

Postgraduate Research Student Handbook

NEWCASTLE UNIVERSITY
SCHOOL OF ARCHITECTURE, PLANNING AND LANDSCAPE

2020/2021

POSTGRADUATE RESEARCH STUDENT HANDBOOK

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WELCOME FROM THE DIRECTOR OF POSTGRADUATE RESEARCH

To all of you joining us to begin your research degrees here in the school of Architecture, Planning and Landscape (SAPL): A very warm welcome. To those of you continuing your research with us in the new academic year at Newcastle: Welcome back. I hope you will all join together to support each other and maintain the collegiate environment that underpins good academic research. SAPL is an exciting, multi-disciplinary environment for all staff and students. Our current postgraduate researchers represent 29 different countries and bring a diverse collection of interests, ideas and experiences to the School. We value the part you play in enriching our research culture and hope that you will all engage with us and each other to realise the benefits and satisfaction that sharing your research can bring.

The main purpose of this handbook is to provide PGR students with important information about the various aspects of postgraduate research activities in the School, including: matters of research policy; the university regulations governing conduct and research training; staff research interests; guidelines for both PGR 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 PGR students and staff must consult (it should be read in conjunction with the **Handbook for Research Students and Research Supervisors** – available at: <https://www.ncl.ac.uk/hss/learning/postgraduate/training/>). However some of these have been reproduced and included here where relevant.

If you are reading this and you are not currently 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 Andrew Donaldson

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

Mrs Marian Kyte

Learning and Teaching Assistant (PGR)

September 2020

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

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.

- PGR student to register and collect **Handbook for Postgraduate Research Training & Researcher Development Programme** from the HaSS Faculty Office
- PGR student to attend **School and Faculty Induction**
- Supervisory team to complete and sign (within one month) the **learning agreement** with the PGR student, submitting it on-line (ePortfolio)
- PGR students to complete **Self-Reflection of Project Specific Skills** and discuss with supervisors and record this in the Research Training Portfolio (<https://portfolio.ncl.ac.uk>)
- 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 **18 December**. This needs to be lodged to E-Portfolio by this date.

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

IMPORTANT INFORMATION

KEY STAFF

School of Architecture Planning and Landscape

- Director of Postgraduate Research
 - **Dr Andrew Donaldson**, 7th Floor, Henry Daysh Building
 - Tel: 0191 2085806; Email: Andrew.Donaldson@ncl.ac.uk

- Learning and Teaching Assistant (PGR)
 - **Mrs Marian Kyte**, 5th Floor, Henry Daysh Building
 - Tel: 0191 2086014; Email: Marian.Kyte@ncl.ac.uk

- Newcastle University IT Service (NUIT):
 - <https://nuservice.ncl.ac.uk/> - to log a ticket
 - Tel: 0191 2085999; Email: it.servicedesk@ncl.ac.uk

- Head of School, Architecture, Planning and Landscape
 - **Prof Adam Sharr**, Ground Floor, Architecture Building
 - Tel: 0191 2087832; Email: Adam.Sharr@ncl.ac.uk

- School Manager, Architecture, Planning and Landscape
 - **Ms Jill Mawson**, 5th Floor, Henry Daysh Building
 - Tel: 0191 2087634; Email: Jill.Mawson@ncl.ac.uk

- Visa Team, Student Progress Service
 - **The Visa Team are located in Student Progress Service, Level 2, Kings Gate Building**
 - For all general enquiries please use www.ncl.ac.uk/enquiries/

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

A list of completed research topics is available at the School website. <https://www.ncl.ac.uk/apl/study/postgraduate/research/#studenttheses>

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

Graduate School (HaSS)

The HaSS Graduate School is led by the Graduate School Manager, Mr Ross Patterson

Student Recruitment, Admissions and Progress, Student and Academic Services, Level 6,
Henry Daysh Building

Newcastle University, Newcastle upon Tyne, NE1 7RU

Tel: 0191 2083885

Fax: 0191 2086206

Email: gradschool@ncl.ac.uk.

Other useful University Contacts can be found in the Handbook for Research Students and Research Supervisors (<https://www.ncl.ac.uk/hss/learning/postgraduate/training/>).

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 PGR 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 PGR students can present their research methodologies and results to other PGR 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.

Getting Started

New PGR students arriving at the University should contact the Learning and Teaching Assistant (PGR), 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 gives access to the Henry Daysh building and the Architecture building, if needed.
- 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 PGR students.
- Contacting your supervisory team to arrange your first meeting.

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 on the University website at:

<https://www.ncl.ac.uk/media/wwwnclacuk/universityregulations/files/2020/202021%2008%20VIII%20%20Master%20of%20Philosophy%20Progress%20Regulations.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. An electronic copy 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.

PGR 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 Faculty Research Training Programme Handbook and on the University website at:

<https://www.ncl.ac.uk/media/wwwnclacuk/universityregulations/files/2020/202021%2010%20X%20Doctor%20of%20Philosophy%20Progress%20Regulations.pdf>

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.

SCHOOL SUPPLEMENTARY TRAINING WORKSHOPS

The School also offers supplementary training workshops for all PGR students across a range of theoretical, methodological and practical topics. We are updating this programme for 2020-21 and will provide information about workshops over the course of the year. PGR students taking these workshops are also expected to attend the Faculty Postgraduate Research Training and Researcher Development Programme.

RESEARCH ENVIRONMENT

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, PGR students and taught courses are mutually supportive.
2. Augment the School's standing as a centre of excellence in architecture, town planning, and landscape 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. PGR students are encouraged to produce high-quality work worthy of publication and circulation to interested persons and organisations worldwide. Members of 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.

RESEARCH GROUPS

In the 2014 Research Excellence Framework (REF) the School was:

- Ranked 4th out of 45 for research intensity and power
- With 85% of the submitted outputs graded as world-leading (4*) or internationally excellent (3*)

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 Prof Simin Davoudi was formed through the merger of three successful urban research centres (CREUE, CUT and CARDO). Thematic groups within GURU organise reading groups and research events.

2. **Architecture Research Collaborative (ARC)** (<https://www.ncl.ac.uk/apl/research/arc/>) directed jointly by Prof Prue Chiles and Dr Neil Burford.

ARC and GURU utilise themes to structure and promote their work. Typically each theme focuses on one or two key deliverables each year (a significant international conference, publicity/engagement activity, to develop a collaborative research project, establish a series of workshops on a policy issue etc.) Reading groups, the hosting of workshops and conferences and regular networking all help to build a research culture.

Details of the research interests of individual members of staff and how to contact them may be found at <http://www.ncl.ac.uk/apl/staff/role/>. Information about current research student projects are shown at <https://www.ncl.ac.uk/guru/postgraduate-research/students/#currentstudents> and <https://www.ncl.ac.uk/apl/research/arc/pgr/#currentpostgraduatestudents>

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.

TIER 4 VISA HOLDERS

On a monthly basis, ePortfolio meeting record dates will be checked and if you have not recorded a meeting during the last 6 weeks, a reminder will be sent to you.

If no meetings have been recorded by the time the next report is run (two months), you may be reported to the Student Data Team. This may result in a report of your non-engagement to the Home Office. The ultimate sanction could be curtailment of your visa.

By using ePortfolio, the University is reducing the amount of administration for you. As you are already required to record meetings as per the Code of Practice, it makes sense to use these records as evidence of your attendance and engagement.

CANVAS

Canvas is a Web-Based Managed Learning Environment that is used in the University for Programme/Module Administration. To access Canvas, go to: <https://Canvas.ncl.ac.uk/> and login using your usual University username and password.

FACULTY RESEARCH TRAINING PROGRAMME

The Faculty Research Training 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 PGR 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 PGR 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: <https://www.ncl.ac.uk/hss/learning/postgraduate/training/>

FORMAL SUPERVISORY MEETINGS

Regular supervisory meetings are an integral part of being a research student at Newcastle University. Our Code of Practice for Research Degree Programmes states that students should have at least 10 structured interactions (formal supervisory meetings) with their supervisor/supervisory team each academic year. Students are also required to record these meetings on the University's ePortfolio system.

Recording your supervisory meetings is a useful tool as it demonstrates your engagement with your supervisor, as well as providing you with a mechanism to record the content of these meetings.

The recording of meetings in ePortfolio has been a requirement of the Code of Practice for a number of years, which will impact on you if you are an international student – see earlier.

ABSENCE

If you are absent, you need to take appropriate action:

For sickness, please obtain a medical certificate or letter from a medical practitioner and attach it to a completed Student Notice of Absence form via S3P (for short periods of time) or to an Application for Interruption of Studies for a longer period.

For other absences, please complete a Student Notice of Absence form (for absences lasting 1 – 4 weeks). This applies to holidays, conference attendance or other leave of absence approved by your supervisor(s). For an application to study off campus (for absences longer than 4 weeks) please complete an Outside Study form. This applies to study elsewhere (outside of the UK) and fieldwork. You must ensure you make it very clear exactly where you will be and for what purpose.

Under Tier 4 you are obligated to inform the School when you return to your home country or leave the UK. You must inform the School (via S3P) when you plan to leave the UK and your return dates. We can then inform the Home Office of your authorised absence if contacted by immigration.

FORMS

All relevant Research Postgraduate forms can be accessed here:

<http://www.ncl.ac.uk/students/progress/student-resources/PGR/FormsPolicies.htm>

The Outside Study form can now be found by using the Mitigating Circumstances tab on eportfolio. The Risk Assessment form that must accompany it is available from Marian Kyte.

Forms must have precise dates – open dates are not permitted – paper copy forms must be signed by your supervisor and sent to School Learning and Teaching Assistant (PGR) at marian.kyte@ncl.ac.uk for further signatures before it is forwarded to the Graduate School (HaSS).

Student Notice of Absence forms are submitted on-line by the student through the S3P system. One of the tabs in S3P will be a notice of absence form, which will be submitted through to a workflow inbox which will be accessed by the School.

PROGRESS

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

All research students are subject to yearly monitoring assessments to ascertain whether progress has been satisfactory. Assessment forms are completed by the student, Supervisor(s) and the Head of School (or nominee) and are a formal record of a student's progress and generic skills training.

Students should read the Code of Practice:

<https://www.ncl.ac.uk/students/progress/student-resources/PGR/Publications.htm> Section 78 - 92 'Progression and Monitoring'. Note that this summarises the general procedures used by the University for monitoring research students and determining whether or not a postgraduate research student may progress from one year to the next. You should discuss with your Supervisor(s) what the procedure is and what is expected of you.

School Year One Research Progress Interviews

All research students in this School have their first year's work thoroughly assessed to ensure that they are progressing appropriately towards probable successful and timely completion of their PhD.

In what follows, you will find all the necessary information about this procedure:

1. In the few months before you reach 12 months of study (24 months for part time students), year 1 PGR students will be invited by the Director of Postgraduate Research to submit evidence of their work to date. The precise nature of the work submitted is flexible, and should be decided in common by student and supervisor. You will have approximately 6 weeks to prepare your evidence. All evidence and reports are submitted onto e-portfolio (progression and project approval).
2. The Director of Postgraduate Research (via the Learning and Teaching Assistant (PGR)) will arrange for members of staff from across the School to act as your progress panel. Interviews will be scheduled by the Learning and Teaching Assistant (PGR) for all PGR students, to meet with the panel at some time during the first week of June. The presentations will be brief (15 minutes) with a slightly longer (30 minutes) discussion about your progress. After your presentation, together with the annual report prepared by the supervisor(s) and a statement by the individual PGR students they will be asked to complete a short assessment form to state the following:
 - (i) simply confirm progression without notation
 - (ii) confirm progression with some comments and recommendations.
 - (iii) For those whose work has been adjudged problematic, the panel will agree a specific notation which states conditions which the student is asked to meet in a set period of time— eg, to edit the work in line with their comments and working with supervisors during this period, (normally 2 months) to the next set of interviews for re-assessment.

This commentary, together with your evidence will be submitted to the Director of Postgraduate Research by an agreed-upon date.

3. The Director of Postgraduate Research will review the panel's report, and identify in particular those students whose work gives rise to questions about progression.

Years 2, and 4

The monitoring of progress for year 2 and 4 will be done by electronic means instead of face-to-face presentations. You are asked to submit reports and evidence onto e-portfolio and only where students are identified by their supervisors as problematic cases will further 'presentations to your panel' be sought and considered in a manner similar to that described above.

Year 3

As you will be preparing to "write-up" and complete your PhD for submission you will be asked as part of Year 3 progress to attend a 10 minute interview with one member of your progress panel to ensure that you are ready to begin this critical stage of the PhD. Each student will be required to complete a 'milestones' document so that you and your supervisors have an agreed and clear timeline for submission between now and the end of your candidature.

Ethical review and 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 the student has started at the University and certainly no later than 3 months from first registration. In addition, the University requires all research projects to undergo appropriate ethical review, including internally and externally funded PhD projects and self-funded PhD students.

ePortfolio

As a Research degree student you have an e-portfolio account where you are required to maintain records of your supervision, your progress and your personal and professional skills development. You and the University maintain the following records of your research degree progress within ePortfolio:

- Supervision meeting records
- Project Approval
- Annual Progress Review
- Research Training records and Personal Development Plan
- Mitigating Circumstances – including Outside Study
- Nomination of Examiners

Visit <https://portfolio.ncl.ac.uk/> and click on "Login to your ePortfolio."

To login, use your Newcastle University username and password; the same as those as you use to login to your PC, or to your University email account.

Passwords are case-sensitive.

In the event that you can't login with your usual University username and password you should contact [IT Service Desk](#)

Please note that **use of ePortfolio for supervision records is mandatory for all PGR students.**

LEARNING AGREEMENT

Under the QAA Code of Practice PGR 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 month following registration. Subsequent modifications to the Learning Agreement are permitted as long as they are agreed by all parties concerned.

NOTICEBOARDS, ANNOUNCEMENTS AND MAILBOXES

The first line of contact to students is through your University email and it is important that you check your email regularly. Should you need to contact the School because you are sick, or for any other reason, you may telephone or email the Learning and Teaching Assistant (PGR), the Director of Postgraduate Research or your supervisor. You also need to record this by completing the Student Notice of Absence form using S3P.

USE OF EMAIL

You are required to register for University email when you first register as a student. Your University email address will be used by The School for all email communications with you. We will not email private, non-University email addresses. You must regularly check the notice boards, Canvas Announcements and email. Canvas announcements, notices and email messages are the main ways in which relevant information is communicated to students, including examination schedules, submission deadlines, timetable changes, social events, career opportunities and extra-curricular activities. Failure to monitor email traffic, Canvas announcements and notice boards may result in you missing academic, social and career opportunities. However, it can also have more serious consequences, if, for example, you miss information regarding supervisory arrangements, submission deadlines and progress and examination information.

Please do bear in mind when you are contacting staff that you are not the only person who will be contacting them and, although they are available and willing to help you, they, like you, have many demands on their time.

Please also remember that staff working hours can differ depending on whether they are full time or part time, and that emails may not be responded to outside of normal 9 to 5 working hours.

Before sending an email, please consider whether you could easily find out what you need to know from a resource such as your Degree Programme Handbook, our Current Student Webpages or via Canvas. Your programme secretary and / or Reception should be able to answer general queries about such matters as timetabling, deadlines for submission of coursework or examinations.

Please do not send the same email to multiple email addresses separately as this can cause confusion. If you have a query to direct to multiple people within the same email, please ensure you either put all recipients in the 'To' or 'Cc' lines. However it is good practice to ensure that you direct your email to the correct person to begin with – thus reducing the need to copy in multiple recipients.

Use the subject line to convey the topic of the body of the email; i.e., module code: module assignment query, reply required; module code: absence on 12 November; or module code: need to schedule an appointment.

For best results, check the advertised office hours of the person you are trying to contact and drop by their office during that time.

If you email a member of staff and haven't received either a response or an out of office message after 5 working days please re-send the message, marking the header text 're-send'.

Please remember that members of staff who are part-time do not work every day of the week so 5 of these working days may run across two standard working weeks.

When emailing anyone at the University, please do so in a courteous manner: use clear, appropriate and polite language. As set out in the Student Charter, Newcastle University and The School expect you to respect both staff and other students and to behave responsibly and professionally in contacting them.

APL SEMINARS AND RESEARCH EVENTS

Throughout your study, opportunities to discuss and present your research with the wider research community in the School are provided. For 2020/21, there will be virtual events to enable this. Students in the later stages of their work are encouraged to present at the School Seminar Series. The seminar series is set to resume from October although it is likely to be held by remote Zoom sessions for the foreseeable future. Please contact the organisers in the School if you would like to present a seminar or if you have recently heard somebody speak and would like to connect their work with others in the school. Slots are alternated between staff/external speakers and PGR students. The seminars can be a chance to present something which has already been accepted for publication but equally they offer a means of gaining some critical feedback on an emerging chapter, paper or grant proposal. So please get in touch with the School organisers if any of this sparks ideas for a session in the new semester.

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 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.

FIELD TRIP SAFETY

The University owes a Duty of Care to students who are undertaking fieldwork off-site as part of their research. A risk assessment is necessary to identify all the foreseeable hazards associated with any work or travel. Before fieldwork can begin, the student should identify the length of time needed to carry out the fieldwork and complete a risk assessment and Outside Study Form in good time prior to travel. At any given time, some locations may be regarded as unsafe to travel to by the University or its insurers, meaning that fieldwork cannot be approved or that significant additional measures may be required.

CHANGES TO YOUR STUDY

Any change in your study needs to be reported to the Graduate School (HaSS), on a form that must first be approved by your Supervisor(s), then given to the Learning and Teaching Assistant (PGR) and signed off by senior members of staff. Tacit approval from your Supervisor(s) could cause considerable problems later in your study, so the correct procedure must be followed.

Forms are available to change terms of study from full-time to part-time (not permissible for international students); to suspend study (eg, during illness); or to apply to study off campus for fieldwork available on e-portfolio. To change Supervisor(s) the form can be accessed here: <http://www.ncl.ac.uk/students/progress/student-resources/PGR/FormsPolicies.htm>

INTERRUPTION

The University recognises that students may experience difficulties outside their control that disrupt their ability to study effectively – ill health, personal and financial problems for example. It therefore allows for periods of interruption. Interruption of studies means an entire cessation of academic work for a specified period. Periods of interruption do not count towards the timeframe for completion of the degree, and can be considered as a suspension of normal academic requirements.

If you do experience any serious difficulties outside of your control that affect your studies, you can apply for a period of interruption via ePortfolio. It is vital that students who think that they may need a period of interruption talk to their supervisors and/or the School Learning and Teaching Assistant in a timely manner, and not leave discussions too late. Interruptions may be granted retrospectively but not always.

The minimum period of interruption is one calendar month, and the maximum allowed period is two years in total. Please note that permission for interruption is only granted for a maximum period of one year at a time.

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

For further details, see the HASS GRADUATE SCHOOL Guidelines (<https://www.ncl.ac.uk/students/progress/student-resources/PGR/change/circs/InterruptStudies.htm>)

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

For more details please see the Visa Support section of the website.

<https://www.ncl.ac.uk/students/progress/visa/>

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 Learning and Teaching Assistant (PGR). 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 Andrew Donaldson, is to plan, develop and manage 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 2020/21 staff members are to be confirmed at the first meeting.

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:

To be confirmed

Any student who wishes to represent the PGR group of students can stand as a student representative. You will be informed when there are vacancies on the Committee.

The Learning and Teaching Assistant

The Learning & Teaching Assistant, situated on the 5th floor of the Henry Daysh Building, can offer advice on administrative matters relating to your programme. The Learning and Teaching Assistant is: Marian Kyte (ext. 86014), e-mail: marian.kyte@newcastle.ac.uk.

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 meeting room and a kitchen with facilities for making drinks, and refrigeration for keeping food chilled.

HENRY DAYSH BUILDING

The School of Architecture, Planning and Landscape aims to allocate a study space to all full-time registered research students for their three or four years of supervised study if they require it. This does depend on availability and priority is given for those who use their spaces. A space usually consists of a desk in a room shared with other students, and includes a laptop with network access, and storage for books.

Spaces are allocated by the School at the beginning of the academic year, or when they become available. Students can request a space by emailing Marian Kyte (marian.kyte@ncl.ac.uk). Please note that you will be issued with keys but if you lose these you will have to pay for their replacement. Regular audits of space are carried out and the School may evict a postgraduate research student from their space if there is evidence of severe disregard of health and safety issues, or indeed if spaces are tampered with.

ACCESS TO THE BUILDING

The Henry Daysh Building is normally open from 8:00am to 6:00pm Monday to Friday, except when the University is closed.

Postgraduate research students can access the building outside working hours using their University card. If your card is not working then please contact the Teaching & Learning Assistant (marian.kyte@ncl.ac.uk). Research students who are working very late or at weekends are allowed to work late but must be aware of their surroundings and given you may be on your own in the building with no staff, we prefer if more than one student is also working with you.

Out-of-hours access is a privilege and not a right. You must not allow people who are not registered research students in Architecture, Planning and Landscape access to the building. You must use any facilities in the building (such as the kitchen and Meeting Rooms) responsibly. If out-of-hours access is found to be abused then it will be withdrawn.

Please exercise caution when leaving buildings late at night.

Our current understanding is that because of Covid-19 the Henry Daysh Building is currently closed to students. We will confirm the exact process for re-opening and timings closer to the time.

RESEARCH FUNDING

Current postgraduate research students may apply for financial assistance in order to be able to attend relevant conferences to present a paper or to attend conference outwith of Newcastle. The application form can be requested from Marian Kyte and will need to be submitted to marian.kyte@ncl.ac.uk well in advance of departure. Please ensure you obtain the support of your supervisor; otherwise your application for funding is unlikely to be considered.

All applications are assessed and awards made by the Director of Postgraduate Research. Awards of £200 per year are normally available for a maximum of 4 years of study, ie a total of £800 over the lifetime of a PhD student. Students should apply well in advance of the conference and must retain receipts. **Requests for retrospective applications submitted on or after your conference has taken place will not be considered.** This funding is not available to occasional students.

Postgraduate research students travelling outside of the UK on University business will be required to complete a risk assessment before they travel. This should be sent to Marian Kyte to seek approval.

PRINTING

PGR students have access to the Multifunctional Printer/Photocopiers, provided centrally by NUIT, and there are two available for printing, copying and scanning. PGR students are not charged for printing costs for mono or colour A4 and A3 printing although occasionally reports are taken by the School and should you go over what is deemed to be an unreasonable amount of printing you will be asked to curb your limit and access could cease. The devices are located on Floor 5 and Floor 8 of the Henry Daysh Building near to the PGR rooms. Further information on how to use them is available from the Learning and Teaching Assistant (PGR).

INTER LIBRARY LOANS TOKENS

PGR students may obtain Interlibrary Loan Tickets from Marian Kyte free of charge. You will need to be a registered student.

BUSINESS CARDS

The School offer PGR students the opportunity to order University-template business cards for research purposes free of charge – cost to be deducted from Conference Funds. A maximum of 200 cards per year can be ordered via Marian Kyte. Business cards are priced at £25 for 200 cards and can be ordered by confirming via email the following details with Marian Kyte:

- Title (ie, PhD Researcher)
- Telephone extension for your shared office if applicable (otherwise Marian Kyte's number will be used as default)
- Mobile number (if you'd like this to be included)

- University email address.

£25 is a negligible amount that will be deducted from the Conference Fund allocation.

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 Learning and Teaching Assistant (PGR), depending on whether the room is located in the Architecture Building or in the Henry Daysh Building.

COMPUTER ROOMS

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

There are other computer facilities on campus, such as cluster facilities, see the IT website for where these are located.

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.

SCHOOL HEALTH AND SAFETY POLICY

The School has a Health and Safety Policy which is available from the School Office or on the School webpage.

The policy provides information on what we do within the School to prevent circumstances arising which could cause injury or ill health. Health and Safety legislation imposes duties on both staff and students as well as on the School and University as a whole. It is important that you read the Policy carefully. Meeting our statutory obligations set out in the legislation requires the co-operation and involvement of everyone in the School. Each one of us has a part to play in ensuring that the School remains as safe as we can make it.

The health and safety arrangements are reviewed on a regular basis. Suggestions for improving these are welcome and students may contact the School Health and Safety Advisor with their ideas.

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 PGR students may use.

University Library

You can find the opening hours and further library information on the University Library Homepage at <http://www.ncl.ac.uk/library/>. During the first few weeks of term there are stated required courses in information and library skills which introduce new research students to the library and other resources.

IT Service

In order to use the University's computing services and network you must first have registered for study, after which you will be given a user name and password.

Further information can be found at <http://www.ncl.ac.uk/itservice/>

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.

Writing Development Centre

The Writing Development Centre offers academic skills development for students at all levels of study from first year undergraduate to PhD, in all subjects. Our provision is tailored to each discipline and level of study, and integrated where possible with the student's individual needs and the requirements of each course. We offer one to one appointments, workshops and a range of other activities throughout the academic year. Staff may wish to refer students to our service or to request one of our workshops to support their teaching. We collaborate and liaise closely with colleagues in Faculties, Student Services and Academic Services.

Our remit includes the following academic skills:

- Understanding assignment types, questions, instructions and marking criteria (including unusual assignment types)
- Critical thinking, critiquing and reviewing literature
- Note-taking from lectures and reading
- Planning and structuring writing (incl. paragraphing)
- Academic writing style (incl fundamentals of grammar)
- Understanding and using feedback to improve your work
- Referencing, citing and avoiding plagiarism

- Managing time, work and writing (incl. writers block and procrastination)
- Exams and Revision
- Managing research projects, dissertations and theses
- Presentations and posters
- Learning effectively in lectures, seminars, classes, labs etc

The Head of the Writing Development Centre is Dr Helen Webster.

Tutors: Dr Helen Webster, Dr Caroline Crow, Dr Heather Sutherland

For all enquires about our services, please contact wdc@ncl.ac.uk

Careers Service

1st Floor, King's Gate Web: http://www.ncl.ac.uk/careers/	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.

Personal Development Planning

The University promotes the use of a personal development planning 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://portfolio.ncl.ac.uk/>, and follow the simple instructions to access the PDP system.

Student Advice Centre

<http://www.nusu.co.uk/sac>

The Student Advice Centre (SAC) is based in the Students' Union building. It offers a support service to all our students and their dependants. The SAC is friendly, free, impartial and strictly confidential.

They specialise in student concerns and offer advice, information and support on a wide range of topics, including:

- finance and employment
- legal and consumer matters
- health
- personal/family
- consumer rights
- academic problems
- housing

FEEDBACK

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

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. PGR 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.

Supervisory Meetings

These should be the main vehicle for student feedback. Supervisors will then be responsible for forwarding any issues of feedback to the PGR Director and/or PGR Committee (or other relevant officer in the School/Faculty) when deemed appropriate to do so.

Annual Progress Reports

PGR students can also use the annual progress reporting process 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).

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.

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.

If you wish to discuss the matter outside of the School you may consider contacting The Graduate School (HaSS) whose work is directly concerned with PGR 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. The Graduate School are open daily on Level 6 of the Henry Daysh Building. A member of the team will be available in person to speak with postgraduate research students about any queries they might have.

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.

PROBLEMS

Most students encounter few, if any, problems during their period of study at the University, but sometimes things can go wrong. There are processes in place to help you. Generally your first point of contact should be your supervisors. If you feel that you cannot talk to your supervisors, the Director of Postgraduate Research, Dr Andrew Donaldson, is available. Marian Kyte, the Learning and Teaching Assistant (PGR) is also a good point of contact. Members of the Graduate School in the Henry Daysh Building will also give Faculty and University-wide help and support services. It is a good idea to address problems early on so that issues can be sorted.

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, both 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. *PGR 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.

How will cases of suspected plagiarism be dealt with?

All cases of suspected plagiarism will be reported to the Director of Postgraduate Research in the first instance.

SUBMISSION OF THESIS

Before you submit your thesis for examination you should seek approval from your Supervisor(s) and complete the 'Nomination of Examiners Form' which can be found in ePortfolio. You will need to upload the abstract and when submitted the form will be sent directly to your Supervisor. Receipt of the form triggers the Supervisor to nominate internal and external examiners.

For submission you must include:

- An electronic copy, ie a PDF document
- Research degree examination entry form.

The external examiner may request a print copy from HaSS Graduate School who will arrange this.

Your supervisor will agree a viva date and notify you of this. Inform your Supervisor or internal examiner in advance if there are times when you will not be available.

VIVA VOCE EXAMINATION

All research degrees, including Creative Practice degrees, are examined viva voce. Your viva will probably last between 2 and 3 hours. All vivas are currently being carried out remotely, via video conferencing, until further notice. You will be told informally of the outcome at the end of the viva. The examiners submit their reports to the Graduate School (HaSS), who inform you officially when they receive these reports.

If you have passed with no corrections required, on instruction from the Graduate School (HaSS) you should provide a final electronic copy of your thesis.

If you are required to make corrections you are therefore required to resubmit your thesis, you will receive an email from the Graduate School (HaSS) which will give you full details and the dates by which this must be done.

Corrections/Revisions

One month corrections and 6-month revisions must be submitted by the due date directly to the Graduate School (HaSS). You will then be advised by email that your corrected thesis has been agreed by the internal examiner and you will be advised of the process to follow for submitting the hardbound copy. A final electronic copy of the thesis must then be produced and submitted to the Graduate School (HaSS) once you have received instruction from them (not your examiner).

Resubmissions

These must be sent to the Graduate School (HaSS) by the due date and they will be re-examined by both examiners. *Please note that you may be asked to present for viva voce for resubmission.*

APPENDIX A: Checklist for Supervisors of PhD and 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 2019, available at <http://www.ncl.ac.uk/students/progress/student-resources/PGR/handbook.htm> and the Postgraduate Research Training E-Portfolio <https://portfolio.ncl.ac.uk/>

On Arrival (Registration, Learning Agreement and Induction) within 1 month of initial registration

- Research Students register online via <http://www.ncl.ac.uk/students/progress/student-resources/s3p/>. Student to attend Faculty Induction event (delivered in September and again in January for later arrivals). They are provided with the following: Handbook for Research Students and Research Supervisors; Faculty Research Training Programme Handbook.
- *PGR students should contact the Learning and Teaching Assistant (PGR):*
 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 help to access the PGR printers*
 5. *who will add their Newcastle email address to the pgr group email list.*
- Supervisor and student to complete and sign a **Learning Agreement form**, and where appropriate, a confidentiality agreement, and submit the form(s) to the Graduate School ((HASS GRADUATE SCHOOL) via the School postgraduate Secretary) **within 1 month of initial registration**. The Learning Agreement form (with the confidentiality agreement form) is available through e-portfolio or please ask Marian.
- 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 E-Portfolio.
- Supervisor to ensure that the student understands the Faculty training guidance including cohort training, personal development training and the compulsory modules for Social Science training in year one (years 1/2 part time).
- Ensure the student understands that they are expected to reflect on their research training in ePortfolio and submit a summary document and reflection to Annual Progress Review. Further information is available in the Research Training Handbooks and the Supervisory Guidance distributed to Schools – also see <https://www.ncl.ac.uk/hss/learning/postgraduate/training/>. The Faculty Postgraduate Team can be contacted for advice at: Hass.pgtraining@ncl.ac.uk.
- Supervisor to complete the induction checklist, with the student. A copy of the induction checklist is appended to this checklist for supervisors.
- If the student intends to teach or demonstrate ensure s/he attends compulsory teaching and demonstrating training session. The School Office will be able to advise on how this can be arranged.
The Learning and Teaching Assistant (PGR) has information on how students nominate themselves for the teaching training so do contact her.

By 3 months after Arrival (Project Approval, including ethical approval and fieldwork)
– *the Learning and Teaching Assistant (PGR) to co-ordinate action with the Director of Postgraduate Research*

- As part of induction, project development and appraisal, it is important that supervisors address the health and safety and ethical issues associated with the research. Advice and policy guidance is available online at www.safety.ncl.ac.uk and specifically on fieldwork and placements at <http://www.ncl.ac.uk/ohss/safety/risk/travel/>. The school safety officer is also available to discuss health and safety onsite.

Further information on the HaSS Faculty Ethical Approval Process for Research Students is available at:

https://newcastle.sharepoint.com/hub/hss/Pages/research_ethics_ethics_staff_pgr.aspx

- Student completes their 'Application for Project Approval' including their research proposal and project plan. This should be done on E-Portfolio <https://portfolio.ncl.ac.uk/> For students that start in September, the first year research student's assignment for the Managing a PhD module is tied into the supervisory process with the assignment being a draft of the student's research proposal and project plan submitted direct to their supervisor for feedback prior to revision and uploading to e-portfolio.
- Supervisory Team to add their supporting statement via e-Portfolio. The 'form' is then progressed 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 student can be informed of the result and the Project Approval 'form' is progressed via e-Portfolio to the Dean of Postgraduate Studies.

As part of Project Approval attention should be given to the health and safety and ethical implications of the research. This is especially important where field work is being conducted abroad. Where the research is being conducted in a location that is potentially dangerous it is important to consult with the University Safety Office and Insurance Team at an early stage:

Safety Office: www.safety.ncl.ac.uk

Risk Assessment: You must contact Marian Kyte for a School "**Risk Assessment Form**." A copy of the form must be submitted with your application.

Insurance: http://www.ncl.ac.uk/internal/finance/insurance/cover/travel_pg.htm

Note, before a student conducts international field work or study abroad it is necessary for them to complete an outside Study Form to gain approval: Please ask Marian for the form. This needs to be accompanied by the appropriate risk assessment.

Within first 12 months (Annual Progress and Confirmation of Candidature) – the Learning and Teaching Assistant (PGR) to co-ordinate action with the Director of PGR

- Student and Supervisor to submit, via e-portfolio, independent forms for Annual Progression according to the School's timetable for progress reviews. A reflection piece and research training summary is also submitted at this stage. The process must be completed via e-portfolio. It is necessary for the student 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:

<i>September start</i>	→	<i>May/June of the following year</i>
<i>January start</i>	→	<i>August of the same year</i>
<i>April start</i>	→	<i>January of the following year.</i>

Each Academic Year

- Supervisor to ensure that at least 10 'structured interactions' take place per year between main supervisor and a full time student, approximately monthly with no more than an eight week gap between meeting (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, telephone, or Skype but in all cases the student is required to maintain a written, agreed record of them in their e-Portfolio. Students' are required to use e-portfolio for maintaining these records and supervisors must confirm via e-Portfolio that each recorded meeting has taken place.
- Student and Supervisor to maintain the student's e-Portfolio <https://portfolio.ncl.ac.uk/> . The portfolio includes:
 - Record of all formal supervisory communications/meetings
 - Meetings attended
 - Training Courses attended
 - Training/Skills analysis
 - Presentations
 - Publications
 - Annual Progression
 - Project Approval
 - Nomination of Examiners
- Supervisor to ensure the student reviews their training needs analysis and personal development plan at the start of each year and that they are attending Faculty cohort training and personal development and training. Information on Faculty training requirements is available in Training Handbooks and at: <https://www.ncl.ac.uk/hss/learning/postgraduate/training/>
- Student and Supervisor to submit, via e-portfolio, independent forms for Annual Progression according to the School's timetable for progress reviews. The process must be completed via e-portfolio. In addition to school/subject specified work which the student must submitted to their APR Panel, all students must also submit a 500 word reflection on the research training they have carried out during the year along with a summary of the sessions they have attended (provided electronically by the Faculty attendance booking system). It is necessary to pass each Annual Progress Review in order to progress from one year to the next.
- 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 Graduate School know promptly.

At the Start of subsequent years

- Supervisor to provide induction into the new year of the programme (refer to the induction checklist appended to this checklist for supervisors).
- Student to attend Faculty induction event for continuing Research students
- Supervisor and student to review the training needs analysis and update the personal development plan and research plan in e-Portfolio
- Supervisor and student to set targets and dates for the academic year
- *Learning and Teaching Assistant (PGR) should ensure that current PGR students register at the appropriate time and that reminders are sent to this affect. Students*

should contact the Learning and Teaching Assistant (PGR) if they are experiencing any problems due to financial hardship or sponsor issues.

Near Submission of Thesis – The Learning and Teaching Assistant (PGR) to be informed by supervisors so as to ensure housekeeping arrangements are made 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 the Graduate School directly HaSS Graduate School@ncl.ac.uk to initiate the process.
- At least 2 month prior to submission, the Student and Supervisor should complete the 'Nomination of Examiners form' on ePortfolio <https://portfolio.ncl.ac.uk/>. Supervisors should refer to the university's criteria for appointing examiners within the Code of Practice for Research Degree Programmes. The supervisor should consult with the Graduate School before approaching any potential External Examiner who is a non-EEA national.
- Supervisors should only sign off the student's Research Degree Entry 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. Both ESRC and AHRC operate sanctions for non-submission within 4 years.
- The supervisory team to offer a practice or mock viva.
- The academic supervisor co-ordinates the arrangements for the oral examination and informs the Graduate School of the arrangements.

Further Support and information for Supervisors

- New members of staff as part of probation will attend staff development (the Newcastle Teaching Award (NTA) <http://www.ncl.ac.uk/staffdev/workshops/programmes/academic/ukpsf/nta/index.htm>) training including information on postgraduate matters.
- Supervisory Updating sessions are provided annually in each school for established supervisors.
- VITAE (formerly UKGRAD) have resources for supervisors where 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. <https://www.vitae.ac.uk/spotlight/supervising-and-managing-researchers-1/supervising-and-managing-researchers>
- Handbook for Research Degree Students and Supervisors
 - <http://www.ncl.ac.uk/students/progress/student-resources/PGR/handbook.htm>
 - In particular Part 4 of the handbook which provides Guidelines and Best Practice advice for research supervisors and research students; and the Code of Practice for Research Degree Programmes.
- Research Degree Regulations <https://www.ncl.ac.uk/media/wwwnclacuk/universityregulations/files/2016/2016xiv-phd-regulations.pdf>
- Research Degree Examination Procedures and Forms Available from Marian.
- Postgraduate Research Student Administration information <https://www.ncl.ac.uk/students/progress/student-resources/PGR/FormsPolicies.htm>
- Faculty Research Training Programme : <https://www.ncl.ac.uk/hss/learning/postgraduate/training/>

- HaSS Faculty Ethical Approval Process
https://newcastle.sharepoint.com/hub/hss/Pages/research_ethics_ethics_staff_pgr_a_spx

PGR Student Induction Checklist
Faculty of Humanities and Social Sciences

The following items need to be covered at Induction via various means including face-to-face interaction, handbooks, web sites and signposting School sources of information

Supervisor	Tick
<i>Year 1</i>	
Discussed the way the supervisory team will operate and good practice in the conduct of research	
Discussed and signed learning agreement	
Made student aware of the need to use the ePortfolio. Indicated that this includes use of ePortfolio to record the 10 supervisor / student structured interactions per year	
Discussed timetable for submission (PhD: minimum candidature three years FT and six years PT; MPhil 1 year FT and 2 years PT)	
Noted any resources required for the PhD/MPhil (eg equipment or archives needed)*	
Conducted a formal Training Needs Analysis. Agreed Personal Development Plan based on information available in the Faculty Training Programme Handbook and advise the student on which sessions they should attend in line with Faculty policy. Remind students about the need to submit a reflection and training summary to Annual Progress Review.	
Provide preliminary advice about the research project (eg research aims, literature etc)	
Reviewed health and safety issues that apply to the project*	
Discussed ethical issues that apply to the project*	
Considered Fieldwork and Study Abroad requirements (risk assessments, ethical approval, outside study)*	
Discussed the standard of work expected and issues of plagiarism	
Discussed the special requirements of Research Council students (eg additional funding and sanctions for non-submission on time)*	
<i>Year 2 and 3</i>	
Discuss any changes to the supervisory team	
Revisit and update the Training Needs Analysis and Personal Development Plan to identify any further training needed by the student	

*Please note that some items in the check list may not apply to all students. These items have been highlighted.

In addition to the induction provided by the supervisor(s), School level induction should be provided for all new PGR students. School level induction should cover the following:

School	Tick
Indicated relevant degree regulations and Handbooks for Research Students and their Supervisors	
Made students aware of the monitoring processes and how Project Approval and Annual Progress Review will be conducted	
Stressed the importance of submitting on time	
Stressed risk, ethical and safety issues associated with Fieldwork and Study Abroad	
Outlined University procedures for health and safety	
Outlined University and School procedures for ethical approval	
Outlined procedures for reporting sickness and other absence	
Outlined University procedures for Outside Study	
Made student aware of issues to do with plagiarism	
Indicated who to contact within the School to deal with PGR issues (eg Learning and Teaching Assistant (PGR), PGR Director)	
Indicated School arrangements for access to resources (eg photocopying, conference support etc)	
Outlined attendance monitoring arrangements for International students*	
Indicated that the use of ePortfolio is mandatory to record 10 structured interactions between supervisors and students per year	
Outlined need to sign Learning Agreement	
Drawn attention to Handbooks for Research Students and their Supervisors	
Outlined the mechanisms for PGR student representation within the School	

*Please note that some items in the check list may not apply to all students. These items have been highlighted.

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 PGR STUDENTS IN THE UNIVERSITY 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 University 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 University Library. In addition however, if you register with the University IT 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.

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 University 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 University 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 University 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.