

# University of Plymouth

## Alumni Research Fellow Scheme

### Guidance Notes and Terms & Conditions



UNIVERSITY OF  
**PLYMOUTH**  
Doctoral College

The University of Plymouth invites its qualifying doctoral candidates to apply to become an Alumni Research Fellow.

This is a short-term post-doctoral role to support your transition into a research- focused career. If your application is successful, you will be afforded a specified level of assistance and continuity of support by the University for up to two years following the completion of your degree.

This is an unpaid position and does not carry any remuneration or other financial benefits.

#### **Eligibility and application**

Applications are invited from individuals who have successfully completed their doctoral studies (PhD, MD or Professional Doctorate such as DBA or EdD) at the University of Plymouth. The scheme is open to all eligible applicants whether based in the United Kingdom or overseas. You do not have to live within easy travelling distance of Plymouth.

To be eligible, any required corrections to your thesis must have been approved, and the final version of your thesis uploaded to the University's PEARL repository.

Applicants must complete Section 1 of the Alumni Research Fellow application form. Please note that Section 2 of the form requires the approval and signature of their Director of Studies (or other member of their supervisory team if their Director of Studies [DoS] is not available; if no members of the supervisory team are available, then the School PGR Coordinator may fulfil this role). Please note that it is the responsibility of the applicant to obtain this approval and applications cannot be processed without this signature.

Completed application forms must be sent to the Doctoral College at the following email address: [researchskills@plymouth.ac.uk](mailto:researchskills@plymouth.ac.uk).

The acceptance of an Alumni Research Fellow application is at the sole discretion of the University and the University reserves the right to withdraw or terminate this appointment should the Fellow breach the Terms and Conditions.

#### **Benefits for an Alumni Research Fellow:**

- Continued access to a University of Plymouth email address
- Access to the University library for reference purposes
- Institutional affiliation (when attending conferences, publishing papers, etc)
- Up to 5 hours of mentoring support by their Director of Studies, or other nominated University employee, over a consecutive 2 year period.

#### **Expectations of an Alumni Research Fellow**

Each Alumni Research Fellow is expected to volunteer 10 hours during their period of appointment. This could take the form of contributing to career events, research seminars, PGR training and development, mentorship, outreach events, alumni case study, international events, postgraduate open day/events etc. Exact details of such volunteering would be negotiated and agreed with the relevant school/faculty/Doctoral College.

Fellows do not have to be based on or near the University campus and may make their contributions from other locations; for example, by taking part in an alumni case study, Zoom/MS Teams session or international event with potential or current students of the University, or by acting as a Career Champion.

In undertaking voluntary activities, Fellows will do so as volunteers and valued ambassadors for the University but will be not employees or agents of the University and will not exercise any rights or powers, or undertake any tasks or obligations, on its behalf.

### **Mentorship and Support**

Fellows will be supported by and liaise with their assigned mentor. Normally this will be the Director of Studies for their doctoral project, but it could be another suitable member of their supervisory team or staff member of the University, as selected by the relevant School.<sup>1</sup>

### **Immigration and Visas**

The University will not sponsor Alumni Research Fellows for visa purposes as part of this scheme. If a Fellow enters the UK during their time as an Alumni Research Fellow, it is their responsibility to obtain their student, visitor or other appropriate visa for the duration of their visit to the UK and satisfy any other applicable immigration requirements; and they must supply copies of their immigration documents to the University promptly upon request.

### **Terms & Conditions**

The term of appointment of an Alumni Research Fellow will not exceed 2 years.

The University reserves the right to change or remove the benefits to which Alumni Research Fellows are entitled should the Terms and Conditions be breached.

When an applicant accepts the award of an Alumni Research Fellow, they agree to continue to abide by the terms of the student contract with the University and to be bound by the terms of that document and of the University's instrument and articles of government, the University's regulations, policies and procedures (including the student handbook and all policies, rules and regulations relating to the use of IT, IPR, information management and security, health and safety and personal conduct) and the other documents referred to in the student contract.

In particular but without limitation, Fellows are expected to be loyal to the stated aims and objectives of the University and to uphold the ethos of the University.

### **Enquiries**

If you have any questions about the Alumni Research Fellow Scheme, please contact [researchskills@plymouth.ac.uk](mailto:researchskills@plymouth.ac.uk)

<sup>1</sup> If the DoS supports the application but is unable to act as mentor for the period of appointment, then this should be discussed with the School PGR Coordinator or Research Group Lead and another colleague may be nominated on the application form (with their approval). If the DoS feels unable to support the application for any reason, this should be discussed with the School PGR Coordinator prior to raising, in confidence, with the Doctoral College (please email [researchskills@plymouth.ac.uk](mailto:researchskills@plymouth.ac.uk))