School of History, Classics and Archaeology

Degree Programme Handbook

MPhil and PhD
History
Classics and Ancient History
Archaeology

2019-2020
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Introduction

Welcome to the School of History, Classics and Archaeology at Newcastle University!

The School brings together three related subject areas – History, Classics & Ancient History, and Archaeology – and is dedicated to excellence in Postgraduate Studies. We believe that postgraduates are a crucial part of our research community. Our aim is for you to get the most out of your programme of study, and our hope is that you will participate fully in the research culture of our School during your time here.

The purpose of this handbook is to provide key information for MPhil and PhD students, and their supervisors. It should be read in conjunction with your copy of the University’s Handbook for Research Students and Research Supervisors.

The University has its own Code of Practice for Research Degree Programmes. The Code of Practice applies to all MPhil and PhD students, and their supervisors must follow all of the procedures detailed in the Code. This handbook contains a checklist for both students and supervisors, specifying action which needs to be taken at each stage of the academic year. The Code of Practice is important to both the School’s future and your own future. It is informed by current standards and developments in Higher Education in the UK, and by the expectations of external funding bodies. Most importantly, its proper implementation should genuinely improve your educational experience as a research student.

Please read this handbook carefully and keep it for future reference. Electronic copies of the Code of Practice are available from the University’s website: https://www.ncl.ac.uk/students/progress/student-resources/PGR/Final%20Code%20of%20Practice%20for%20Research%20Degree%20Programmes%202019.pdf or from Sandra Fletcher, the School’s Postgraduate Support Officer.

I hope that your time at Newcastle as a postgraduate student will be both intellectually fruitful and personally rewarding.

Dr Athanassios Vergados
Reader in Greek and Postgraduate Director
Room 2.23, Armstrong Building
athanassios.vergados@ncl.ac.uk
Academic Staff:

The members of the academic staff in the School of History, Classics and Archaeology have a broad range of research interests. All of them have offices in the School of History, Classics and Archaeology, which is on the first and second floors of the Armstrong Building.

For biographies of academic staff, please see the following link: http://www.ncl.ac.uk/hca/staff/

School of History, Classics & Archaeology – Useful Contacts

Your Degree Programme Directors (for Research programmes)

For Research Students in Archaeology, your Director of Studies is Dr Andrea Dolfini.
For Research Students in History, your Director of Studies is Professor Daniel Siemens.
For Research Students in Classics & Ancient History, your Director of Studies To be confirmed.

Postgraduate Director: Dr Athanassios Vergados
athanassios.vergados@ncl.ac.uk

The Postgraduate Support Officer: Mrs Sandra Fletcher
sandra.fletcher@ncl.ac.uk

School Manager: Mrs Barbara Cochrane
barbara.cochrane@ncl.ac.uk

Director of Research: Dr Rachel Hammersley
rachel.hammersley@ncl.ac.uk

Head of School: Professor Helen Berry
helen.berry@ncl.ac.uk

Postgraduate Forum:
http://www.societies.ncl.ac.uk/pgfnewcastle
Run for postgrads, by postgrads, the PG Forum offers a regular programme of student-led seminars and social events. It hosts an annual Postgraduate Conference in May and hosts an e-journal which publishes select conference papers.

Weblinks to Newcastle University policies and information:

University Regulations for Research Degrees:

Student home page which groups key information on the University website under user-friendly headings - https://my.ncl.ac.uk/students/
The Handbook for Research Students and Research Supervisors
Please use this handbook in conjunction with the School Handbook

https://www.ncl.ac.uk/students/progress/student-resources/PGR/handbook.htm

Postgraduate Research Student Administration
The following link provides access to postgraduate research student administration codes of practice, handbooks, programmes and procedure and links to other relevant content:
http://www.ncl.ac.uk/students/progress/student-resources/PGR/

Research Student Support Team:
http://www.ncl.ac.uk/students/progress/about/contact/team/rss.htm

Funding and Finance:
https://www.ncl.ac.uk/postgraduate/funding/
Student Charter: http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/charter/

Student Self-Service Portal (S3P):
http://www.ncl.ac.uk/students/progress/student-resources/s3p/

1. School specific and University Policies & information

PGR Hot desk:
The Postgraduate room for Postgraduate research students is room 3.33, which is in the Annex on the 3rd floor of the Armstrong Building. This room is a hot desk space with networked computers and printing facilities. This room may be accessed by using your Student smartcard. Please see the School Office, room 1.01, 1st Floor Armstrong Building regarding access.

Computing Facilities:
The Postgraduate PC Cluster room is located on the first floor of the Armstrong Building, room 1.39D. Access to the computer cluster is by your student card. Please see the School Office regarding access. Please also note that Teaching Assistants may also use this room. This facility is maintained by NUIT information and any problems should be reported to the NUIT as soon as possible. it.shca@ncl.ac.uk

You are encouraged to use computing facilities for word-processing, data handling and analysis. The use of computers will also be incorporated into the teaching programmes for most modules, and you will often prepare and submit coursework electronically. There are facilities available at School, Faculty and University level, and you can use this link to find available computers on campus: http://m.ncl.ac.uk/

If you have any questions about computing facilities or software, including email and printing, please check the NUIT information available to students:
http://www.ncl.ac.uk/itservice/studentitservices/
Make sure you have a look at the software deals available to you as a student: 
https://services.ncl.ac.uk/itservice/core-services/softwaredeals/student/

Photocopying, Postage and Inter-Library Loans

All postgraduate research students are entitled to use the school photocopiers free of charge for photocopying essential to their research. All postgraduate research students also benefit from free Second Class postage, again where it is an essential part of their research, and a yearly allowance of 15 Inter-Library Loan Vouchers for full time students and 8 for part time students, which are available from the School Office. There is a Post tray in the PGR Hotdesk room, 3.33 where all incoming PGR post will be kept for collection by PGR students. Please check the post trays regularly.

Research Allowance

MPhil and PhD students may claim up to £250 for full time students and £125 for part time students in a single academic year towards research expenses and research-related activities upon production of receipts (no prior authorization required, providing expenses are genuinely related to research, e.g. conference activities, gathering research material, travel to archives).

The funds are available to be claimed until the end of June 2020 (to allow processing time before the end of the University financial year), and are to be used for goods and services that support students’ studies. Any claims that are out of the ordinary will be referred to the Postgraduate Director for agreement before being authorised.

Permitted use of the funds includes the following:
- Conference costs (e.g. travel, accommodation, subsistence and registration);
- Registration with libraries and archives;
- Photocopying and microfiche costs;
- Proof-reading;
- Costs of note-taking in archives;
- Indexing for publications;
- Consumables (stationery, computer software, equipment, books);
- Research-related travel.

The allowance is non-transferable between academic years. For claim forms please see Claire Holden (claire.holden@ncl.ac.uk) in the School Finance Team.

Further financial support for research purposes may also be sought from the School’s Postgraduate Research Fund. These funds are available on a first-come, first-serve basis. Interested PGR students should contact the Postgraduate Director by email (athanassios.vergados@ncl.ac.uk), indicating how the funding requested will be beneficial to their academic/professional development and providing a detailed budget. Please note that the deadline for submitting all claims is 31 May 2020. It is expected that students will have used their research allowance before applying for support from the School’s Postgraduate Research Fund.

National Surveys

Postgraduate Research Experience Survey (PRES) – The PRES gathers information about
the experience of research students, focusing on students’ experiences of supervision, resources, research community, progress and assessment, and skills and professional development. It also considers students’ motivations for taking their programme. The PRES runs every odd ending year e.g., 2017, 2019, typically in the Spring (mid-March to mid-June). It includes all full-time and part-time UK, EU, and international postgraduate research students. See (https://www.heacademy.ac.uk/institutions/surveys/postgraduate-research-experience-survey) This is similar to the NSS, but for postgraduate research students.

For more information about our student opinion surveys go to http://www.ncl.ac.uk/ltds/student/opinion/; also, see how the University has listened to previous feedback by going to: https://internal.ncl.ac.uk/yousaidwedid/ Official invitations from the University asking you to participate in national surveys will be sent to you from studentsurveys@ncl.ac.uk.

### Academic Student Representation

You will have an opportunity to elect Academic Student Reps within your School and you may wish to put yourself forward to be a Rep yourself! Academic Student Reps are a crucial link between students and staff as they find out what other students are thinking and work with University staff to help improve the student experience.

There are four different Academic Student Rep roles at Newcastle University.

- **Course Reps** are elected by their peers and will attend their Student-Staff Committee (SSC) on their behalf.
- The SSC is led by a Student Chair and usually has a Student Secretary. All students are able to contribute to their SSC’s agenda – just tell your Course Rep what you think should be discussed! The Student Chair and Student Secretary are also asked to attend the Board of Studies, which oversees teaching activities in the School.
- **School Reps** are appointed by the Students’ Union to represent their School at the Faculty Education Committee (FEC). They will gather student opinion from across your School by working with the Student Chairs and Student Secretaries of your SSCs and will present any key student topics at FEC. They will also feedback to SSCs any new key initiatives from the University and Faculty that will affect students across the School.

The Students’ Union provides training and support for Course Reps, Student Chairs and Secretaries, and School Reps. They also run Hall and Community Rep schemes. More information about all the student representation roles is available on the Students’ Union website: https://www.nusu.co.uk/yourvoice/reps/

### Student-Voice Committee

The Postgraduate Student-Voice Committee (or PG SVC) provides, through your elected representatives and Chair, the opportunity to bring up issues of interest in relation to life in the School. We take student feedback very seriously and do our best to ensure prompt and appropriate action is taken on any issue raised. The PG Chair is responsible for drawing up the SVC agenda and is nominated from among the student representatives. SVC representatives also report to the
School Graduate Committee (SGC). Similarly, matters raised at a SGC may be referred to the SVC for more detailed student consideration.

The Postgraduate SVC will meet at least once per semester. The dates of these meetings will be advertised well in advance by email. Student representation should consist of a single representative for the MPhil and PhD degrees, who take their place alongside representatives for other courses in the School. Members of staff attending usually consist of all postgraduate Degree Programme Directors and others who are actively involved in postgraduate teaching and supervision. The minutes of the Postgraduate Student Voice Committee will be emailed to all Postgraduate Students.

School Graduate Committee
The School Graduate Committee is the formal decision-making body in the School that deliberates upon all matters relating to the School’s postgraduate research degree programmes, monitors quality of teaching and skills training. All staff involved in PGR supervision are members of the Committee. Student representatives from the Student-Staff Committee also sit on this Committee, and represent the views of full-and part-time students from all PGR degree programmes. It usually meets at least twice per semester.

School Education Committee
The School Education Committee (or SEC) consists of just four members of staff from Ancient History, Archaeology, Classics and History. It acts as a ‘think-tank’, examining teaching and learning matters in greater depth than is possible at the School Graduate Committee. It also considers wider strategic issues. It does not have student representatives and does not reach decisions by itself, but rather, makes recommendations to the School Graduate Committee.

Student Attendance
To ensure compliance with UK visa requirements, Newcastle University are 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, Research Student Support Team and the School will monitor Supervisory team meetings recorded through the e-Portfolio system. Attendance will be monitored at one supervisor meeting per month, in line with the Code of Practice. It is a requirement, that you should have at least 10 ‘structured interactions’ per year with your main supervisor. Failure to follow the above procedure will result in the University being required to make a report to the Home Office, which may affect your visa.

Where research students expect to be absent from the University they must obtain authorised approval either by completing the Student Notice of Absence form or an Outside Study Form.
http://www.ncl.ac.uk/students/progress/Regulations/SPS/Attendance/
https://www.ncl.ac.uk/students/progress/student-resources/PGR/changecircs/StudyOutside.htm

PGR students intending to conduct work off campus must complete an Outside Study Form which must be approved by their supervision in advance and submitted to the Research Student Support Team. This applies to any period of time of a month or more working off campus. When students are conducting outside study they must continue to update e-Portfolio system. That is in addition to any correspondence with the supervisor. You may also
be required to complete a risk assessment form:  
https://www.ncl.ac.uk/students/progress/student-resources/PGR/changecircs/StudyOutside.htm

Change of Circumstances (Research Students)

As you progress with your studies you may find that situations arise which require you to change your study arrangements. These can include needing to suspend your studies for a temporary period, changing from full-time study to part-time study, or requesting permission to undertake fieldwork away from the campus. In all these circumstances, you must request permission from the Dean of Postgraduate Studies for the changes you wish to make.

In the first instance, you should discuss your circumstances with your supervisor(s) to seek their advice and guidance. Your supervisor(s) will also need to provide support for the change that you wish to request when you come to complete the application form.

For overview of changes in circumstances and further information, including application forms can be found on the following link:  
https://www.ncl.ac.uk/students/progress/student-resources/PGR/changecircs/

Student Self Service Portal (S3P)

S3P is your Student Self Service Portal, use this system if you want to;  
- Register on your programme of study  
- Keep details (addresses, etc.) up to date  
- Pay fees online  
- View and print documentation to confirm your student status (e.g. for council tax purposes).  
- Confirm module choices for the next academic year  
- Report an absence to your School.  
- Submit a Personal Extenuating Circumstance (PEC) form

Further detail is available here:  http://www.ncl.ac.uk/students/progress/student-resources/s3p/

You can log on here:  https://s3p.ncl.ac.uk/login/index.aspx

Remember that S3P does not use your campus log-in details. You will need your campus username and a DIFFERENT password.

Health and Safety

The University has a duty to keep you healthy and safe whilst you are studying with us. The Occupational Health and Safety Service (OHSS) is a central support service which helps Schools and Institutes to meet their legal requirements under health and safety legislation.

The University has a Health and Safety policy as does each School or Institute. These provide important information on how health and safety is managed and consist of three sections:

- Statement of Intent - a commitment to protect the health and safety of all staff and students signed by the Head of Unit
• Responsibilities - a summary of the health and safety responsibilities for each level of staff and students. Students are expected to be responsible for their own actions and any activities which may adversely affect staff, fellow students or visitors

• Arrangements - this is usually the largest part of the policy and contains detailed information on how the School or Institute manages health and safety. It will include reference to University management standards, guidance and any local arrangements. For example, it will tell you about the arrangements for health and safety training, risk assessments and traveling abroad. Students are encouraged to dip in and out of this part of the policy as needed.

The Health and Safety policy is an important document and students should make sure they have or know where to find a copy of their School or Institute’s policy.

If students need any health and safety advice or information they should speak to their academic tutor in the first instance. In addition, each School and Institute has a School Safety Officer (SSO) who is an invaluable source of local advice. The name and contact details of the SSO will be provided in the health and safety policy. In addition, there may be other School or Institute staff who hold important health and safety roles relating to specialist subjects including:

- Biological Safety Supervisor;
- Radiation protection supervisor;
- Fire marshal and fire wardens;
- First aiders;
- Display screen equipment assessors.

The University is legally required to carry out risk assessments for all its work activities. A risk assessment is a careful examination of each work activity to decide what could cause harm and to decide if the current precautions are sufficient. Students may be asked to complete a risk assessment for an individual project or work activity as part of their academic studies. Standard operating procedures are also sometimes used in conjunction with risk assessments to give step by step guides to carrying out work activities safely.

Each Faculty will provide a health and safety induction and training for students. The precise format and number of safety courses will be decided by each Faculty. Students are expected to attend health and safety training and may not be allowed to carry out certain high-risk work activities until they have been trained.

Things sometimes go wrong whilst studying. Any accidents or near misses must be reported as soon as possible to the staff member in charge of the session/ area and also to your School office. We will not blame individuals, please do not try to hide mistakes or cover up when things go wrong. We want you to report accidents and near misses so that we can all learn from our mistakes and take steps to make sure they do not happen again.

In the case of discovering a fire:

- Sound the fire alarm
- Leave the building by the nearest available exit
- Ring 999 and then security on 0191 208 6666

For other emergencies please contact the staff member in charge of the area or the Security team 24 hours a day on 86666 or for non-emergencies on 0191 208 6817 or security@ncl.ac.uk If you see any physical defects on campus these can be reported to the Estates Support Service helpdesk on 0191 208 7171 or ess-helpdesk@ncl.ac.uk
2. Student Support

Student Services (King’s Gate)

King’s Gate building provides access to many services you may need, all in one single location. Current opening hours for King’s Gate are as follows:

- Monday and Tuesday – 9 a.m. to 5 p.m.
- Wednesday – 10 a.m. to 5 p.m.
- Thursday and Friday – 9 a.m. to 5 p.m.

When you arrive at King’s Gate, you should go first to the Customer Services Advisers Team on Level 2. They are your first point of contact for any questions about Academic Support, Accommodation, Fees/Funding/Finance, Health/Wellbeing, Exchange/Study Abroad, and Visa Support. All of these types of support are explained below.

Both drop-in and pre-booked appointments are available. More information is available here: https://my.ncl.ac.uk/students/kingsgate

Student Advice Centre

The Student Advice Centre is a service of the Students’ Union staffed by professionals who specialise in student concerns. They can help you by providing information; listening to any problems; advising on the options open; helping you resolve difficulties; and referring you to any relevant agency (they cannot recommend any commercial companies however). They may even take on your case for you, even to the representation stage. You can browse through a range of information, help yourself to leaflets and obtain forms (benefits, help with NHS charges, Access to Hardship Funds etc.). More information is available from the SAC website: www.nusu.co.uk/sac

The Student Advice Centre cannot provide immigration advice to International students. If you have immigration questions, you should contact the Visa and Immigration Service (VIS) at King’s Gate for advice.

The Student Advice Centre is situated on the ground floor of the Students’ Union Building. Opening times vary throughout the year, so you could check the weekly schedule before dropping by: https://www.nusu.co.uk/support/sac/openingtimes/

During term-time, you may drop in for a brief session with one of the advisers, but for complex or serious problems (requiring more than 20 minutes to discuss), you should make an appointment.

Telephone 0191 239 3979; or e-mail: student-advice-centre@ncl.ac.uk

Note that anything you say to any of the staff will be treated in strictest confidence and not disclosed without your consent; also that the Union, including the Student Advice Centre, is independent of the University structure and primarily concerned with its members’ welfare.

3. Resources

University Library

The University Library Service provides access to a wide range of resources, services and study
spaces as well as professional expertise to help you to be successful in your studies and research. The Philip Robinson Library is open 24 hours a day during term-time, and the Marjorie Robinson Library Rooms, Walton and Law libraries are open until late.

The libraries house over 0.8 million books, subscribe to over 42,000 journals and provide access to more than 1.8 million ebooks. Library Search (libsearch.ncl.ac.uk) can be used to locate books, ebooks, journal articles and a lot more information using a single search. High demand items can be found in the Student Text Collection (STC) and are bookable online. The Philip Robinson Library also houses the Special Collections (www.ncl.ac.uk/library/specialcollections), which are made up of rare and historic books, manuscripts, maps and illustrations.

The Library’s Subject Guides (http://www.ncl.ac.uk/library/subject-support/) bring together tailored, subject-specific information, resources and databases and are the best place to start your exploration of the Library’s resources for your specific discipline.

The libraries are excellent places to study. They have a range of silent and quiet areas plus group and collaborative learning spaces. They collectively house over 820 computers. Wi-Fi is also available so you can use your own devices or borrow one via the Laptop Loan Scheme.

The library’s online study space monitor (http://www.ncl.ac.uk/library/about/study-space-availability) is a good way of checking availability.

Library Staff are available at service desks to help you find the information you need. They also offer one to one consultancies to help you improve your information skills. Alternatively, you can use the online Library Help service 24/7 (libhelp.ncl.ac.uk) to access support no matter where you are.

If you have any questions or need any help ask a member of Library staff or contact them via Library Help (libhelp.ncl.ac.uk) – they are there to support you through your course. For further information on Library services see www.ncl.ac.uk/library

**Academic Skills Kit (ASK)**

The Academic Skills Kit is an online resource which brings together the range of academic skills development provision across Newcastle University into a one-stop website. Provision includes information literacy, revision strategies, academic writing, time management and maths and statistics. It signposts specialist support for, for example, international students or those with Specific Learning Difficulties. It also hosts a range of self-access online resources with advice and tips on various aspects of study.

Please visit www.ncl.ac.uk/ask.

**Writing Development Centre**

The Writing Development Centre’s role is to help you become a confident and successful independent learner. Our team of tutors offers advice and guidance on academic skills including:

- Understanding assignment questions and marking criteria
- Critical thinking, critiquing and reviewing literature
- Planning and structuring writing (incl. paragraphing)
• Academic writing style (incl. fundamentals of grammar)
• Avoiding plagiarism
• Managing time, work and writing (incl. writer’s block and procrastination)
• Exams and Revision (excluding take-home exam papers, except in general terms)
• Presentations and posters

Our approach is developmental – we don’t ‘check’, proofread or correct work for you, but we do help you understand the expectations of university study and develop effective strategies which will suit your subject and stage, and your own study preferences. We work with students at all levels from Undergraduate to Postgraduate and across all subjects. We can only offer advice on work submitted for assessment as part of a degree programme at Newcastle University.

We offer one to one tutorials based in the Writing Development Centre which focus in depth on a specific issue you want to work on. Tutorials with us are centred on your individual academic development and are non-judgmental, supportive and strictly confidential. Appointments should be made online via our website. We also run a range of other activities throughout the academic year on core academic skills topics, and are invited by Schools and Faculties to run subject-specific sessions as part of degree courses. We also maintain a range of online resources on academic skills and writing.

The Writing Development Centre is based on Level 2 of the Philip Robinson Library. To find out more of book an appointment please see our website https://www.ncl.ac.uk/library/subject-support/wdc/

The Careers Service

The Careers Service is situated in King’s Gate, Level 1.

Opening hours: Monday, Tuesday, Thursday, Friday 9:00 to 5:00
Wednesday 10:00 – 5:00
Term time drop-in sessions: Monday – Friday 11:00-16:30

Whether you're seeking a graduate career, doing further study, or starting a business, the Careers Service can help you realise your potential. We provide careers advice and support while you're studying, and for three years after you graduate. You can drop in to speak to us during the week, or visit our website http://www.ncl.ac.uk/careers/ to start your career planning journey.

We can help you to:

• plan your career - https://www.ncl.ac.uk/careers/planning/
• market your skills and experience in CVs and job applications and LinkedIn profiles - https://www.ncl.ac.uk/careers/applications/
• build up your contacts and networks - https://www.ncl.ac.uk/careers/makingcontacts/
• develop enterprise skills or start a business
• find placements, internships or work experience - https://www.ncl.ac.uk/careers/workexperience/
• find jobs and postgraduate courses

If you’d like to work for yourself, START UP can help you to develop opportunities, explore ideas, work freelance or start your own business. We offer help at every stage, from pre-idea to launch and beyond. www.ncl.ac.uk/careers/startup
4. Information on Opportunities for Postgraduate Research Students

Undergraduate Teaching

Opportunities for undergraduate teaching are occasionally offered to PhD students. A list of PhD students qualified to teach will be kept by the Postgraduate Support Officer and teaching will be allocated as fairly and transparently as possible. **All Postgraduates who intend to teach must satisfactorily complete formal training before they begin to teach.** Training will be available for all postgraduates who would like to teach from the Organisational Development (OD). **With the agreement of your supervisory team**, please see the Postgraduate Support Officer if you want to attend this training.

The Postgraduate Forum and its Conference

http://www.societies.ncl.ac.uk/pgfnewcastle

The Postgraduate Forum, which can be accessed online via the School’s website, organizes a range of postgraduate activities, both intellectual and social, and runs its own e-journal, with the aim to provide students with the opportunity of publicizing their work to a wider academic and public audience. In order to reflect the School’s ethos of promoting as much new and exciting research as possible, the Forum is happy to accept material from a range of sources, including postgraduates and research assistants working both here in Newcastle and in other universities.

The Forum publishes a wide range of contributions, from the more traditional pieces of scholarly research, to book and conference reviews, undergraduate dissertation summaries, and articles outlining planned projects or projects in progress. The decision to publish online also means that the newest and most exciting technologies can be exploited for showing a contributors’ work, including virtual reality, animation, audio or video. Further information on the procedure for submitting a contribution can be found on the website. All are subject to examination by the Editorial Committee, and reviewed by members of the School’s teaching staff.

The Postgraduate Forum also runs its own annual conference, which usually takes place in May. All new MPhil and PhD students are encouraged to contribute a paper, which can be anywhere between 10 minutes to 30 minutes in length.

Research Seminars and the School’s Research Culture

A very important part of the School’s research culture is the programme of research seminars that is on offer across the three Subject Areas during term time. As a research student you are expected to participate fully in these events wherever possible as an important part of your intellectual and professional development. The culture within the School recognises that junior academic members and research students may find seminars daunting at first, but strives always to maintain a supportive and encouraging environment where intellectual exchange is encouraged and nurtured. The Postgraduate Forum offers Wednesday lunchtime seminars that are organised and led by students as an opportunity to present their research in progress. School Seminars, Guest Lectures and Public Lectures also run throughout the year, and are advertised via posters and emails. You will also receive postings via email of region-wide and national events, which you are strongly encouraged to attend as a central part of your participation in the wider academic community.
5. Code of Practice for Research Degree Programmes

1. Newcastle University is a leading research-intensive university with a distinguished record of advancing knowledge and understanding through the pursuit of research and scholarship. As part of its commitment to research it provides, through its three-faculty structure, a range of research programmes designed to enable postgraduate students to undertake research training and to make their own contribution to knowledge and understanding in their subject.

2. The purpose of this Code of Practice is to set out the University’s standards for its research programmes.

3. This Code of Practice will be used by PhDs, MPhils, MDs and the thesis element of any doctorate level programme including Integrated PhDs and Professional Doctorates. Any doctoral programme wishing to be exempt will require UEC approval. (Please see the addendum at the end of the code for clarification on standards relating to research masters’ programmes).

For the full Code of Practice for Research Degree Programmes, please see the following link:

https://www.ncl.ac.uk/students/progress/student-resources/PGR/Final%20Code%20of%20Practice%20for%20Research%20Degree%20Programmes%20201920.pdf

MPhil and PhD applications will be forwarded to the relevant PGR Selector. The PGR Selector will be responsible for contacting the potential supervisor who is on the list of approved supervisors and both will act as Selectors.

Learning Agreement

The University requires Schools/Institutes ensure that research students have received, understood, and accepted the expectations of their research programme. The latter should be set out in a formal Learning Agreement, which should be signed by the student and by the supervisor/s on behalf of the University within one month of starting the programme. This is completed on ePortfolio and this completion is recorded on the student record. A discussion on a student’s training needs should also be undertaken at this stage.

The student and supervisor should also discuss whether the signing of a confidentiality agreement is required and if so, this should be completed in ePortfolio along with the Learning Agreement.

Supervisory Arrangements

The University requires that supervision should normally be undertaken by a team consisting of at least two members (normally two members of Newcastle staff) with the appropriate research skills and knowledge, who should be registered on an approved list of supervisors held by the Faculty and therefore demonstrably research active. The minimum supervision percentage for a member of the supervisory team is 10%. Where for any reason this is not practical, for example where one supervisor is based outside the University, one supervisor from the approved supervisory list is acceptable provided that they also discharge the responsibilities of the academic supervisor outlined below. Where External Advisors form part of the supervisory
team, the Principles for the appointment of an External Advisor should be consulted at:

https://www.ncl.ac.uk/students/progress/student-resources/PGR/FormsPolicies.htm

Staff who have not previously supervised research students are required to undertake appropriate initial training and development, while experienced supervisors are normally expected to undertake continuing professional development relevant to the supervisory role, for example participate in Faculty supervisory updating sessions.

There are different models of supervisory team within the University. In joint supervision, the supervisory responsibilities are shared equally between members of the supervisory team. In other styles of supervision, different members of the supervisory team may have different roles. There may be, for example, a lead supervisor and a co-supervisor responsible for a smaller element of the planned research; or a lead supervisor and an advisor responsible for, and able to deal with, general and pastoral responsibilities. Since arrangements may vary, the supervisory team must agree a clear distribution of responsibilities at the outset of the research and update this if arrangements change. In all instances, one supervisor must be nominated as academic supervisor and this person is ultimately responsible for the quality assurance of the research programme.

The academic supervisor:

- must be a member of the staff of the University;
- must have gained a doctoral degree or have equivalent experience of research
- be demonstrably research-active;
- should normally have had previous experience of at least one successful supervision, whether as academic or co-supervisor, defined as taking the student all the way through to a research degree award.

In cases where the academic supervisor does not have such experience, the supervisory team must include another member who is a demonstrably active researcher with experience of at least two successful supervisions.

Approval of Research Project

All main supervisors are responsible for ensuring the completion of the Project Approval Form. This form is completed via the ePortfolio system by the student and supervisor and must be completed within three months of starting the programme. They will be automatically forwarded to the members of the School’s Approval Committee, where they will arrive at a recommendation. A member of the Approval Committee must step down when considering a student whom they supervise.

Research Training Portfolio – the EPortfolio System

MPhil and PhD students will be introduced to the University ePortfolio System in Induction Week. Students are responsible for recording meetings with their supervisors and other relevant information on this system. The ePortfolio records, amongst other things, include a Personal Development Plan, which must be created at the start of the programme, initially agreed with the main supervisor, and reviewed annually by the Progress Panel. It also records the formal meetings, or ‘structured interactions’, between the student and main supervisor. For an online eportfolio guide, see https://portfolio.ncl.ac.uk/uploads/docs/help/What_is_ePortfolio.pdf

The Annual Progress Review (APR) process is now conducted entirely via the ePortfolio system and it is critically important that both students and supervisors familiarise themselves with this system.
**Structured Interactions**

There must be at least ten ‘structured interactions’ per year between main supervisor and student. There should be no more than an eight-week gap between formal supervisory meetings. Of these, at least three should include the second supervisor (where applicable) or an Independent Advisor. *These structured interactions may be face to face or by email or by telephone, but in all cases these should be documented via the eportfolio system (see above).*
Procedures and Guidelines for the Annual Progress Review of MPhil/PhD Students

Introduction

The University’s Code of Practice for Research Degree Programmes require supervisory teams to monitor the progress of all research students through annual reports, ideally by the same School Panel which approved the research project and the supervisory arrangements. School Panels determine whether the student’s progress is satisfactory and whether the research project will meet the standards for the award in the time available. The final decision with respect to any recommendation by the School Panel is taken by the Postgraduate Dean.

Annual Progress Review applies to all MPhil and PhD students. The School Panel typically consists of the Postgraduate Director (PGR), Chair, and three PG Directors from History, Archaeology and Classics. The School Panel will meet in May/June. All 1st and final year PhD students will be expected to attend this Panel for a progress interview. If the Panel decide a student cannot progress the School Office will advise individual students and their respective supervisors of the decision. Please note that students will not be able to register for the next academic year and stage of their programme unless they have been recommended for progression by the Progression Panel.

This is intended to be a helpful and constructive process for student and supervisors alike. Do not hesitate to raise any concerns or queries you may have with your supervisor or, alternatively, with the Postgraduate Director (PGR).

Submission Procedure

All MPhil/PhD students must complete their online progress report via the University e-portfolio system when prompted to do so by the Postgraduate Support Officer (this will usually be done by email in early May). This will then be forwarded automatically to the Annual Progress Review School Panel for consideration in early June. Please pay attention to the deadlines for submitting your APR report when prompted to do so by email. If there are mitigating circumstances these should be communicated to the Postgraduate Director (PGR) without delay.

All PGR students MUST provide supporting documentation via the eportfolio system in attachments as specified below. The exact composition of the attachments will vary depending on your registration status:

MPhil/ PhD students (Yrs. 1 & 2)

1. A Progress Report (approx. 1,500 words) which should include the following elements:
   - Title of thesis;
   - Outline structure of the thesis including its place in the relevant historiography;
   - A succinct discussion of its aims, objectives and methodology;
   - Timetable indicating working deadlines for the completion of individual chapters and submission of the final thesis. This should indicate which sections of the work have been drafted already and read by supervisory teams.

2. Evidence of Training: Reflection document on the Faculty Research Training Programme or online Copy of the Research Training Portfolio.
3. 1st year students will be expected to submit a piece of work through turnitin.

4. 1st year students will be expected to address the Panel to discuss their progress. These interviews will be timetabled in advance and are expected to be brief.

5. 2nd year student will be given the option of an interview.

**Final year MPhil/ PhD students**

Students who are in their final year should produce a *thesis abstract* (approximately 1,000 words) which highlights the major findings of their work. They should also attach a timetable indicating their working deadlines for the completion of individual chapters and submission of the final thesis. This should indicate which sections of the work have been drafted and read by supervisory teams.

Final year students will be expected to address the Panel and discuss their progress. These interviews will be timetabled in advance and are expected to be brief.

**Responsibilities of supervisors**

The Supervisory Team must submit an online ePortfolio progress report when prompted to do so by email. This will be considered by the Progress Panel alongside other documentation. There is no requirement to discuss this document with the student or for it to be countersigned. However, staff should note that a student may ask to see the form under the rules for Data Protection.

**Responsibilities of the School Panel**

The Panel will submit an online ePortfolio progress report after they have considered the student’s submission and in the case of Final year students, discussed their progress. In essence, the Panel must determine whether the student has progressed satisfactorily and whether the research project will meet the standards for the award in the time available.

Once the Panel report has been submitted, the report then needs to be approved by the Head of School or representative and the Dean of Postgraduate Studies. In exceptional circumstances, the PG Dean may ask the School Panel for further information about their comments and/or decision. Students will be informed of the outcome.

**Failure to make adequate progress**

The Panel will establish the reasons why progress has been insufficient to meet the standards for progression on the programme, and indicate what the student and (where appropriate) the supervisory team must do to resolve the difficulties identified. In such cases, the School Panel may decide that the student’s candidature should be terminated or, in the case of PhD students, that their registration should be downgraded to MPhil. Alternatively, the Progress Panel may recommend that, while a candidate’s performance is unsatisfactory, a further assessment should be held within two months of the original meeting.
Complaints and Resolution

The University has established procedures for complaints about a service, member of staff, or another student. A complaint may be made by any student, including a research student. Details of are set out in Complaints and Resolution Procedure available on the University’s website (see http://www.ncl.ac.uk/students/progress/Regulations/SPS/complaints.htm)

The University provides a clear three-stage procedure for students to complain about the level of service or treatment which may have fallen short of what might reasonably be expected. At Level 1 (informal stage for resolution), complainants are expected to make every effort to resolve informally a problem with the individual(s) concerned or to seek help/advice in writing from the complainant’s tutor/supervisor/Head of School, or appropriate Head of Service.

Only when the steps taken under Level 1 of the procedure have failed, or when the complainant considers that their complaint has not been resolved may Level 2 of the procedure be invoked by submission of the Complaints Form, together with full details of the complaint and any supporting evidence.

Level 3 is the formal review of the Level 2 outcome, where the complainant requests a review of the outcome of their complaint at the Level 2 stage.

Academic Appeals and Query

The University has established procedures for appeal against a recommendation by a progression panel and examiners of research degrees. Details of the academic appeals and query procedure are set out on the University’s website: http://www.ncl.ac.uk/students/progress/Regulations/SPS/appeals.htm.

The University provides a clear three-stage procedure for students making Academic Queries and Appeals requesting reconsideration of Board of Examiners/Personal Extenuating Circumstances (PEC) Thesis Word Count Guidelines and Style Guide and/or Degree Programme Director (DPD) / Progress Decisions.

Level 1 is the informal stage for querying academic decisions. Appellants are expected to make every effort to raise their assessment/progress query, in writing, with the School or Faculty directly concerned in the first instance. Graduate School Administrators are the nominated contact for Research Degree programmes/students at Level 1.

Only when the steps taken under Level 1 of the procedure have failed, or when the Appellant considers that their query has not been resolved, may Level 2 of the Academic Queries & Appeals Procedure be invoked by submission of the Academic Appeal Form together with full details of the formal appeal and any supporting evidence.

Level 3 is the formal review of the Level 2 outcome, where the Appellant requests a review of the outcome of their academic appeal at the Level 2 stage.
Guidelines for the Submission and Format of Theses

Format

Length of Thesis

The normal length of a thesis, inclusive of notes, but excluding references and appendices, has been determined as follows:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Doctoral Programmes</th>
<th>Integrated PhD Programmes</th>
<th>MPhil Programmes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Humanities and Social Sciences</td>
<td>100,000</td>
<td>80,000</td>
<td>50,000</td>
</tr>
<tr>
<td>Faculty of Medical Sciences</td>
<td>80,000</td>
<td>N/A</td>
<td>40,000</td>
</tr>
<tr>
<td>Faculty of Science, Agriculture and Engineering</td>
<td>80,000</td>
<td>50,000</td>
<td>40,000</td>
</tr>
</tbody>
</table>

There are different word limits for the following Practice-Based research degrees in Arts and Humanities and these are detailed in the Handbook for Examiners of Research Degrees (https://www.ncl.ac.uk/students/progress/student-resources/PGR/Publications.htm):

- Fine Art and Digital Cultures PhD
- Music PhD
- Film Practice PhD
- Theatre/Performance PhD
- Creative Writing PhD
- Architecture, Planning and Landscape MPhil and PhD
- Creative Practice PhD in Museum, Gallery and Heritage Studies

If your thesis exceeds the maximum limit detailed in the handbook you will need to apply for approval from the Dean of Postgraduate Studies before submission.

Language

English must be used unless special permission for an alternative language has been granted by the Dean of Postgraduate Studies. Approval for submission in a language other than English must have been sought at the time of application to study for the degree.

Font

- All text should be printed in a clear font such as Arial, Times New Roman, Verdana, Calibri or Trebuchet MS
- All text should be 12-point with the exception of headings (see below).

Layout and Paper

- Printed double-sided on white A4 paper within the range 70g/m2 to 100g/m2;
- Margins should be set to mirrored, the inside margin (Binding edge should be 3cm) all other margins should be 2cm;
- Text should be in a single column and may be either left-aligned or justified;
- One and a half spacing between lines, including appendices and references, but excluding
quotations, footnotes or captions, which may be single-spaced.

- A blank page should be left after the title page and after the acknowledgements to ensure these are not printed double sided

**Pagination**

- Number pages consecutively throughout the thesis from the Introduction, including all pages whether textual or otherwise;
- For multi-volume theses a single sequence of numbers should be used;
- Page numbers should be Arabic numerals, i.e. 1, 2, 3;
- Numbers should be located centrally at the bottom of the page;
- Preliminary pages (e.g. Contents) should be numbered using lower case Roman numerals, i.e. i, ii, iii.

**Chapter Headings and Sub Headings**

- Begin new chapters on a fresh page;
- Chapter headings should be in Title case, centre of the page, bold 14-point font, preceded by “Chapter” and the appropriate number:

**Chapter 1. Title of Chapter**

Section headings should be in Title case, bold 12-point font, left-aligned:

**1.1 Title of Section**

Sub-section headings should be italicised, bold 12-point font, left-aligned:

1.1.1 Title of sub-section

All headings should be consistent, providing a clear indication of changes in content and emphasis. No further section subdivisions other than those described above should be used.

**Photographs, photocopies, maps etc.**

- Material should be scanned or provided in copyright-cleared, high quality digital format of at least 300dpi.

**Figures and Tables**

- Number consecutively either throughout the thesis (Table 1, Figure 2) or within individual chapters (Table 1.2, Figure 2.3), but not within sections or sub sections;
- Refer to figures/tables within the text as table 1, figure 2, etc;
- Numbers and captions should appear at the bottom of the table/figure;
- The top of tables/figures printed sideways should align to the left of the page;

**Footnotes and/or Endnotes**

- Notes can be placed at the bottom of each page (Footnotes) or at the end of the main thesis (Endnotes).
- Wherever you refer to another source of information, you need to reference it. This makes it clear if there is any work that is not your own and indicates where the information
comes from.
• You should insert a citation and expand on this in your footnote or endnote.

Content
The order of the thesis should be as follows:

Preliminary Pages (not included in the word count): Title page – please state the following:
• The full title of the thesis and any subtitle as approved by the Dean of Postgraduate Studies;
• The total number of volumes (if there is more than one), and the number of the particular volume;
• Your full name;
• The qualification for which the thesis is submitted, e.g. Doctor of Philosophy, Doctor of Philosophy (Integrated), Doctorate in Educational Psychology;
• The name of the School or Institute in which the research was conducted;
• The month and year of submission.

Abstract
• The abstract should be no longer than 300 words.

Dedication (if any) Acknowledgements
• Use this page to acknowledge those who have assisted you with your work.
• In the case of any work done jointly, or in wider collaborations, or under direction, it is important that the extent of your own contribution, and that made by others, is made clear both under Acknowledgements and at relevant points within the thesis. Where you have worked as part of a team, please state the name of individual team members and specify their contributions and yours.

Table of Contents
• The Table of Contents must list in sequence all relevant chapters, sections and subsections; appendices, references and bibliography, and any other supporting material, with the relevant page numbers;
• If a thesis comprises more than one volume, the Title page, Abstract and Table of Contents of the whole thesis must appear in each volume.

Lists of tables, figures, etc.
• Items should be in the order in which they appear in the text.

Main Thesis Chapters (included in the word count)

Additional Reference Information (not included in the word count) References
• The following styles of referencing are acceptable: Harvard and alternative styles as directed by your School or Institute.
• Users of EndNote will find the Newcastle Harvard Style included on all University networked PCs. Further information about EndNote and Harvard at Newcastle can be found at: http://libguides.ncl.ac.uk/endnote
- Students are encouraged to visit ‘ASK Academic Skills Kit’ webpages for further resources -
  https://internal.ncl.ac.uk/ask/.

Appendices
- Supporting material of considerable length, lists, commentaries, questionnaires etc.,
  which would interrupt the main text, should be included as appendices;
- Label appendices as A, B, etc and treat as additional chapters after the main text;
- Style must be consistent with the text of the main thesis.

Index (if any)
- There is no requirement to provide an index.

Thesis Submission for Examination
One electronic copy of your thesis is required for the first examination and for any subsequent
resubmission. This electronic copy should preferably be a PDF file normally via one of the
following methods:
- USB memory stick labelled with your name and student number
- Via the University’s file drop-off at: http://www.ncl.ac.uk/itservice/file-drop-off/ to:
  o rssteam@ncl.ac.uk (HaSS and SAgE students)
  o medpg-enquiries@ncl.ac.uk (FMS students)

Final Submission for Deposit in the University Library
On recommendation of the award, and only when instructed by the relevant Graduate School
Office (Faculty of Medical Sciences) or Research Student Support Team (Faculties of HaSS
and SAgE), the following will be required:
- One hardbound copy (securely and permanently bound in in a fixed binding of boards).
  o The front cover should be clearly lettered and bear the title of the thesis only.
  o The spine should be clearly lettered and bear your first name (or initials) and
    surname, the name of the degree for which the thesis is submitted, e.g. PhD/MPhil
    Thesis, the year of submission, and the volume number if appropriate. This
    information should be printed on the spine in such a way as to be readable when
    the volume is standing upright.
- One electronic copy of your thesis, preferably a PDF file, normally via one of the
  following methods:
  o USB memory stick labelled with your name and student number
  o Via the University’s file drop-off at: http://www.ncl.ac.uk/itservice/file-drop-off/ to:
    o rssteam@ncl.ac.uk (HaSS and SAgE students)
    o medpg-enquiries@ncl.ac.uk (FMS students)

For further guidance on printing/binding your thesis, please contact Print Services at the
University Library: https://www.ncl.ac.uk/library/services/print-bind-copy/print-services/

For full details please see following link : https://www.ncl.ac.uk/students/progress/student-
resources/PGR/keyactivities/ThesisSubmission.htm
Personal Extenuating Circumstances

The University has established procedures for dealing with personal extenuating circumstances affecting research students throughout the duration of their studies. A research student can apply for an interruption of studies, a change of candidature or an extension to their submission deadline, if personal circumstances are impacting on their studies.

Following submission of a thesis, if a candidate is aware of any circumstances that may stop them from attending the oral examination, these should be brought to the attention of their Supervisor and the Graduate School Administrator, to determine if it is necessary to delay the oral examination.

A candidate should also contact their Supervisor and the Graduate School Administrator, if there are personal circumstances they believe could impact on their performance at the oral examination. This information will then be provided to the examiners, in advance of the oral examination, to determine if any reasonable adjustments are required.

Irrespective of personal circumstances, examiners will be expected to assess the candidate against the assessment criteria for the relevant research degree. However, examiners might wish to take personal circumstances into account when considering the recommendations open to them. By attending an oral examination, a candidate is declaring that they are fit to attend the examination, and as such, it is unlikely that a student would be able to submit a later claim that their performance was affected by personal circumstance.
Examination Arrangements

1. The University requires that Heads of Schools/Institutes should be responsible for the nomination of examiners for research degrees, in accordance with the criteria for appointment set out above. Heads of Schools/Institutes should consult the supervisory team about possible nominees, and the supervisory team should offer the student the chance to comment.

2. Nominations should be made on ePortfolio to the Dean of Postgraduate Studies who should check that the examiners meet the requirements set out above and, if so, approve them on behalf of Senate.

3. Once nominations have been approved, the Graduate School Administrator will send a letter of appointment along with relevant information including the University’s Handbook for Examiners of Research Degrees with institutional assessment criteria for the award.

4. Where an Independent Chair is required, the Graduate School Administrator will consult the list of approved Independent Chairs and provide details of the Independent Chair to the examiners, supervisors and candidate.

5. The supervisor should agree in writing the date, time and place with the examiners, candidate and where appropriate the Independent Chair and should then notify the Graduate School Administrator. Candidates should be asked whether or not they wish to have a supervisor present in the oral examination as a non-contributing observer (unless asked to contribute by the Chair). If not present, the academic supervisor should be available for consultation. When agreeing the date for the oral examination, the supervisor should ensure that there is sufficient time to allow for the thesis to be sent to and fully considered by the examiners.

6. Under no circumstances should the arrangements for the oral examination be delegated to the candidate.

7. There should also normally be no discussion about the oral examination between the candidate and the examiners prior to the oral examination. Following the oral examination, there should continue to be no direct contact between the candidate and the examiners. If the candidate requires clarification on points raised by the examiners, this clarification should be sought via the supervisory team.

8. The University requires the supervisory team to advise the candidate on preparation for the oral examination and where practical to offer at least one practice session.

9. The University requires that, prior to the oral examination, examiners make preliminary written independent reports on the thesis, which should be sent to the Graduate School Administrator.

10. The University requires that Examiners should not consult with each other before both independent preliminary reports have been submitted to the Graduate School Administrator, normally two weeks in advance of the oral examination.

11. The University requires that oral examinations should be chaired by the external examiner and conducted in accordance with the procedures set out in the Handbook for Examiners of Research Degrees. In an oral examination where an Independent Chair is appointed, it will be the Independent Chair who will chair the oral examination. Following the oral examination the University requires that examiners write a joint report (except in cases where they disagree
when they should write separate reports) and make an appropriate recommendation in respect of the award. Where the recommendation is re-submission, the report should include a detailed/comprehensive statement of the work to be done to achieve the award within the period allowed under the University’s regulations.

12. As well as reporting on the thesis and the candidate, examiners should be requested to provide comments on the broader issues of the research training skills and the research environment.

13. The examiners’ joint report should be sent to the Graduate School Administrator for approval by the Dean of Postgraduate Studies. The Graduate School Administrator will send copies of the final report, along with the statement of any required corrections/revisions, to the student, supervisory team and the Head of School/Institute (or nominee) and Postgraduate Director.

6. Milestones for Successful and Timely Submission of the PhD

This section of the handbook outlines the key milestones for the successful and timely submission of the PhD thesis.

Admissions Stage

A good initial Research Proposal developed at the outset

1. Clear and practical research question(s);
2. The research field and the potential contribution of the project to it are clearly identified;
3. Data sources, resources and techniques that can be applied are known.

After 3 Months

A good Project Outline Developed at Project Approval Stage

1. Precise and detailed research question(s) developed
2. A bibliography developed for the field
3. Contribution of the research identified
4. A focused outline project developed that can be completed by the end of the student’s minimum candidature i.e. 3 years FT / 6 years PT
5. Preliminary methodology / approach worked out:
   a. Research design clear;
   b. Sample decided where relevant;
   c. Techniques / approaches identified (e.g. type and scope of any interviewing; the statistical technique being deployed or way in which material will be analysed considered for more qualitative analysis)
6. A clear plan and timetable for the research articulated including key milestones and deadlines
7. Checked any sources or material needed are available and are appropriate to the task
8. Any ethical issues identified and where appropriate a plan developed for dealing with them
9. Potential risks and problems highlighted and a clear plan for how these will be overcome
10. Training needs identified to complete the project and become a well-rounded researcher
11. Project plans agreed with relevant external partners where appropriate.

Expected Development at First Year Annual Progress Review (approximately nine months for FT students, 21 Months for PT)

A realistic, focused and academically viable research project that can be completed in an additional 2 years FT or 4 years PT

1. Theoretical context clearly developed
2. Critical review of the core literature for the topic conducted
3. Contribution of the research clearly articulated
4. Detailed methodology or approach to research written
5. Scope of the project clear and that it can be completed on time
6. Detailed plan and timetable worked out with clear phases and milestones for development during the course of the study
7. Demonstrable evidence of the ability to write well in a substantive piece of work
8. The main research skills required for the study have been acquired
9. Ethical issues/problems dealt with
10. Attention to the dissemination of the results of the work and the impact it might have on the academic and wider community – timetable, attendance at and participation in prestigious conferences.

Expected Development at Second Year Annual Progress Review - Approximately Twenty One Months (45 Months PT)

The main building blocks of the thesis are in place, all evidence has been assembled and understood, and the student has all the skills required

1. Sections of the thesis written in the first year (Theory, methods, core literature etc) reviewed and updated as required
2. Text-based PhDs should have reviewed all their main authors / texts
3. The vast majority of any data collection including secondary source information, interview surveys or field work completed
4. Research skills needed for the analysis of data should be in place
5. Data analysis is imminent: preliminary data preparation conducted (e.g., transcribing for qualitative research) and the main analytical steps for data analysis identified
6. Any difficulties with academic writing have been addressed
7. A plan for submission in approximately 12 months (24 months PT) time should be in place.

Expected Development at Third Year Annual Progress Review at Approximately Thirty Three Months (69 Months PT)

The thesis is almost complete, only the final finishing touches remain

1. All data analysis should have been completed (preferably by the end of year 2 FT/ 4 PT)
2. A complete draft of the PhD should be in place
3. Only the conclusion and the introduction may be still incomplete, but they should be available in draft form
4. Supervisors should have had an opportunity to review the final draft
5. A clear timetable for prompt submission should be evident.

The Final Few Months

1. Time made available for the supervisory team to read drafts
2. Continuous writing is important
3. Students focus on the project, and do not get distracted
4. The thesis is integrated as a whole document
5. The regulations and guidance on the format of the PhD are consulted
6. The examination criteria should be considered and it is clear that the thesis meets them
7. Prepare for the viva with the supervisory team.

Important Tips: Resolving Potential Problems and Pitfalls

1. There is usually a standard structure for the PhD in each subject
2. It is important to engage with previous work that has ‘blazed a trail’
3. Important to have scope for ‘originality’, i.e. an input from the student
4. The thesis is an argument supported by theory, evidence from existing research, text or data
5. Attend essential research training – the Research Training Handbook provides valuable guidance
6. The PhD is a long journey with many twists and turns - ‘keep calm and carry on’
7. Recognise everyone has dips in performance during the project (classics are concern that the project is viable; that it can be done by the student)
8. Break large issues into small ones
9. If a project hits a blockage, seek advice
10. Students must stay in regular touch with the supervisor
11. Students should keep writing regularly throughout the PhD.