INFORMATION BOOKLET
FOR INTERNATIONAL
POSTGRADUATE RESEARCH STUDENTS

August 2016
## CONTENTS

<table>
<thead>
<tr>
<th>Page No.</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Introduction</td>
</tr>
<tr>
<td>5.</td>
<td>UK Border Agency New Regulations</td>
</tr>
<tr>
<td>7.</td>
<td>Enrolment Process</td>
</tr>
<tr>
<td>9.</td>
<td>University Card Collection</td>
</tr>
<tr>
<td>10.</td>
<td>Online Enrolment Guidance Notes</td>
</tr>
<tr>
<td>11.</td>
<td>Travelling to the University</td>
</tr>
<tr>
<td>13.</td>
<td>Campus Maps</td>
</tr>
<tr>
<td>15.</td>
<td>Checklist for New Researchers</td>
</tr>
<tr>
<td>20.</td>
<td>Skills Development</td>
</tr>
<tr>
<td>21.</td>
<td>Graduate School Team</td>
</tr>
<tr>
<td>25.</td>
<td>Doctoral Training Centres – Directors Details</td>
</tr>
<tr>
<td>26.</td>
<td>Various Support Services Information</td>
</tr>
<tr>
<td>37.</td>
<td>Support Mechanisms</td>
</tr>
<tr>
<td>38.</td>
<td>Multi Faith Information</td>
</tr>
<tr>
<td>40.</td>
<td>Policy on Postgraduate Research Students who Teach</td>
</tr>
<tr>
<td>42.</td>
<td>Plymouth University Council Tax Policy</td>
</tr>
<tr>
<td>43.</td>
<td>Useful Contact Telephone Numbers</td>
</tr>
</tbody>
</table>
Dear Student

Welcome to Plymouth University!

We are very pleased you have decided to study with us.

The University is committed to providing high quality postgraduate opportunities with the right mix of specialist knowledge, research training and professional development.

We trust you will enjoy your time with us and encourage you to:

- join the Postgraduate Society,
- develop your intellectual, professional and personal skills, and
- take advantage of all other aspects of what the University has to offer.

The Graduate School is here to help and assist on anything you may need. We work closely with Faculties, Schools and Doctoral Training Centres, to ensure that your experience will be the best possible.

We hope you enjoy your time with us!

The Graduate School
INTRODUCTION

Welcome to the Graduate School at Plymouth University. You are joining a dynamic research community with currently more than 1000 students studying for a Research Degree award.

In choosing to study at Plymouth University you will be awarded a top qualification recognised in industry and research.

This Research Degree Handbook contains information which the Graduate School hopes will answer some of your initial questions about your research studies here in Plymouth.

Each Faculty consists of a number of Schools, details of which can be found in the Faculty Information Appendix.

Responsibility for the registration and monitoring of student progress is carried out within the appropriate Faculty/Doctoral Training Centre.
UK BORDER AGENCY REGULATIONS

International Students - Plymouth University and UKVI (United Kingdom Visa & Immigration) Requirements:

- The University must retain copies of the personal identity pages of your passport plus pages covering your current leave and all UK leave stamps, and a copy of the Biometric Residence Permit/BRP (if applicable). **These documents must be scanned by our International Student Advisory (ISA) Service at the International Student Gateway before you will be allowed to complete your enrolment.**

- If you do not have a valid visa that permits study at this institution, and cannot submit a valid application to UKVI through ISA, before our final enrolment deadline, then enrolment will not be permitted and you will be advised to return home and withdraw or defer your studies.

- Records of attendance must be kept for all students with a Tier 4 student visa applied for with a CAS number (Confirmation of Acceptance for Studies). You will be required to complete monthly interaction reports, via the Postgraduate Research (PGR) student progress and monitoring system, GradBook.

- It is vital that you keep your Faculty and the International Student Advisory Service notified of any periods of non-attendance or absence, such as illness.

- You will be reminded when you need to attend ISA so you must check your student email account regularly.

- Attendance on your programme is also monitored so if you miss classes or supervisory sessions, submitting work or other requirements of your course then you may be given a warning or be withdrawn from your programme of study, depending on the amount of classes, sessions or work missed.

- If you will be undertaking research away from the University, attending a conference or going on field work, you must notify the Graduate School and ISA before the event, as this will need to be reported to UKVI. Note: This can be done by the progress monitoring system used by PGR students called GradBook.

- You must maintain up-to-date personal contact details on the student portal at all times, in particular your local address, personal email and local/mobile phone number.

- If you wish to withdraw from or suspend / interrupt your studies here, you must inform the Graduate School and ISA immediately.

- Details of scanning points on campus will be circulated.

Please note: the university must report to the UKVI:

- A specified period of non-attendance

- If you cease to study at the university for any reason (withdrawals, suspensions, interruptions etc.)
• If your study circumstances change such as a change in course, or if the duration of your course changes.

• If you are withdrawn from your course through non-payment of tuition fees or any other reason

• If it is known that you are not complying with the conditions of your leave (for example working more hours per week than you are permitted)

For full details of your Tier 4 responsibilities as a student here please see http://www1.plymouth.ac.uk/isas/Pages/Tier4resp.aspx

Please see ISA (International Student Advisory) Service to discuss or clarify any of the points above. ISAS: Roland Levinsky Building, www.plymouth.ac.uk/isas, international.advice@plymouth.ac.uk, UKVI-Reporting@plymouth.ac.uk
THE ENROLMENT PROCESS

Please find a flowchart of the enrolment process.

You will be required to take these steps once you arrive.

The Enrolment Process
(Overseas Students)

- Passport Documents Scanned (In International Gateway)
- Collect ID Card
- Enrol Online
- Pay Fees

ISA = International Student Advisory Service, Student Gateway, Roland Levinsky Building
INTRODUCTION TO RESEARCH DEGREE STUDENTS’ INDUCTION PROGRAMME

Your first week at Plymouth should be used for two purposes. Firstly, you should familiarise yourself with your new surroundings, meet other students and find out a bit more about your course. Secondly, (for all students) you need to enrol with the University and with the Students’ Union. Enrolment consists of several elements and you will be asked to fill out various forms, some of which may require the same information from you. We have done our best to keep this to a minimum, but unfortunately some duplication is unavoidable. Please bring all relevant paperwork with you. For Example: Passport, ID card, ATAS clearance certificate (if applicable), any relevant correspondence.

What is the University Enrolment Process?

This is when you officially register as a Plymouth University student. The stages on the previous chart must be completed in the following order.

1. **Passport Documents Scanned** – A member of staff in the International Student Advisory Service, Roland Levinsky Building will check and scan your documents and record that you have arrived. **You cannot commence your studies or enrol on your programme until your passport and visa have been scanned.**
   
   **You will not be able to access Online Enrolment until this step has been completed – see UKVI regulations page above.**

2. **Enrolment** – this stage is where we collect information from you about your personal details and the course you are studying. Normally this is done online (see instructions – page 10).

3. **Pay Fees** – this is the next stage of the enrolment process. All students are responsible for paying their fees unless they are sponsored. Please refer to section 6 of the online enrolment process for details of methods of payment for any fees due.

4. **Collect University ID Card** – this stage requires you visit your Doctoral Training Centre (DTC) Administrator in the Graduate School Office. Please refer to the section on University Card Collection.

5. **Meeting your Supervisor(s)** – You will need to arrange a meeting with your Director of Studies. Details of how to contact them can be found in your offer letter but can also be given to you by your DTC Administrator.

6. **Academic Engagement and Progression Check with International Student Advisory Service** – monthly interactions via GradBook.
University Card Collection

Getting your University Card

Your University Card will be issued at your local induction session with your DTC Administrator in the Graduate School.

Your University Card will remain valid for the duration of your studies at Plymouth University.

If you already have a University Card i.e. because you were previously a student on another course or at a Partner College you do not need to attend a card collection session.

Your card will include your photo so please upload a photo as soon as your place has been confirmed. Failure to provide a photo will unfortunately delay the production of your University Card so it is important that you upload your photo at least three working days before your card collection session.

Prior to collecting your University Card please complete online enrolment. We will not be able to issue the card until online enrolment has been completed.

International students are required to visit our International Student Advisory Service prior to completing online enrolment so that we can scan your documents.

What do I need to bring when I collect my University Card?

If you are a.... You will need....

Home student current valid passport (this is the preferred form of ID)

In the event that you do not hold a passport, we will accept:

- driving licence (both card and paper counterpart)
- or birth certificate

EU student current valid passport (this is the preferred form of ID)

In the event that you do not hold a passport, we will accept:

- EU identity card

International Student current valid passport
ON-LINE ENROLMENT

On-line enrolment is available from:
Friday 19 August 2016

- You will need to complete online enrolment (OLE) at the start of each academic year. Please visit our Online Enrolment webpages in order to do this. Please consult the Guidance Notes when completing online enrolment.

- As part of OLE you will be able to check the information we record about you and amend certain personal information such as your address.

- Please ensure you have either paid your tuition fees, or made arrangements to pay. Information on how to pay your fees can be found on our Essential Information pages on the student portal under Fees, Scholarships and Bursaries.

- If your fees are paid by a sponsor, you will need to send the Graduate School written confirmation of the agreement. Details of where to send this information and other FAQs regarding tuition fees can be found on our fees and student finance pages.

The OLE Frequently Asked Questions (FAQs) sheet is a good starting point if you have problems with Online Enrolment and should provide you with answers to the majority of your queries.

If you have not already done so, please upload a photograph of yourself using the e@pplicant page following the online instructions.
TRAVELLING TO THE UNIVERSITY

By Train

Plymouth has a mainline station and can be accessed from all parts of the UK.

If arriving from overseas you will usually arrive at either Gatwick or Heathrow airports, close to London. On arrival at Heathrow you can catch the Railair coach link (www.railair.com) to Reading Station, where you will join the train to Plymouth. This service runs regularly throughout the day. Alternatively, you can catch the Heathrow Express train (www.heathrowexpress.com), which runs every 15 minutes to Paddington Station in London, or the Heathrow Connect Service (www.heathrowconnect.com) which is a cheaper option, although the trains run approximately every half hour to Paddington, from there you can catch the train to Plymouth. The journey takes 3-4 hours. The train station in Plymouth is very close to the campus and the city centre but if you have luggage it would be best to take a taxi on arrival. If none are present at the time of your arrival you can call 01752 222222. From Gatwick, the Gatwick Express (www.gatwickexpress.com) will take you into Victoria Station in London, where you could catch a coach to Plymouth, or travel (by underground or taxi) to Paddington Station for a train to Plymouth.

Please note: You can buy a 16-25 Railcard (formerly called Young Persons Railcard) for approximately £30.00. http://www.16-25railcard.co.uk. You will need to complete the application form, available from the British Rail ticket office. You will also need two passport-sized photos and proof of age. This railcard entitles you to 30% discount on most fares. Mature students over the age of 26 and in full time education are entitled to apply for this card, but evidence will be required in the form of an ISIC card, or a section within the application form will need to be completed by the University.

National Rail Enquiry Line: 08457 484950
Enquiry Line (from Overseas): +44 (0) 207 278 5240
National Rail's website: http://www.nationalrail.co.uk

By Coach

You can travel to Plymouth by National Express coaches. Coaches run from Gatwick and Heathrow airports to Plymouth approximately every two hours. National Express coaches also depart from Victoria Bus Station in central London for the 4-5 hour journey to Plymouth. The Plymouth Bus Station is very close to the campus and the city centre, but it is advisable to take a taxi if you have luggage.

Please note: You can buy a Young Person’s Coachcard (16-26 year olds only) at the National Express ticket office at either airport. You will need to complete the application form, provide a passport-sized photograph and proof of student status. There are two varieties of card:

A One Year card which costs approximately £10 and can be obtained at ticket offices or from the internet (see below); or a Three Year card which costs approximately £25 and can only be purchased over the internet. Both cards entitle you to 30% discount on most fares.

National Express Enquiry Line: 08705 808080
National Express website: http://www.nationalexpress.com
By Road

As you approach Plymouth from either the east or west, follow the signs to the City Centre. The map will help you locate the campus. There are nearby City Centre car parks as there are no visitors’ car parks on the campus itself.

Alternatively, you may wish to use the Park and Ride schemes which are sited at Marsh Mills Roundabout (Coypool Park and Ride), Milehouse (on A386), and The George (Tavistock road).

Disabled car parking can be arranged through the Security Reception with prior notice. Please contact your DTC Administrator for details.
CHECKLIST FOR NEW RESEARCHERS

Before the Start Date

Arrange your accommodation.

Enrolment

Once online enrolment and payment is complete, and you have had your passport and visa documents scanned, please call in to see your DTC Administrator at your earliest convenience. The staff there will be able to help with enrolment and give you your handbooks and ID cards (if applicable).

University Card

You will have received your University Card at enrolment, or soon after*. Full terms and conditions of use are available via the student portal (https://www.plymouth.ac.uk/student-landing-pages). Please make sure you read these carefully.

Please remember that, if your card is lost or stolen, your Faculty/DTC, or the Graduate School, will not be able to replace it, please let the Card Office (cardoffice@plymouth.ac.uk) know immediately. A non-refundable fee (currently £5) will be charged to replace damaged or lost cards. Replacement fees will not be charged for stolen cards, provided that a valid police report-crime number is supplied. If lost or stolen cards are recovered, they cannot be reactivated but should be returned to the Card Office.

The card will enable you to do the following:

- Identify yourself as a member of the University
- Gain access to the Plymouth campus library
- Borrow books and other materials from the library
- To access printing/photocopying facilities.
- Access various other buildings/rooms (e.g. certain 24/7 computing areas, recreational facilities and rooms in some buildings)
- Perform various administrative tasks (e.g. hand in your coursework)
- Prove your ID for examination purposes

The Card Office, located on the Ground Floor of Roland Levinsky Building, is open Monday to Friday, 9.30 am-12.30 pm and 2.00 pm-4.00 pm (3:30pm Fridays). If you have any enquiries please contact the Card Office on:

📞 +44 (0) 1752 588422
📧 cardoffice@plymouth.ac.uk
Please note that this card is not your NUS card, which is issued separately by the Student’s Union.

Terms and Conditions of Use:

- Your University Card will be valid for the length of your study at Plymouth University and will not be re-issued annually.

- University Cards are the property of Plymouth University and must be returned to the Card Office when you leave (either on completion of your course or if you withdraw from the course early.)

- If your Card is lost or stolen, please let the Card Office know immediately. A non-refundable fee (currently £5) will be charged for replacement cards. If lost or stolen cards are recovered, they cannot be re-activated but should still be returned to the Card Office.

- You should not allow anyone else to use your University Card.

- Your University Card will act as your Library Card; users of the Library must comply with Library rules

- Your photograph will be stored electronically and will be accessible to staff of the University. Your photograph may be used for identification purposes within the University but will not be released to any external agency, unless we are required to do so by law.

Student Union Cards

NUS cards (these are different from University cards) are available from the Reception, Students Union (see Map on Page 13 for location). They offer a variety of discounts. There is a £12 fee and you will need a photograph plus your University card.

On Arrival at the University

- Passport Documents Scanned – A member of staff in the International Gateway (Open 10am-4pm) will scan your documents as evidence that you have arrived.

- Collect University ID Card

- Meeting your Supervisor(s) – You will need to arrange a meeting with your Director of Studies. Details of how to contact them can be found in your offer letter but can also be given to you by your DTC Administrator.

- Workspace – Please refer to your Faculty/DTC appendix for further information.

- Find out where your mail is delivered within your Faculty/DTC.

- Complete any Swip Card/Key access forms, if applicable.

- Request any necessary alarm codes, if applicable.
- Collect a Safety Handbook via your School Office or Technicians, if applicable.
- Complete any other forms given to you at enrolment.

**Computing Access.**

Postgraduate Researchers (PGRs) who have **not** enrolled online will need to register for IT via self registration e.g. students who arrive after online enrolment closes. PGRs will get the same quota etc as staff, but are a distinct category in the Directory Service, allowing the correct access to the PG Portal. To self-register go to: [http://www.plymouth.ac.uk/register](http://www.plymouth.ac.uk/register). You will need to know your student reference number which will be the six or eight digit number shown on correspondence from the University. This process will give you a user name and password which you should make a careful note of. Your user name will be available for use by the following day. Security questions will be asked in the event of you needing assistance with password and account issues over the telephone. Once your Computing Account has been set up, this will give you access to the Postgraduate Portal which includes your e-mail. Please note that your computing account should be similar to the following (no prefix): name.surname@plymouth.ac.uk. If this is not the case please contact the Support Desk on ext (5)88588 or via the online IT Self Service system.

Once you have your computing account you need to inform your School Office as they may need to add you to the correct School Outlook distribution lists.

**Important Notice Re: Computing Accounts**

Please note that all correspondence sent to you via e-mail will be sent to your University mail account (Outlook). Please therefore ensure you check this on a regular basis. If you are based off of campus or at a partner institution and use a different email address, it is advisable for you to set up an auto-forwarding rule on your Plymouth email account to ensure you receive emails sent there.

The Postgraduate Portal provides key information for and from postgraduate students, links to other electronic databases and areas to chat to other students. The homepage is [http://student.plymouth.ac.uk](http://student.plymouth.ac.uk). You will be required to log on using your Plymouth University student username and password. Students are responsible for updating personal information by the My Edesk drop down menu, and selecting Personal Details. This information must be kept up-to-date at all times.

The Graduate School also have their own community – [http://intranet.plymouth.ac.uk/gradsch](http://intranet.plymouth.ac.uk/gradsch), and website, [https://www.plymouth.ac.uk/student-life/your-studies/the-graduate-school](https://www.plymouth.ac.uk/student-life/your-studies/the-graduate-school) where you can access documents such as regulations, Research Degree Handbook, and so on.

Maintenance Grant/Bursary payments (if applicable): If the University is aware of your Bank details, all grants will be electronically transferred directly into your account via BACS. Contact your DTC Administrator if you have not provided your bank details and are due to be in receipt of a stipend from the university.

**University Postgraduate Induction Day**
All students are expected to attend a University-wide induction session, in addition to any local ones. At induction you will be given information on University regulations, procedures, the generic skills available and how to use GradBook and central resources, such as the library and recreation services. It is also an opportunity to meet fellow students and the Postgraduate Society (PG Society).

You will be invited to attend the next Postgraduate Induction Day. There are two induction events each year. One is held in mid October and the other in mid April. Invitations will be forwarded to your Plymouth University email account nearer the time.

 позвоните +44 (0)1752 (5)87637

Postgraduate Society

The Postgraduate Society is a vibrant and diverse group, providing a host of benefits to the postgraduate community at Plymouth University. Established in 2003, the society has developed and grown each year, and now has over 170 members.

The society plays an active part in postgraduate students' lives at Plymouth, responsible for organising regular social and networking events, peer support, representation through the Students' Union and professional development opportunities.

As well as providing social and academic support to students, the Postgraduate Society also actively represents the postgraduate community through a number of important University forums.

For more information about the Postgraduate Society and how to join on Facebook or by emailing: pgsoc@plymouth.ac.uk.

English classes

If English is not your first language, there are free English Language courses that you can enrol on. These are run by the English Language Centre in the Faculty of Business. Further details can be found by visiting the website: http://www.pbs.plymouth.ac.uk/elc/
Student Safety

Students and staff are equally responsible for contributing to their own and others safety. As a student, what are you responsible for?

Do

1. Read the University and Faculty/School health and safety policies and procedures. You can find details at: http://intranet.plymouth.ac.uk/intrasafe/intrasafe.htm
2. Co-operate positively with requests about health and safety
3. Report any faults or unsafe working conditions to your tutor or your school’s health and safety co-ordinator.
4. If you see an accident or near miss, tell the member of staff in the area or call Security

Do Not

1. Interfere with or misuse anything that the University has provided for health and safety. This is a legal requirement.
2. Behave in a way that might affect the health and safety of other persons or yourself.

What should you know?

You must be aware of hazards in the area you study in. These might seem obvious but students can be harmed by them, therefore it is important that you are aware of them.

Stay Safe, Be Safe

Safety is a partnership where, by working together, we can ensure a safe working environment. Please contribute to the partnership and adopt a safe attitude in your studies.

Remember further information is available in the student handbook and on the student portal.

Any enquiries on health and safety issues please contact d.morton@plymouth.ac.uk

If you require this leaflet in larger print or an alternative format please contact:

Safety Office
+44(0)1752 582065
+44(0)1752 582070
d.morton@plymouth.ac.uk

Student Safety
at the university of Plymouth
SKILLS DEVELOPMENT

Our Skills Development Programme offers a wide and comprehensive range of courses designed to help our postgraduate research students and contract researchers develop and broaden their generic research and personal transferable skills.

The skills programme is available to view online via the Graduate School Community at http://intranet.plymouth.ac.uk/gradsch/intranet.htm or website https://www.plymouth.ac.uk/student-life/your-studies/the-graduate-school/researcher-development-programme. Course enquiries and bookings can be made using the booking form on the portal, or email the Research Skills Team directly on: researchskills@plymouth.ac.uk.

The skills sessions are available free of charge to all research students and contract researchers at Plymouth University. We strongly encourage you to take up these opportunities to develop or refine a skill and, network with students and colleagues. This programme is designed to support your research and, beyond into your careers.

We advise you to carefully consider your training needs as researchers. There are many sessions that will assist your current studies and, well-equip you for your career planning. Please speak with your supervisors about your professional development planning and, the opportunities offered to you by the Graduate School's 'Skills Development Programme'.

The Vitae website (www.vitae.ac.uk) is a very good site for postgraduate researchers who wish to develop their research career and skills.

Contact details for the Research Skills team

Tel.: 01752 587633 E-mail: researchskills@plymouth.ac.uk

www.plymouth.ac.uk/researchskills http://intranet.plymouth.ac.uk/postgrad
To ensure the effective application of quality assurance processes in relation to the supervision of research students, the monitoring of progression and completion of research degrees, liaison with University Support Services on postgraduate matters and Associate Deans (Postgraduate), management of facilities provided by The Graduate School for postgraduate students, provision of an induction and skills development programme, support for new graduate initiatives where appropriate.

Managing the delivery and continuous development of the University’s research support in order to enhance and extend the research culture. Ensuring the effective promotion and presentation of research activities within the University and enhancing public engagement with research.

Research students matters, secretary to the Graduate Committee, admissions, enrolments, student records system, matters relating to registration and research degree regulations, Research Council surveys and confirmation of enrolment, research degree handbook, tuition fees, UKBA reporting for research students.

Responsible for developing and managing links with faculties and divisions for the delivery of generic skills training sessions for research students and contract researchers, liaison point for graduate research students and the Postgraduate Society, liaison point for the graduate research students and the Research Councils, works with the Marketing & Public Relations department and the International Office on marketing, external publications and postgraduate open days, represents the Graduate School on the Vitae programme and deputises for the Senior Administrator.

Provides co-ordination and administrative support to the Postgraduate Skills Development Officer, and administration of Graduate School activities.
RESEARCH ADMINISTRATORS:
MRS ANNA JOHNSSON / MRS ANN TREEBY / MRS LUCY CHEETHAM / MISS STACEY CANN / MRS NIKKI KING (until November 2016)

Tel: 01752 587638  E-mail: anna.johnsson@plymouth.ac.uk
E-mail: ann.treeby@plymouth.ac.uk
E-mail: lucy.cheetham@plymouth.ac.uk

Responsible for maintaining the Graduate School and the Postgraduate Study pages on the extranet. General administrative tasks in the Graduate School office particularly regarding theses submission, liaison with examiners and UKBA-related matters with IT systems and production of documentation.

CLERICAL/SECRETARIAL ASSISTANT (GRADUATE SCHOOL):
MR OWEN KOWALSKI
MRS. REBECCA ROSE (from December 2016)
Tel: 01752 587640  E-mail: Rebecca.rose@plymouth.ac.uk

General enquiries, clerical and secretarial support, distribution of information within the research community.

DOCTORAL TRAINING CENTRE ADMINISTRATORS:

SARAH CARNE
Tel: 01752 585406  E-mail: sarah.carne@plymouth.ac.uk

CHER CRESSEY
Tel: 01752 585540  E-mail: cher.cressey@plymouth.ac.uk

SHARON HEALY
Tel: 01752 588295  E-mail: sharon.healy@plymouth.ac.uk

REBECCA ROSE (until December 2016)
CATHERINE MCCOULOUGH (returning December 2016)
Tel: 01752 584539  E-mail: rebecca.rose@plymouth.ac.uk
E-mail: catherine.mccoulough@plymouth.ac.uk

MANDARIN MACDONALD
Tel: 01752 584539  E-mail: mandarin.macdonald@plymouth.ac.uk

FRANCESCA NIEDZIELSKI
Tel: 01752 586079  E-mail: francesca.niedzielski@plymouth.ac.uk

CAROLE WATSON
Tel: 01752 586040  E-mail: carole.watson@plymouth.ac.uk

BERNICE WILMSHURST
Tel: 01752 437471  E-mail: bernice.wilmshurst@plymouth.ac.uk
Responsible for:

- Postgraduate applications, admissions and enrolment including exchange and visiting research students.
- Maintaining admissions databases.
- Maintenance of Research Student Information Booklet and Welcome Packs.
- Monitoring of progress of Research Students in the DTC.
- Maintenance of paper files for each research student.
- Administrator to the various research committees within the Faculty/DTC.
THE GRADUATE SCHOOL

The Graduate School plays an important role in the development of the postgraduate community within the university. It aims to provide a range of support for postgraduate education and students undertaking research degrees.

Graduate School support includes:

- opportunities for research degree students, and contract researchers, to development research and professional skills, from induction days for new students to a continued comprehensive programme of workshops and study days
- access to scholarships, studentships and bursaries for research and taught masters degrees, and professional doctorates
- access to the Postgraduate Portal which provides key information for and from postgraduate students, links to other electronic databases and scope for dialogue with other students within the virtual community
- the Access Grid, a video-tele conferencing facility for the research community at PU
- the provision of good facilities for learning with Postgraduate Open Access computing and study zones within the Library
- assurance of the quality of our provision through regulations, codes of practice and feedback from our students
- social space in which to meet staff and other postgraduates and a Postgraduate Society (run by our postgraduates for our postgraduates) and helping create a vibrant and inclusive postgraduate community

Through its activities the Graduate School promotes a stimulating environment for students that enables them to engage with other students from a range of backgrounds and to make contact with colleagues inside the university and with wider academic and professional communities.

Contact details:

Room 305
Level 3 Link Building
University of Plymouth
Drake Circus
Plymouth
PL4 8AA

Tel.: 01752 587640
Fax: 01752 587634
E-mail: graduate.school@plymouth.ac.uk
Website: www.plymouth.ac.uk/postgradresearch
http://intranet.plymouth.ac.uk/postgradresearch
## DOCTORAL TRAINING CENTRES

### DOCTORAL TRAINING CENTRE DIRECTORS*:

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Director</th>
<th>Office</th>
<th>Tel:</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Humanities</td>
<td>Professor Antony Caleshu</td>
<td>Room 8, 5 Portland Villas</td>
<td>+44 (0) 1752 585106</td>
<td><a href="mailto:anthony.caleshu@plymouth.ac.uk">anthony.caleshu@plymouth.ac.uk</a></td>
</tr>
<tr>
<td>Biosciences</td>
<td>Prof Awadhesh Jha</td>
<td>Room 407, Davy Building</td>
<td>+44 (0)1752 584633</td>
<td><a href="mailto:awadhesh.jha@plymouth.ac.uk">awadhesh.jha@plymouth.ac.uk</a></td>
</tr>
<tr>
<td>Computing &amp; Maths</td>
<td>Professor Nathan Clarke</td>
<td>Room A329, Portland Square</td>
<td>+44 (0)1752 586876</td>
<td><a href="mailto:nathan.clarke@plymouth.ac.uk">nathan.clarke@plymouth.ac.uk</a></td>
</tr>
<tr>
<td>Earth &amp; Environmental Science</td>
<td>Professor Steve Hill</td>
<td>B527, Portland Square</td>
<td>+44 (0)1752 584583</td>
<td><a href="mailto:steve.hill@plymouth.ac.uk">steve.hill@plymouth.ac.uk</a></td>
</tr>
<tr>
<td>Marine Science &amp; Engineering</td>
<td>Dr Murray Brown</td>
<td>Room 409, Davy Building</td>
<td>+44 (0)1752 584614</td>
<td><a href="mailto:m.t.brown@plymouth.ac.uk">m.t.brown@plymouth.ac.uk</a></td>
</tr>
<tr>
<td>Social Science</td>
<td>Dr Richard Yarwood</td>
<td>Room 514, Portland Square</td>
<td>01752 585983</td>
<td><a href="mailto:richard.yarwood@plymouth.ac.uk">richard.yarwood@plymouth.ac.uk</a></td>
</tr>
</tbody>
</table>

*Correct at time of going to print
VARIOUS SUPPORT SERVICES INFORMATION

Plymouth University attracts students of all ages and backgrounds. We have various support services and facilities designed to help everyone who applies to us and who studies with us.

What if I have a family?

If you are a student with young children, you may need help with caring for them while you are studying. If so, we have a nursery subsidised by the University on our Plymouth campus.

The Freshlings nursery is extremely well equipped providing children with every opportunity for development and stimulation. It offers a flexible service with part-time and full-time care available. The nursery is registered with Social Services, run by fully trained, experienced staff and has recently been OFSTED inspected with excellent results and much praise.

The nursery can take up to 83 children between the ages of 0-5 years, and are open Monday to Friday 08:15 – 17:45 all year round. Snacks and lunches are provided, meeting vegetarian/dietary/cultural requirements where possible. Children are admitted on a ‘first come first served’ basis

For further information about child-care facilities at the University, you can contact the nursery on

📞 +44 (0)1752 588550
✉️ freshlingsnursery@plymouth.ac.uk
🌐 http://www1.plymouth.ac.uk/childcare/Pages/default.aspx

What if I am Disabled?

Plymouth University operates an equal opportunity policy.

Some disabled applicants will be invited to attend an informal interview to assess their needs or special requirements. As a disabled student, it also provides you with the opportunity to discuss any concerns with your Director of Studies and a representative from Student Services. This will help you assess whether Plymouth University can provide the necessary support and facilities you require.

There are some courses which will not be accessible to some disabled students due to the nature or level of fieldwork involved. In some instances we have arranged courses without the fieldwork element but it is important that this is agreed prior to commencing your course.

If you have any questions or if you would like to discuss your requirements further, please contact the Disability ASSIST Services (which is on the Plymouth campus)

📞 +44 (0) 1752 587676
✉️ das@plymouth.ac.uk
📞 +44 (0) 1752 587678
✉️ +44 (0) 1752 587678
What if I am an International Student?

Plymouth University currently has approximately 1800 international students representing over one hundred different nationalities. There is a thriving International Students’ Society within the Students’ Union which has two principal aims: to bring together students from different countries and cultures through social events, and to aid international students’ integration into their new environment.

The University also has an International Office which will help you with any concerns you may have about studying here.

For further information, please contact the International Office:

☎️ +44 (0)1752 588025
✉️ +44 (0)1752 588050
✉️ international.office@plymouth.ac.uk

For further information please visit www.plymouth.ac.uk/internationalstudents

The University has an International Student Advisory (ISA) Service (which is on the Plymouth campus). This service provides specialist support and guidance for Plymouth University international students, enabling you to fulfil your academic potential and to get the most out of your time in the UK.

Advice and information is available to all international students throughout your university career, from once an offer has been made through to graduation. The service is offered free of charge.

ISA can offer advice on:
- Accommodation
- Bringing your family to the UK
- Living and Studying in the UK
- Healthcare
- Immigration
- Bank Accounts
- News & Events

For further information or advice on/from ISAS, please contact:

☎️ +44 (0) 1752 587740
✉️ international.advice@plymouth.ac.uk   www.plymouth.ac.uk/isas
**Equal Opportunities**

Plymouth University is fully committed to providing equality of opportunity for all of its staff and students, applicants and visitors. The University will not tolerate unfair or unlawful discrimination on the grounds of gender, ethnicity, colour, disability, religion, nationality, age, occupation, marital status, sexual orientation or any other irrelevant distinction.

The University currently has four equality policies:
- Equal Opportunities Policy
- Policy on Harassment
- Race Equality Policy
- Religious Diversity Policy

These are relevant to everyone, apply to all aspects of staff and student activity and aim to promote good relations between people of a wide diversity of backgrounds and perspectives. Copies of the policies are available from the Equality & Diversity Unit (E&D) office or they can be accessed via the following University website address: [http://www.plymouth.ac.uk/equality](http://www.plymouth.ac.uk/equality).

The policies can be accessed by anyone but there is also a wealth of information on equality issues which can be accessed once you have fully enrolled as a student member of the University, via the Equality Community on the Student Portal. Examples include briefing papers, research reports, monitoring reports, a religious calendar and minutes of Equal Opportunities Committee meetings. Information on equality will be available at the Postgraduate Induction session.

A network of trained Harassment Advisors is available for staff and students. The list of advisors is available from [http://intranet.plymouth.ac.uk/equality](http://intranet.plymouth.ac.uk/equality). There is also a policy regarding Consensual Relations between staff and students. Copies of the policies are available from the Reception Desk, Hepworth House, Plymouth Campus 📆 +44 (0) 1752 582060 or the Students’ Union.

If you believe that an Equality Policy has been contravened, you should refer the matter to the Secretariat. If you have any queries you can contact E&D via the details below:

📞 +44 (0) 1752 582060
✉ equality@plymouth.ac.uk

Plymouth University does not tolerate racism or homophobia. It is important that victims or witnesses of racism or homophobia report it, whether the incidents occur on or off campus, to help us make the University, and the city, a safe place. The University will provide victims and witnesses with help/advice and details of further support, if they want it.

Any University member, visitor or applicant can report at any of the frontline locations below. Incidents can also be reported online (anonymously if preferred) or by phone.
How to report:

**Online** – On the Staff and Student Intranet sites, click on ‘How to…’ at the top of the page ➔ Report ➔ Report a racist or homophobic incident.

**Hard copy forms** are available from: the Library, Security Offices, UPSU Advice Office, International Students Advisory Service, Human Resources, and Chaplaincy and staff will help you to complete it if you wish. Hard copies can be downloaded and printed off from the Equality and Diversity Community by following the Reporting link in the menu on the left of the site: http://intranet.plymouth.ac.uk/equality

**Phone** – to the Equality & Diversity office on 582060
**Harassment Advisors:** http://intranet.plymouth.ac.uk/equality

**Accommodation**

The University has its own Student Accommodation Office which maintains a database of University approved good quality location accommodation. This service is completely free of charge. If you do not receive the offer of a place in Halls, or do not wish to be accommodated in Halls, the Accommodation Office can assist in finding a house to share with other postgraduates, a private house, or lodgings with a family if you prefer. Many landlords and landladies registered on this database express a preference for mature and postgraduate students, so you should not experience any shortage of available accommodation.

If you have any queries you can contact the Accommodation Office on:

📞 +44 (0) 1752 588644
✉️ +44 (0) 1752 232059
✉️ accommodation@plymouth.ac.uk  www.plymouth.ac.uk/accommodation
Library

+44 (0) 1752 588588 – Enquiry desk
For Library and computing enquiries contact: libraryanditenquiries@plymouth.ac.uk

Opening times: Term-time 24hrs
                    Vacation 24hrs

Plymouth campus opening hours (for others see http://www.plymouth.ac.uk/library)

Once you have your University card you will be able to borrow. Your University card allows you to borrow and reserve materials at any of Plymouth University libraries.

Postgraduates can borrow up to 20 items at a time; this includes any pending call slips. Please return books by the date printed on your self-issue receipt or the date stamped inside your book, you may renew your books via your Voyager account. Late return of books results in an overdue charge.

To find out if the library has a book you need you can use one of the many VOYAGER terminals located on all floors of the Library. Leaflets at the Self-Help areas on Level 0 and Level 2 will explain how to use the System. Voyager can also be accessed on any Plymnet P.C. or via the Web.

There can be several reasons why the book is not on the main shelves.

i. If it is already on loan - You can place a reservation for the book using Voyager via the staff/student portal; you will be informed via VOYAGER, when it is available for collection.

ii. It could be located in the Overnight Loan Room - You will find copies of many books on your reading list in the Overnight Loan Room on Level 1, together with a large number of photocopied journal articles and newspapers.

iii. It could be awaiting re-shelving. Check the re-shelving bays on the appropriate floor.

iv. If you have tried all the above and still cannot find the book. Ask at the Library Enquiry Desk on Level 1.

You can renew an item on loan to you for a further period, unless it has been reserved by another user.

Overdue charges will accrue. For further information and details about paying charges please refer to the portal.
(http://ilsselfhelp.plymouth.ac.uk/default.asp?id=1705&SID=&Lang=1)

You are responsible for all material and equipment borrowed on your University card. You should not lend it to anyone else or borrow items on behalf of someone else.
Formal blank forms (PT3) are available to allow you, by proxy, to allow another person to collect items on your behalf. This person must bring your University Card and some identification with them, as well as the authorisation form.

Lost cards should be reported immediately to counter staff and the Card office.
For your protection, you should not disclose your PIN to anyone else. If you forget your PIN it can be reset to the default number at the library counter.

The Media Workshop team provide advice on layout, design and assistance with the Workshop equipment. There is also a small range of Audio Visual equipment for loan and an Edit Suite. At the Media/Computing Enquiry Desk you can purchase a range of materials and top-up your Campus Card.

The Media/Computing Enquiry Desk is staffed:

<table>
<thead>
<tr>
<th>Term-time</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon – Friday</td>
<td>08.30 – 16.45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vacation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon – Friday</td>
<td>08.30 – 16.45</td>
</tr>
</tbody>
</table>

**Subject Librarians**

The Academic Support Team says: "Whatever your subject area, discuss your information research needs with us. For help and advice using Voyager, electronic databases, e-journals etc., contact your subject librarian and arrange an appointment."

**Open Access Computing**

Open Access computer facilities are located in the Library and on the first floor of the Babbage building. Over 100 computers on the Library levels 0 and 2 are also available from when the Library is open, level 2 until 30 minutes before closing, and level 0 is open 24 hours a day.

The Babbage Open Access area has 8 rooms with over 300 computers, some of which are also used for teaching during the day. The main facility is on Level 1 which is open:

<table>
<thead>
<tr>
<th>Monday – Friday</th>
<th>08.00 – 22.30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday and Sunday</td>
<td>07.30 – 22.30</td>
</tr>
</tbody>
</table>

The student Computing Enquiries Desk is also in Babbage Level 1 and is staffed from 08.30 to 17.00 on weekdays.

Before using any of our machines you will need a computing account. Account creation will take at least 24 hours to process before you can use the system. We offer special support services for students with disabilities, part-time students, and students living over 25 miles from the nearest university campus.

**Students Union**

Plymouth University Students’ Union (UPSU) provides a number of social activities and a welfare service for all students. It aims to cater for the cultural, social and recreational needs of its members. The Mature Students’ Society of the Students’ Union provides the opportunity to socialise with other mature students and share experiences.
Plymouth University Students’ Union offers a range of other services and facilities which will be explained to you at the start of your first term and experienced during Induction and Welcome Week depending on your start date. Should you require any further information a Student Union Officer is always available in the reception area of the Students’ Union or you can contact them direct on:

☎️  +44 (0) 1752 588388

See also Plymouth University Students’ Union website:

www.upsu.com

**Car Parking**

In keeping with our environmental commitment, the use of cars by students and staff, other than those with disabilities, is actively discouraged. Student parking is not available on the Plymouth campus. The University does however provide good facilities for cyclists. For further information on cyclists and the University, please refer to: [http://intranet.plymouth.ac.uk/bug/intranet.htm](http://intranet.plymouth.ac.uk/bug/intranet.htm).

If you have mobility difficulties and are in possession of a valid blue badge, you should contact [cardoffice@plymouth.ac.uk](mailto:cardoffice@plymouth.ac.uk) before your arrival
Recreation Service

Nancy Astor Sports Centre

The Nancy Astor Sports Centre is the Plymouth University’s sports centre on campus. The centre, opened in August 2008 comprises of the following sports facilities:

- 50 station Fitness Suite
- Multi Purpose Sports Hall
- 3 Squash Courts
- Dance/Fitness Studio

Sports Hall

The Multi Purpose 4 court size Sports Hall caters for a wide range of indoor sports. The following list of sports shows the range of activities that can be held in the Sports Hall:

- Badminton
- Volleyball
- Basketball
- Table Tennis
- Netball

Fitness Suite

The new fitness suite situated within the Nancy Astor Sports Centre comprises of the latest up to date cardio and weight resistance equipment. The 50 station fitness suite is the perfect place to enjoy a workout and meet your friends.

Fitness Studio

The Fitness Studio is situated in the Old Fitness Suite opposite the Nancy Astor Sports Centre. The Fitness Studio plays host to most of our Fitness Classes throughout the year. Check out the latest timetable from the reception desk at the new sports centre.
Squash Courts

Our three Squash Courts situated opposite the Nancy Astor Sports Centre are available to book up to two weeks in advance. Squash Racquets are available to hire from the Sports Centre reception desk.

Nancy Astor Sports Centre Opening Times

<table>
<thead>
<tr>
<th>Day</th>
<th>Opening Time</th>
<th>Closing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon – Fri</td>
<td>7.30am – 10pm</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>7.30am – 6pm</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>9am – 10pm</td>
<td></td>
</tr>
</tbody>
</table>

Membership

To become a member of the Sports centre you will need to apply for a recreation card which you can obtain from the sports centre reception. You will require your University card when you apply and a passport size photo.

Other Information

As well as running all of the above sports facilities, the Recreation Service at Plymouth University also offer the following:

Water sports

With 600 miles of coastline, the South West is one of the country’s best locations for water sports. Naturally, the university helps you make the most of this by offering you a fantastic range of activities. The Mountbatten Water Sports Centre plays hosts to all of the University Recreation, RYA Courses and Students’ Union Water Sports Clubs.

Plymouth University also has a selection of water sport crafts suitable for beginners, advanced and world-class performance level. You can train for a wide range of Royal Yachting Association qualifications including Dinghy Sailing, Power boating, BCU Canoeing, BWSF Waterskiing and Wakeboarding or just take part in recreational water sports.

Personal Fitness Training

In addition to using the gym, attending the wide range of exercise classes, using the Sport Hall or playing squash, the Recreation Service also offers you the chance to make the most of your membership by getting a Personal Fitness Programme or having a Fitness Test. We have a team of Fitness Instructors who are all qualified to offer you advice on a fitness programmes to meet your needs. They can also give a fitness test to help you monitor your performance and measure improvements over time.
Intramural Sport

The Intramural Sports Programme at Plymouth University has increased significantly over the past 12 months mainly due to the opening of the Nancy Astor Sports Centre. The Recreation Service currently runs eight different Intramural Sports activities on a weekly basis. These activities range from the Friday morning Breakfast Club to 5-a-side Football. Each activity is open to any staff or student at Plymouth University. Sessions can be booked on a weekly basis on a “pay as you play” scheme.

Recreation Service
Tel – 01752 588515
Email: recreationfeedback@plymouth.ac.uk
Web: www.plymouth.ac.uk/recreation
PU Careers offers you a wide range of assistance. Our Career Consultants are professionally qualified with extensive experience of working with a wide range of international, national and local employers. You can be assured of a friendly and helpful welcome and our services to you include:

- A comprehensive web site with access to online and streamed materials on applications, interviews, psychometric tests, employer events {internal and external} and a whole range of other information www.plymouth.ac.uk/careers
- Specialist subject pages www.plymouth.ac.uk/careers/mycourse including specialist vacancy sources
- Vacancy data base www.gradsouthwest.com {including part time jobs}
- One to one confidential guidance {e.g. CV’s, application forms, interview techniques, career planning etc}
- Mock interviews by arrangement and with four days prior notice

Appointments can be made on (01752) 587456

*Careers* is also pleased to support the Researcher Skills Programme which is offered by the Graduate School
Support Mechanisms

Employee Assistance Programme (Workplace Solutions) (for employees, research students and relatives)

The university has a contract with an employee assistance service, Workplace Solutions that offers a 24 hour advisory helpline service. This service can be accessed by staff, and includes a telephone helpline together with referral for counselling for a time limited period. Workplace Solutions can also offer advice and support for managers.

Telephone helpline 0800 243 458
Email assistance@workplaceoptions.com
Website http://www.workplaceoptions.co.uk/ (click on member login and enter username: “Plymouth”, password “employee”)

If, following initial assessment by the advisory helpline, longer term counselling or immediate assistance is recommended, this can be accessed via the Occupational Health Service.

Website: http://www.plymouth.ac.uk/health
Telephone: 01752 782046

Chaplaincy Service

The Chaplaincy service is available to staff and students, regardless of faith, for a church or place of worship, or just to drop in for a cup of tea / coffee and chat with friendly people.

Telephone: 01752 587760
Website: http://www.plymouth.ac.uk/chaplaincy.
MULTI FAITH INFORMATION

WELCOME!  Bienvenue!  Karibu!  Croeso!  Wilkommen!  Bienvenido!  Failte!

The University, and, in particular the Multi faith Chaplaincy welcomes you. We hope that your stay with us will be both a learning experience and a pleasure. If there is anything that we can do to help you, then please do not hesitate to come and see us. If we can help we will!  In the office, a chaplain is usually available Monday to Friday, 10.00 am - 4.00 pm (term time) 12:00 – 14:00 pm (holidays) to speak with anyone who wishes.  In the lounge, students are welcome just to come in, meet other students, read the paper, make themselves a free coffee or tea and relax.  There is a quiet room, where you can think, pray, meditate or just be quiet.

The Chaplaincy is based in Kirkby Place.  We organise a number of events early in the term to help you settle in and make new friends.  For information on free meals, walks and other events, please see our term card.  If you would like to be kept up to date with on-going events, then join our emailing list: fill in the form or contact us by email at chaplaincy@plymouth.ac.uk.

The Chaplains are happy to see anyone regardless of faith or practice. The telephone number of the chaplaincy office is 01752 587760, or you can email us. But you are always welcome to just drop into the office to find out what’s going on.

The Chaplaincy Team

Rev David Evans Co-ordinating Chaplain
Tel (+44 (0) 1752) 232261 (ddevans@plymouth.ac.uk)
Paul Bryce Anglican Chaplin (paul.bryce@hotmail.com)
Fr Gregory Carpenter Greek Orthodox (g.d.carpenter@plymouth.ac.uk)
Rev John Peel New Frontiers (john@waterfrontchursch.org.uk)
Rev Glen Graham (revglengraham@aol.com)
Ann Jones Methodist (ann.jones10@virgin.net)
Rev Colin Phipps United reformed church (colinpishp1@virginmedia.com)
Rev Maureen Robbins Baptist  Tel (+44 (0) 1752) 587760
Jonny Libby Young Adults Worker Methodist (jonnylibby@hotmail.co.uk)
Chaplaincy Assistants: Becky Hall and Jo Nketia

In addition we have a team of chaplains representing five of the other major world faiths – all are academics and members of local faith communities. They are:

Nadine Abelson-Mitchell  (Jewish)  N.Abelson-Mitchell@plymouth.ac.uk
Mohammed Zaki Ahmed  (Muslim)  m.ahmed@plymouth.ac.uk
Gursewak Aulakh  (Sikh)  G.Aulakh@plymouth.ac.uk
Tim Ley  (Buddhist)  tim.ley@plymouth.ac.uk
Sanjay Sharma  (Hindu)  sanjay.sharma@plymouth.ac.uk

There are many student-run societies;  The Christian Union holds meetings on Tuesdays at 7.30pm in the Sherwell Church Hall.  All Orthodox students are welcome at the Greek Orthodox Church, Central Road, West Hoe from 10.30.  There is also an Islamic Society and currently Islamic students meet for prayer in the Scott Building Room 6 on Fridays. Plymouth Hebrew Congregation are keen to meet any Jewish
students. Go to www.upsu.com and check the society pages for information regarding other faith societies.

For more information regarding the chaplaincy, faith centres and churches in the area go to https://www.plymouth.ac.uk/student-life/services/learning-gateway/faith-and-spiritual-support. To join our mailing list or to receive our Thought for the Week, email chaplaincy@plymouth.ac.uk. Please contact the Plymouth Religious and Cultural Resource Centre for information about these and other faith communities 01752 587760.
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

Plymouth University Teaching Qualifications and Recognition Policy, available at:

3. Introduction

Plymouth University 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 Plymouth University Teaching Qualifications and Recognition Policy.

4. Teaching and assessment duties

Teaching, demonstrating and assessment duties might include the following:

a. Seminars
b. Practicals
c. Tutorials
d. Field Trips
e. Occasional Lectures
f. Contributing to supervision of undergraduate dissertations
g. Contributing to management of online discussion
h. 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 Plymouth University Teaching Qualifications and Recognition Policy. Research students should not undertake teaching duties without the appropriate pre-requisite 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) ([https://www.plymouth.ac.uk/your-university/teaching-and-learning/qualifications-and-recognition/itl](https://www.plymouth.ac.uk/your-university/teaching-and-learning/qualifications-and-recognition/itl)) for those teaching 15 hours or more over a year.
- Supporting Assessment Learning and Teaching (SALT) ([https://www.plymouth.ac.uk/your-university/teaching-and-learning/qualifications-and-recognition/salt](https://www.plymouth.ac.uk/your-university/teaching-and-learning/qualifications-and-recognition/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 ([https://www.plymouth.ac.uk/your-university/teaching-and-learning/qualifications-and-recognition/pgcap-2](https://www.plymouth.ac.uk/your-university/teaching-and-learning/qualifications-and-recognition/pgcap-2))

Line managers / supervisors should use the Plymouth University 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 Graduate School: [https://www.plymouth.ac.uk/student-life/your-studies/the-graduate-school/researcher-development-programme](https://www.plymouth.ac.uk/student-life/your-studies/the-graduate-school/researcher-development-programme)

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.
PLYMOUTH UNIVERSITY COUNCIL TAX POLICY

It is for the local council, not the University, to decide whether a student is eligible for council tax exemption, although the University will be expected to confirm whether a student meets particular criteria. All full-time students who are not living in halls of residence will need to apply to the council for student exemption each year before the council are able to grant the exemption.

The University will provide the local council tax offices with an exemption listing of all students (undergraduate, postgraduate taught and postgraduate research) with a full-time mode of attendance for councils to cross reference with applications. This listing will be sent out in October, with an updated version sent out in February of the following year.

If you are repeating a year of a full-time course on a part-time basis, you will not be included in the exemption listing and will therefore need to contact your local council tax office to seek guidance on any possible council tax exemption/benefit or housing benefit that might be available to you. Students enrolled on part-time courses are not eligible for student council tax exemption.

Please note it is extremely important to realise that if you sign into a tenancy agreement with other full-time students and your status changes to part time, you will then become liable for the council tax on that property. You would be entitled to a 25 per cent discount on this, but as the only part-time student in that property it would be your responsibility to pay.

If you are unsure of your attendance status, please contact your faculty in the first instance. If you have any specific council tax queries, you will need to contact your local council tax office.

To qualify for exemption as a student, the legislation requires that individuals must be undertaking a full-time course of education. This is defined (in brief) as:

- A course which lasts for at least one academic or calendar year, on which students are normally required to attend for periods of at least 24 weeks in each academic or calendar year.
- A course that also requires a period of study, tuition or work experience amounting to an average of at least 21 hours a week in each academic or calendar year.

If you are an undergraduate student who is topping up from an ordinary degree to an honours degree you will not be exempt from paying council tax.

If you suspend your studies or withdraw from your course, you will not be exempt from paying council tax. It is your responsibility to inform the local council tax office of a change to your student status.

If you are a postgraduate research student writing up your thesis and believe that you still meet the criteria for exemption, as outlined above, you will need your supervisor to confirm that you are in fact still studying the necessary amount of hours per week. A council tax certificate for this can be obtained via the Graduate School.
In some cases your local council tax office may ask you to provide a council tax exemption certificate. A certificate can be obtained from your respective faculty office. In most cases the exemption listing that we send out will suffice.

**USEFUL CONTACT NUMBERS**

Awards Office
(5) 86339

Careers Office
(5) 87456

Catering Office
(5) 88561
  Portland Square Café
  (5) 88574

Chaplaincy Team
(5) 87760

Computing Support Desk
(5) 88588

Disability Assist Services
(5) 87676

Exams Office
(5) 86399

Finance
(5) 88100

Library
(5) 88737

Media Services (Print Room)
(5) 87260

Media Workshop
(5) 88900

Medical Centre
01752 222341

Nightline
22 3051

Payroll
(2) 32140

Personnel
(5) 88180

Safety Officer
(5) 82065

Security (Portland Square)
(5) 88403

Student Counsellor
(5) 87701

The national code for Plymouth is 01752

The international code for Plymouth is + 44 1752

---

1 (5) denotes external line. Last five digits are when making an internal call from within the University.
In addition to this booklet you can find more information at www.plymouth.ac.uk/essentialinfo and www.plymouth.ac.uk/studenthandbook

If you need a copy of this booklet in larger print or in a different format, please contact your DTC Administrator.