LIVERPOOL JOHN MOORES UNIVERSITY

Faculty of Science

POSTGRADUATE RESEARCH HANDBOOK 2020/21

Contents

1) WELCOME TO THE FACULTY OF SCIENCE

Dear Postgraduate Researchers

Welcome to the Faculty of Science, located on the Byrom Street Campus of LJMU (https://www.ljmu.ac.uk/about-us/faculties/faculty-of-science). This is one of the largest Faculties in the university and has a major concentration of research. It is important to know the structure and key staff within the Faculty

 Contact details for these staff are listed below:
Professor Peter Wheeler – Dean of Faculty of Science
Telephone: +44 (0) 151 231-2042; E-Mail: P.E.Wheeler@ljmu.ac.uk

Professor Bill Baltzopoulos – Associate Dean for Research, Scholarship and Knowledge Transfer
Telephone: +44 (0) 151 904-6272; E-Mail: V.Baltzopoulos@ljmu.ac.uk

Professor Mark Hollands – Chair of Faculty Research Degrees Committee
Telephone: +44 (0) 151 904 6254; E-Mail: M.A.Hollands@ljmu.ac.uk

Aly Leigh – Faculty Operations Manager
Telephone: +44 (0) 151 231 2242; E-Mail: A.J.Leigh@ljmu.ac.uk

RISBU Team

The Faculty Research and Business Information Support Unit, are primarily responsible for providing a quality service for all aspects of postgraduate research administration.

Sarah Lightfoot and Kimberley Berry are responsible for all postgraduate research (PGR) applications, enrolment and overseas student attendance monitoring.

Sarah Lightfoot – Faculty Information and Research Support Officer
Telephone: +44 (0) 151 231 2153; E-Mail: S.J.Lightfoot@ljmu.ac.uk

Kimberley Berry – Faculty Information and Research Support Officer
Telephone: +44 (0) 151 231 2502; E-Mail: K.J.Berry@ljmu.ac.uk

Katie Lawrence is responsible for supporting all key milestones of the Postgraduate Research/Professional Doctorate progress (including registration, annual monitoring, examination, the Faculty Research Day).

Katie Lawrence – Faculty Information and Research Support Officer
Telephone: +44 (0) 151 231 2157; E-Mail: K.L.Lawrence@ljmu.ac.uk

Rachel Martyn and Zoe Miveld offering general support to research and activity within the Faculty, in particular with Symplectic and web profiles.

Rachel Martyn – Research Administrator
Telephone: +44 (0) 151 231 6229; E-mail: r.j.martyn@ljmu.ac.uk

Zoe Miveld – research Administrator
Telephone: +44 (0)151 231 6286; E-mail: z.miveld@ljmu.ac.uk

Beth Newby provides general administrative support, particularly in relation to human tissue administration.

Beth Newby –Senior Faculty Administrator
Telephone: +44 (0) 151 231 2431; E-mail: b.k.newby@ljmu.ac.uk

a) School structures and key staff:

The Faculty currently supports Postgraduate Researchers (PGRs) and Professional Doctorates (PDs) in three Schools (Biological and Environmental Sciences BES; Pharmacy and Biomolecular Sciences PBS; and Sport and Exercise Sciences SPS) each with its own distinctive identity and containing different research institutes, centres and groups (see list below) that will provide more details of research facilities and recent REF scores:

Research in the School of Sport and Exercise Sciences:	https://www.ljmu.ac.uk/about-us/faculties/faculty-of-science/school-of-sport-and-exercise-sciences/research
Research in BES:	https://www.ljmu.ac.uk/about-us/faculties/faculty-of-science/school-of-biological-and-environmental-sciences/research
Research in Pharmacy and Biomolecular Sciences:	https://www.ljmu.ac.uk/about-us/faculties/faculty-of-science/school-of-pharmacy-and-biomolecular-sciences/research

We aim to achieve consistency in the PGR/PD experiences across-School and subject areas. Each School has a PGR/PD staff representative as well as PGR/ PD student representative (see list below) who are a primary source of initial support for you and link to your supervisory team and the Faculty Research and Business Information Support Unit. Staff PGR/PD reps are responsible

for a local School induction that will support the formal induction you have with the Faculty at an early point just after enrolment.

Upon enrolment, you should arrange to meet with your Staff Rep to discuss specific School key facilities and support staff as well as documenting office space and IT support.

Staff Reps for each School are key members of the Faculty Research Degrees Sub-Group Committee. The FRDSGC are expected to ensure adherence to the University's Regulations for Level 8 awards, and have a responsibility for promotion and the development of PGR/PD culture and community.

Full list of FRDSGC members for 2020/21 are as follows:

<u>Staff Representatives</u>

Prof Mark Hollands	Chair
Katie Lawrence	Secretary
Dr Claudia Mettke-Hofmann	Biological and Environmental Sciences (BES)/ Deputy Chair
Dr Peter Falkingham	Biological and Environmental Sciences (BES)
Prof Khalid Rahman	Pharmacy and Biomolecular Sciences (PBS)
Prof Imran Saleem	Pharmacy and Biomolecular Sciences (PBS) *alternate*
Dr Kehinde Ross	Pharmacy and Biomolecular Sciences (PBS) *alternate*
Prof Mark Hollands	Sport and Exercise Sciences (SPS)
Prof Simon Roberts	Sport and Exercise Sciences Prof Doc (SPS)
Dr Martin Eubank	Sport Psychology Prof Doc (SPS)
Alison Leigh	Faculty Head of Operations
Jo McKeon	Communications and Events Officer, Doctoral Academy

<u>PGR/PD (Student) Representatives</u>*:

Robert Heaton	PBS PGR Rep
Talhat Chaudhry	PBS PGR Rep
Giulia Scagnetti	PBS PGR Rep
Emma Cowley	SPS PGR Rep
Harvey Fortis	SPS PGR Rep
Christopher Forshaw	BES PGR Rep
Patrick Walro	Sport Psychology PD Rep
Laura Swettenham	Sport Psychology PD Rep
Dawn-Marie Armstrong	Sport Psychology PD Rep

*For details on how to become a PGR/PD Rep, please speak to your School Staff Rep.

The Faculty has the highest number of PGR/PDs in the University and prides itself on its research quality and successes. Whilst most of your day-to-day activity and support will come locally from your School/Institute this document seeks to lay out general information related to your time as a

PGR/PD at LJMU and how the Faculty and University can support you development and growth. Fundamentally, success is based on hard work and clear communication hence the focus in this handbook is on rules, regulations, codes of conduct and roles and responsibilities for staff and PGR/PDs. This is an important resource that you should keep with you throughout your time at LJMU. It is important for you to know lines of communication, support options, milestones of progress and organisational structures (e.g. the Faculty Research Degrees Sub-Group Committee that oversees student registration and links to the University Research Degrees Committee).

Our PGR/PDs are a very vibrant, diverse and important part of our Faculty's student body who make a huge contribution to meeting our Strategic Research goals. Our PGR/PDs are crucial for our research identity and culture, and we continue to seek ways to increase numbers and quality. Consequently we wish to get feedback from you on a regular basis to enhance our support and your experience. Finally, along with the Doctoral Academy within the University we arrange various events and activities for PGR/PDs and we hope that you will participate in and contribute to these: there will be opportunities to acquire a range of skills and experience over and above your research studies which we hope you will take advantage of.

The Doctoral Academy is located on the first floor of the Aquinas Building and the staff contact details are as follows:

General Enquiries:
Telephone (0151) 904 6464, 6375 or 6465, Email: DoctoralAcademy@ljmu.ac.uk

Professor Julie Sheldon - Dean of Doctoral Academy
Telephone: +44 (0) 151 904-6476; E-Mail: J.L.Sheldon@ljmu.ac.uk

Dr Victoria Sheppard - Researcher Development Manager
Telephone: +44 (0) 151 904-6478; E-Mail: v.m.sheppard@ljmu.ac.uk

Jo McKeon – Communications and Events Officer
Telephone**:** + 44 (0) 151 904-6375, Email: j.m.mckeon@ljmu.ac.uk

Christopher Fairclough-Lowry – Research Degrees Manager
Telephone: +44 (0) 151 904 6465; E-Mail: c.m.faircloughlowry@ljmu.ac.uk

Deborah Dean – Operations Officer
Telephone: +44 (0) 151 904-6464; E-Mail: D.Savage@ljmu.ac.uk

Liverpool is a wonderful, friendly city with a great deal to offer – excellent art galleries, music venues, cinemas and theatre as well as a myriad of sporting opportunities. The Faculty is located close to many of these, and right at the heart of what is now known as the city's 'knowledge quarter'. We hope you will enjoy and make the most of your time in Liverpool at LJMU.

If you have any queries which you feel are not addressed or which you cannot find, please do not hesitate to contact your Director of Studies.

I very much hope that you will enjoy your studies with us.

Prof Mark Hollands
Chair of FRDSGC, Faculty of Science.

2) GETTING STARTED

We are very pleased to welcome you to the Faculty of Science at LJMU. Whether you have been with us as an undergraduate or Masters Student or if you are joining us from elsewhere, the years that lie ahead of you will be both exciting and demanding. We know your decision to join the postgraduate community at LJMU is an important step for you, and our role is to assist you in achieving your academic and personal goals.

Postgraduate research is usually very different from the kind of study you have previously undertaken. We recognise that the first few weeks of a research degree programme can be challenging and this handbook is designed to assist you in finding your way around the Schools/Institutes, the Faculty, the University as well as navigating the initial stages of your MPhil/PhD/Prof Doc programme.

Your overall programme of work will be linked to E-Doc, an online management system for PGR students. We will provide supporting for using this system. You can access e-doc via the following link:

https://edoc.ljmu.ac.uk/do/ljmu-login/login

E-doc training workshops are available from the Doctoral Academy. To book onto a workshop, please follow this link:

https://www.ljmu.ac.uk/the-doctoral-academy/researcher-development/researcher-development-programme-rdp

Should you have any queries, please contact Katie Lawrence.

This handbook for MPhil/PhD students/Professional Doctorates and their supervisors contains advice about mandatory procedures as well as information about support and facilities. Please retain this handbook for reference during your course. You will find that you need to refer to it for guidance and explanations throughout your research programme. However, it should be read in conjunction with a number of documents and guidelines. You should bookmark the following webpages which contains links to **LJMU's Research Degrees Framework (Academic Regulations for Research Degrees, Research Degree Policies and Milestones), Academic Policies and LJMU Student Handbook:**
https://www.ljmu.ac.uk/the-doctoral-academy/research-degrees-framework
https://www.ljmu.ac.uk/academic-registry/student/registry-services/student-handbook-and-policies

The following link which details the steps to **support your study** from confirmation of registration to examination and any changes you might need to make along the way:
https://www.ljmu.ac.uk/the-doctoral-academy/supporting-your-study

In addition to this handbook, and web link references, the Faculty have developed a PGR Community site – a 'one stop shop' for all of your PGR queries. You can access this community site via the following link:
https://teams.ljmu.ac.uk/5/FoSPGR/_layouts/15/start.aspx#/SitePages/Home.aspx

Should you have any queries relating to the PGR Community site, please contact Katie Lawrence K.L.Lawrence@ljmu.ac.uk or telephone 0151 231 2157

Finally, please remember that we are here to provide the support and advice you need first to settle in and then to get the most out of your studies. If anything is unclear, or if you need advice on any points regarding procedures or regulations for your research degree programme, please contact your Lead Supervisor in the first instance.

a) Faculty of Science PGR Enrolment / Induction and your student record:

If you are a new student to the University, you will have completed enrolment according to our new self-service system of enrolment.

Home/EU Students, must visit the Faculty School Office to complete enrolment formalities (Room 1.44 James Parsons Building).

International PGRs – Full details regarding international enrolment can be found here:
https://www.ljmu.ac.uk/academic-registry/student/registry-services/enrolment-registration/international-enrolment

All continuing PGR students: Upon the anniversary of your start date you must complete the on-line enrolment procedure at the start of the academic year. For information see:

https://www.ljmu.ac.uk/the-doctoral-academy/academic-regulations-for-research-degrees

Continued enrolment is subject to satisfactory progress through the **Policy for Reviewing the Progress of Postgraduate Research Students:**

https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-for-the-reviewing-the-progress-of-postgraduate-research-students

We ask you to keep us informed of your up-to-date address, telephone/mobile numbers and e-mail address. Please keep your contact details up to date by visiting **MYLJMU**
https://my.ljmu.ac.uk/

Please contact **Registry Services** if you have any queries relating to your student record and amending personal data etc. The full list of services available and Registry services contact details can be found via the following link:
https://www.ljmu.ac.uk/academic-registry/student/registry-services

It is also important to check your University e-mail account regularly since you will receive regular e-mail alerts and details of important events.

The induction sessions for all PGRs involves the following:
- Faculty Induction with Katie Lawrence

- School Induction with your Staff PGR Rep or Lead Supervisor (Please refer to your offer letter for details of your school induction)

- Health and Safety Induction session with Dr Jerry Bird, organised by Kimberley Berry

- University welcome event organised by the Doctoral Academy (for both PGRs and PDs)

These events are designed to help all new PGR students familiarise themselves with life as a research student at Liverpool John Moores University and the Faculty. The University welcome event covers many different aspects of life as a research student and provides an opportunity for you to meet your fellow researchers and ask any questions regarding your study. PGR students will get the chance to meet, hear and ask questions of a variety of service teams that support them (library services) as well as hear about researcher development and funding opportunities, student union activities as well as student advice and well-being resources.

Attendance at student faculty, health and safety and school inductions is mandatory for all newly enrolled students and your programme approval for MPhil or PhD cannot be authorised without evidence of attendance.

Professional Doctorates – Please refer to instruction set out by your Primary Supervisor/ PD Staff Rep. Prof Docs are invited to attend the University welcome event organised by the Doctoral Academy.

Details regarding the University welcome event will be available via the following RDP pages:
https://www.ljmu.ac.uk/the-doctoral-academy/researcher-development/researcher-development-programme-rdp

b) Your supervisory team – roles and responsibilities

When you begin your MPhil/PhD/Prof Doc with us, you will be allocated a **Lead Supervisor or Primary Supervisor** who is an expert in your chosen field of research. This person will likely be known to you through your previous study, your application and/or your visits to school web

pages. He/ she is going to be the most important person during your time at LJMU and they will be responsible for assisting you with your academic work and for monitoring your progress through out your programme. For all your academic queries your Lead/Primary Supervisor should be the first point of call.

In addition to your Lead/Primary Supervisor, one or two other academics will form part of your supervisory team. The role of the **co-supervisors** is to support your academic development and to provide additional advice on your research. On occasions a supervisor or an advisor may be sought from another institution and this often occurs when there is a formal external collaborative partner in your research project.

It is essential to know what your supervisors expect of you and what you in turn can expect from your supervisors. It is in everyone's interest to ensure that the relationship works well and, in order to assist in this, supervisory arrangements, including the roles and responsibilities of students and supervisors, at LJMU are governed by the **Policy for the Supervision of Research Degrees**, available here:

> https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-for-the-supervision-of-research-degrees

Broadly speaking, you can expect your supervisors to advise you on a range of academic matters and to keep you informed about how far your work meets the standards required by the University. Supervisors will monitor your progress and guide you towards submitting your thesis in the required time, ensuring that you comply with university regulations and requirements regarding the organization and submission of your thesis.

The role of your Supervisors is to assist students in shaping and directing the research, to provide guidance and feedback to improve the quality of the work. They can advise you on the formulation and development of your research and to advise you about work already published in your area. Supervisors will be able to guide you in the use of primary and secondary literature, as well as historical, archive and other source materials. They confirm that the objectives and outcomes of your research project are realistic and to ensure that you are provided with the best possible support to develop your academic potential, inclusive of equipment and resources. They can also advise you on how to acquire skills and techniques necessary for your research (for example specific technical skills associated with laboratory work and / or a programme of related study to develop your broader research skills – such as research methods and statistics/qualitative data analysis). Supervisors will also discuss the role of conferences and other professional networks within your research area and guide you on publishing in peer-reviewed journals and preparing and submitting papers. Finally, they will comment in detail and in a reasonable time upon the written work that you submit and prepare for your final thesis submission.

The role of the supervisors is to support the research, **not to do it** …

In turn it is your responsibility to keep your supervisors informed at all times about the progress of your work. As a PGR/PD, you are expected to accept responsibility for your own research activity and learning, including attending appropriate training programmes in accordance with University regulations. You must maintain regular contact with your supervisors and seek permission for any periods of absence from the University aside from normal holidays. You should agree deadlines for the submission of written work and maintain progress in accordance with the deadlines agreed. It is your responsibility to keep a record of all supervisory meetings. **The regulations require a minimum of 10 meetings recorded on e-doc per year (FT), and 5 (PT).**

For further information, please review the **Policy for the Reviewing the Progress of Postgraduate Research Students:**

https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-for-the-reviewing-the-progress-of-postgraduate-research-students

The key to success is hard work, clear lines of communication and setting up working practices and expectations at the beginning of your time as a PGR student. Finally please find out who are the key staff in your School (Health and Safety Officer, Technical Manager etc.) as you will have a range of other responsibilities and requirement dependent upon the nature of your research work (you may need a Health and Safety Briefing, you may need a Human Tissue Act Briefing).

If despite all good intension and effort on all parts, for whatever reason, your relationship breaks down with your supervisor please contact your School Staff PGR representative to help support you.

NB: Bench Fees for funded PGRs: Please note that your Lead Supervisor will be the key signatory with respect to spending and planning your operating costs. Bench fees do not come with all studentships but are becoming more common and £1500 is awarded with all University and Faculty Funded PhD studentships. Students cannot purchase direct from Bench Fee funds, this must be planned, negotiated and organised through your Lead Supervisor. It is likely that yearly Bench Fees on many studentships will not roll over financial years (Aug – Jul) so be careful in your financial planning. Please liaise with the Faculty Head of Operations, Aly Leigh should you have any queries.

c) **Programme Approval**

Programme approval is the first 'milestone' you will reach as a PGR. Programme Approval is the process by which a PGR presents a summary of his/her proposed programme of work for approval by the Faculty Research Degrees Sub Group Committee. The proposed programme of work must

make a material and unique contribution to the field, must develop and train the individual as well as being systematic, specific and time-staged and be supported by an appropriately experienced supervisory team.

Full-time students should submit their programme approval within 3 months of initial enrolment and part-time students within 6 months of initial enrolment. Your Lead Supervisor will provide advice on how to fill out your programme approval form. In the Faculty of Science students are **required to submit their draft programme approval form to their School staff PGR rep in advance of submission** via E-Doc so you can get detailed guidance from these staff as well as your supervisors.

The Faculty mandatory requirements for programme approval include the appointment (with signatures) of an appropriately experienced supervisory team; your attendance at the Faculty/school Postgraduate Research Student induction events; evidence of completion of on-line Ethics training and a gantt chart.

The programme approval form asks you to provide a title for your research project along with an outline of its aims and objectives. You are also asked to outline the rationale for the choice of research question, position the research in the context of the published literature, clearly identify the key methodologies required in the conduct of the research, articulate the original contribution of the work and how this is to be achieved. You are also asked to provide a plan of work and a time plan for the completion of the full research programme. Full formal citations of indicative references are expected throughout.

PGRs registered for a research degree longer than 12 months shall be subject to annual review. Full details on progression and review can be found at the following address: https://www.ljmu.ac.uk/the-doctoral-academy/academic-regulations-for-research-degrees

d) Ethics

Ethical approval is required for all research projects involving human participants, not simply for clinical trials or other invasive studies. All PGR/PDs who require ethical approval must seek this from the University Ethics committee (not any School or local committee). Even if you have NRES (National Research Ethics Service) or other external ethical approval based on the nature of your work you must also seek University Ethical approval. As part of the enrolment and registration process students are required to complete an on-line Ethics module via Canvas. Ethics certificates can be obtained from Mandy Williams A.F.Williams@ljmu.ac.uk 0151 904 6467

 If you have any ethics questions speak to your Lead/Primary Supervisor and the Chair of the University Ethics Committee (Dr. Dave Harriss: email: D.Harriss@ljmu.ac.uk, telephone: 0151 904 6236) .There are two types of ethical approval at LJMU:

Full review: Completed applications for **full review** and any supporting documents should be submitted to researchethics@ljmu.ac.uk

Proportionate review: For studies which present lower levels of risk and/or potential harm to participants. Completed applications for **proportionate review** and any supporting documents should be submitted to EthicsPR@ljmu.ac.uk

A copy of the ethics application form is available from the following address: https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/university-research-ethics-committee-urec/ethics-application-form-and-templates

The following site contains all the necessary guidance to help you: https://www.ljmu.ac.uk/ris/research-ethics-and-governance

All research students submitting applications for ethical review should note the following:
- Applications for full review to the University REC should be submitted electronically to researchethics@ljmu.ac.uk
- Information relating to LJMU REC committee dates can be found at https://www.ljmu.ac.uk/ris/research-ethics-and-governance
- Applications submitted for proportionate review by the University REC should be submitted electronically to ethicsPR@ljmu.ac.uk
- Applicants seeking approval for an amendment to an approved study should complete the notification of study amendments proforma (https://www.ljmu.ac.uk/ris/research-ethics-and-governance) and submit this electronically to researchethics@ljmu.ac.uk

e) ATAS

On 1 November 2007 the Government introduced the Academic Technology Approval Scheme (ATAS) which applies to international students (non-UK/EU/EEA). For further information to see if you require an ATAS certificate, and for details of how to apply please visit the Foreign and Commonwealth Office website at the following web-link https://www.gov.uk/guidance/guidance-on-how-to-apply-for-an-atas-certificate

Information and advice can also be obtained from the University's International Office on https://www.ljmu.ac.uk/study/international-students

f) DBS Checks and Research Passport Applications

As a PGR, you may need Disclosure and Barring Service (DBS formerly known as CRB) clearance for research that involves you working unsupervised with children or vulnerable adults. We now use a secure online system enabling you to apply for Enhanced DBS Disclosures electronically. In order to obtain DBS clearance, we need confirmation that a DBS is required. For further information please contact Katie Lawrence.

g) Research committees (FRDSGC and URDC)

All PGR/PD related issues, milestones and monitoring occurs under the auspices of two committees. Locally the Faculty Research Degrees Sub-group Committee is chaired by Professor Mark Hollands and is serviced by Katie Lawrence, Faculty Information and Research Support Officer. Your PGR/PD staff and student representative meet at this committee and it is a vital meeting for upwards and downwards communication of any relevant PGR issue. Your programme approval and monitoring requirements will be considered here. The University Committee is the ultimate arbiter of student examination and attainment and will regularly contact staff and students regarding key milestones. 2020/21 Dates and deadlines for the Faculty Research Degrees Sub Group Committee are as follows:

Deadline for papers	Meeting Dates (1:00-3:00pm, Byrom Street)
Monday 31st August 2020	Wednesday 16th September 2020
Monday 26th October 2020	Wednesday 11th November 2020
Monday 28th December 2020	Wednesday 13th January 2021
Monday 15th February 2021	Wednesday 3rd March 2021
Monday 5th April 2021	Wednesday 21st April 2021
Monday 24th May 2021	Wednesday 9th June 2021

3) WORKLOAD AND ORGANISATION OF THE MPHIL/PHD

Your overall programme of work will be managed via E-Doc, an online management system for PGR students. We will provide supporting for using this system.

The period officially allotted for your research degree tends to pass by more swiftly than many students expect so that time management quickly becomes an important skill to acquire and exercise. Although your supervisors will advise you on your priorities, the responsibility for managing time efficiently is your own. Your objective must be to make best use of all available time, wherever and under whatever conditions.

To help you in planning your programme at LJMU, we have structured your time at the University around a series of milestones. The primary purpose of these milestones is to help you complete your PhD in a timely and effective manner. The link below details the steps to support your study from confirmation of registration to examination:

https://www.ljmu.ac.uk/the-doctoral-academy/supporting-your-study

Please also refer to the brief guide to the Doctoral Journey, in the Postgraduate Researcher Handbook.

Most PhD studentships are funded for 3 years, and very few are fully funded for 4 years (normally from international bodies or external grants). You will need to check the funding arrangements for your particular studentship; this will either be given to you at point of admissions, or in your student contract. The aim is to at least submit by the time your funding runs out.

In order to achieve your PhD in time, it is expected that full-time PhD students should devote a minimum of 35 hours per week for 45 weeks per year to research activity. Full-time students are expected to agree any authorised absences from the University, for example field trips, attendance at conferences, holidays etc., in advance with their supervision team. If you are a part-time student you should dedicate a minimum of 12 hours per week over 45 weeks of the year to research activity. All PGRs must inform their supervision team of any unforeseen absences, for example absence through illness, at the earliest opportunity. The MPhil/PhD/Prof Doc course is comparable to any other professional obligation and requires the same kind of dedication and professional commitment than as any other vocation.

A student may be permitted to take a leave of absence from their studies for good cause, such as illness, family crisis or bereavement. It is important to seek a formal "Leave of Absence" where the progress of research has been disrupted by any misfortune. In such cases, you should apply for a formal leave of Absence (for a period longer than 4 weeks). FRDC to approve. Please note, any funding will be paused during the leave of absence period. Contact the RISBU team for more information.

Any leave taken over a period less than 4 consecutive weeks, must be recorded on edoc as short term leave and authorised locally by your supervisor. Short term leave of absence will not require FRDC approval and will not affect your registration dates.

Full details of the above is available via the following links:
https://www.ljmu.ac.uk/the-doctoral-academy/academic-regulations-for-research-degrees
https://www.ljmu.ac.uk/the-doctoral-academy/supporting-your-study

For the dates of term for the 2020/21 session see the Link to academic calendar on the web:
https://www.ljmu.ac.uk/students/supporting-your-study/calendars-and-timetables

a) Minimum and maximum periods of registration

The University Research Degree Regulations define the minimum and maximum periods of registration (from enrolment to completion) for the following programmes*:

The normal periods of study starting from initial enrolment for the various research degrees are:

Award	Mode of Attendance	Thesis Submission (Earliest)	Thesis Submission (Latest)	Expected Completion (Max Duration)
MPhil	Full time	12 months	20 months	24 months
	Part time	24 months	44 months	48 months
PhD	Full time	33 months	44 months	48 months
	Part time	45 months	80 months	84 months
PhD by Published Work	Part time	3 months	12 months	16 months

*Prof Doc – please refer to your Programme Leader as these vary across the University.

b) Progression, Review and UKVI

PhD candidates require a number of formal reviews during their programme of study.

(This process will be managed through E-Doc)

PGRs registered for a Professional Doctorate must successfully complete taught modules in accordance with the Professional Doctorate Framework to enter the Doctoral Phase [Equivalent to Confirmation of Registration for PhD].

Review processes are as follows:

First Progress Review: 6 months (FT) and 12 months (PT) after enrolment. The Supervisor will review the research work undertaken and provide an assessment of their overall progress against the agreed plan, with a view to preparing the PGR for Confirmation. PGRs are also offered the opportunity to notify Supervisors of any issues which may have adversely affected their progress.

PGR must initiate the process one e-doc. Once project details have been confirmed, you will be asked to provide a brief overview of progress to date and raise any concerns with your supervisors. Lead supervisor will confirm the meeting logistics. Supervisor will review your progress and provide comments.

Annual Review: Prior to annual re-enrolment PGRs will undergo a formal review of their progress conducted by the Supervisory team, to determine their eligibility to continue with their studies. You and your supervisor are jointly responsible for reviewing your work and providing a review report on your progress each year. This review helps to ensure that your training, supervision and support needs are being met, and to identify any difficulties which you or your supervisor might be experiencing.

Pre-Submission Review: The Supervisory team shall review the candidate's work prior to submission, providing their view of its readiness for examination.

Full details on Progression and Review can be found via the following links:
https://www.ljmu.ac.uk/the-doctoral-academy/academic-regulations-for-research-degrees
https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-for-the-reviewing-the-progress-of-postgraduate-research-students

International UKVI Monitoring - International Students are required to comply with UKVI (See Student Advice and Wellbeing for advice with visa issues https://www.ljmu.ac.uk/discover/student-support/international-student-support).
Further information on attendance monitoring requirements is available at the following Doctoral Academy web page:
https://www.ljmu.ac.uk/The%20Doctoral%20Academy/Research%20Degrees%20Framework/Attendance%20Monitoring%20Requirements

c) Confirmation of Registration (formerly known as Transfer from MPhil to PhD)

PGRs registered for the Award of PhD are required to undergo a Confirmation of Registration Review (sometimes referred to as Transfer or Upgrade) to confirm that they are demonstrating the potential to successfully complete the award, to remain registered for PhD. This review must take place within 12-15 months full time, and 24-27 months part time.

The process determines that you possess a robust grasp of your thesis topic; that you are able to outline a clear methodology and/or delineate a definitive question; set your research in context of the literature and state why it fills a gap; present a clear timeline, chapter headings, with milestones and a completion date.

For your part, you will prepare the following as evidence to demonstrate that your work has PhD potential, and then complete an oral assessment, directed by the review panel where by you will be expected to defend your submission and plans for the project moving forward. You will be required to submit:

- **Summary Report** (typically no more than 1 side of A4) critically reflecting the candidate's progress to date, and plans from now to completion.

- **Submission Document** which is normally a draft of work which will ultimately contribute to the final thesis. The content and length of the submission should reflect the normal expectations for the Candidate's area of research (see below bullet points)

- **Research Training Report** (typically no more than 1 side of A4) critically reflecting on research training undertaken and an updated Training Needs Analysis from now to completion.

PGRs should submit their dossier (see above), and it typically should be in the region of 4,000 – 6,000 words, evidencing work completed in the first year (FT) or first two years (PT). The precise form of material in the submission document, considered as part of the Confirmation, will vary across disciplines, and PGRs should prepare their dossier in consultation with their Lead Supervisor.

In Sciences, generally the submission document will consist of the following components (not necessarily as discrete items):

- A brief but critical review of relevant literature that provides the scientific rational/justification for the thesis aims and objectives stated at the end of this section. This must clearly build on from any work submitted as part of the approval.

- A brief but detailed report of key methods developed and employed (or to be employed) within the thesis. This could include quality control data, pilot development experiences or first sets of data.

- Presentation, analysis and discussion of (at least) the first empirical day sets to be generated by the student.

- PhD plans in detail.

Once the above documents have been submitted, your application will be assessed by a review panel. The review panel will consist of your lead-supervisor, at least 1 co-supervisor and an independent assessor. It is the role of the review panel to determine that you have made satisfactory progress of the work so far; to establish that you are capable of making an original contribution to the field; to determine the appropriateness of the proposed timescale to completion; and to assess the quality of the presentation of the work.

The oral assessment is conducted in as supportive a manner as the context allows and is not intended to provoke undue stress. You should view it as a valuable training experience in which you are given an opportunity to discuss your work and progress in a relaxed and constructive fashion with experts from the School or University. It is expected that the oral assessment will take between 30-60 min.

At confirmation of Registration, PGRs would normally make a final decision as to whether the PhD will be submitted as a monograph publication (thesis) or as a thesis by published papers.

For further details please visit the following page: https://www.ljmu.ac.uk/the-doctoral-academy/supporting-your-study

d) Submission of the thesis

Pre-submission review: When preparing for your final submission, you must submit your final draft thesis for review by the supervisory team. You cannot proceed to submission until this pre-submission review has taken place.

Appointment of Examiners: Your lead supervisor will organise the examiners for your thesis in liaison with the Doctoral Academy.

Submission: As the thesis will likely contain a lot of quantitative research data, the word lengths for Science monograph theses tend to be 20 000 (MPhil) and 40 000 (PhD), 40 000 for PhD by publication and 40 000 for Prof Doc. Word limits may only be exceeded under exceptional circumstances at the discretion of the Chair of the University Research Degrees Committee. We are aware that in many areas mixed methods and qualitative research paradigms are more appropriate and thus there is flexibility up to 80 000 words for specific types of study and theses.

As a minimum, PhD content should include the following sections:

PhD by monograph:	PhD by Publication: (If chosen at Confirmation of Registration stage)
Abstract	Abstract
Contents Pages	Contents Pages
Introduction	Introduction
Literature Review	Literature Review
Empirical Chapters	Published Papers (in word format not journal PDF)
Overarching Discussion	Overarching discussion

References	References
Appendices	Appendices (Include paper PDF)

You should seek support in writing and formatting your thesis from your supervisors as well as the Doctoral Academy and it is good practice to look at PhD theses from students who have just completed in a similar area.

Further details on the presentation of research theses are available on the following link: https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-for-the-presentation-of-research-theses

e) Examination/Viva voce

The oral examination or viva voce is in effect the culmination of your study period and normally occurs 1-2 months after the submission of your thesis. You will be directly quizzed on your thesis by internal and external experts but if you are well-prepared this can be a valuable learning experience.

As noted above your lead supervisor is responsible for assigning your examiners and setting your exam date. You will be asked if you want an independent chair to sit alongside your internal examiner (someone who has expert knowledge of your work but was not a member of your supervisory team) and the external examiner (an expert external to LJMU). The Doctoral Academy and Faculty Research Degrees Sub Group Committee oversees the appointments of examiners and will cross-check to makes sure there knowledge base is relevant and they have appropriate experience and expertise (in-experienced internal examiners can be added to oral examination teams to get experience). Overall then there are typically at least two, and not normally more than three, examiners, of whom at least one shall be an external examiner (if you are a member of staff you will normally have 2 external examiners). Full details on the examination team and procedures can be found here: https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-and-procedures-for-the-examination-of-research-degrees

There is no set duration or approach to the exam but the examiners will write reports and meet before the exam to set the agenda. They are there ostensibly to determine (a) the work is yours, (b) you understand the area, the work and the research process and (c) in the PhD exam there is a demonstrable addition to the body of knowledge. The outcome of the viva will be given to the candidate at the end of the viva after you have been asked to leave the room for a short period of time. Formal written communication normally comes from the Doctoral Academy after a few days. Good examiners have a plan (normally means going sequentially through the thesis), will start with a nice, "ice-breaker" type question and will engage you in a deep and academically interesting debate. You will not need to get ALL answers right but clearly you are expected to demonstrate knowledge and expertise. It is also sensible to have a well-developed perspective of

knowing when to defend your work strongly and knowing when to accept constructive criticism of how things could have been done differently.

The formal outcomes of the MPhil and PhD viva are contained in Doctoral Academy guidance documents and there is support from the Doctoral Academy in terms of preparation for your viva. You should also talk to previous students and many undertake "mock" viva's with their research team. (Prof Doc please see programme guidelines).

After a successful viva and any modifications have been carried out, students are required to submit an electronic version of their thesis to the library and Doctoral Academy and formal notification of completion of studies will then be made. After this it is onto Graduation and ceremonies occur in July and November, every year.

f) Thesis-pending period and Overtime (formerly known as 'writing-up')

PGR candidates at the end of their minimum period of registration are eligible to move to Thesis Pending Period providing they have completed their primary area of research and have demonstrated the ability to complete within the required period (see registration periods on page 15).

IMPORTANT: Thesis-pending fees will be invoiced to the PGR. Fees will be payable to Registry Services. Please see the below link for paying fees:
https://www.ljmu.ac.uk/academic-registry/student/registry-services/student-finance

In exceptional circumstances, PGRs registered for a research degree may apply for an extension to their Thesis Pending Period at the discretion of the Research Degrees Committee, this is referred to as 'overtime'.

NB: Demonstrating hours will **not** be granted to PGRs in thesis-pending period or overtime.

4) ACADEMIC IMPROPRIETY

Academic Impropriety is deemed to cover plagiarism, collusion and any other attempts to gain an unfair advantage in preparing a thesis. It is important to understand these definitions, as it is all too easy, when copying material from a text book or a technical journal, to commit an offence without you realising it.

Plagiarism includes the representation of the work, written or otherwise, of any other person, including another student, or any institution, as the candidate's own. Examples of plagiarism may be as follows:

- The verbatim copying of another's work without acknowledgement.

- The close paraphrasing or another's work by simply changing a few words or altering the order of presentation, without acknowledgement.

- Unacknowledged quotation of phrases from another's work.

- The deliberate and detailed presentation of another's concept as one's own.

Beware of inadvertent plagiarism: If you copy material from a textbook or paper, cut and paste material from the Internet into your own report or thesis that is plagiarism. By all means use acknowledged quotations, but use you own words for the main body of your work.

Collusion includes the unauthorised co-operation between a student and another person in the preparation and production of work, which is presented as the student's own.

There are detailed procedures laid down in the university assessment regulations for dealing with cases of plagiarism or collusion. Procedures for the Investigation of Alleged Misconduct in Research, including plagiarism, are detailed in here: https://www.ljmu.ac.uk/about-us/public-information/student-regulations/academic-misconduct

The Doctoral Academy has a policy that students can use TURNITIN via canvas to develop their writing skills and avoid issue of plagiarism and collusion. Speak to your DoS initially if you have concerns in this regard.

5) POSTGRADUATE RESEARCH STUDENT SKILLS TRAINING AND DEVELOPMENT FRAMEWORK

a) Postgraduate opportunities and events (Researcher Development Programme)

RDP and PGR Events are open to ALL level 8 postgraduate research students (PGR and PD). Liverpool John Moores University recognises the importance of skills development for postgraduate researchers and promotes it as an essential part of their research programme. The Doctoral Academy aims to create an environment in which PGR, early career researchers (active or aspiring) excel and reach their full potential, by providing a full range of personal, professional and career development opportunities through the Researcher Development Programme.

The Doctoral Academy publishes details of Researcher Development Opportunities for MPhil/PhD/Prof Doc students via the website and a monthly Research Development E-Digest using the PGR mailing lists. For details of forthcoming training and development opportunities for research staff and students please see:
https://www.ljmu.ac.uk/the-doctoral-academy/researcher-development

Attending and speaking at conferences are increasingly seen as essential activities for PGR students. As well as conferences organised locally by the University, you will probably want to attend others in your own specialisation. You may also want to look at relevant Journals as these also carry advertisements for conferences in their field, as well as closely liaising with supervisors.

Presenting at conferences helps to sharpen up the key intellectual and conceptual features of a research project while in its initial stages and also develops your presentational and communication skills. An **annual Faculty Research Conference** provides an excellent opportunity for PGRs/PDs to get to know each other's areas of research in order to facilitate better exchange and communication between students.

There are 3 PGR/PD research conferences that occur; Faculty of Science Research Day, University Research Day and the DrA Conference. There are usually prizes for outstanding student oral and post presentations. If you are in receipt of a Faculty or University bursary to study for an MPhil/PhD it is a requirement to attend and present.

The Faculty will also hold a Three Minute Thesis competition, which is a fantastic opportunity for you to develop your communication skills. This event runs annually in February, with the opportunity for winners to progress onto the University competition.

Information regarding such events will be circulated via email throughout the year and available on the PGR Community Site. Please check for details:
https://teams.ljmu.ac.uk/5/FoSPGR/_layouts/15/start.aspx#/SitePages/Home.aspx

The University has a limited fund available for help with expenses and these are managed by the Doctoral Academy: if you are giving a paper at a conference you can apply for help, subject to certain conditions. Eligible PGR students who are presenting oral papers at national and international conferences up to 31st July (in the current financial year) can apply for limited funding (£175 and £350 respectively). Calls for PGR Travel Funding are made three times per year via the following link: https://www.ljmu.ac.uk/the-doctoral-academy/researcher-development/pgr-conference-travel-fund

b) **Opportunities to develop teaching and assessment skills (3i's):**

For students who wish to develop broader academic skills related to teaching and assessment whilst a PGR student at LJMU, the University is committed to providing PGRs with appropriate teaching and professional development opportunities, consistent with its responsibilities to support research students and to maintain teaching quality and academic standards. The Appendix details our Code of Practice for PGRs who teach and the programme called "3i's" is set up to support our PGR students.

The 3is is an initial teacher practice programme comprising a series of half day workshops that focus on key subjects/issues facing postgraduate researchers (PGRs), graduate teaching assistants (GTAs) and those LJMU staff for whom teaching is a small part of their role.

Completion of this programme is mandatory for any PGRs prior to commencing teaching.

LJMU staff who have a small teaching remit are also welcome to complete the programme.

If you would like to enrol on the programme or for further information, please email TLA3is@ljmu.ac.uk

For further information on the 3Is course, please follow the below link:
https://www.ljmu.ac.uk/microsites/teaching-and-learning-academy/services

NB: Demonstrating hours will **<u>not</u>** be granted to PGRs in thesis pending period or overtime.

NB: PGRs undertaking any demonstrating hours must also complete the online GDPR training module https://www.ljmu.ac.uk/staff/ldf/elearning-modules

6) OTHER BUSINESS

a) Student Support

As an LJMU student you have access to a wealth of support services designed to help you make the most out of your time at University. We've also compiled a list of links to sources of help. These may be found at:

Student Support
Student Engagement
Health and Wellbeing
Student Union
Student Opportunities
Registry Services – e.g. for Council tax exemption certificates

b) Tuition fees, funded studentships and stipends

You will have received confirmation of your funding at point of admission.

Please refer to your offer letter for details.

If you have any questions relating to your funding please contact your lead supervisor.

Tuition fees are paid on an annual basis. **NB**: Full Time and Part Time fees for all students on PGR programmes are fixed for the duration of their programme in the year that the student starts the course.

For funded studentships, bench fees and stipends are granted annually, whilst you are an <u>active student,</u> within your funded period (usually 3 years). (Stipends will not be paid during a period of absence). Bench fees must be spent within each financial year. Please liaise with lead supervisor to plan spending.

If you exceed your registration period, thesis-pending fees will be payable by the student, at the rate appropriate at the time. Please refer to your offer letter for full details.

In order to receive your stipend annually, please note the following important information:-

1) The form will only be processed *once you have enrolled*.

2) Your first bursary payment *will always be after enrolment* depending on the date of enrolment and payroll deadline dates.

3) You will need to submit a new Stipend Bursary Claim Form to SCSStipends@ljmu.ac.uk *each year at least one month before the anniversary of your enrolment date* in order for your payments to continue.

4) Completed forms need to be with our Finance Officers (Gill Beesley and Dave Jones) at least 7 working days prior to the Payroll deadline dates otherwise payment cannot be guaranteed for the following month.

NB: To receive the stipend, the student must not be in receipt of substantial sums of paid work during the term time, Research Councils and LJMU Teaching and Learning Academy rules permit up to 6 hours per week for demonstrating, teaching or similar paid work. Please check full list of eligibility criteria on student bursary claim form issued to you at the beginning of your programme.

Finally – we hope you have a fascinating, exciting and challenging PGR/PD experience at LJMU. We are here to help and support you throughout the process so please contact us if we can help in any way.

Welcome and happy studying

Prof Mark Hollands

Library Services are responsible for the university library, drop in IT and study provision.

Student Zone

The ground floor of each library is known as the Student Support Zone. A Welcome Hub acts as the reception area where staff will answer general, IT and circulation enquiries and make appointments for you to see a range of specialist staff from areas including welfare, careers, employability, library subject support and specialist computing support.

Library and Study provision

The rest of the library spaces house the library collections, a range of quiet and silent study spaces and group study rooms. PCs and study spaces and group study rooms may be booked in advance on our website
https://www.ljmu.ac.uk/microsites/library/help-and-guidance

IT Support

Library Services provide IT support to students and staff. The libraries are equipped with PCs, laptops, printers, photocopiers and scanners. Library staff offer support at the Hub desk, or while roving around the building. Each library has a large format printer for printing up to A0 size. There is a small charge for printing.
https://www.ljmu.ac.uk/microsites/library/it-support

Research Support

If you require subject specific support, one of our Academic Liaison Librarians can show you how to search effectively for information in your subject area, how to reference and much more.

Our Research Support Team can offer assistance with; Open Access publishing, eTheses, using endnote and database searching. We also work with the Doctoral Academy to coordinate the Research Cafes, which are held regularly throughout the University.

Referral services to Student Advice and Wellbeing and Graduate Development Centre Services

Where appropriate staff will refer the student to the specialist support services available in the university, this may be for help and advice on finance, housing, study support, special needs support or advice on careers and world of work skills. Appointments can be booked from all enquiry points.

Library service hours

	Semester time	Vacation time Aldham Robarts & IM Marsh	Vacation time Avril Robarts
Monday	8.45am – 11pm	8.45am – 7pm	8.45am – 11pm
Tuesday	8.45am – 11pm	8.45am – 7pm	8.45am – 11pm
Wednesday	8.45am – 11pm	8.45am – 7pm	8.45am – 11pm
Thursday	8.45am – 11pm	8.45am – 7pm	8.45am – 11pm
Friday	8.45am – 11pm	8.45am – 7pm	8.45am – 11pm
Saturday	10am – 8pm	10am – 4pm	
Sunday	10am – 8pm	Closed	

Both the Avril Robarts and Aldham Robarts libraries are open 24 hours a day, seven days a week during semesters. After 11pm you will not be able to access library resources but you will still have access to the computers and printers on the ground floor of both libraries

Please go to https://www.ljmu.ac.uk/microsites/library/about-ljmu-libraries/visiting-the-library for exact opening hours

Key Contacts
You can talk to Library Services staff and make bookings and appointments even when you are off campus by calling 0151 231 3179. This service is available 24/7, all year round.

For more information about the information, help and support available, please visit our web pages: https://www.ljmu.ac.uk/microsites/library/help-and-guidance

2   APPENDIX B: INFORMATION TECHNOLOGY AND COMPUTER RESOURCES

Network Applications: A wide and varied range of applications are available to LJMU computer users from the industry standard Microsoft Office applications, to a range of subject software applications. These are available via any PC connected to the network.

Off Campus Applications: In addition to this, a growing number of applications are available via the Off Campus Applications service. Requiring nothing more than an internet connection and a web browser, users are able to connect to applications such as Microsoft Office and SPSS, whilst also being able to read their email through Microsoft Outlook, and connect to personal file store.

Free home use software: Staff and students are able to install a limited number of applications for installation on their own PC. Usually available to download, they are full unlimited versions, as used within the university. Further information is available from the Home Use Software section: https://www.ljmu.ac.uk/ithelp/software-for-staff-and-students

All the IT help pages can be accessed at the following link: https://www.ljmu.ac.uk/ithelp

There are a range of places outside of student PGR office to access IT facilities in the Faculty and nearby library/Student Zone areas:

- Upstairs and Downstairs Social space in Byrom Street Café/Social Zone

- Tom Reilly Building, Byrom Street: IT Suite 146a and 146b (1st floor)

- James Parsons Building, Byrom Street: IT Suite 318 and 321B (3rd floor)

- Cherie Booth Building, Byrom Street: IT Suite 146b (1st floor)

- IT facilities and IT support in the Avril Robarts Library (Tithebarn Street) and Aldham Robarts Library (Mount Pleasant): On-line PC booking

 https://www.ljmu.ac.uk/microsites/library

It is important that you fully understand your responsibilities concerning health and safety. It is essential that you fully comply with all the requirements and act responsibly in order to ensure your own safety and the safety of others. The University's Health and Safety codes of practice can be found at:

https://www.ljmu.ac.uk/staff/estate-management

Fire Precautions and Regulations

Make sure you familiarise yourself with the building you work in and know where the nearest exits are from your building. Check with the Health and safety Officer where the assembly point is for your building.

If you discover a fire it is important that you follow the correct emergency procedure:

Operate the nearest fire alarm
Dial 2222 and ask for the fire service
Leave the building and go to the assembly place
DO NOT use lifts.
DO NOT re-enter the building until you are instructed to do so by the Fire Evacuation Coordinator/ Wardens or Fire Emergency & Rescue Service. The silencing of the alarm is NOT an indication to re-enter building.

DO NOT PLACE YOURSELF OR OTHERS IN DANGER.

The fire procedure must be followed in every case without exception, regardless of how small the fire is, and in all instances, members of staff, students and visitors are required to evacuate the building in the event of the alarm sounding during a lecture or practical session.

Security

Faculty buildings are protected by a combination of locks, electronic alarms, swipe-card restricted access and security video surveillance cameras. All research students should follow good practice in terms of personal and building security. In extreme emergency the security services should be contacted on 2222; this line is open 24 hours a day.
Please do not leave personal belongings unattended in classrooms or corridors. If you see a suspicious package, or observe anyone behaving in a threatening or suspicious manner, report the matter to security on 2222.

No Smoking Policy

In order to provide a healthy working environment for all members of the University, smoking in not permitted in any University building

Accident Reporting

The University has a legal responsibility to report accidents that occur on the premises. Accidents are extremely rare but, should you have the misfortune to suffer one, please report it to a one of the First Aiders who hold Accident Report Forms. Please report the accident at your earliest opportunity as prompt action may prevent others from being hurt.

4   APPENDIX D: WRITING WITH YOUR SUPERVISOR

Increasingly, PhD researchers are expected to have published from their research during their PhD studies. This is an excellent opportunity for you to discuss where your work sits in the field with your supervisors. Supervisors can provide valuable critical guidance and support, especially for those PhD researchers wishing to pursue an academic career.

PhD researchers who wish to pursue academic careers benefit considerably from having published papers (or having papers in stages of publication) by the completion of their PhD. This is especially so in competitive job markets such as in the UK. Co-authoring may happen at any point during the PhD process. Many PhD researchers find it helpful to plan papers around workshops and conferences. The progress meetings may also provide useful deadlines and an opportunity to discuss publishing plans.

Supervisors and PhD researchers may wish to discuss early on in the writing process issues such as author order, percentage inputs to a paper, and how any revisions will be handled. This will vary across students and supervisors, but a good rule of thumb is that the person doing the bulk of writing and having the idea for the paper is lead author. Often this will be the student if it is related to their PhD data.

The Doctoral Academy hold many workshops providing advice and support for publishing and supervisors can play a critical role in encouraging PhD researchers to attend these events. Sections can support the writing process by holding smaller subject-based workshops for PhD researchers prior to conferences, providing advice on writing, publishing and reviewing early drafts of papers.

5 APPENDIX E: USEFUL CONTACTS

Key LJMU Contacts: https://www.ljmu.ac.uk/contact-us/key-contacts

General Switchboard:	External	0151 231 2121
Receptions:	Byrom Street	2509
Avril Robarts Library:	General Enquiries	3701
Student Zone:	General Enquiries	3333
Blackboard Help:	General Enquiries	8662
Security:	Steve Shackleton	2555
IT Help Desk:	Byrom Street	2386
	Central Enquiries	5555
Student Welfare Services		3167/3772
Student Admin Support:		3289
Study Support		6066
Accommodation Office		3047

LJMU Main Website Student Portal: http://www.ljmu.ac.uk/student/

Within this is the Library and Student Support page: https://www.ljmu.ac.uk/microsites/library

Student Welfare Services: https://www.ljmu.ac.uk/discover/student-support

Study Support
Key Skills Online
Study Skills Workshops
English Language Support
Harvard Referencing
Academic Writing
Maths, Stats and Numeracy
IT Skills

https://www.ljmu.ac.uk/microsites/library/skills-ljmu

6 APPENDIX F: A SUMMARY OF WEBLINKS

LJMU's Research Degree Regulations:
https://www.ljmu.ac.uk/the-doctoral-academy/academic-regulations-for-research-degrees

Research Degree Policies:
https://www.ljmu.ac.uk/the-doctoral-academy/policies

LJMU student Handbook:
https://www.ljmu.ac.uk/academic-registry/student/registry-services/student-handbook-and-policies

On-line enrolment:
https://www.ljmu.ac.uk/academic-registry/student/registry-services

University's International Office:
https://www.ljmu.ac.uk/study/international-students

Ethical Approval:
https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics

Training and Development Opportunities:
https://www.ljmu.ac.uk/the-doctoral-academy/researcher-development

7   APPENDIX G: POSTGRADUATE RESEARCHERS WHO TEACH CODE OF PRACTICE

Postgraduate Researchers Engaged in Teaching Policy

Responsibility for Policy:	Registrar, Deputy Chief Executive
Relevant to:	LJMU Staff and Postgraduate Research Students
Approved by:	Academic Board, 10th June 2020
Responsibility for Document Review:	Dean, Doctoral Academy
Date introduced:	November 2010
Date(s) modified:	November 2012, November 2014, September 2016, June 2020
Next Review Date:	June 2021

RELEVANT DOCUMENTS

Universities UK Concordat to Support Research Integrity, 2012
QAA Research Degree Characteristics, 2011
UK Quality Code, Advice and Guidance: Research Degrees, 2018
UK Quality Code for Higher Education - Chapter B11: Research degrees

RELATED POLICIES & DOCUMENTS

Research Degrees Framework
Code of Conduct for Staff
LJMU Code of Practice for Research

Policy for Postgraduate Researchers Engaged in Teaching

1. Scope of Policy

1.1. This Policy applies to Postgraduate Research Students (PGRs) registered at Liverpool John Moores University who are engaged in teaching at the University.

1.2. The Policy applies only to individuals whose primary relationship with the University is as a PGR student, including those PGR students who contribute to teaching through a PGTA scheme. It does **not** apply to those PGRs who are primarily academics of the University and who are permitted to register for a research degree.

1.3. The term *teaching* is an umbrella term used throughout the Policy to denote all educational activities including, but not limited to: preparation, demonstrating, lecturing, giving tutorials, assessment, and seminar delivery.

1.4. The Director of School (or their nominee) has oversight of PGRs who are engaged in teaching within their School, and is responsible for ensuring compliance with this Policy.

2. Introduction

2.1. Employment in a teaching or related capacity provides an excellent opportunity for PGRs to develop valuable personal and transferable skills. It also contributes to ensuring that research informs teaching and enables our undergraduate students to engage with those who are working at the cutting edge of their disciplines.

2.2. The University recognises that the employment of PGRs carries a responsibility both towards (i) the research student, to ensure that their ability to complete their research degree programme successfully within the expected maximum period is not put at risk, and (ii) the students being taught, to ensure that the quality of teaching and learning is safeguarded.

2.3. The University is therefore committed to providing PGRs with appropriate teaching and professional development opportunities, consistent with its responsibilities to support research students and to maintain teaching quality and academic standards. It should be noted that the University is under no obligation to engage PGRs in teaching. Equally, teaching is to be undertaken by postgraduates on a voluntary basis only, and they should not be pressurised into taking on unwelcome teaching commitments. Additionally, the scope for teaching opportunities varies between different Schools and PGR students should not assume such opportunities will always be available.

3. Recruitment and Selection

3.1 The University is committed to a policy of equal opportunity in respect to employment. In selecting research students for teaching, Directors of School should ensure that the University's equal opportunities standards are applied. This will normally involve advertising opportunities to all eligible students in the School and giving them the opportunity to put themselves forward for consideration, and for the School to apply a fair selection policy.

3.2 Where the requirement for teaching forms part of a Scholarship, there must be transparency in terms of expectation and reward. The requirement to teach should form part of the interview for the Scholarship, and be set out in the Terms and Conditions of the Stipend Agreement.

3.3 Information about the University's equal opportunities policy is available on the Human Resources portal page: https://www.ljmu.ac.uk/staff/edi/about-edi-at-ljmu.

4. Appointment

4.1 Directors of School, in consultation with the Lead Supervisor, should ensure that any employment will not compromise the PGR student's ability to complete a research degree programme within the time set by both the University and the student's funding body (where applicable).

4.2 The employment by the University of PGRs is subject to the normal provisions of employment law.

4.3 Prior to commencing their employment, PGRs must be issued with a letter of appointment, which confirms the terms and conditions of employment, sets out the method of payment, and specifies their duties.

4.4 Employment will be conditional on the PGR's continued status as a registered student of the University: where a student so employed ceases to be a student of the University, their employment will automatically cease. (This does not preclude the individual from being appointed to any other post with the University, subject to the University's normal policies and procedures for appointment.) Lead Supervisors should approve any teaching employment within the Thesis Pending period to ensure that timely completion is not compromised.

5. Maximum Hours of Work

5.1 Care must be taken to ensure that employment in teaching does not impede the progress of the PGR's research degree studies. Employment of a full-time student should not normally exceed *6 hours per week* and in all cases must not exceed *180 hours per year* averaged over the course of the academic year.

5.2 The limit of 180 hours per academic year for full-time students incorporates related activities such as seminar or demonstrating preparation. It is recognised that some full-time PGRs may need to work in order to survive financially and those who wish to undertake paid activities beyond 180 hours should discuss the potential impact on their studies with their Lead Supervisor. The Director of School is responsible for considering and granting approval for such cases. He or she must ensure that the discussion to exceed 180 hours is documented and that the decision is recorded. Additionally, the Director of School must ensure that the situation is monitored in order to verify that there is no adverse academic impact on the progress of the individual's research.

Additionally the Lead Supervisor should remind any full time student that exceeding the 180 hour level, if they are in receipt of bursaries, could impact their tax exemption and make the bursary taxable. It must be remembered that bursaries are for living expenses to allow the student to study.

5.3 All students funded by sponsoring bodies (including Research Councils, Charities and other Sponsors, including Faculties/Schools) are required to observe the limits they impose.

5.4 Part-time students are not subject to restrictions imposed by the University on the number of hours of paid work undertaken, but their Lead Supervisor has responsibility for ensuring guidance is given on the amount of time that should be devoted to their research programme.

5.5 Students who are not nationals of states in the European Economic Area do not require permission to undertake certain categories of work: part-time work (defined as a maximum of 20 hours per week during term time); a work placement that forms a necessary part of the course of study; or vacation work (which may be full-time). In all cases, any such employment must be of a temporary nature. The student must also register with the Department of Work and Pensions and HM Revenue & Customs for National Insurance and Income Tax purposes. However, the expectation would be that such students would adhere to the University maximum levels of teaching activity (6 hours/week or 180 hours/academic year) to prevent any adverse impact on their studies.

6. Salary and Payment

6.1 PGRs must be employed on approved University rates of pay. Guidelines on employing sessional staff and rates of pay can be found at:

https://www.ljmu.ac.uk/staff/hr/az-of-employment-policies-and-guidelines-and-forms#S

7. Training and Induction

7.1 The University requires that all postgraduates with teaching responsibilities receive appropriate training and guidance. The Teaching and Learning Academy (TLA) will deliver the training and maintain a register of those students who have attended. The training delivered is taken from the University's teaching practice programme – '*3is – Information, Ideas & Insights'* (which sits outside the Academic Framework) – and is available for all postgraduates with teaching responsibilities and LJMU staff. The training must be completed prior to the commencement of any teaching activity.

On request, students will receive an LJMU Certificate on completion.

7.2 Postgraduate research students who teach will be required, as a minimum, to complete the following workshops:

3is Induction

This session will introduce participants to the programme and the UK Professional Standards Framework and Code of Practice for Fellowship. The requirements for the Microteaching workshop are covered in detail, along with the professional values that embody the programme.

Planning for Learning

This workshop will consider key planning issues before teaching begins e.g. ideas for getting to know students and using the environment to promote learning. Lesson planning for effective learning will be covered and the importance of the developing

learning communities emphasised. Consideration of how research or professional practice can inform planning for learning will be discussed.

Small Group Teaching

This workshop will enable students to explore a range of ideas for promoting student learning in small groups. Learning styles will be discussed, and students will have an opportunity to explore their own approaches to learning. This session also introduces some of the research associated with how students learn in groups and will cover the variety of teaching methods that can be utilised in this type of teaching.

Working with Large Groups

This session will provide an opportunity to discuss lecturing techniques and explore a range of ideas to enable learning in large groups. This session will also explain how to make lectures and support materials inclusive to ensure that students have an equal learning opportunity. The session will also consider how to structure subject matter to promote effective learning in large group teaching sessions.

Microteaching

Students will be required to deliver a 10 minute teaching session in front of a small group of peers also completing the training (6-8 students). They will engage in a tutor-led feedback discussion with the group at the end and receive peer and tutor feedback on their teaching session to inform their practice.

7.3　There is also an optional session which covers marking and assessment.

Introduction to Assessment and Marking

This workshop will provide an introduction to the general principles, theories and practices of assessment and feedback in higher education. As such, it will not focus specifically on LJMU's assessment procedures, but offer students an opportunity to reflect on assessment practices associated with their subject area.

7.4　The 3is programme is delivered across two days, and runs three times per academic year: September, October/November and January/February.

7.5　The TLA will contact the Directors of School (or designate) at the end of each training block to confirm which students have completed/are enrolled on training.

8. Teaching Duties and Responsibilities

8.1　PGRs employed in teaching related activities are responsible to the Director of School (or nominee).

8.2　Where a School/Faculty employs a PGR for teaching duties, it is their responsibility to provide clear and comprehensive information to enable the PGR to carry out their tasks and duties effectively. Subject to completion of appropriate and necessary training, a PGR may be employed to:

- Deliver tutorials, workshops, and lead/facilitate seminars; and
- Assist in laboratory/practical demonstration classes.

8.3　Postgraduate Research Students **must not** be responsible for curriculum or module design, but may be involved in the design of teaching activities. PGRs should not:

- Be responsible for setting tutorial topics;
- Develop essay questions;

- Be routinely expected to put in more time preparing for a session than they are paid for;
- Be substantially responsible for the delivery and/or support of any module or module component, or designated as module leader;
- Give lectures, except when the topic being taught is closely related to the doctoral student's own research studies. In such exceptional cases, the PGR should not be responsible for a substantial series of lectures, and must be adequately guided by the responsible academic;
- Be involved in the assessment of work at any level.

Any teaching undertaken by postgraduates should be included in module/ programme review.

9. Supporting and Monitoring PGRs in the Teaching Community

9.1 As part of the overall monitoring and teaching quality assurance, Schools and Faculties will need to ensure that mechanisms are in place to monitor and provide feedback on the teaching contribution of postgraduate teachers. PGRs should be provided with feedback on their performance, areas that need improvement and their progress both formally and informally. Where appropriate this should include both student feedback and that from an academic mentor who has had the opportunity to observe the postgraduate teaching using the Institution's Teaching Observation Scheme in operation at the time.

9.2 Postgraduates must:

- Receive an induction into teaching in their School;
- Receive training in relevant Health and Safety procedures;
- Be fully informed of all risks and controls required as an outcome of any risk assessments;
- Receive training in the use of any special equipment required for demonstrating or other techniques specific to the School or Faculty;
- Receive all information for the module(s) on which they are teaching – module materials, Canvas offerings and so on;
- Be assigned an appropriate Mentor with whom they should meet regularly to discuss their specific teaching duties and responsibilities, the modules within which their teaching takes place, their progress, and any problems;
- Be kept informed about relevant changes to academic policy, for example attendance policy;
- Be advised of any reasonable adjustments identified as part of an 'assessment of need' for a disabled student that they will be engaged in teaching.

9.3 Schools and Faculties should also have appropriate mechanisms in place to enable PGRs to provide feedback on issues related to employment, training, and support. Issues arising should be considered by the appropriate School or Faculty Committee, or equivalent. For example, by the School's Senior Management Team (SMT) or Faculty Education Committee or Quality Assurance and Enhancement Committee.

9.4 Performance issues should be managed in accordance with Section 11 below.

9.5 The University's Research Degrees Committee (RDC) will monitor the opportunities to undertake teaching, and the experiences of PGR students who teach through its PGR forum and through the Postgraduate Research Experience Survey (PRES).

10. Termination of Teaching

10.1 The engagement will automatically terminate when the individual is no longer registered as a PGR at the University or whenever the teaching activities have been completed.

10.2 The University may withdraw its offer to engage PGRs in teaching or discontinue the engagement without prior notice in the following circumstances:

- Where it is identified that teaching is compromising the studies of a Postgraduate Research Student;
- If the Postgraduate Research Student regularly fails to carry out teaching that they have accepted without providing prior notice;
- If the standard of performance/conduct is deemed to be unsatisfactory by the Director of School (or formal nominee).

11. Grievances and Disciplinary Procedures

11.1 Any concerns that the PGR may have relating to their employment by the University – including the termination of employment – will be managed in accordance with the Grievance Procedure:

https://www.ljmu.ac.uk/staff/hr/az-of-employment-policies-and-guidelines-and-forms#G

11.2 Where the Faculty has concerns that a PGR student is not fulfilling their duties effectively, the School will make arrangements to discuss its concerns with the PGR and their Lead Supervisor, and agree appropriate remedies. Where, following such meetings, the PGR's performance does not improve to the required standard, the Faculty should take advice from HR. The University's Disciplinary Procedure applies to all staff employed by the University:

https://www.ljmu.ac.uk/staff/hr/az-of-employment-policies-and-guidelines-and-forms#G