By answering many common questions, this booklet aims to help new postgraduates adjust quickly and effectively to working in their Schools.

Please note that information contained within this booklet is accurate at the time of publishing, but is liable to change. Please help us by notifying any changes to sarah.carne@plymouth.ac.uk
Where is the Institute based and where will I be?
Plymouth Institute of Education staff and PhD students are located mainly in the Nancy Astor Building (NAB) on levels one and two. However, some staff, including some professors, readers, research fellows and research administrators are located on level five of the Rolle building.

There are desks for full-time PhD students on level two of the NAB and on level five of the Rolle Building. Students may choose a location near their supervisors or other students.

RESEARCH AND SCHOLARSHIP GROUPS

Academic Staff in the Institute of Education belong to one of five research and scholarship groups, each of which focuses on different areas of education. These are outlined below.

EDUCATION LEADERSHIP AND POLICY
Lead: Professor Megan Crawford
This research group will interest those whose areas of interest encompass national and international educational leadership theory and practice (including gender, race and equity issues) and the exploration and analysis of policymaking and enactment in different contexts. The group will offer an opportunity to look at both theoretical aspects and the practical consequences to organisations of alternative forms of leadership, and the debates current in the field. The group will also examine the relationship between educational policymaking and enactment including the various factors which mediate this process. The group will act as a base for writing and research bidding as appropriate to the interests of the group.
https://www.plymouth.ac.uk/your-university/about-us/university-structure/faculties/arts-humanities/education-leadership-and-policy

EVIDENCE-BASED PRACTICE
Lead: Professor Garry Hornby
This group will be of interest to those whose focus is making teaching and learning more effective, from early years through primary and secondary schools, to further education. The scope of the group will take in a wide range of issues within the field of education, with a specific focus on educational psychology, as well as guidance and counseling within schools.
Topics to be focused on include, but are not limited to: parental involvement, inclusive and special education, teaching of literacy and numeracy, teacher education, e-learning, behavior management, bullying, cooperative learning, and social and emotional aspects of learning.
The group will focus on research on the collection and dissemination of research evidence on strategies, interventions and programs in the field of education, using quantitative, qualitative and mixed method research methodologies.
PROFESSIONAL THEORY AND PRACTICE
Lead: Professor Linda la Velle
Educational researchers have the potential to be agents of change. The Professional Theory and Practice research group is focused on developing inclusive, socially-just and innovative pedagogical approaches to learning and associated professional practice across the life-course. The distinguishing feature of this research group is a commitment to furthering social justice in education through a programme of robust scholarly research that has practical application for local and national policy-makers, educational leaders, managers and professional practitioners. We use fit-for-purpose research methodologies, vitally linked to research ethics, so that we may monitor and analyse incidental changes that have bearing upon learning and equity, and undertake systematic development and evaluation of deliberate, innovative and transformative educational interventions.
At University of Plymouth we are ideally placed to fulfil the potential of educational research and inform the changing needs of educational practice. Equitable change requires full recognition of more than just one right way. We are not locked into old divisions between disciplines, research methodologies, practitioners and researchers or educational sectors. Our work incorporates a wide range of intervention studies, mixed methods and action research that enables the development of professional and applied educational knowledge.

VOICE, INCLUSION AND PARTICIPATION
Lead – Associate Professor Joanna Haynes
The Voice, Inclusion and Participation Research Cluster focuses on international discourses, policies and practices of social inclusion and justice in the fields of education and early childhood. Whether in formal settings, such as nurseries, schools or universities, or in contexts such as family, community or virtual spaces, we are interested in the lived experiences of learners, parents, caregivers, volunteers and practitioners. Our research involves working in partnership with practitioners, service users and academics to question and enrich theories, policies and practices of social inclusion, justice, participation and voice.
The interests and the research of cluster members are interdisciplinary. Our research spans a wide variety of sectors including early years provision, Children’s Centres, schools, informal, alternative and community education and contexts, continuing professional development, special educational needs provision, colleges and higher education.
https://www.plymouth.ac.uk/your-university/about-us/university-structure/faculties/arts-humanities/voice-inclusion-and-participation

LEARNING OUTSIDE FORMAL EDUCATION
Lead: Professor Jocey Quinn
LOFE is a ground-breaking research cluster with a critical, global, interdisciplinary focus on education and learning in its widest sense. We are particularly interested in how learning takes place in spaces beyond formal education: in nature (including outdoor learning, forest schools, the geography of play and environmental education), communities (including eco-communities, prisons, and digital communities), cultures (including community arts, museums, comparative education and postcolonial projects) and families (including babies learning, parental roles in transitions to school and the sociology of childhood). We also critique the
normative assumptions, concepts and practices of formal education (including assessment and diversity). Making links and bridges between informal learning and nurseries, schools, colleges and universities is also an important part of our work. The group offers opportunities for open discussion on issues of shared concern, exchange of research ideas and projects and information and guidance on research and publishing opportunities and funding applications. It also offers a springboard and support for sharing research with as wide an audience as possible. Doctoral students are active in LOFE and their participation is very welcome. LOFE also hosts the highly successful Outdoor and Experiential Learning Research Network.
https://www.plymouth.ac.uk/your-university/about-us/university-structure/faculties/arts-humanities/learning-outside-formal-education

Who are my Key Contacts in the Institute of Education?

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Studies and supervisors</td>
<td>As detailed in your offer letter.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doctoral College Administrator</td>
<td>Sarah Carne</td>
<td><a href="mailto:sarah.carne@plymouth.ac.uk">sarah.carne@plymouth.ac.uk</a></td>
<td>+44 (0)1752 585406</td>
<td>Room 305, Link Building</td>
</tr>
<tr>
<td>Education Research Student Coordinator</td>
<td>Professor Garry Hornby</td>
<td><a href="mailto:garry.hornby@plymouth.ac.uk">garry.hornby@plymouth.ac.uk</a></td>
<td></td>
<td>5th Floor Rolle building</td>
</tr>
<tr>
<td>Faculty of Arts and Humanities Research Student Coordinator</td>
<td>Professor Anthony Caleshu</td>
<td><a href="mailto:anthony.caleshu@plymouth.ac.uk">anthony.caleshu@plymouth.ac.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethics Administrator (for enquiries relating to Ethics only)</td>
<td>Claire Butcher</td>
<td><a href="mailto:artsresearchethics@plymouth.ac.uk">artsresearchethics@plymouth.ac.uk</a></td>
<td></td>
<td>5th floor, Rolle building</td>
</tr>
<tr>
<td>Full-time postgraduate research student representative</td>
<td>Caroline Mikhail</td>
<td><a href="mailto:caroline.mikhail@plymouth.ac.uk">caroline.mikhail@plymouth.ac.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-time postgraduate research student representative</td>
<td>Simon Webster</td>
<td><a href="mailto:simon.webster@plymouth.ac.uk">simon.webster@plymouth.ac.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Information Specialist, Library and Digital Support</td>
<td>Julie Moody</td>
<td>Email: <a href="mailto:Julie.moody@plymouth.ac.uk">Julie.moody@plymouth.ac.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Information Specialist, Library and Digital Support</td>
<td>Julie Luxton</td>
<td>Email: <a href="mailto:Julie.luxton@plymouth.ac.uk">Julie.luxton@plymouth.ac.uk</a></td>
<td></td>
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</table>
What sort of general support does the University provide for postgraduate research students?

The Doctoral College provides information, advice and assistance to staff, students and external bodies concerning research degrees and all related matters. As a central office with knowledge and contacts across the University, we are a useful point of contact for any questions you may have.

Your Doctoral College Administrator will deal with the day to day administrative matters of your research programme which include enrolment, tuition fee queries, annual monitoring, GradBook, access issues on campus, viva arrangements etc. Your first port of call if you have any problems is your Director of Studies and your Administrator.

The Doctoral College Manager is Dr Cristina Rivas +44 1752 587636, her responsibilities include providing information, support and advice on all research student matters to prospective and existing postgraduate researchers.

For information about our Researcher Development Programme, please see the website and brochure for training we offer and details on how to book on to a session. For other enquiries, please contact the Researcher Development Programme Manager, Sarah Kearns researchskills@plymouth.ac.uk

You are welcome to visit The Doctoral College office:

The Doctoral College
Room 305, Floor 3
Link Building
University of Plymouth
Drake Circus
Plymouth PL4 8AA

☎: +44 (0)1752 587640       Fax: +44 (0)1752 587634

Email: doctoral.college@plymouth.ac.uk
http://www.plymouth.ac.uk/doctoralcollege
Doctoral College Community: http://intranet.plymouth.ac.uk/gradsch/intranet.htm

Doctoral College Administrator / Doctoral College Office Hours: Office hours are 09.00 to 16.30 on Monday to Thursday and 09.00 to 16.00 on Friday. The Doctoral College office is manned by staff experienced in matters relating to PGR programmes. Where possible, absences will be advertised.
GradBook

GradBook is an online system for research student and supervisors to assist with monitoring academic progression, recording scheduled supervisory meetings, completing key milestones, recording conference attendance and other events, recording UKVI interactions for Tier 4 visa students and completing RDC forms.

All research degree students are expected to regularly log in and keep their GradBook pages up to date.

You can access the system here: www3.plymouth.ac.uk/gradbook and login with your university username and password. Alternatively, you can access GradBook via the intranet using the ‘My eDesk’ dropdown menu.

You will complete your RDC forms, RDC.1 Project approval and RDC.2 Confirmation of route on GradBook. For more information on these major milestones, please see https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations

All of your supervisors are set up to allow them to login and view and approve these items. Staff are notified of items to action by email, unless they have opted out of this feature.

Full time students are expected to meet with their supervisory team at least once every 3 months, part time students at least once every 4 months. This is the minimum requirement. Normally meetings with the supervisory team are much more frequent, around once a month. You are expected to keep a record of the outcomes and agreements made at these meetings on your GradBook record. Between meetings you can approach your supervisors for ad hoc advice, for example via email. These ad hoc meetings can also be recorded by either yourself or your supervisor.

Our UKVI Compliance team monitors GradBook to ensure that Tier 4 visa holders are providing evidence of academic progression on GradBook at least once a month, as part of your visa obligations.

You can request annual leave, mobility periods, suspensions, extensions,
withdrawals and change of mode of attendance on GradBook.

For further information on the features available and how to use GradBook, please see intranet.plymouth.ac.uk/gradsch for instructions on how to access our user guide Moodle site.

GradBook training sessions are offered for students and staff – these are advertised via email. Any support queries to be sent to gradbook@plymouth.ac.uk
Study milestones

RDC.1 Project Approval

The project approval form and supporting documents must be submitted for assessment by **5 months of initial registration for a full-time student** and **10 months for a part-time student**. The form formally records the project title and description. It also confirms what research training is to be undertaken by the student. The RDC.1 is submitted for approval by the supervisory team and an expert commentator, before being approved by the School Research Student Coordinator on behalf of the Faculty.

The RDC1 form should be completed online in GradBook and include:
- An agreed project plan (including a timeline or a Gantt chart)
- Your Director of Studies will advise on any additional requirements.

Your Director of Studies will nominate an Expert Commentator. The review by an Expert Commentator is to confirm the appropriateness of the project and to offer independent constructive comments. An Expert Commentator is normally a member of academic staff, who has expertise in your area of research, but who is not on your supervisory team.

Assessment of the project plan (project approval stage) for a research degree candidate will include:
- consideration of the academic content and quality of the programme of work to ensure that it is set at the appropriate level and achievable within the limits of the research programme,
- review of the project by an expert commentator outside of the supervisory team,
- consideration of the appropriate level of study of the candidate and programme and thus the route of study and qualification aim,
- consideration of the availability of financial support, project resources, research training, supervision for the duration of the programme,
- consideration of the extent of the relationship with any collaborating establishment and the protection of intellectual property rights and copyright of the final thesis,
- consideration of the candidates qualifications/experience and potential,
- assurance that the candidate and research degree programme meet the requirements of the University Research Degree Regulations,
- All students are required to upload a Gantt chart for their project to their RDC.1 form on GradBook, covering the duration of the programme.
RDC.2/2A Confirmation of Route

The Confirmation of Route process (RDC.2/2A) – Confirmation of route must be submitted for assessment by **15 months of initial registration for full time students and 21 months for part time students.** RDC.2 is a formal process to assess whether your work to date on your research project is suitable to upgrade to PhD route, or whether you should remain on the MPhil route.

In preparation for the RDC.2, a student must write a transfer report.

The transfer report (guideline is 6,000 words) should include:
- a literature review and description of methods or 2 or 3 draft chapters or draft research paper,
- a statement of progress against the project Gantt chart
- the plan for a higher level of study differentiating between the ResM, MD,MS or MPhil and the PhD level of work (as appropriate). The originality and contribution to knowledge that the project will make will also be required

For additional advice on preparing your transfer report please contact your Director of Studies.

You will find the RDC.2 form in the progression table of your GradBook record. It should be completed when you are ready to upload the final version of your transfer report and supporting documents to GradBook,

Once your supervisory team have approved your RDC.2 and transfer report, your Director of Studies will nominate an Expert Commentator to review your RDC2 submission.

The Expert Commentator will arrange a meeting with you to discuss the report and your research; this could involve a presentation of your research to peers. After the meeting, the Expert Commentator will write a report/complete a feedback form and upload the document to your RDC.2 form in GradBook.

The Expert Commentator’s recommendation will then be sent to your Research Student Coordinator or Head of School for final approval.

Failure to transfer leads either to completion of the thesis under the MPhil/ResM mode (normally 2 year degree) or, if progress is not at all satisfactory, to the termination of MPhil/PhD registration.
Annual Monitoring

Annual Monitoring is an important aspect of your research programme. It is an opportunity to reflect on your academic progress and the support you have received during the last academic year and to highlight your achievements, training needs and any issues that may have arisen.

Annual Monitoring is completed in GradBook. Your Doctoral College Administrator will contact you when the Annual Monitoring process starts, normally the end of May, and forms must be completed by the 31st July.

You and your Director of Studies will be asked to complete separate Annual Monitoring forms independently, reflecting on your progress. Once both forms have been completed they will be visible in your GradBook record.

It is the role of the Research Student Coordinator in your school to review each form and contact you to address any issues identified, or provide support or solutions where needed.

Ethics

EdRESC is a sub-committee of the Faculty of Arts and Humanities Research Ethics Committee that deals with research ethics applications from the following:

- staff and doctoral research students in the Plymouth Institute of Education
- members of staff who are outside of the University's faculty structure and who are undertaking educational or pedagogic research.

A link to the current application form and guidance notes can be found at the foot of this page. Please refer to the guidance notes and complete the form as fully as possible.

Please note:

1. There is a dedicated email address for enquiries and submission of applications - artsresearchethics@plymouth.ac.uk

2. The criteria for applying for expedited review by Chair's Action are strictly adhered to.

The sub-committee meets on a monthly basis and the deadline for submission of an application is two weeks prior to the meeting date. Meeting dates and application forms are available online Information for the Education Research Ethics Sub-Committee
The role of the Student Representative

Every PhD student should have the opportunity to contribute to the enhancement of the student experience through participation in the decision making committee structure of the University. Therefore, PhD students are represented at Faculty level by a Postgraduate Representative.

There is no official job description for this position, but the principal role is to be aware of any problems and/or concerns amongst the PhD community and bring these to the attention of the appropriate academic staff. Depending on the type of issue (personal, specific, or more general), the postgraduate representative can either contact the Postgraduate Research Student Coordinator directly, or raise the issue at a School PGR Programmes committee).

Examples of issues raised in the past have related to technology support and funding for research. The postgraduate representative is also expected to convey important PhD issues discussed at School meetings to the PhD community (either through email or in a meeting).

Becoming a postgraduate representative is not an arduous task and can in fact be a rewarding experience. The time involvement is limited and the position will certainly provide a good insight into how the School and the University operate, and how decisions are made. In addition, the role helps develop some useful transferable skills, such as people management, communication and organisation.

Course and Conference Attendance

The School has a very limited budget to help cover ad hoc expenses relating to external training and development, conference and symposium attendance and cost of administering research. Please contact your Doctoral College Administrator for information on how to apply for funding.

PGR Programmes Committee

This is a joint programmes committee with representatives from both the MPhil/PhD and the Professional Doctorate programmes. The committee meet twice a year. The student representatives feedback student matters to the committee.

The following participants are involved:

- PhD programme leader
- MPhil/PhD supervisor representative
- MPhil/PhD student representatives (full-time and part-time)
- EdD programme leader
- EdD supervisors representatives and module leaders
- EdD student representatives (taught phase/research phase)
- Library TLS representative
MPhil/PhD student representative can also attend the Education Research Committee which meets three times a year.

**Policy on Postgraduate Research Students who teach**

1. Purpose

The purpose of this policy is to:

- outline the University’s expectations for postgraduate research (PGR) students who undertake teaching responsibilities;
- provide information for PGR students, supervisors and employers about the training requirements;
- clarify the normal responsibilities which might be expected of PGR students who teach.

2. Links to other policies and guidance

University of Plymouth Teaching Qualifications and Recognition Policy available [here](#).

3. Introduction

University of Plymouth values the contribution of PGR students who teach. This can be a very beneficial activity for students and for the university, enabling:

- PGR students to develop valuable experience for a future academic career;
- Undergraduate students to benefit from being taught by someone who may be closer to their experience of being a student
- Increased support for research-led teaching across the institution.

There are a range of academic roles which PGR students may have in the university, including core academic staff who are also undertaking a PhD; staff in combined teaching and studentship roles; and PGR students who undertake small amounts of teaching. This policy applies only to the third group, since the first two groups are covered by the University of Plymouth Teaching Qualifications and Recognition Policy.

4. Teaching and assessment duties

Teaching, demonstrating and assessment duties might include the following:

- Seminars
- Practicals
- Tutorials
- Field Trips
- Occasional Lectures
- Contributing to supervision of undergraduate dissertations
- Contributing to management of online discussion
- Marking and giving feedback

PGR students may be involved in formative or summative marking, with appropriate
training and supervision/mentoring. All marking will be subject to clear marking criteria and appropriate moderation. They should not be designing or setting assessments. PGR students should not normally be involved in teaching or assessing at Masters Level, or marking level 6 dissertations unless they have relevant specialist knowledge and/or approaching the submission of their thesis. They are not usually expected to undertake pastoral care duties.

Full-time research students may be contractually limited by their sponsor in the amount of teaching they are able to undertake outside of their full-time study towards their research degree. For the Research Councils and University Studentships this is limited to 6 hours per week across the calendar year. This time includes all preparation, assessment and marking as well as face to face contact and any necessary training. This should be maintained for all full-time PGR students. Part-time students should be treated pro rata.

5. Training requirements and opportunities

Prior to any PGR student undertaking teaching duties, the University’s policy is that they must be prepared for the role and undertake the necessary training, as outlined in the University of Plymouth Teaching Qualifications and Recognition Policy. Research students should not undertake teaching duties without the appropriate prerequisite training, unless they have a prior qualification or recognition from the Higher Education Academy (HEA) at Associate Fellowship or higher.

Teaching and Learning Support is responsible for providing the appropriate training through:

- Introduction to Teaching and Learning (ITL) for those teaching 15 hours or more over a year.
- Supporting Assessment Learning and Teaching (SALT) for those teaching less than 15 hours in total over a year.
- PGR students with more than 50 hours teaching have the opportunity to complete the whole PGCAP.

Line managers / supervisors should use the University of Plymouth Teaching Qualifications and Recognition Policy to determine the most appropriate training for their PGR student. Application forms for each route can be found on links given above. In addition, schools are responsible for providing induction and mentoring/supervision for PGR students who teach. Training in related areas is offered through the Researcher Development Programme in the Doctoral College.

6. Quality Assurance

Aside from those staff with a core teaching role, PGR students are not expected to be Module Leaders or to attend Subject Assessment Panels, nor are they expected to have any role in programme management. PGR students will not be the sole or main supervisor of an undergraduate or postgraduate research project or dissertation. Schools should ensure that the contribution of PGR students to teaching is reviewed in line with other teaching. This will include evaluation of the performance of PGR students who teach (using standard student and staff feedback methods) to ensure that students receive teaching of the appropriate quality.
Frequently Asked Questions

How much holiday do I have?
Research degree students in full-time mode are entitled to 8 weeks leave per year. The 8 weeks includes public holidays and Christmas closure time. Part-time students are entitled to a pro-rata number of days based on 0.5 FTE (full time equivalent) and 0.1 FTE for writing up students. Leave will be taken at times agreed with the Supervisory Team. You can request annual leave via GradBook; your Director of Studies will be notified to approve it. It is compulsory that all Tier 4 visa holders use GradBook to request and record annual leave.

Do I have to let anyone know when I am not on campus?
Any student planning to work away from campus should discuss their plans in advance with their Director of Studies. Once agreed a period of mobility can be formally requested and signed off in Gradbook. It is compulsory for all Tier 4 visa holders to use GradBook to request and record mobility periods, annual leave and any periods of absence from the University campus. A period of mobility is classed as fieldwork, attending a conference, study at another institution, data collection etc. Home and EU students should request permission for mobility in the same manner.

Do I have to pay Council Tax?
All full-time students who are not living in halls of residence will need to apply to the council for student exemption each year. The University will send the local council offices (Plymouth City Council, South Hams Council and Cornwall Council) a list of all full-time research students for councils to cross-reference with their applications. The full policy is available on the website:
https://www.plymouth.ac.uk/student-life/your-studies/essential-information/council-tax

How do I notify the university of a change of address?
You can change your university address via the ‘My eDesk’ drop down of the intranet, or by emailing your Doctoral College Administrator. You will be asked to enter your address each year at re-enrolment. It is essential the university have your up-to-date address.

When will I get my stipend payments?
If you are a university studentship award holder you will receive a stipend payment quarterly. The stipend is subject to the successful progression of your studies and can only be set up for payment after you have completed online enrolment each year. Once you have enrolled, payments are made in October, January, April and July directly into your bank account, using the details you provided. Please contact your Doctoral College Administrator in the first instance if you have any queries regarding a payment.
**Does the University keep track of my progress once I start my studies?**
Student progress is monitored through GradBook in which detailed information on progress is recorded, such as evidence of each of your supervisory meetings. With your supervisory team, you should complete the various sections of GradBook as you progress through your studies.

The GradBook system is mandatory for all research students. GradBook provides a framework for recording scheduled supervisory meetings and other details related to your research programme. GradBook can help research students to assess their progress and to plan and chart the development of academic and discipline specific skills and key transferable skills. It can also help research student to take an active lead in the partnership with their supervisory team and to record their achievements.

**Who should I ask if I need help or advice?**
While your Director of Studies should always be your first point of contact for all matters, you should contact your Research Student Coordinator if:
- you have any procedural questions connected to RDC1, RDC2, and what role you might have in these processes
- you identify specific training needs, and you aren't clear about how best to resource them
- you have questions about the annual monitoring process
- you just want to have a chat with an academic who is outside of your supervisory team

You might also contact your Research Student Coordinator if:
- you are experiencing difficulties with your supervisory team (if you do not wish to discuss this with your Research Student Coordinator, perhaps because s/he is also your supervisor, you should contact the Faculty PGR Coordinator)
- there is a breakdown in communication with your supervisory team, and you have connected anxieties about how best to progress
- following conversations and attempts at resolution there remains a need to reconfigure supervisory support

**The role of the School Research Student Coordinator**
The role of the Research Coordinator is to take responsibility for all PGR matters within the School, as well as providing a strategic overview of the day-to-day management of the PhD students and developing long-term growth in post-graduate research. The Research Student Coordinator liaises with the Doctoral College to ensure that post-graduate students’ needs, concerns and triumphs are represented throughout the Faculty. They will develop our PhD Programme in line with our research ambitions.
and to ensure that our PGR students are provided with the highest quality of support in their studies.

The Doctoral College of the University expects that each Head of School will appoint a School Research Student Coordinator from amongst the academic staff of the School.

The duties of the Research Student Coordinator are:

1. **Recruitment**
   - Coordinate School student recruitment procedures (advertising, handling enquiries, interviewing, offers)
   - Coordinate School applications for research studentships

2. **Progression**
   - Coordinate annual assessments and reports to the Administrator and the Doctoral College, especially regarding transfer of registration from MPhil/ResM to PhD
   - Work with supervisors to ensure timely completion and thesis submission
   - Ensure that PhD students follow University Regulations and any requirements specified by sponsors, eg. Research Councils
   - Oversee the effectiveness of the University Code of Practice for PhD students within the school

3. **Pastoral care and support**
   - Provide overall pastoral care to PhD students
   - Mediate in any disputes between supervisor and student
   - Inform all postgraduates of his/her functions
   - Encourage regularity of contact between supervisor and student

4. **Record-keeping and liaison**
   - Supply information and liaise with the Administrator and the Doctoral College, on student records as required

**What if I need to change or add a new supervisor?**
You should always discuss this first with your Director of Studies, and if agreed that a change or addition should be made to the team any one of your supervisors can complete an RDC.1B Change of Supervisor request form on GradBook. The request goes to the Research Student Coordinator for final approval.
**Will I receive any research training?**
Everyone receives training, but its nature varies according to your research topic and experience (see also page 26 of the *Research Degrees Handbook*). Understanding of specialist techniques and approaches and subject specific knowledge will be developed through working with supervisors, or through internal and external courses which may be recommended to you. The University also offers a range of generic skills courses, specifically for postgraduate students. See the following webpage for full details of the Skills Development Programme:

https://www.plymouth.ac.uk/student-life/your-studies/the-graduate-school/researcher-development-programme

**How much contact will I have with other researchers?**
The School’s seminar programme provides a good opportunity for you to discover what other postgraduates and staff are researching, and how they are doing it. You will be emailed with details on this, please discuss with your Director of Studies. Symposium events for PhD students are also held within the Faculty. Postgraduates are encouraged to attend where possible.

This also applies to any courses and conferences you may attend. These usually enable you to exchange ideas and experiences with numerous other postgraduates and researchers.

**Will I have opportunities to get teaching experience?**
Teaching experience is often valuable for postgraduates and Schools are sometimes able to provide opportunities for this type of professional development. At the same time we are conscious of the need for you to avoid taking on too much of this type of work. You should discuss and agree with your supervisors the amount and type(s) of teaching you undertake. You should not be teaching more than 6 hours per week.

The main teaching activities in which postgraduates participate are leading seminars, but some also give occasional lectures on subjects related to their research. Payment for this is at a standard University rate.

**Can I publish the results of my research in a peer-reviewed journal?**
Publishing papers from your PhD should be a very rewarding experience. It gives wider recognition to your research accomplishments and helps you to become involved in academic ‘networking’. It is also an essential part of building your CV. Papers are published in collaboration with your supervisors and other people who have been involved in your project. In exceptional circumstances, your supervisor may encourage you to publish a sole-authored paper.
The table below provides some useful telephone numbers for key services within the University.

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation Office</td>
<td>588644</td>
</tr>
<tr>
<td>Awards Office (General Enquiries)</td>
<td>586359</td>
</tr>
<tr>
<td>Careers Service</td>
<td>587700</td>
</tr>
<tr>
<td>Computing Services (Support Desk)</td>
<td>588588</td>
</tr>
<tr>
<td>Counselling Services/ Duty Counsellor</td>
<td>587676</td>
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<td>Library (General Enquiries &amp; Renewals)</td>
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**Concluding words**

We hope that the information provided in this handbook will help you settle into the Faculty. Please do not hesitate to contact your Director of Studies, Research Student Coordinator or Doctoral College Administrator if you need further information.

We wish you the best of luck with your research degree and hope that you will greatly enjoy your time with us.