

Postgraduate Research Programme
2011 - 2012 Handbook

Newcastle University
School of Architecture, Planning and Landscape

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1. INTRODUCTION

I would like to extend a warm welcome to all who are joining the School of Architecture, Planning and Landscape for the first time as candidates for research degrees. Also, welcome back those who are continuing their research in this new academic session here at Newcastle.

The primary purpose of this handbook is to provide the research student with as much information as possible about the various aspects of postgraduate research activities in the School. This covers, for example: matters of research policy; the university regulations governing conduct and research training; staff research interests; and, guidelines for both students and supervisory teams. Sections have also been included to deal with your life in the School.

This document is not meant to be exhaustive or to be a substitute for the various university regulations and procedures which students and staff must consult (it should be read in conjunction with the **Handbook for Research Students and Research Supervisors** – available at: <http://www.ncl.ac.uk/student-progress/research-handbook/>). However some of these have been reproduced and included here where relevant.

The School of Architecture, Planning and Landscape is an exciting, multi-disciplinary environment for all staff and students. The role of postgraduate research students in helping to create and enrich this environment, and the benefits they can receive from it, are significant. 93 postgraduate research students from 31 different countries are currently studying with us and we have links with many academic colleagues and institutions worldwide.

If you are not a student in the School please do not hesitate to contact us if any of our postgraduate research programmes are of interest to you, or if you wish to make an application or receive additional information about any aspect of the programmes.

Dr Ian Thompson

Director of Postgraduate Research
School of Architecture, Planning and Landscape
Newcastle University
Newcastle upon Tyne, NE1 7RU
United Kingdom

Mrs Marian Kyte

Postgraduate Research Secretary

September 2011

NB: Please note that this handbook and other relevant documents are available on the Blackboard site for Postgraduate Researchers in APL (<https://blackboard.ncl.ac.uk/>)

2. EXTRACT FROM CODE OF PRACTICE

Extract from Checklist for Supervisors

This checklist advises you of the action which you (or your supervisors!) should by now have taken, in line with the University's Code of Practice for Research Postgraduates.

- Student to register and collect **Handbook for Research Students and Research Supervisors** from the Graduate School
- Student to attend **School and Faculty Induction**
- Supervisory team to complete and sign (within first 3 months) the **learning agreement** with the student, submitting it to the PGR secretary in the School
- Students to complete **Self-Reflection of Project Specific Skills** and discuss with supervisors and record this in the Research Training Portfolio (<https://pf-postgrad.ncl.ac.uk/eportfolio>)
- Supervisors and student to agree a **personal development plan (PDP)** and **research plan** with the student and record this in the Research Training Portfolio
- Supervisors to complete **induction checklist** in the Research Training Portfolio with the student.

You should also be in the process of completing your **Application for Project Approval**. An approved project is one of the requirements for confirmation of candidature and progression on the research programme; this needs to be done as soon as possible after you have started at the University and certainly no later than **16 December**. This needs to be lodged to the E-Portfolios by this date.

The full Code of Practice for Research Degree Programmes (as approved by UT&LC on 25 April 2006) can be found at

<http://www.ncl.ac.uk/students/progress/assets/documents/RevisedCodeRDP.pdf>

Full details of the Checklist for Supervisors of PhD and MPhil Research Students can be found in Appendix A of this handbook

3. USEFUL TELEPHONE NUMBERS, WEB ADDRESSES, PGR CALENDAR AND TRAINING WORKSHOPS

School of Architecture Planning and Landscape

- Director of Postgraduate Research
 - **Dr Ian H Thompson**, 4th Floor Claremont Tower
 - Tel: 0191 2228812; Email: I.H.Thompson@nc.ac.uk

- Postgraduate Research Secretary
 - **Mrs Marian Kyte**, 3rd Floor Claremont Tower
 - Tel: 0191 2226014; Email: Marian.Kyte@ncl.ac.uk

- School Computing Officer:
 - **Mr Mark Halpin**, 2nd Floor Architecture Building
 - Tel: 0191 2225671; Email: Mark.Halpin@ncl.ac.uk

- Head of School, Architecture, Planning and Landscape
 - **Dr John Pendlebury**, Ground Floor, Architecture Building
 - Tel: 0191 2226810; Email: John.Pendlebury@ncl.ac.uk

- School Manager, Architecture, Planning and Landscape
 - **Ms Jill Mawson**, 1st Floor Architecture Building
 - Tel: 0191 2227634; Email: Jill.Mawson@ncl.ac.uk

- Visa Officer, Student Progress Service
 - **Mrs Tracey Baxter**, Student Progress Service, 6 Kensington Terrace
 - Tel: 0191 2227133; Email: visa@ncl.ac.uk

A list of the staff of the School (and their roles) is available at <http://www.apl.ncl.ac.uk/aboutus/newstaff2.html>

A list of current postgraduate research students is available at <http://www.ncl.ac.uk/apl/postgrad/research/currentprojects.htm>

A list of completed research topics is available at <http://www.ncl.ac.uk/apl/postgrad/research/completedprojects/>

Blackboard site for Postgraduate Researchers in APL: <https://blackboard.ncl.ac.uk/>

Faculty of Humanities and Social Sciences Research Student Support Team

Student Progress Service, Level 2, Kings Gate Building
Newcastle University, Newcastle upon Tyne, NE1 7RU
Tel: 0191 2223885
Fax: 0191 2227001
Email: hss.gradschool@ncl.ac.uk

Other useful University Contacts can be found in the Handbook for Research Students and Research Supervisors (<http://www.ncl.ac.uk/student-progress/research-handbook/>)

PGR Calendar

This calendar represents meetings, workshops or events that may be of interest to registered PGR students. Please note that the *new* School PGR Training Workshops timetable is also included in these pages.

Date	Event
October 2011	
4 October	PGR Committee: 12.30 pm, Conference Room
24 October	International students: Census Date (see PGR programme handbook) – Please report to Marian Kyte
November 2011	
21 November	International students: Census Date – Please report to Marian Kyte
December 2011	
6 December	PGR Committee: 12.30 pm, Conference Room
PGR Day 15 December	All Students and Supervisors: “Title” – 1.30 pm, Exhibition Area, 4 th Floor, Claremont Tower All Students and Supervisors: Christmas Party – 5.00 pm, GURU Area, Claremont Tower
15 December	Yr 1 Students: Deadline for Project Approval Form to be uploaded to E-Portfolio
January 2012	
11 January	Deadline for Progress Panel paperwork (April intake only)
30 January	International students: Census Date – Please report to Marian Kyte
27 January	Progress Panels, 9.30 am to 5.00 pm, Exhibition Area, 4th Floor, Claremont Tower (April intake only)
February 2012	
7 February	PGR Committee: 12.30 pm, Conference Room
20 February	International students: Census Date – Please report to Marian Kyte
March 2012	
12 March	International students: Census Date – Please report to Marian Kyte
April 2012	
17 April	PGR Committee: 12.30 pm, Conference Room
May 2012	
7 May	International students: Census Date – Please report to Marian Kyte
16 May	Yr1, 2, 3, 4+ (and Supervisors): Deadline for Progress Panel paperwork (on-line only)
June 2012	
30/31 May 1 June	Yr1, 2, 3, 4+ (and Supervisors): Progress Panels, 9.30 am to 5.00 pm, Exhibition Area, 4 th Floor, Claremont Tower
30/31 May 1 June	Progress Panel Members (All Staff): Progress Panels, 9.30 am to 5.00 pm, Exhibition Area, 4 th Floor, Claremont Tower
PGR Day 13 June	All Students and Supervisors: Mini-conference – 9.30 am, Exhibition Area, 4 th Floor, Claremont Tower

	<p>All Students: Informal Meeting with Director of PGR – 2.00 pm, Green Room, Daysh Building</p> <p>All Students and Supervisors: Summer Party – 3-6 pm, Green Room, Daysh Building</p>
July 2012	
3 July	PGR Committee: 12.30 pm, TBA
September 2012	
3 September	Deadline for Progress Panel paperwork (Re-assessment and January intake) NB: Earlier deadlines will be determined for major pieces of submitted work due for re-assessment purposes.
10 September	Progress Panels, 9.30 am – 4.45 pm, TBA (Re-assessment and January intake)

PGR Training Workshops at SAPL

October 2011-May 2012

Theory: 6 workshops

5 October Dr Andy Law, SAPL

‘Basic building blocks of social theory’

(2.30 pm, Exhibition Area, CL.T)

12 October Dr Andy Law, SAPL

‘Foundational approaches: critical theory and Marxism’

(2.30 pm, Exhibition Area, CL.T)

19 October Dr Andy Law, SAPL

‘Foundational approaches: realism, critical realism, new-realism(s) (transcendental empiricism)’

(4.00 pm, Exhibition Area, CL.T)

26 October Dr Andy Law, SAPL

‘Anti-foundational approaches: Foucault, discourse and subjects’

(4.00 pm, Exhibition Area, CL.T)

2 November Dr Dave Webb, SAPL

‘Systems, complexity and networks’

(4.00 pm, Exhibition Area, CL.T)

9 November Prof Adam Sharr

‘Phenomenology’

(4.00 pm, Exhibition Area, CL.T)

16 November Dr Andy Law

‘Post-phenomenology: Non-representational theory and affect’

(4.00 pm, Exhibition Area, CL.T)

SAPL research centre themes: methods and case studies Advanced Architectural Technologies (AAT)

1 February Dr John Kamara, SAPL

‘Information technology/modelling methods’

(2.30 pm, Exhibition Area, CL.T)

Tectonic Cultures Research Group (TCRG)

8 February Dr Andy Law, SAPL

‘Historical methods’

(2.30 pm, Exhibition Area, CL.T)

15 February Prof Adam Sharr, SAPL

‘Methods for interpreting buildings’

(2.30 pm, Exhibition Area, CL.T)

22 February Dr Neveen Hamza, SAPL

‘Ways to communicate quantitative data to architects based on pattern and information visualisations’

(2.30 pm, Exhibition Area, CL.T)

Landscape research group (LRG)

29 February Who?

‘Methods in the study of landscape architecture’

(2.30 pm, Exhibition Area, CL.T)

Global Urban Research Unit (GURU)

14 March Prof Ali Madanipour, SAPL

‘Urban Design techniques/methods’

(2.30 pm, Exhibition Area, CL.T)

18 April Dr Geoff Vigar, SAPL

‘Deep qualitative methods, discourse and interpretation’

(2.30 pm, Exhibition Area, CL.T)

25 April Dr Lucy Hewitt, SAPL

‘Working with Maps’

(2.30 pm, Exhibition Area, CL.T)

2 May Dr Andrew Donaldson, SAPL

NOTE CHANGE OF TIME

‘Working with controversies’

(4.00 pm, Exhibition Area, CL.T)

16 May Dr Romola Sanyal, SAPL

‘Ethnography/oral histories/interviews’

(2.30 pm, Exhibition Area, CL.T)

23 May Suzanne Speak, SAPL

‘Fieldwork checklist sessions and innovative approaches to collecting social science data’
(2.30 pm, Exhibition Area, CL.T)

30 May Prof Simin Davoudi, SAPL
‘How to develop a thesis argument?’
(2.30 pm, Exhibition Area, CL.T)

4. THE POSTGRADUATE RESEARCH PROGRAMME

The School offers a flexible range of opportunities for research leading to the award of higher degrees, examined by thesis. Research can be based on full-time or part-time study, or combinations of both and students can propose routes of study according to their interests, research topic and financial circumstances.

As well as regular meetings with the student's supervisory team, the Postgraduate Research Training and Researcher Development Programme offers modules on research philosophies, qualitative research methods and quantitative research methods, and provides guidance on research structures for individual student theses.

Students whose first language is not English are required to take a language assessment test and to take part in English language courses if necessary in the University Language Centre.

Research is given a high priority in the School's activities. A regular seminar series exists, where students can present their research methodologies and results to other PhD students and staff. In addition, a mini-conference exclusively for PGR's is held every term. Research students have representatives on the School's Postgraduate Research Committee.

4.1 Getting Started

New students arriving at the University should contact the Postgraduate Research Secretary, Marian Kyte, where they will be greeted and given information on what they should do next. This will involve:

- Registering in the University for your chosen degree by using the S3P Student Self Service Portal.
- Being given a smart ID card (issued to you free of charge by the University) that lets you into the Claremont Tower and Daysh buildings.
- An induction programme which will acquaint you with the School and its facilities and the City of Newcastle and provides an opportunity to meet fellow students.
- Contacting your supervisory team to arrange your first meeting.

4.2 Research Degrees

The two research degrees offered by the University in the School are the Master of Philosophy (MPhil) and the Doctor of Philosophy (PhD).

Master of Philosophy

This is a brief summary of the regulations for this degree, a copy of the full regulations can be found in the Graduate School Handbook and on the University website at:

<http://www.ncl.ac.uk/regulations/docs/MPhilProgress1112.pdf>

Candidates are registered to spend a minimum period of twelve months in full-time study or a minimum period of twenty-four months part-time study.

Examination is by research thesis. Two copies of the thesis on the approved subject must be submitted which should normally be within the range of 40,000 to 60,000 words. The exact title must be submitted by the candidate for approval by the Head of School not less than one month before the thesis is submitted.

Students registered for the MPhil degree may be allowed to alter their registration to PhD, after their first year of study, provided they can demonstrate evidence of work at the higher level.

Doctor of Philosophy

This is a brief summary of the regulations for this degree, a copy of the full regulations can be found in the Research Training Programme Handbook and on the University website at: <http://www.ncl.ac.uk/hss/postgrad/training/>

Candidates are required to spend a minimum period of advanced study and research in the University of three years full-time or six years of part-time study.

Two copies of the thesis on the approved subject must be submitted. Current guidelines for PhD theses recommend that it should be normally 80,000-100,000 words, excluding appendices.

The thesis will be assessed by an internal and external examiner, and through a *viva voce* (oral) examination. Your supervisor may attend the examination as an observer. For PhD candidates, the viva voce examination is the culmination of the PhD programme. A sound understanding of the research area as well as an original and well-written thesis are essential. The practice gained in expressing ideas orally through the Postgraduate Research Seminars is extremely valuable in preparing a student for the examination.

Arrangements for mock vivas should be monitored by the Supervisory Team.

4.3 School Supplementary Training Workshops

The School also offers supplementary training workshops which are a teaching and research training programme for postgraduate research students offered in addition to the Postgraduate Research Training and Researcher Development Programme. Staff from the School will deliver lectures and experiences in the form of case study sessions. Participants get a chance to discuss with the lecturer methods and case studies that they can apply to their own research. The programme begins in October and runs over the course of the academic year – a total of 18 sessions. It is free for Newcastle University students, and is compulsory to first and second year PhD students as part of the requirements for Annual Progress Review and recommended for all other years. The complete programme has a credit value of 60 (30 ECTS). First and second year students taking this programme are also expected to attend the Postgraduate Research Training and Researcher Development Programme. A full timetable is available on Blackboard.

5. RESEARCH ENVIRONMENT

5.1. Research

The School has a dynamic and vigorous research programme and a wide range of expertise. The staff have excellent and expanding records in attracting research grants and contracts, an extensive range of local, national, and international research contacts, and a track-record of research collaboration with institutions from around the world. There are also active links with related research groups, centres and schools in the University.

The research objective of the School is to create a high quality research environment which promotes staff development, informs the transformation of the built environment and contributes to both undergraduate and postgraduate teaching. Research, consultancy and practice are seen as providing valuable inputs into the education of architecture, town planning, and landscape architecture students. Within this overall policy, the goals of the research in the School are to:

1. Establish self-sustaining groups in which research, postgraduate research students and taught courses are mutually supportive.
2. Augment the School's standing as a centre of excellence in architecture, town planning, and landscape architecture research.
3. Establish our principal researchers as leaders in their fields. Disseminate results of research effectively and in a manner which reflects the quality of the School's work.
4. Promote collaboration within the School and with other Schools in the Faculty and the University, with other organisations in the field of research and with the construction industry and the policy community.

One of the specific research objectives of the School is to create a high quality research environment which promotes postgraduate research. Consequently the School encourages postgraduate research at both MPhil and PhD levels. The research degrees of this University are very well regarded throughout the world because of their academic quality, contemporary and local relevance and our high completion rates. The students are encouraged to produce high-quality work worthy of publication and circulation to interested persons and organisations worldwide. The staff are happy to assist those who are willing to have their work published. Methodology is given a high priority and the School is actively involved in the Research Training Programme organised at Faculty level plus a programme of supplementary training workshops at School level.

5.2. Research Groups

Research in the School was highly rated in the last national Research Assessment Exercise in 2001. The planning discipline scored a 5, whilst Architecture attained a 4 with Landscape Architecture receiving a flagged 5* as a research group within this wider discipline. Research itself is structured around 4 research centres.

All postgraduate researchers are members of the research centre/group of their supervisor(s), but they can also participate, where appropriate, in the activities of other groups in the School

1. **GURU (Global Urban Research Unit)** (<http://www.ncl.ac.uk/guru/>) led by Dr Geoff Vigar was formed through the merger of three successful urban research centres (CREUE, CUT and CARDO). It is organised around 4 themes:
 - Territorial governance and spatial planning
 - Cities and international development
 - Neighbourhood diversity and social inclusion
 - Urban technology design and development
2. **Centre for Research in Environmental Appraisal and Management (CREAM)** (http://www.apl.ncl.ac.uk/research/research_centres.html#) directed by Prof Ken Willis, undertakes research in environmental economics and environmental impact analysis, rural sustainability and Local Agenda 21 issues.
3. **Tectonic Cultures Research Group (TCRG)** (http://www.apl.ncl.ac.uk/research/research_centres.html#) directed by Prof Andrew Ballantyne undertakes research into architectural history (including landscape history, urbanism and construction history); architectural theory (philosophical analysis of concepts used in design, including landscape design; spatial relationships, social and psychological implications of design); architectural education, landscape architecture and environmental ethics.
4. **Applied Research in Architecture (ARA)** (<http://www.apl.ncl.ac.uk/ara>), led by Dr John Kamara, focuses on the practical realisation of design within the context of construction projects. The themes covered under this group include: architectural informatics, process and management in architectural design, architectural design, and building science and technologies.

These strong interdisciplinary teams have active collaborative links with researchers in other University schools, nationally, in Europe and overseas. Research activity continues to grow with annual research spend of over £500,000 per annum.

The School publishes the internationally renowned *Journal of Environmental Planning and Management* (Edited by Prof Ken Willis), and the journal *Landscape Research* is also edited within the School. Several academic staff are members of the editorial boards of a number of major international journals.

Details of the research interests of individual members of staff and how to contact them may be found in Appendix A. Information about the current MPhil and PhD students and some recent successful completions are mentioned in Appendix B.

5.3 Visiting Researchers

The School hosts from time to time those who wish to use its resources, the libraries, laboratories and other facilities of the University, for the purpose of their own research or to prepare materials for publication, as visiting members of staff, or as registered Occasional Students of the University.

6. **IMPORTANT - CENSUS DATE, MONDAY 24 OCTOBER 2011 FOR INTERNATIONAL STUDENTS**

Following recent changes to UK visa requirements Newcastle University are now required to report to the Home Office on the attendance of all students holding a visa to study with the University.

It is a requirement of your visa that you attend regularly and, in order to fulfil this requirement, the School will be carrying out Census Days of international students on set dates throughout the year, the first date being Monday 24 October 2011. The dates for the full academic year will be as follows:

Monday 24 October 2011
Monday 21 November 2011
Monday 30 January 2012
Monday 20 February 2012
Monday 12 March 2012
Monday 7 May 2012

All international PGR students are required to present themselves to Marian Kyte's office (3rd floor, Claremont Tower) between 10:00 am and 5:00 pm on each of the census dates except for the first census date. You will be required to present your Smartcard and sign your programme register. If you are unable to attend due to sickness or agreed leave, you must forward a copy of your sick note/leave request to Marian Kyte, and present yourself with your Smartcard to sign the programme register on the first available date on your return from leave/sick.

We will also take stock of this when asked to prepare Visa Certificates of Attendance.

Failure to follow the above procedure will result in the School/University being required to make a report to the Home Office, which may affect your visa.

7. EDUCATIONAL ENVIRONMENT

There are a number of formal and informal elements to the research environment in the School that students need to be aware of:

1. The Postgraduate Research Training and Researcher Development Programme
2. Annual Progress Review
3. e-portfolio
4. Learning Agreement
5. Student Research Seminars
6. Conference papers and Publications
7. Fieldwork

7.1 Postgraduate Research Training and Researcher Development Programme

The Postgraduate Research Training and Researcher Development Programme covers not only the fundamental skills and knowledge needed in the first year of research, but also those needed in the second and third year of research programmes. These sessions enable students to continue to develop research skills and to ensure that skills acquired in a doctorate can be transferred to the labour market. Following the guidelines of the research councils, the Programme covers the skills and competencies that postgraduate research students should have acquired by the time they have completed a research degree, if they are to be accepted as professionally trained researchers in their subject.

Further information about the programme can be obtained by consulting the following website: <http://www.ncl.ac.uk/hss/postgrad/training/>

The Director of the Training Programme is Dr Robin Humphrey, who would be happy to answer any questions you may have about the programme. He can be contacted on robin.humphrey@ncl.ac.uk.

New-style certificates were also made available for the first time in September 2008.

7.2 Annual Progress Review

Each registered postgraduate research student is required to be assessed on their progress each year by a school panel. The dates for this are given in the PGR Calendar at the front of this handbook. These dates should be regarded as the same for that of a formal examination and so you are therefore required to be in attendance. Any failure to attend or failure to submit the required forms will be regarded as a fail. For “mid-year” starters please see the schedule of Progress Panel dates in Appendix A2. A log of the training you have attended is an important aspect to include in your paperwork.

7.3 E-portfolio

The PhD programmes have been built within a nationally recognised framework developed by the UK research councils. Within this framework you reflect and record your own development through the use of an electronic research training portfolio, the ePortfolio.

You record progress of your research project and also consider how your research is helping you to develop new skills. It is through the recognition of these high-level competencies that you will be able to present the value of your research during the Annual Progress Review exercise.

7.4 Learning Agreement

Under the QAA Code of Practice students are expected to complete a Learning Agreement to be signed by themselves and the two supervisors. The Learning Agreement is an informal contract that indicates precisely what the student will be expecting to receive as part of their research studies, and this should be completed within the first 3 months following registration. Subsequent modifications to the Learning Agreement are permitted as long as they are agreed by all parties concerned.

7.5 APL Seminars and Mini Conference

In order to ensure that students maintain progress in a disciplined and systematic way throughout this period of study, opportunities to present your research are provided. In the early stages of a research degree students are encouraged to present at the School postgraduate mini-conferences which are held each term. Students in the later stages of their work are encouraged to present at the School Seminar Series.

7.6 Conference Papers and Publications

Students are strongly encouraged to participate in academic conferences and publish the results of their research. Early publication can have a positive impact on the prospects of an academic career far out of proportion to the significance of the publication itself. Students can consider the School's publications as venues for publishing their work. The School publishes working papers and *Forum*, a journal which has been published since 1992 by the Research students in the School.

The School encourages research students to work on joint papers and publications with supervisory teams or other members of staff. Students considering collaborative publication with members of staff should read [Appendix B](#) of this handbook.

7.7 Health & Safety in Fieldwork

Necessary steps should be taken for the safe management of fieldwork. The University has arranged appropriate insurance to cover postgraduate students and eventualities of the trip. The authorities of where you are travelling to will be able to advise the fieldwork leader if the work is likely to contravene any laws or acts in that country, ie such as the Wildlife and Countryside Act in the UK, and to discuss the granting of a licence if necessary. Local offices of these authorities will also be able to advise on the hazards associated with the area. Risk assessments must be carried out and effective systems of control adopted before the trip commences.

8. SCHOOL ADMINISTRATION

The management and administrative arrangements for postgraduate research consists of a Director of Postgraduate Research, advised by a Postgraduate Research (PGR) Committee, on which there is student representation, and supported by the PGR Secretary. The wider PGR community is consulted through the PGR Committee student reps.

Director of Postgraduate Research Programme The role of the Director of Postgraduate Research, Dr Ian Thompson, is to plan, develop and manage the PGR activity. This covers the development of a supportive PGR culture, the quality of the programme, the allocation of financial and other resources and a key role in the allocation of students to supervisory teams.

School Postgraduate Research Committee: The Postgraduate Research Committee holds five scheduled meetings each year. Special meetings of the committee may be called by the chair of the committee, the head of school, or by any other officer of the committee. This Committee is the focal point for discussions between staff and PGR students. It may deal with any matter providing it is not about individual students or members of staff and has a central concern in enhancing the quality of the PGR experience at Newcastle. If it cannot resolve any issue it is charged with passing these on to the appropriate decision making body within the School or Faculty. The Committee also advises the Director on any matter relating to PGR activity.

For 2011/2012 the staff members are:

Prof Andrew Ballantyne
Dr Martyn Dade-Robertson
Dr Andrew Donaldson
Dr Peter Kellett
Dr Andrew Law
Dr John Pendlebury (Head of School)
Ms Maggie Roe
Prof Adam Sharr
Dr Ian Thompson (Chair)

There are also student members of the Committee who are elected from and by the PGR students within the School. The current PGR Student Representatives are:

Ali Ardeshiri
Islam Abohela
Nelly Babere
Ulpia Botezatu
Liz Juppenlatz
Omid Hamidian Shoormasti
Abdur Rouf

Postgraduate Research Secretary: Mrs Marian Kyte (Marian.Kyte@ncl.ac.uk) is the School's Postgraduate Research Secretary and is based on the third floor of Claremont Tower. The PGR Secretary provides a support service to staff and students in all matters relating to the Postgraduate Research Programmes.

9. COMMUNICATION ISSUES

9.1 Addresses

Your home and term-time addresses, telephone numbers and email addresses will be recorded on the S3P Student Self Service portal at registration. However, please let your supervisory team, the Postgraduate Research Secretary and the Student Progress Service (HaSS) know of any change in address or telephone number as soon as possible. Important correspondence will be sent to your term-time address unless the School is otherwise informed.

9.2 Post

- Post for postgraduate researchers will be left in the appropriate pigeon holes – these are located in the small room on the bridge which runs from the 4th floor of Claremont Tower to the 6th Floor of the DAYSH building.
- The postal address for Research Students is: School of Architecture, Planning and Landscape, Newcastle University, Claremont Tower, Claremont Road, Newcastle Upon Tyne NE1 7RU. Tel: 0191 222 6014, Fax: 0191 222 8811.

Research related mail may be given to the PGR Secretary for postage, but personal mail must be stamped by the sender. Any large number of letters, such as a postal questionnaire, or expensive items will need the permission of the supervisory team. Any abuse of the system for free personal letters will lead to the service being suspended for all postgraduate researchers. Internal post can also be put into the sack at the bottom of Claremont Tower, where there is also a sack for stamped envelopes for external post.

9.3 Phone Calls and Faxes

- Each Studio has its own internal phone and can be used to make free local and national calls between 8.30 am – 6.00 pm. There is direct dial allowing people to ring in if they prefix the number with 222.
- During the 2004-2005 academic year there was a significant increase in the costs incurred by the PGR telephone lines, which was deemed to be unacceptable by the School Management Team. For this reason, calls made to mobile phones have been barred.

In an emergency, however, or for calls directly related to the course, the School phone may be used with the permission of the Postgraduate Research Secretary.

Postgraduate researchers are entitled to use the Office to fax urgent and important information when the post is not appropriate. It must be directly related to your research. Please note that:

- Any faxes over 3 pages will need the permission of the supervisory team.
- Any excessive use or abuse of the system for free personal use will lead to the service being suspended for all postgraduate researchers.

9.4 University Letter Head

Stationery must be provided by the researcher, but headed paper if needed for research purposes will be provided. Discuss your requirements with your supervisory team, if they approve they must liaise with the Office to supply you with the number of letterheads required.

9.5 Email and the World Wide Web

Research students may obtain a user identification number from the University Computer Service and then have access to e-mail either on computers within the research studios or any university network machine.

Email is useful for contacting your supervisory team, arranging meetings, or communicating with other researchers within the university or beyond. Please acquire the habit of checking your Newcastle University address email at least twice a day. Staff use email as the primary means of communication and failure to read your email regularly could mean you miss a vital piece of information from your supervisory team, the Director of Postgraduate Research or the Postgraduate Research Secretary.

The PGR Group maintains an email discussion list as part of the Sympa mail service. To join pgr-apl send a message addressed to:

marian.kyte@ncl.ac.uk

For any queries relating to the list, contact the owner at: marian.kyte@ncl.ac.uk. For general information relating to Sympa, contact the owners at pgr-apl-request@newcastle.ac.uk.

The School also has a World Wide Web page (<http://www.apl.ncl.ac.uk/>), where information about the postgraduate research programme and postgraduate researchers can be found. Miss Karen Livingstone is the Website Manager.

You need to register with the University Computing Service and they will provide you with supporting documentation for e-mail. For all other computer related queries, please email Mark Halpin, the School's Computing Officer, at the School helpline address: sahelp@ncl.ac.uk

9.6 Blackboard

Blackboard is a Web-Based Managed Learning Environment that is used in the University for Programme/Module Administration. All registered PGRs are members of the "Postgraduate Researchers in APL" community on Blackboard. This dedicated PGR site contains all relevant documents related to PG research in APL; it is also used to post announcements about various events and activities, and PGRs are encouraged to visit this site from time to time. To access Blackboard, go to: <https://blackboard.ncl.ac.uk/> and login using your usual University username and password.

10. SCHOOL FINANCIAL SUPPORT

The School offers direct financial support for students for:

- Research Expenses
- Photocopying
- Printing
- Teaching opportunities

10.1 Research Expenses

The School directly covers some of the expenses involved in carrying out the students research programme, providing such expenses cannot be met from other sources. This resource can be used for travel and expenses to conferences, providing it is approved by your supervisory team, and meets other conditions that may be set from time to time.

The following maximum rates apply:

PhD (Full-time) £500 (over the lifetime of your programme of study)

Students can also apply for additional funds for conference attendance. The policy for the provision of these funds is provided in a separate document.

10.2 Photocopying

The School provides free photocopying credit and facilities as follows:-

Full Time PhD/MPhil	1000 credits/year
Part Time PhD/MPhil	500 credits/year

A photocopier has been provided for APL Research Students in the printing room on the 6th floor of the Daysh Building. Once you are registered, Marian Kyte will provide you with a personal pin number for this machine.

Every three months the Postgraduate Research Secretary will take a reading from this photocopier and will then inform you of the credit remaining on your account for the academic year. If your credit limit is exceeded, your account will be frozen and the additional photocopying made in excess of your allowance will be charged at 5p per copy. Please take payment in the form of cash or cheque to Marian Kyte. Cheques must be made payable to 'Newcastle University'. Your account will remain inaccessible until payment of the overdue amount is made and further photocopying credit is purchased. Credit is usually sold in a block of 500 copies for £25.00.

If you wish to photocopy onto a transparency please use the ones sold by The Receptionist in the Architecture Building.

10.3 Inter Library Loans tokens

Research students may obtain Interlibrary Loan Tickets from Marian Kyte free of charge. You may also obtain £5 library photocopying tokens for use in the Robinson Library. In both cases you will need to be a registered student.

10.4 Printing

There are two laser printers dedicated for students use in the Print Room and Room C6/14 on the 6th Floor of the Daysh Building. A scanner is also attached to the photocopier for student use. The printing facilities are free of charge, although if it is felt that the amount of printing is being compromised you can be asked to pay an additional charge. It is acknowledged that students will reach a peak on printing at the end of their study time when they will be printing final thesis etc.

10.5 Teaching Fees

The School can sometimes provide the opportunity for researchers to obtain teaching experience, for instance a lecture on research activities as part of a module, to running seminars and helping with computing practicals or design workshops. The basic rate is £11.69 per hour. The number of hours worked in this way may also be subject to restrictions set by Research Councils, sponsors and/or HM Immigration Service. The Staff Development Unit runs short courses on teaching techniques. (Contact them for further details on <http://www.ncl.ac.uk/staffdev/>). Discuss with your supervisory team or other members of staff any opportunities available, and any knowledge or skills you feel you can contribute. You must have the approval of the Module Leader and you also need to be clear whether you are doing it for the experience, or if you will be paid.

11. PHYSICAL SPACE AND OTHER SUPPORT

11.1 Research Space

There are a number of studios and workstations available to students. Studio facilities are strictly limited to full time students and part-time visiting students. Part-time visiting students should be aware that they have to inform Marian Kyte of the dates of their visit. Other students may book any free spaces within reason. Smartcards will be activated to allow studio access once you have registered.

NEVER leave the Studios unlocked, even for a few seconds, and NEVER invite or permit friends or students from other schools to enter without express permission. The studios are governed by simple yet strict procedural rules aimed at ensuring their smooth running.

It is usual for students to be allocated “better” desk spaces as they become available. Marian Kyte will inform students of such moves and will manage the process. However, the Computing Officer has deemed that some students, because of the nature and complication of software housed on their personal computer will not be

able to move. Students should also be aware that if they are allowed to move and then require specific software, there may well be delays again because of the complication of re-installing software. Under no circumstances should student re-assign desks themselves or transfer furniture or computers between desks.

It is your responsibility if you have vacated a space due to the change of status, i.e. if you switch from full-time to part-time study, to ensure that all of your personal belongings are removed from the space. We cannot do this for you and will not be accountable if anything then goes missing.

Students who lose their keys must now pay £19 to get a replacement.

11.2 Seminar / Meeting Rooms

The HaSS Faculty operates the booking system for special rooms in the School for seminars or meetings. Contact Marian Kyte (Marian.Kyte@ncl.ac.uk) in plenty of time and ask to book a room. You may need to go to the School's general office to get a key for the room before the meeting. Please check with the general office in the Architecture Building or the Postgraduate Research Secretary, depending on whether the room is located in the Architecture Building or in Claremont Tower.

11.3 Computer Support

Each research studio has access to computers and printers attached to the university network.

There are other computer facilities on campus, such as cluster facilities, see the ISS Registration/Reception situated on the Ground Floor of Claremont Tower.

All use of the computer systems throughout the campus is based on the understanding that no software is altered, copied or mounted without permission of the Computing Supervisory teams and also that knowingly using illegally-obtained software can be subject to legal action and large financial penalties. Academic consequences of this behaviour would be curtailment of computing resources and subsequent action under normal University disciplinary procedures.

11.4 Facilities Inside the School

There are many resources within the School including design studios, undergraduate teaching spaces and Computer Aided Design facilities. In addition to a fully equipped model making workshop, thermal test chamber and artificial sky, there are also facilities for environmental measurement (visual, aural, thermal); site investigation; and a full range of audio visual equipment; video, TV model-scope and video projection.

There is a student common room with facilities for making drinks. We are currently negotiating a request for the re-location of the present kitchen.

11.5 Fire Safety

If you discover or suspect a fire:

Raise the alarm

If you hear the alarm sounding continuously:

Leave quickly by the **nearest available exist** and assemble in the car park in front of the Playhouse Theatre. Do not re-enter the building until you are instructed to do so by Fire Wardens, who will be assembled at the porter's lodge.

In any emergency ring 6666

11.6 Accident Reporting

It is important that all accidents are investigated and, as soon as conveniently practicable, an electronic report, including any statements taken, should be forwarded to the University Safety Office.

12. FACILITIES OUTSIDE THE SCHOOL

The University provides a variety of services, such as those listed below. Other facilities are available including the Counselling Centre and Careers Service, which individual research students may use.

12.1 Library Facilities

The Robinson Library is within easy walking distance of the School and offers excellent study conditions for students and staff. The Library is well stocked, with over 800,000 books and 5,000 periodical titles. It also maintains a prompt and efficient inter-library loan service. There is an on-line computer catalogue, which can be accessed throughout the campus via the University network. The network also gives access to locally-held databases, especially those on CD-ROM and to other national and international databases, for example the on-line catalogues of other universities and the BIDS service with bibliographic databases such as Science Citation Index.

In addition to books, the Library has a wide range of audio-visual material, including videos, audio cassettes and microfiche. These are listed in the catalogue and facilities for their use are provided in the Library. Word processing is available on microcomputer workstations which also provide access to the University's network. There are self-service photocopying facilities on all floors. Each subject floor has a comprehensive reference, abstracts and bibliography section. Library staff are always available to help readers make the best use of the resources and services offered by the Library.

SMART cards are given to all students – this is used for a library card, identification card and a student union card. No SmartCard - no entry to the Library! Postgraduate students are allowed a maximum of 35 items out at any moment, which can include up to 29 long loan books (up to 4 weeks), or up to 29 short loan books (up to 1 week), 3 student text books (4 hours or overnight), or 3 restricted periodicals (up to 24 hours). Books which are overdue will incur charges of 10 pence per day for long loan books and 15 pence per day for short loan, 25 pence per day for recalled books and £1 per hour for student text books. Other libraries which may be of use to postgraduate students are:

- Library at the University of Northumbria.
- The Central Newcastle City Library in Prince's Square.
- The Literary and Philosophical Society Library in Westgate Road. This library holds historical publications and a letter of introduction from your supervisory team is necessary in order to use it.

Passwords

To be able to use many of the facilities described here you will have to register a password with the Library. Ask at the information desks or issue desks in any of the libraries during desk [opening hours](#) - we will register one for you straight away.

With your password you will be able to:

- List the items which you have on loan
- Check when they are due back
- See whether you have any overdue books or outstanding library fines
- Hold items which are on loan to other readers
- Renew books which you have on loan

How to Change your Password

NOTE! To change your password you will need to know what your original password is. If you have forgotten it you can ask a member of staff at the Issue or Information Desks.

- Log in to the catalogue (you will need the 'U' number from your Smartcard and your password).
- Click on **Library Activities**
- Click on **Change Password**
- Type in your current password in the box provided
- Type in your new password in the box provided
- Retype your new password
- Click on **Go**

12.2 Computing Facilities

The University has a large variety of clustered computers with appropriate programmes mounted to cater for the multi-disciplinary needs of schools. Each machine has a selection of programmes available, often reflecting 'local' expertise. Several sites on the campus cater for general word processing needs, others can be found in the Robinson Library.

The Claremont Tower is the base for the University Information Systems and Services (ISS).

12.3 INTO

INTO offers assistance to postgraduate students wishing to improve language skills. International students are entitled to several hours' free tuition in English at INTO each term and should take advantage of this service to improve their writing skills. Students may also wish to learn or brush up knowledge of other languages offered by the Centre. The cost of non-English tuition varies according to the language.

English Language Materials Online (ELMO)

<http://www.ncl.ac.uk/langcen/elmo/>

ELMO is a website of multimedia, self-study English language activities to help you improve your English for Academic Purposes (EAP). It is free for Newcastle University students and staff. The website and the materials have been designed and written by English language teachers at Newcastle who work to support Newcastle's international students and staff. This innovative learning resource is the only one of its kind in the UK.

ELMO has a combination of general and subject-specific Academic English activities divided into units and activities. You can use it anywhere, anytime, at your own speed for any length of time. All activities give you feedback and scores. You can save these scores to create your own personalised 'Study Record'. It includes video and audio material, so you will need to use a computer with headphones or speakers. You can use your own headphones with computers in on-campus clusters.

ELMO has been live and running successfully at Newcastle University since September 2005. By June 2006, over 1700 students had used ELMO registering 35,078 hits and recording 4,600 scores. 8% of these student hits took place between midnight and 9am. An ELMO survey of all Newcastle's non-UK students was conducted in June 2007 and the results of this can be found online.

“ELMO is a very well developed website which I strongly recommend all international and native students to use.” (ELMO student user)

You can discover ELMO by simply exploring the website. Alternatively, you can download a simple instructions document. When logged in to a campus computer, ELMO will identify you automatically. If you are off-campus, use your University login and password to log on to ELMO. Contact us: elmo@ncl.ac.uk

12.4 Writing Development Centre

Writing Development Centre

Location: Level 2, Robinson Library
Website: <http://www.ncl.ac.uk/students/wdc/>
E-mail: wdc@ncl.ac.uk
Telephone: 0191 222 7659 or 0191 222 5650

The Writing Development Centre offers tuition and guidance for students who wish to improve their writing skills for study or employment purposes. Help is available with the following:

- understanding assignment and examination questions
- planning, structuring and revising assignments
- using reading sources without plagiarism
- developing an argument
- writing critically
- using an appropriate authorial voice
- writing different types of assignment (e.g. essays, reports, reviews, reflective pieces)
- writing theses and dissertations
- answering examination questions
- using grammar and punctuation accurately and effectively
- using appropriate vocabulary and style
- learning from feedback on previous assignments

We run a series of **lectures and workshops** throughout the academic year. Some are open to all students, while others have been developed for specific degree programmes or modules. To find out more about these sessions, please visit the Group Teaching pages of our website: <http://www.ncl.ac.uk/students/wdc/group/>.

We also offer a **one-to-one support service**. You can have an individual consultation with an academic writing tutor to discuss any difficulties you may have with writing, seek feedback on your written work or gain a better understanding of academic writing conventions and the standards expected at University. We recommend that you book a session in advance via our online booking system: <http://www.ncl.ac.uk/students/wdc/support/>. A limited drop-in service is also available. For more information, see **Opening hours** below.

International students with English as an additional language please note: You can use the Writing Development Centre one-to-one support service if you meet **one** of the following conditions:

- You have been exempted from language testing and/or the UELA assessment
- You have attained a mark of 70 or over in the UELA writing assessment
- You are a continuing student who has attended one full year of INTO In-Sessional writing classes in the past

If you are a new international student with a UELA writing score of less than 70, you will be supported by the INTO In-Sessional programme in the first instance.

Opening hours

During the teaching and assessment period in semesters 1 and 2, the Centre is open from 1:00 to 4:30 pm Monday to Thursday and from 10:00 am to 1:00 pm on Friday. Bookable sessions are available from 1:00 to 4:00 pm Monday to Thursday and 10:00 am to 12:00 noon on Friday. We also offer a limited drop-in service from 4:00 to 4:30 pm Monday to Thursday and 12:00 to 1:00 pm on Friday. In addition, if a bookable slot is free, you may drop in at the appropriate time. A timetable showing free slots will be displayed at the entrance to the Centre.

During the Easter and summer breaks, sessions are available by appointment only.

Online resources

You will find a collection of learning resources for academic writing and general writing skills at <http://www.ncl.ac.uk/students/wdc/learning/>.

12.5 Careers Service

1st Floor, King's Gate Web: www.careers.ncl.ac.uk	Opening Times: 10am - 5pm, Monday to Thursday 9am – 5pm, Friday Term-time and Vacations
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Whatever your ambitions, values, work preferences, degree subject or stage, the Careers Service exists to help you find a career which uses to the full your unique skills and experiences. Gaining skills and experience in addition to your degree gives you a real edge in landing a great job at the end of your course, so it's worth thinking or talking through ideas early.

Workshops and Events

The Service runs 30 minute group CV clinics to help you fine-tune your CV – book an appointment at the Careers Service reception. Lunchtime workshops, employer presentations and recruitment fairs take place throughout the academic year.

12.6 Personal Development Planning

The University promotes the use of a personal development planner tool (PDP) to record, reflect on and evidence the skills, knowledge and abilities which you're developing during your time at University. It provides a way for you to bring together your thoughts, plans and achievements. You can also use the PDP system to record your personal tutorial meetings. All the information you put into PDP is secure and private, it is only accessible to you unless you choose to make it available to others. To start using PDP please log onto <https://pf-postgrad.ncl.ac.uk/eportfolio>, and follow the simple instructions to access the PDP system.

12.7 Student Advice Centre

The Student Advice Centre is a professional service provided by the Union Society. Situated on the first floor of the Union Building, they are staffed by trained, experienced advisers. Their services are **free** to all Union Members and they work to standards of **strict confidentiality**. They offer a sympathetic listening ear, information, advice, assistance and representation on a wide range of issues.

Academic: changes of course, appeals, problems with supervisors, complaints, general worries.

Disciplinary: sanctions imposed by university or Wardens or the Union Society.

Employment: rights, National Insurance, Income Tax.

Financial: grants, fees, loans, other funding (including hardship, charities); taxes, debt, banking matters, benefits.

Legal: criminal and civil matters (including summonses for non-payments of Council Tax or TV Licences); compensation claims, insurances, consumer matters.

Health: registering with a GP, help with health costs (HC1 forms).

Housing: checking of contracts, disputes with landlords/other tenants, deposit refunds, repairs, evictions.

Personal/Family: sickness/disability, breakdown of relationships, harassment, discrimination, general distress.

Representation: the Representation & Democracy Co-ordinator helps students to be effectively represented and have their voices heard on all aspects of university life, and provides training and support for student reps.

U.N.C.L.E: the scheme loans baby equipment to student parents. For more information contact UNCLE Assistant at uncle.union@ncl.ac.uk

They don't claim to know everything! – But they subscribe to the computerised information system used by every Citizens Advice Bureau.

We also have specialist clinics operating every week. Ask us for more information. We also stock an extensive range of leaflets & forms including Access to Learning Fund (ALF), and Financial Assistance Fund (FAF).

The Student Advice Centre's Facebook page is located at www.facebook.com/nclunionadvice. Please connect by clicking 'Like'. We are also on Twitter – follow our Tweets at www.twitter.com/nclunionadvice.

13. STUDENT FEEDBACK

Students can provide feedback on the quality of their learning experience in the following ways:

13.1 Through Student Representatives

As mentioned above, the views of PGR's are represented on the PGR Committee through their student representatives. Issues that are of concern to them should be channelled to the Committee through their representatives. Students will be informed (and should know) who their representatives are.

The procedure for selecting student representatives is that where more than one nomination is put forward the student cohort as a whole will be asked to vote.

13.2 Supervisory Meetings

This should be the main vehicle for student feedback. In particular students should be encouraged to provide feedback during joint meetings of the Supervisory Team (held 3 times a year). One of the supervisors is responsible for forwarding student feedback from these meetings to the appropriate person (eg, Director of PGR, Head of School, etc).

13.3 Annual Progress Reports

Students can also use the annual progress reporting processing to provide feedback on their learning experience. The Progress Panel dealing with the reports has responsibility for passing on any issues raised to the PGR Director and/or PGR Committee (or other relevant officer in the School/Faculty).

13.4 Meetings with the PGR Director

From time to time (at least once every year) the PGR Director will hold informal meetings with all PGR's to receive feedback on the quality of their learning experience in APL/University at large.

13.5 When Asked to Do So

In addition to the above mechanisms, PGR students will be asked, from time to time, to provide feedback on specific issues. This can either be from APL, Student Progress Service (HaSS), or other sectors of the University.

13.6 If you wish to discuss the matter outside of the School you may consider contacting:

- The Student Advice Centre (10-5pm Weekdays, Student Union, Level 5, ext: 3979) or e-mail sac-reception@ncl.ac.uk.
- The Student Union Postgraduate Representative (Student Union Office)

- The Student Progress Office whose work is directly concerned with students. The Office administers registration, student progress, examinations, finance, welfare, liaison with local authorities and sponsors, and many other matters affecting students while they are at University. They are open from 8.30am until 5pm, Monday to Friday and can be found on the 2nd Floor of the King's Gate Building.

13.7 There is an Appeals Procedure for PhD and MPhil examinations. In the unlikely event of this being invoked details of the procedure are available from the Student Progress Service (HaSS) who should be contacted as soon as possible.

When using these it is important you keep a record of your actions, letters etc., so it can be used at a later date to prove you have taken the appropriate action at each stage.

13.8 Specific Problems

Specific issues such as computer support should be addressed by the individual researcher by contacting the relevant member of staff and dealing with them. As a rough guide:

Computer/Printer problems:

- University clusters - contact the University Information Systems and Services (ISS).
- School Machines - first point of contact is Mark Halpin.

Finance / Payment problems:

- University or other grant - contact finance office (ext. 6498) or sponsor.
- Teaching Reimbursement - contact Jill Mawson, School Manager, (ext. 7634).

Physical Space problems:

- Point of contact is Marian Kyte on the third floor of Claremont Tower.

13.9 Plagiarism

In constructing a thesis you are frequently required to draw upon existing literature or to use existing data to both indicate your grasp of your subject and to place your findings/interpretation in a wider academic or other context. In doing so you usually need to draw upon the work of others in general, and often in detail. It is important in doing this that you avoid copying the work of others, in its entirety or in part, without acknowledgement and without the use of quotation marks – this practice is termed 'plagiarism' and is a form of cheating.

Over-reliance on the work of other individual researchers can often be avoided by reading more widely in a subject area. Consult a range of texts before constructing

your essay, report or dissertation. If only a few texts are available a simple précis of these works should be avoided, a more intelligent interpretation is expected. Clear and adequate referencing to the original authors must be made. In all circumstances plagiarism must be avoided. *Students found guilty of plagiarism could fail their PhD vivas outright.* Anyone found guilty of plagiarism will also be reported to the University Authorities who may withhold the degree.

We do not expect, nor wish, to deter you from producing work that draws upon that of other researchers. The balance between using other people's work and plagiarism may seem a fine one but the latter can be totally avoided by adequate referencing. If you follow the points outlined below to reference other people's work you will avoid being accused of plagiarism. For further advice on good referencing practice please see your Supervisor.

- Direct quotations should be in quotation marks, with a reference to the source (including the page number) in the text.
- Indirect/paraphrased quotations and borrowed ideas should be acknowledged by means of a reference in the text. 'Second-hand' quotations (ie, where one work you have read refers to another which you have been unable to locate) should be given in the form (Author X, date, cited in Author Y, date).
- No paper should be submitted without references in the text and a list of references at the end.
- All references in the text should be accompanied by a full entry in the list of references.
- There should be no entries in the list of references that have not been cited in the text.
- The sources of all tables, maps etc, should be acknowledged by the inclusion of a reference prefaced by the word 'Source', to be placed immediately below the table/map, etc.
- Information obtained from Internet web pages must be fully referenced and include the date that the information was accessed.

13.10 Withdrawing from the University

Whilst we sincerely hope that you will not withdraw from your research, we realise that circumstances sometimes dictate that students are unable to finish their studies. Please talk to your supervisor(s) if you find yourself facing changing priorities or experience difficulties. It may be that we can find a solution, and we can often suspend studies (stop the clock) until such time you are ready to resume your studies.

APPENDIX A: CHECKLIST FOR SUPERVISORS OF PHD/M PHIL RESEARCH STUDENTS

This checklist advises you of the action which you need to take at each stage of the academic year, in line with the University's Code of Practice for Research Degree Programmes. Please also refer to the Handbook for Research Students and Research Supervisors August 2006, available at <http://www.ncl.ac.uk/internal/research-handbook/> and the Postgraduate Research Training Portfolio <https://pf-postgrad.ncl.ac.uk/eportfolio>

On Arrival (Registration, Learning Agreement and Induction)

- Research Students register by using S3P Student Self Service portal and collect the following:
Handbook for Research Students and Research Supervisors; Postgraduate Research Training Portfolio; Postgraduate Research Training and Researcher Development Programme Handbook and Learning Agreement Form
- *Students should contact the Postgraduate Research Secretary:*
 1. *to arrange first informal meeting with the supervisor(s)*
 2. *to receive School Postgraduate Research Programme Handbook*
 3. *to be shown around the School and for full-time students to be allocated their desk in the School*
 4. *receive their personal PIN number for the PGR photocopier and to give their computer id so that they can be added to the PGR printer*
 5. *with their Newcastle e-mail address so that they can be added to the student directory for group e-mail circulation*
 6. *for their free smartcard holder.*
- Student to attend Faculty Induction event (delivered in September and again in January for later arrivals)
- Supervisor and student to complete and sign a Learning Agreement and submit this to Marian Kyte within 3 months of initial registration. A copy of the Learning Agreement form is available from Marian Kyte
- Supervisor to ensure the student has completed a training needs analysis and agree a Personal Development Plan (PDP) with the student and record this in the Student's Research Training Portfolio at <https://pf-postgrad.ncl.ac.uk/eportfolio>
- Supervisor to recommend which research training modules the student should take. Copies of the Year 1 and the Year 2 and 3 Postgraduate Research Training and Researcher Development Programme Handbooks are available at <http://www.ncl.ac.uk/hss/postgrad/training/>. If necessary consult with Robin Humphrey, concerning exemptions from the programme where the student has pre-existing qualifications or skills at Masters Level.
- Supervisor to complete the induction checklist in the Research Training Portfolio with the student.
- If the student intends to teach or demonstrate ensure s/he attends compulsory teaching and demonstrating training session.

By 15 December (Project Approval) – *the Postgraduate Research Secretary to co-ordinate action with the Director of Postgraduate Research*

Student uploads their 'Application for Project Approval' form onto E-Portfolios including their research proposal and project plan.

- Supervisory Team to add their supporting statement to the form. The form is then presented to an independent panel to evaluate the research project and confirm the supervisory team*. Once the Head of School (or nominee) has approved the recommendations of the panel the Project Approval form is submitted to the Dean of Postgraduate Studies.

**It should be noted that, where the project has already been reviewed and approved by Research Councils, other major research sponsors or appropriate forms of peer review, the proposal does not require panel approval. However, a project plan and supervisory team list should still be submitted via this form to the Student Progress Service (HaSS) for information.*

Within first 12 months (Annual Progress and Confirmation of Candidature) - the Postgraduate Research Secretary to co-ordinate action with the Director of PGR

- Student and Supervisor to submit independent forms for Annual Progression according to the School's timetable for progress reviews. Annual Progression Procedures and Forms are available at <https://pf-postgrad.ncl.ac.uk/eportfolio> . It is necessary to pass the Annual Progress Review in order to progress.

A Research Student's PhD candidature is not formally confirmed until the Learning Agreement, Project Approval and first Annual Progression have been successfully completed.

A typical progress panel (see PGR Calendar for specific dates) will be convened as follows depending on when you commence studies:

September start → May/June of the following year

January start → August of the same year

April start → January of the following year.

Each Academic Year

- Supervisor to ensure that at least 10 'structured interactions' take place per year between main supervisor and a full time student, preferably monthly (pro-rata for part-time students). Of these, at least 3 should include the second supervisor (where applicable), an independent adviser or other academic i.e. the full supervisory team. Where face to face contact is impractical (e.g. the student is working overseas) these structured interactions may take place by email or telephone, but in all cases the student should maintain a written record of them, using the form in the Research Training Portfolio.
- Student and Supervisor to maintain the student's Research Training Portfolio
 - <https://pf-postgrad.ncl.ac.uk/eportfolio> Record of supervisory communications/meetings
 - Meetings attended
 - Training Courses attended
<http://www.ncl.ac.uk/spo/pgradadmin/Form%20G.pdf>
 - Presentations
 - Publications
 - Other relevant information of use for Annual Progression
- Supervisor to ensure that the student is engaging with and attending the recommended Research Training modules

- Student and Supervisor to submit independent forms for Annual Progression according to the School's timetable for progress reviews – *see Postgraduate Research Secretary for instructions about the School process*. Annual Progression Procedures and Forms are available at <https://pf-postgrad.ncl.ac.uk/eportfolio>. It is necessary to pass the Annual Progress Review in order to progress.
- Where problems occur, especially where these may delay submission of the thesis, it is important to inform the PG Director in the subject area/school. This is particularly important where Research Council students are concerned. In this case it is important to let the Student Progress Service (HaSS) know and in addition, for AHRC, to inform the Research Council.

At the Start of subsequent years

- Supervisor to provide induction into the new year of the programme
- Student to attend Faculty induction event for continuing Research students
- Supervisor and student to update the personal development plan and research plan in the research training portfolio <https://pf-postgrad.ncl.ac.uk/eportfolio>
- Supervisor and student to set targets and dates for the academic year
- *Postgraduate Research Secretary should ensure that current students register by the FTE deadline and that reminders are sent to this effect.*

Near Submission of Thesis – *All forms to be given to Postgraduate Research Secretary so as to gain relevant signatures, to keep student data up-to-date and to make housekeeping arrangements for vivas.*

- It is the responsibility of the main supervisor to make the arrangements for examination of the thesis, including approaching internal and external examiners. Supervisors should contact Carole Allan in the Student Progress Service (HaSS) directly carole.allan@ncl.ac.uk to initiate the process.
- At least 1 month prior to submission, the Student and Supervisor should complete the 'Approval of Exact Title of Thesis and Nomination of Examiners form'
- Supervisors should only sign off the student's submission form when they are sure that the thesis is ready for submission. Supervisors should ensure that the student submits no later than the date of their latest submission deadline (within 4 years for full-time candidates and 7 years for Part-time candidates). This is especially important for Research Council sponsored students where they must submit within 4 years. ESRC & AHRC operate sanctions for non-submission within 4 years.
- The supervisory team to offer a practice or mock viva.

Further Support and information for Supervisors

UK GRAD have launched a new planner for supervisors which is designed to work in conjunction with the successful "Planning a Doctorate: Schedule for Success" which has been available for some time. This new planner is ideal for new supervisors and for those wishing to revisit the role and its responsibilities. You will find tips and advice on things you may need to consider and do at the different stages of your researchers' progress through a doctorate.

http://www.grad.ac.uk/cms/ShowPage/Home_page/Resources/Supervising_a_Doctorate/p!eXepfkk

APPENDIX B. CO-AUTHORING BETWEEN POSTGRADUATES AND SUPERVISORS

Co-authoring of articles and books by postgraduates and full-time members of staff is widespread in the natural sciences where research is more often conducted in teams and more closely directed by staff. The development of this practice is of benefit to both postgraduates and staff. Postgraduates can receive the benefit of experienced help with their first publications, and lecturers can benefit through an increase in their publications output.

Recommendations for guidelines or advice on co-authoring

The key question to ask in determining whether or not credit should be given for work on a piece must be 'Has there been an original and significant contribution to the work?' So, for example, a student who assists a lecturer writing an article or book by looking up references or indexing does not warrant the status of co-author. A student who has researched a significant amount of material for the item, however, and written, even if only in draft form, part of it will warrant at least a second authorship. A lecturer should not claim credit for a piece written by a student that they have commented on but not contributed research or writing to, but a lecturer who has researched or written a part of a piece will be entitled to co-author status.

The following are suggested guidelines:

- A significant original contribution to research or writing must be made to warrant an authorship credit.
- A lecturer's contribution must go beyond his/her normal duties as supervisory team or tutor.
- Advice and assistance with getting published, as opposed to contributing to a piece for publication, is insufficient for an authorship credit.
- Commenting on and criticising a piece of work prior to submission for publication is insufficient for an authorship credit.
- Editing a piece of work prior to submission is insufficient for an authorship credit.
- Authorship credit should reflect the relative contributions of the authors to the work and not the standing or seniority of the authors.

APPENDIX C: REFERENCE WORKS FOR APL RESEARCH STUDENTS IN THE ROBINSON LIBRARY

The facilities available are continually being updated and increased. Consult library guides and handouts for information about recent developments.

a) Bibliographies

These items list details of books, conference papers, reports, journal articles, etc., in particular disciplines. Some bibliographies may be more concerned with a particular form of this information, e.g., abstracting journals concentrate mainly on journal literature.

Although many of these works are printed, a number of resources listed below are available via the Library's CD-ROM network or FirstSearch. Details about all of these can be obtained from your Liaison Librarian or from the enquiry desk in the Robinson Library.

To use FirstSearch, you will need to obtain an authorisation number or identifier, and a password. Please contact your School BIDS representative for these.

The CD-ROM network and FirstSearch are both accessible from dedicated computers in the Robinson Library. In addition however, if you register with the University Computing Service you will also be able to use them via the UCS Clusters located around campus.

Via FirstSearch	Art Index A multi-disciplinary index to literature from about 300 journals in the performing and creative arts, including architecture, planning and design. Includes periodicals, yearbooks, bulletins, award notices, exhibition listings, interviews, reviews, and more. September 1984 to the present. Updated monthly.
Via CD-ROM Network	Current Technology Index A guide to articles appearing in British technical and engineering, periodicals includes building, architecture and design. Information from 1981 to date is available on CD-ROM and is updated every four months.
Via CD-ROM Network	British Humanities Index Indexes articles appearing in British newspapers and journals in the humanities - arts, politics and society, economics, history, etc. Data from 1985 to present is available on CD-ROM and is updated quarterly. Information from 1962 to 1992 is also available in printed format.
ABS PER 300 URB	Urban Abstracts Lists documents published in the UK on all aspects of urban affairs, social policy and local government and includes architecture, urban and regional planning, and housing policy and planning. It covers from 1980 and is updated every month.
R 720 RUS	The built environment : a subject index 1800-1960 A list of books on a variety of topics related to building and architecture. It consists of four volumes.

Via FirstSearch	Geobase: Provides abstracts to journal articles in a range of disciplines, although particularly Geography, Geology and Ecology. This database is an amalgam of a number of other abstracting journals including <i>International Development Abstracts</i> which covers topics such as urban development, regional and spatial planning, technology, building and the built environment. Coverage is 1980 to the present. The database is updated monthly.
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b) Encyclopaedias/Dictionaries

R720 YAR	YARWOOD, D Encyclopaedia of architecture
R720.3 CUR	CURL, J Encyclopaedia of Architectural terms
R720.3 FLE	CURL, J Encyclopaedia of Architectural terms
R720.3 INT	YARWOOD, D (2 Vols) International Dictionary of Architects and Architecture
R720.3 MAC	PLACZEK, A (4 Vols) MacMillan Encyclopaedia of Architects
R720.3 MAC	GUEDES, P MacMillan Encyclopaedia of architecture and technological change
R720.922 CON	MORGAN, A Contemporary Architects

c) Year Books/Handbooks/Directories/Sourcebooks

R 720 SPO	SPON'S ARCHITECTS' AND BUILDERS' PRICE BOOK Schedules of rates and prices for measured work, wages and other fees obtained from analysis of successful tenders submitted in competition.
R720.1 COM	FARMER, B Companion to contemporary architectural thought.
R016.72 WOD	WODEHOUSE, L Indigenous architecture world-wide: a guide to information sources.
R016.7209 COL	COLVIN, H A guide to the sources of English architectural history.

d) Information on Recent Research Activity

Quick Ref RES 378.41 CUR	CURRENT RESEARCH IN BRITAIN: HUMANITIES CURRENT RESEARCH IN BRITAIN: SOCIAL SCIENCES Biennial lists with subject index of current research in British Universities with details of organisations funding it.
BIBLIOG in Robinson Library	BRITISH REPORTS, TRANSLATIONS AND THESES Covers current research in a variety of printed forms. It covers a period from 1984 and has a keyword index on microfiche.
CD-ROM THESES PC beside BIBLIOG section in the Robinson Library	INDEX TO THESES CD-ROM. Lists British Theses from 1970 onwards Searchable by author, subject, keyword, University, etc.
CD-ROM THESES PC beside BIBLIOG section in the Robinson Library	DISSERTATIONS ABSTRACTS CD-ROM Lists Theses from around the world, although mainly North American. Can be searched using author, title, subject, keyword, etc., and provides summaries of many of the theses indexed.