Exeter extn 5340 (01392 725340) or Tremough 01326 253616
- The injured parties Line Manager (who must decide whether to inform the Next of Kin)
- The Building Safety Officer
- The relevant Trade Union Representative
- The HR Division

Details of all accidents and “near misses” must be recorded on a University Accident Report (Green) Form 1 available from the web (download from http://www.exeter.ac.uk/staff/wellbeing/safety/formssignsandtemplates/) and at Porters desk or main office and First aid boxes. A copy should be taken by the injured party, one sent to the ACM (I&T), CLES, via the Discipline Health and Safety lead or Laboratory Manager; and the original must be sent to the Health Safety and Environment Office, Queens Building.

Minor Accidents

46 http://www.exeter.ac.uk/staff/wellbeing/safety/hspoliciesandguidance/firstaid/firstaiderslist/
Immediate Action:
- Determine continuing danger and extent of injury
- Summon help and ensure that:
  - A First Aider is contacted.
  - The injured are accompanied until help arrives

As Soon As Possible:

Details of all accidents and “near misses” must be recorded on a University Accident Report (Green) Form 1 available from the web (download from http://www.exeter.ac.uk/staff/wellbeing/safety/formssignsandtemplates/) and at Porters desk or main office and First aid boxes. A copy should be taken by the injured party, one sent to the ACM (I&T), CLES, via the Discipline Health and Safety lead or Laboratory Manager; and the original must be sent to the Health Safety and Environment Office, Queens Building.

**Laboratory Safety**

In addition to specific regulations, some basic guidelines/rules for general safety within CLES Laboratories are (see http://intranet.exeter.ac.uk/lifesciences/health/laboratorysafety/ for the most up to date information):

- There must be no eating, drinking or application of cosmetics in laboratories.
- Laboratory coats must be worn and be fastened in laboratories. These must not be taken into rest areas and coffee rooms. Laboratory coats should be hung up separately from other clothing.
- All staff should be aware of suitable clothing for various activity types; for example, open shoes or shorts are inappropriate for certain types of laboratory activity.
- There may be occasions on which long hair should be tied up.
- Safety spectacles or visors must be worn when handling acids, alkalis, corrosive or other hazardous materials including microbiological material.
- Safety spectacles or visors must be worn in solution-chemistry laboratories
- Safety glassed must be worn in the teaching laboratory at all times by staff and students alike. The only exceptions being when using microscopes or if an approved Risk Assessment has been completed showing that they are not necessary.
- Suitable gloves should be worn when handling hazardous materials. Disposable gloves should be changed frequently to avoid contamination.
- Remove disposable gloves before handling other equipment and books and before leaving the laboratory if possible. To avoid contamination, one glove must always be removed to handle door-knobs etc.
- Hands should be washed when leaving the laboratory and before meals etc.
- Do not work with flammable solvents near a naked flame, or place them in refrigerators or freezers unless these are marked spark-proofed.
- Mobile phones should not be used in the laboratory. Personal calls must be taken outside the laboratory. The only exceptions for phone use is for on-call and when required for specialist technical advice on equipment. Phones must be turned off particularly when working with flammable solvents.
The use of IPods and personal stereos is discouraged and must only be used with the express permission of the laboratory manager/PI and when there is no risk of contamination.

The presence of children in laboratories is not permitted. If it is necessary for a child to enter the building, this is permitted only on the following conditions:
- The child is at all times supervised by a responsible adult and is not left unattended and a [Children in Laboratories Risk Assessment](#)
- All responsibility for accidents caused will be that of the parent or person in charge of the child. CLES will not accept any responsibility.

**Out of Hours Working and Lone Working out of Hours**
Lone working in laboratories out of normal University hours is not permitted for undergraduates and is strongly discouraged for other members of the College. Another responsible person must always be within calling distance. Anyone wishing to do practical work in laboratories after 5.30 p.m. or at weekends involving rapidly toxic materials and other hazardous materials or techniques, must arrange to be within call, and preferably within sight, of another person, (i.e. there must be at least two persons on each floor). Individuals must not work alone in the building or on any one floor. No experimental work may be carried out when the University is officially closed (e.g., at Christmas) without the presence at all times in the same laboratory, of a second person qualified in the experimental techniques and safety procedures.

**Signing in/out.** Anyone working after 6.00 p.m. or at weekends must sign and out with their name, times of arrival and departure in the Night List located at:
- The Porters’ Lodge Geoffrey Pope Building,
- The lower entrance to the building in Hatherly
- At the bottom of the stairs in the Biocatalysis Centre
- The Reception at Tremough.
- Outside the 4th Floor Laboratories in Amory.

Note: This is ONLY for security reasons and to ensure that in case of fire a record of people in the building is readily available.

**Computers**
There are many open access IT facilities around the Exeter campus. These are managed by IT Services and are available to all members of the University (a username and password are required). The [webpage](http://www.ex.ac.uk/its/clusters/) gives you information on the locations, software available & opening times of the clusters and also provide information on when clusters have been booked for teaching.

**Printers**
Postgraduate research students in CLES are entitled to free black & white printing on campus, but please remember that this is a privilege and costs the College money. Your usage of the printer will be monitored and if it is deemed excessive then you may be asked to cover some of the costs. Please be sensible with the quantity of your printing – for both economic and environmental reasons. Under no circumstances should the printers be used for personal needs.

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47 [http://www.ex.ac.uk/its/clusters/](http://www.ex.ac.uk/its/clusters/)
Please speak to your local discipline office administrator if you have any colour printing requirements.

Postgraduate Administration Office
The University’s Postgraduate Administration office\(^{48}\), based in Academic Services, has a useful website containing essential information that you need to know as a current student.

Postgraduate Society
The Postgraduate Society is dedicated to representing Postgraduate students’ needs and is affiliated to the National Postgraduate Committee (NPC). Run by a committee of students, it can help you make the most of your time at Exeter. Whether you want to meet other postgraduate students in a social setting or need help in dealing with academic or welfare issues, the Postgraduate Society provides the opportunity.

As well as representing postgraduates at wider meetings, the Postgraduate Society plans the postgraduate programme for Welcome Week, holds the annual Postgraduate Ball and considers improvements that can be made to enhance the postgraduate experience at Exeter. Throughout the year, the union organises socials, debates, discussion forums, trips and coffee mornings to provide everyone with opportunities to meet other postgraduates, celebrate successes and gives the chance to relax from studying.

The committee is supported by a group of representatives. These cover the interests of students at St Luke’s, Cornwall Campus, international students, the NPC, taught and research programme students. Every postgraduate is automatically a full member of the Postgraduate Society as well as the Guild and is entitled to their services.

Visit the Postgraduate Society’s facebook page

Library
The Academic Support Consultant\(^{49}\) at the Library\(^{50}\) for the College of Life and Environmental Sciences 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.

Access to the campus
Maps and directions are available of the Streatham campus\(^{51}\) and St Luke’s campus in Exeter and the Cornwall campus\(^{52}\) at Tremough. Exeter city centre is a 15-20 minute walk from the Streatham campus, and a short walk from the St Luke’s campus. There is a regular bus service (Service D) which runs between the Streatham and St Luke’s campus, via the city centre, approximately every 15 minutes during the day. Discounted bus travel is available. There is a free minibus\(^{53}\) service from Exeter St David’s railway station to Streatham Campus for students and staff.

\(^{48}\) [http://as.exeter.ac.uk/support/admin/research/](http://as.exeter.ac.uk/support/admin/research/)
\(^{49}\) [http://as.exeter.ac.uk/media/level1/academicserviceswebsite/library/documents/guides/ASC.pdf](http://as.exeter.ac.uk/media/level1/academicserviceswebsite/library/documents/guides/ASC.pdf)
\(^{50}\) [http://as.exeter.ac.uk/library/](http://as.exeter.ac.uk/library/)
\(^{51}\) [http://www.exeter.ac.uk/visit/directions/streathammap/](http://www.exeter.ac.uk/visit/directions/streathammap/)
\(^{52}\) [http://www.exeter.ac.uk/visit/directions/cornwallmap/](http://www.exeter.ac.uk/visit/directions/cornwallmap/)
\(^{53}\) [http://www.exeter.ac.uk/campushelp/minibus/](http://www.exeter.ac.uk/campushelp/minibus/)
For travel from/to the Tremough campus bus timetables\textsuperscript{54} are available from the ASU at Tremough.

Postgraduate Research students are eligible to apply for a ‘Staff’ Parking permit for the Exeter campuses. There is a charge\textsuperscript{55} 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. Parking permits at Tremough campus are restricted and green travel is encouraged.

There are numerous places to lock your bike on campus, and showers are available in many buildings.

There is a pilot bike scheme\textsuperscript{56}, 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.

See further information on sustainable travel at http://www.exeter.ac.uk/sustainability/campus/travel/bike/

Access to the Building
There are a number of swipe card access systems across the University. To gain access you must use your student ID card in the swipe card system by the door. Only authorised users are able to gain access. If your ID card does not work, please send your card number and name to the College Administrator in your ‘home’ discipline.

Office Hours
The normal working hours of the University are 9am-5.15pm Monday-Friday and the CLES PGR Support office will be staffed during this period.

Room Bookings
If you need to book a room on campus please contact the College Administrator in your ‘home’ discipline who will be able to do this on your behalf. You can check the availability of centrally bookable rooms (in Exeter only) at the Room Bookings website. The College is charged for the use of centrally bookable rooms.

Post
Please check with the College Administrator in your ‘home’ discipline regarding postal arrangements in your building. You will be able to send post related to your research from the College (on campus students).

Telephone
Telephones are normally available for postgraduates to use in relation to their research on request (please see the College Administrator in your ‘home’ discipline). These should not be used for personal calls. The telephone bill is monitored. It is advisable that you limit calls to mobile phones. You will need to use the prefix ‘9’ for an external line.

\textsuperscript{54} www.cornwallpublictransport.info/bus_timetables.asp
\textsuperscript{55} http://www.exeter.ac.uk/staff/stafflife/carparking/paymentoptionsandrates/
\textsuperscript{56} http://www.exeter.ac.uk/sustainability/campus/travel/bike/poolbikescheme/
If you need to search for a phone number there are links from the main University web page in the top right hand corner.

**Email**
Please ensure you check your University email account on a regular basis as any email communication from the University will be conducted through your Exeter email account. This includes those students studying away from the campus. If you are away from the campus you can use Outlook Web Access (OWA) to check your mail via the web.

If you are going to be out of email contact for a while, it is best to set up an ‘out of office’ message on your email.

CLES employs various email lists as an easy way to contact groups of people. Postgraduate research students will be added appropriately to the relevant list for their ‘home’ discipline.

If you need to search for an email address there are links from the main University webpage - Contact Us in the top right hand corner or can be found on the Global Address list in Outlook.

**Web**
Postgraduates are listed by name on the CLES website under the relevant ‘home’ discipline. You can have your own webpage. To add details to your profile, please contact Ed Creed e.creed@exeter.ac.uk the College webmaster.

**Stationery**
Basic stationery needs relating to your research can be obtained from your local Discipline office.

If you wish to send a letter on College headed paper please see your local Discipline office for pre-printed headed paper and download the appropriate template to use with the headed paper. The College also has its own inked stamp which staff can use to provide authorisation.

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

57 http://www.exeter.ac.uk/phone/
58 http://www.ex.ac.uk/its/email/forward.shtml
59 http://intranet.exeter.ac.uk/lifesciences/structure/staff/collegeemailgroups/
60 http://www.exeter.ac.uk/email/
61 http://www.exeter.ac.uk/departments/communication/designstudio/visualidentity/downloads/