

**Faculty of Health  
and Life Sciences  
Research Students  
Handbook**

**Academic Year 2018/2019**

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## 1. THE PURPOSE OF THIS HANDBOOK

This Handbook has been prepared for research students throughout all stages of their programme from enrolment to conferment of the degree. It is made available to enable you to understand the procedures that need to be followed in progressing through your studies. It describes current policies and procedures that apply to research provision within Oxford Brookes University with an emphasis with how they are applied within your Faculty.

It complements and does not replace other University documents, primarily the University Research Degree Regulations, Code of Practice for Postgraduate Research, Code of Practice for Ethical Standards, Code of Practice for Research Student Training and Complaints procedures, which can be found at:

<http://www.brookes.ac.uk/students/research-degrees-team/current-students/>

We have tried to ensure that this Handbook is consistent with current formally approved University regulations and policies. Where any conflict of interpretation arises, formal University regulations and policies take precedence over the content of this Handbook. The University's Research Degree Regulations can be found at:

<http://www.brookes.ac.uk/regulations/current/specific/>

This Handbook aims to be a comprehensive guide that can provide a source of reference for research students concerning research degree programmes that involve a significant period of original research and the production and assessment of a research thesis.

This Handbook applies principally to students registered for MPhil, MPhil/PhD, PhD direct, MA and MSc by Research awards. However, most sections of it also apply to students on Professional Doctorate awards who are engaged in the thesis research stage of their programmes. Most sections are applicable to candidates for the award of PhD by Published Work.

Please remember, also, that just about everything you could possibly need to know about your research degree programme can be found through the Research Degrees Team webpage at: <https://www.brookes.ac.uk/students/research-degrees-team/> and this is a good place to look if you want more information about anything contained in this Handbook. You can also ask advice from your supervisors and Postgraduate Research Tutors.

There is also a Faculty Research Students page with useful information and links at <http://www.hls.brookes.ac.uk/research-intra/research-students>

## 2. DOCTORAL TRAINING PROGRAMMES WITHIN THE FACULTY

All research students in the Faculty are members of a **Doctoral Training Programme (DTP)**. These are:

- Biosciences DTP
- Oxford Interdisciplinary Bioscience BBSRC DTP
- Psychology DTP
- Children and Young People DTP (continuing students only, no new enrolments after Aug 2014)
- Applied Health, Nursing and Midwifery DTP

### 2.1 Key people & how to contact them

In addition to your supervisors (see section 3), you are supported in your studies by a team of people, as detailed below. The Postgraduate Research Tutors / DTP leads are available to provide you with general support and advice and to ensure all of the University regulations are complied with. If you are unsure about anything or need help or advice at any stage, ask!

Below is a list of key people in the Faculty and University and their internal phone extension numbers and email addresses. If dialling from outside the University, prefix all extensions below with +44 (0) 1865 then 48 e.g. x3289 becomes 483289.

The Following are **Postgraduate Research Tutors (PGTs)** –

**Faculty Senior Postgraduate Research Tutor**  
& Director of Researcher Development  
for the University

Professor Susan Brooks x3285  
[sbrooks@brookes.ac.uk](mailto:sbrooks@brookes.ac.uk)

### **Biosciences DTP**

Lead PGT and subject specific responsibility for  
Biology and Environment area

Professor Stewart Thompson  
x 3253  
[sthompson@brookes.ac.uk](mailto:sthompson@brookes.ac.uk)

Oxford Interdisciplinary  
Bioscience BBSRC DTP

Dr David Carter x4216  
[dcarter@brookes.ac.uk](mailto:dcarter@brookes.ac.uk)

Biological and Medical Sciences area

Dr Dianne Newbury x3015  
[diannenewbury@brookes.ac.uk](mailto:diannenewbury@brookes.ac.uk)

**Psychology DTP**  
**Children and Young People DTP**

Professor Guida de Abreu x3773  
[gabreu@brookes.ac.uk](mailto:gabreu@brookes.ac.uk)

## **Applied Health, Nursing and Midwifery DTP**

### ***School of Nursing & Midwifery***

Postgraduate Research Tutor

Professor Jane Appleton x2606  
[jvappleton@brookes.ac.uk](mailto:jvappleton@brookes.ac.uk)

Postgraduate Research Tutor

Professor Eila Watson x2665  
[ewatson@brookes.ac.uk](mailto:ewatson@brookes.ac.uk)

Postgraduate Research Tutor  
for the Professional Doctorate in Nursing

Dr Helen Walthall x2603  
[hewalthall@brookes.ac.uk](mailto:hewalthall@brookes.ac.uk)

### ***Department of Psychology\*, Health and Professional Development***

(\*Psychology students are in the Psychology DTP, see above).

Postgraduate Research Tutor

Professor David Foxcroft x5283  
[david.foxcroft@brookes.ac.uk](mailto:david.foxcroft@brookes.ac.uk)

### ***Department of Sport, Health Sciences and Social Work***

Postgraduate Research Tutor

Dr Helen Lightowler x3245  
[hlightowler@brookes.ac.uk](mailto:hlightowler@brookes.ac.uk)

### **Other key people –**

Associate Dean of Research  
and Knowledge Transfer

Professor David Evans x3968  
[deevans@brookes.ac.uk](mailto:deevans@brookes.ac.uk)

Faculty Research Administrator

Ms. Abigayle Langford  
x2904  
[alangford@brookes.ac.uk](mailto:alangford@brookes.ac.uk)

Faculty Research Managers

Ms. Lorraine Williams x2905  
[ldwilliams@brookes.ac.uk](mailto:ldwilliams@brookes.ac.uk)

Ms Angela Robinson x2905  
[ajrobinson@brookes.ac.uk](mailto:ajrobinson@brookes.ac.uk)

University Research Degrees Team

Ms Jill Organ x4244  
[jorgan@brookes.ac.uk](mailto:jorgan@brookes.ac.uk)

Ms Catherine Joyejob x3869  
[cjoyejob@brookes.ac.uk](mailto:cjoyejob@brookes.ac.uk)

Health and Safety  
Central Service Administrator

Sharon Prior x2569  
[sprior@brookes.ac.uk](mailto:sprior@brookes.ac.uk)

Faculty Ethics Officer

Kellie Tune x5276

[kellie.tune@brookes.ac.uk](mailto:kellie.tune@brookes.ac.uk)

Student reps – there are research student reps for each DTP. Their details will be circulated separately. You should make sure that you know who your student rep is.

You will find it helpful to get to know other students and researchers in your Department and the Faculty as soon as possible. Your supervisor will help facilitate this. Current information about the research groups in the Faculty and its research students can be through the Faculty webpages at <http://www.hls.brookes.ac.uk/>.

## **2.2 How we contact you - an important note about your Brookes email address**

At University, Faculty and Department level, we communicate with you most commonly by email – **and we use your Brookes email address ONLY.**

It is very important that you look at your Brookes email on a regular basis. See also section 14.6.

### 3. YOU AND YOUR SUPERVISORS

At the time your application to study at Brookes was approved, at least two people agreed to supervise your work. These are your Director of Studies (DOS, main supervisor) and your second supervisor; although some students may have additional members of their supervisory team and some students will have two co-Directors of Studies.

All students have at least one member of the supervisory team who is Brookes staff and your supervisors may all be members of Brookes staff. However, some students have members of their supervisory team who are external to Brookes. For example, if there is an external collaborating institution, the second supervisor should be a member of that institution. This may be a formal agreement, as with CASE award studentships, or may be less formal as an agreement directly between the supervisor(s) at Brookes and the external institution.

The relationship between you and your supervisor(s) is very important. When you first meet with your supervisor(s), you should discuss your mutual expectations about what the relationship will involve, including how much independence or guidance you need, how often you are going to meet, and what sort of preparation will be needed for meetings. Be prepared to renegotiate these issues to your mutual satisfaction at different times in the relationship. It is good practice to set an agenda and **it is a requirement that you keep a record and notes of all meetings with your supervisor**. It is also good practice to have agreed action points for the next meeting which you should email to your supervisors after the meeting along with your notes of the meeting to ensure all are in agreement. You should also agree how far in advance your supervisor needs to receive written work in order to provide you with feedback.

It can often be helpful to set up meeting dates in advance as often your supervisors will have busy diaries. Maintaining regular contact with your supervisor is essential and you should keep your supervisor informed about your circumstances. For example, if you will be away from the University because of illness, conference attendance, or holiday, please make sure you inform your supervisor. You must also report to the University as requested to show that you are active on the course (see section 14.5). If you are a part time student, it is especially important that you do not lose contact with your supervisors and others in your Department. If you are student who works externally to Brookes, it is important that you maintain regular contact with both your on-site and Brookes supervisors.

If you feel that supervision is not meeting your needs, if possible talk to your supervisor about this first. If for any reason you find your supervisor is either genuinely professionally unsuitable or fundamentally incompatible with you, you should seek advice from a suitable person in your Department. In the vast majority of cases, this will be your second supervisor or one of the Postgraduate Research Tutors.



#### 4. A RESEARCH DEGREE IS A TRAINING PROGRAMME

A research degree is a training programme. This includes training in academic and research skills - including, for example, laboratory techniques, data analysis and literature searching - but also training in a range of broader transferable, generic and employability skills. To this end, we provide a range of training opportunities and courses, both within the Faculty and centrally through the Graduate College.

This year's Faculty training events are listed at the end of this handbook in Appendix 1 and you will receive information about training events in future years as they are planned.

The Graduate College training events may be found at:

<https://www.brookes.ac.uk/students/research-degrees-team/current-students/graduate-college/events-and-networking/graduate-college-research-student-training/>

where you will also find helpful links to other training resources and information. The University Code of Practice for Research Student Training can be found at <https://www.brookes.ac.uk/documents/regulations/current/other/e7-cop-research-student-training/>.

It is a requirement that full time research students undertake around 70 hours of training activities every year, part time students around 35 hours and 4 year clinical PhD students around 56-60 hours. You will be given information at induction about what sort of things you can include – and you will find that many things you would be doing anyway (for example, attending seminars and group meetings) count as 'training' and that there are a wide range of excellent opportunities for your personal and professional development available to you.

**A Personal, Professional & Career Development Planner** is available at:

<https://www.brookes.ac.uk/students/research-degrees-team/current-students/graduate-college/events-and-networking/graduate-college-research-student-training/>

It has been developed as a tool to help you plan and record your skills training. It is an invaluable record when you are composing a CV or attending job interviews. It can be adapted to meet your own needs and comprises forms to outline the training planned for the year ahead and those to record courses attended and activities undertaken. At the beginning of every academic year, you should discuss your training needs with your supervisor and agree a plan together. Your planner is 'signed off' by both your supervisor and your Postgraduate Research Tutor and evidence of engagement with training is a requirement of your progression through the programme.

## 5. TIMELINES FOR RESEARCH DEGREES

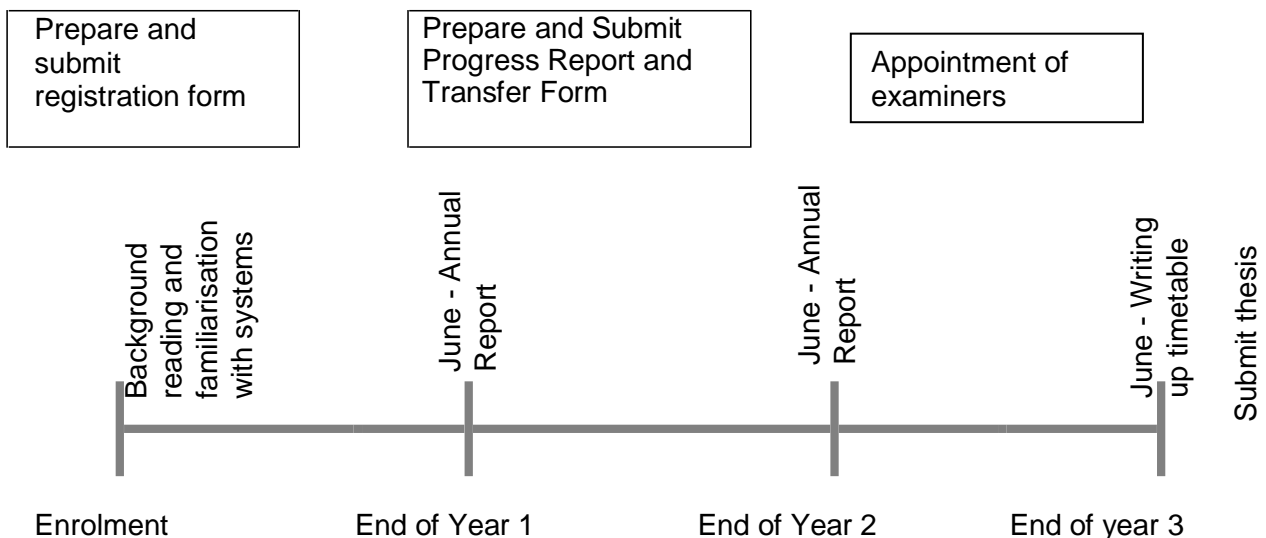
### 5.1 MPhil/PhD

The minimum period of registration for a full time MPhil/PhD is 3 years and the maximum is 5 years. For part time students, the minimum period of registration is 4 years, the maximum is 6 years.

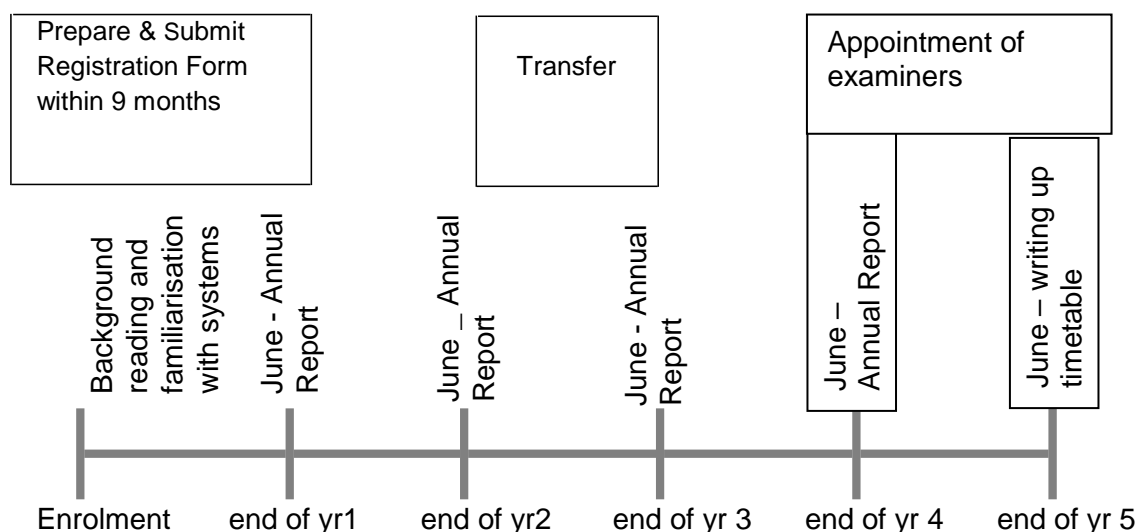
The major milestones in an MPhil/PhD are **registration** (section 6) and **transfer** (from MPhil to PhD status, section 7). Progress is formally monitored annually, and monitoring requirements are detailed below (section 8). Although the timelines below suggest that writing up occurs towards the end of the programme, you should get into the habit of writing throughout your programme and the formal documents we ask you to prepare, including registration, transfer and annual reports contribute towards your final thesis.

For full time students the **registration RDC-R form** (section 6) needs to be submitted within 3-6 months after enrolment, except for BBSRC DTP and iCASE students where registration needs to be done between months 12 and 20. The **transfer RDC-T form** (section 7) needs to be submitted sometime during your second year, usually around 18-24 months into the programme. Annual reports are needed at the end of each year (section 8). The details of these procedures, forms, reports, and deadlines are given below.

**The ideal timetable for a full time MPhil/PhD (except BBSRC DTP and iCASE) student breaks down as follows:**



**For part time MPhil/PhD students the ideal timetable is:**



For part time students the **registration RDC-R form** (section 6) needs to be submitted within a maximum period of nine months after enrolment. The **transfer RDC-T form** (section 7) needs to be submitted sometime during your third year. Annual reports are needed at the end of each year (section 8). The details of these procedures, forms, reports, and deadlines are given below.

All research degree forms can be found at:

<http://www.brookes.ac.uk/students/research-degrees-team/current-students/forms/>

## 5.2 Oxford Interdisciplinary Bioscience DTP

The Oxford DTP is a 4-year programme. Students will need to enrol when they first arrive but do not register their degree until the beginning of year 2. In the first year you will be assigned a Brookes supervisor who can act as a point of contact (note you can also contact postgraduate tutor Dr Dave Carter for further information as well). The first year, during which you will be based at the DTC in Oxford, will involve a series of training courses and two project rotations (at least one of which must be based with a Brookes supervisor).

NB Note that if you are an iCASE student with a pre-assigned project then you will not do the two rotations and can start your full PhD in January of year 1.

For further details of the requirements you should refer to the DTP handbook (issued by Oxford University).

At the end of your first year you will select the lab/supervisor that you wish to do the PhD project with. A few weeks after commencing in this lab you must submit a project proposal, which is then assessed by viva (the panel will include at least one Oxford University and one Brookes academic). If the project is approved then you are eligible to continue to the final phase of the PhD. You will then go through the Brookes registration process (please talk to Dr Dave Carter about this) within 6 months of the PhD proposal being approved. Details are given later, Section 6 'Registration'. The registration form asks for a 1000 word project plan written in non-specialist language – fill out the normal registration form,

but instead of writing a full 1000 word summary you can do a shorter 200-word project plan and include a copy of your DTP project proposal form.

After registration you will be registered at Oxford Brookes as an MPhil student, and within the next 1-2 years you must go through the process of 'transfer' to full PhD status. It is critical that you submit your thesis within 4 years from enrolment; please speak to Dr Dave Carter if you think this could be a problem.

As part of your DTP you need to do a 12-week professional internship. If you are an iCASE student it will be at the industrial partner company, but if you're a regular DTP student this could be at a range of different companies or organisations. The DTP will give more advice on this, but if you'd like to chat more about it please email Dave Carter.

The internship can be done at any point in the programme, and it can be done flexibly (e.g. part time over 24 weeks, split into blocks of time, 1 day a week etc). My main advice here would be not to leave it too late! Talk to Dave Carter if you have questions about it.

### **5.3 Four year full time clinical MPhil/PhD**

Students undertaking a 4 year full time MPhil/PhD are expected to combine full time study with some continuing clinical work. As with a 'standard' MPhil/PhD (section 5.1), the maximum period of registration is 5 years.

The **registration** form RDC-R should be submitted within 3-9 months of enrolment. As with a 'standard' MPhil/PhD, **transfer** should occur at around the half-way point in the programme – so, ideally this will take place between the beginning and half-way through the third year. Annual monitoring is exactly as for a 'standard' MPhil/PhD.

### **5.4 PhD direct**

For students registered for PhD direct, there is no transfer stage, so the major milestones are **registration** (section 6), plus the formal annual monitoring points (section 8). The minimum period of registration for a full time PhD direct is 2 years and the maximum is 5 years. The minimum period of registration for a part time PhD direct is 3 years and the maximum is 6 years.

### **5.5 MPhil**

Again, for MPhil, there is no transfer stage, so the major milestones are **registration** (section 6), plus the formal annual monitoring points (section 8). The minimum period of registration for a full time MPhil is 2 years and the maximum is 3 years. The minimum period of registration for a part time MPhil is 3 years and the maximum is 4 years.

### **5.6 MA/MSc by Research**

These are one-year full time programmes. Full time students taking an MA or MSc by Research must **register** (section 6) within 3 months after enrolment; part time students should **register** within 4 months. Full time students have to submit their thesis within one year from enrolment, part time within 2 years. Students taking this degree path cannot request extensions.

### **5.7 Professional Doctorate in Nursing (DNurs)**

Students undertaking a 5 year part time DNurs are expected to combine part time study while continuing practice work. The **registration** form RDC-R should be prepared within year 2, semester 3, of the programme, as the taught element is coming to an end, and submitted to the first RDSC meeting of the third year. Annual monitoring is exactly as for a 'standard' MPhil/PhD, except during the taught element of the programme, when your postgraduate tutor will advise you as to what is required.

## 6. REGISTRATION

When you begin your research degree, you **enrol** with the University as a student. Then, you must **register** your research degree proposal. This is done using the **RDC-R form**, available at <http://www.brookes.ac.uk/students/research-degrees-team/current-students/forms/>. You must select the form appropriate for your programme.

Registration must occur within the first academic year – ideally from 3 to 6 months of enrolment for full time students and within a maximum of 9 months for part time students and those on clinical 4 year programmes (other than DNurs and MA/MSc by research – see above) and the date of registration is then officially back-dated to the time when you enrolled.

You, the student, are responsible for completing the RDC-R form – and in particular the description of your project proposal that it asks for – but you should do so with the help, guidance and support of your supervisor. Registration allows you and your supervisor to think very carefully in a structured way about your research project early on and it is a very important stage in the University's approval of you, your project and your supervisory team.

*Failure to register successfully within one academic year will usually result in your withdrawal from the programme, except for BBSRC DTP students where registration must be undertaken within the first six months of the second year.*

### 6.1 Formal Requirements for Registration

You should begin work on registration with your supervisor within two months of commencing your studies.

Once you **and your supervisor** are satisfied that your RDC-R form is completed appropriately, you must get it approved by, and signed by, your Postgraduate Research Tutor. Your Postgraduate Research Tutor may ask you to make revisions to the form before signing it, and you should therefore allow time for this.

In the Psychology DTP, DNurs programme and Applied Health, Nursing and Midwifery DTP, candidates are interviewed as part of the registration process. You will be provided with details by the Head of the DTP. You may be invited to interview in the other DTPs. To allow time for this, in these DTPs, you will need to have your RDC-R completed and submit it to the Postgraduate Research Tutor 6-8 weeks before the Research Degrees Sub-Committee meeting deadline. In other DTPs, as stated on the Research Degrees webpages, you will need to have it completed and submit it to the Postgraduate Research Tutor 4 weeks ahead of the stated deadline.

The completed RDC-R form, signed by you, your supervisors and the Postgraduate Research Tutor is then submitted to the Research Administrator who will make a record of your submission and forward it to Research Degrees Team. They will put it forward to be considered at the next appropriate Research Degrees Sub-Committee meeting. The Committees are described in section 15. Your Postgraduate Research Tutor can advise you which is the most relevant committee for your proposal.

Meeting dates and deadlines for the Committees may be found at <https://www.brookes.ac.uk/students/research-degrees-team/current-students/sub-committees/> **It is important to take note of these dates** because all RDC-R forms must reach the Research Degrees Team by the stated deadline. As noted above, other than MA/MSc by research students, all full time students must have their registration completed by 3 to 6 months of enrolment and part time students within a maximum of 9 months of enrolment.

If approval is given, you will receive a formal letter advising you of the decision. If there are any issues these will be communicated to your supervisor for you to discuss and address before approval is granted.

## **6.2 Completing the Registration RDC-R Form**

You must follow the **Guidance notes** attached to the form carefully. In addition, you must attend University induction and Faculty training where you will be advised on how to succeed with your registration.

Probably one of the most important things to remember is that the section on the form describing your research programme is read by non-specialists, so keep it as clear as possible while still being scientifically credible. Avoid jargon or specialist terms that someone outside your field wouldn't understand (if you need to, add a glossary of terms). It is helpful to give timescales for different stages in the project and define milestones. If you are undertaking an MPhil/PhD, it is helpful to break your programme down into what you consider to be the MPhil stage – roughly, the first 18-24 months of a typical full time MPhil/PhD programme; although this may vary (see section 7) – and the PhD phase.

As described above, the RDC-R form must be prepared in collaboration with your supervisor. External students are required to work with your Brookes supervisor as well as your on-site supervisor. You should expect to prepare draft copies for your supervisors' comments. When you and your supervisor are satisfied that the form is completed, it must be approved and signed by the Postgraduate Research Tutor. They may have suggestions for changes and correction, so you need to give them time to read your form, comment on it, interview you if necessary (see section 6.1 above) and for you to make such changes prior to submission. Therefore, in the Psychology DTP, DNurs programme and Applied Health, Nursing and Midwifery DTP you should submit your form to the Postgraduate Research Tutor 6-8 weeks ahead of the stated Research Degree Sub-Committee deadline, and in other DTPs, as stated on the Research Degrees webpages, 4 weeks ahead of the stated deadline.

Once you, your supervisors and the Postgraduate Research Tutor have agreed and signed the form, it should be submitted to the Research Administrator who will record your submission and forward it to the Research Degrees Team. The Committee requires that the form is completed to a high standard - accurately, to a high standard of literacy, referenced correctly - and will reject forms if they do not meet the standard.

The Postgraduate Research Tutors are happy to advise you on any aspects of the registration process.

## **6.3 Comments in addition to the Guidance notes attached to the RDC-R form. Collaborating Establishment:**

You do not need to provide a formal letter where a formal agreement of collaboration already exists such as a BBSRC or NERC CASE studentship. A

member of the supervisory team or advisor should normally come from the collaborating institution.

Where a formal agreement already exists on the Faculty files between the University and external person/organisation a further letter is not required. If there is a formal letter from the collaborating institution required, it should include a statement of Intellectual Property Rights. Any person acting in an advisory capacity should be indicated in the appropriate sections.

**Programme of Related Activities:** This refers to training activities, see section 4. In addition to listing aspects of the University and Faculty training programmes that you plan to attend, remember to indicate what seminars, reading groups, lab meetings, etc. you will be attending - for example, seminars and talks within your Department or at external institutions - and give examples of conferences and meetings that you will be attending. Please be as detailed as possible.

#### **A note about permissions for research involving humans or animals**

If you plan to work with humans or with materials taken from humans (eg blood or tissue samples) you will need formal Ethics Committee permission to do so. You may submit your RDC-R form for approval even if ethics approval is still being processed, but you will need to clearly demonstrate that you are well on the way to obtaining ethics permissions – therefore you should begin to work on this as soon as possible. More information is given in section 16.

If you plan to carry out work that involves procedures such as trapping, handling, or tagging of wild animals, you should contact Professor Stewart Thompson (x 3253) who oversees all University-wide applications involving such procedures for the purpose of research.



## 7. TRANSFER FROM MPhil TO PhD

Assuming that the supervisors recommend an MPhil/PhD student for **transfer** to PhD, full time students *usually* transfer between around 18-24 months into the programme. Students who require ethics permission for their studies may often transfer at a slightly later time point (around 2 years into the programme) as the ethics process can take most of their first year to be completed. Clinical PhD students may transfer sometime between the beginning and half-way through their third year. For part time students, transfer usually occurs at around 2.5-3 years into the programme. For all research students, there is no set time point at which transfer happens – research students should apply to transfer at the point at which they and their supervisors believe that the project and student are ready.

The transfer process is in two parts, a Faculty and a University stage.

Firstly, there is a Faculty approval process where you write a transfer report and fill in a RDC-T form, which can be found at <https://www.brookes.ac.uk/students/research-degrees-team/current-students/forms/> You then have a meeting (sometimes referred to as a 'transfer viva') with an assessor within the Faculty. In some subject areas, the Postgraduate Research Tutor will also be involved in the 'transfer viva'. You should allow plenty of time after you submit your transfer report and RDC-T form for the Faculty approval process – including your interview – to take place, at least 6-8 weeks.

If the assessor(s) recommend transfer, then your completed RDC-T form is signed off by the Postgraduate Research Tutor and passed on to the Research Administrator who records its submission. It is then passed on to the Research Degrees team for consideration by the next appropriate Research Degrees Sub-Committee.

Research Degrees Sub-Committee meeting dates and deadlines can be found at <https://www.brookes.ac.uk/students/research-degrees-team/current-students/sub-committees/>

### 7.1 Transfer Report Guidelines

Your transfer report usually focuses on the progress you have made and results you have obtained to date and, importantly, your firm plans for the final stages of your project.

The transfer report is not intended to be a thesis. An indicative word count is 5,000 and the maximum is 10,000 words - longer reports will not be accepted. You are encouraged to keep it as concise as possible. Students who also have to present a report to an external agency should present excerpts from that report.

#### **Suggested Contents:**

- Title Page - (to include name, project title, 'Transfer Report', supervisors, date, Word Count of Report).
- Contents
- Summary/Abstract
- Literature Review/Introduction\*
- Aims
- Brief summary of Methods
- Selected Data/Results to support your application\*\*
- Discussion
- Future Work leading to PhD.

\* A published review paper may substitute for the literature review/introduction in the transfer report only where the student is first author. In all other cases, the literature review/introduction must be completed as normal.

\*\* Students with publications (submitted, in press or published) may substitute the publication for the relevant results section of the transfer report as long as the student has made a significant contribution to both the experimental or empirical work and the writing-up of the publication.

Further help or advice may be obtained from your supervisor or from a member of the Postgraduate Research Tutor team.

**You must hand in two copies of the report and one copy of the RDC-T form** to your Postgraduate Research Tutor. They will advise you on the process for arranging your transfer viva. One copy of your report will be returned to you after approval. Remember that your supervisor may also like a copy.

### **7.2 The Faculty process for recommending transfer**

The RDC-T form and transfer report will be read by an independent member of staff and a member of the Postgraduate Research Tutor team. You will be interviewed about its contents. This interview will help you to prepare for your *viva voce* examination at the end of your studies. We will rigorously assess your progress and potential to achieve a PhD.

We reserve the right to recommend that you write up for an MPhil only (i.e. to refuse transfer). Such a decision would not be taken lightly and we would discuss the situation with you and your supervisors. However, if it seems to us unlikely that you will complete your studies and present a thesis in a timely manner, it may be the best option for both you and the University. You have the right to appeal against such a decision to the Research Degrees Committee.

Permission to transfer does not imply that you will be successful in obtaining a PhD. A great deal of work remains in the final stages of your programme and you still have a thesis to prepare and defend in the viva.

### **7.3 MPhil only students – exceptional transfer**

A student originally registered only for MPhil can apply for '**exceptional transfer**' to PhD, using the same process described above. However, in this instance a copy of the full transfer report should be submitted with the RDC-T form for consideration by the appropriate Research Degrees Sub-Committee.

## **8. ANNUAL REPORTS & PROGRESS MONITORING**

All students must submit an **annual report** in June each academic year (including those starting their programmes in January) and attend for a progress interview in July. You will be informed each year of the deadline date for submission of your report and of the date for your progress interview. Your interview will usually be with two members of the Postgraduate Research Tutor team, who are not your supervisors.

You should work on your report as an on-going activity during the year.

The first year of a full time research degree, or the first two years of a part time research degree are considered to be a 'probationary period'. The end of year interview at this point is an important one in that if we are concerned about your progress or engagement with the programme, we can ask you to leave at this point (this doesn't happen very often). Similarly, if you feel that the programme isn't for you after all, you can choose to leave at this point. Later annual monitoring points are again an opportunity for us to assess your progress and engagement with the programme, and are also an opportunity for you to raise any concerns with us.

As part of annual monitoring, every student will be required to submit a piece of academic writing to Turnitin. Instructions on submission of work through Turnitin will be issued to students by email and will be the responsibility of the student. The work submitted should usually be the annual report, but may, if appropriate, be some other piece of written work, for example, a thesis draft chapter. If you are unsure what you need to do, ask advice from your Postgraduate Research Tutor. Your supervisor should review the Turnitin report with you and discuss any concerns that s/he may have about your academic writing.

### **8.1 Requirements for Annual Progress Reports**

The actual requirements for the report differ at different stages in your programme, and are slightly different for students taking different routes. They are summarized in the Table below. If you are unsure what you need to do, ask advice from your Postgraduate Research Tutor.

Every year, you must submit a signed, completed copy of your training diary for the preceding year, and an agreed training plan for the subsequent year.

You must also submit a piece of work – usually your progress report for that year (as detailed in the table) through Turnitin. You will receive an email telling you how to do this.

All documents should be submitted electronically to the Research Administrator in June each year. You will be informed of the actual submission deadline by email.

Table – Summary of Annual Progress Monitoring Requirements

ALL ELEMENTS SHOULD BE APPROVED BY YOUR SUPERVISOR BEFORE SUBMISSION SO LEAVE ENOUGH TIME FOR THIS PROCESS

	Progress report	Training diary for preceding year	Training plan for subsequent year	Item of work submitted through Turnitin
<b>Applied Health, Nursing and Midwifery DTP, Psychology DTP &amp; Biological and Medical Sciences DTPs</b>				
<b>Full-time MPhil/PhD students</b>				
Year 1 (starting in September)	3000 word report consisting of a literature review, any preliminary data and details of proposed work for next year.	Yes	Yes	3000 word report
Year 1 (starting in January or April)*	2000 word literature review	Yes	Yes	2000 word literature review
Second year students (unless transferred between April and June)	1500 word report detailing progress towards transfer	Yes	Yes	1500 word report
Second year students who have transferred between April and June	transfer report	Yes	Yes	transfer report
Final year students	1-2 page summary report of plans for completion and a writing up timetable	Yes	Yes	sample of written work prepared during the year – eg draft thesis chapter or report
*students who began in January or April submit a shorter literature review in June of their first year; then the following year, submit a full annual report as detailed under 'Year 1 (starting in September)' and follow the rest of the process as detailed above.				
<b>Part-time MPhil/PhD students</b>				
Year 1	1000 word interim report on work to date and future plans	Yes	Yes	1000 word interim report
Year 2	3000 word report consisting of a literature review, any preliminary data and details of proposed work for next year.	Yes	Yes	3000 word report
Year 3	1000 word interim report detailing progress so far and future plans	Yes	Yes	1000 word interim report
Year 4 students (unless transferred between April and June)	1000 word interim report until writing up timetable	Yes	Yes	1000 word interim report
Year 4 students who have transferred between April and June	transfer report	Yes	Yes	transfer report
Final year students	1-2 page summary	Yes	Yes	sample of

	report of plans for completion and a writing up timetable			written work prepared during the year – eg draft thesis chapter or report
<b>Applied Health, Nursing and Midwifery DTP 4 year Clinical PhD students</b>				
Year 1	1000 word report on work to date and future plans	Yes	Yes	1000 word report
Year 2	3000 word report consisting of literature review, any preliminary data and details of proposed work for next year.	Yes	Yes	3000 word report
Year 3 (unless transferred between April and June)	1000 word interim report detailing progress so far and future plans	Yes	Yes	1000 word interim report
Year 3 (transferred between April and June)	Transfer report	Yes	Yes	transfer report
Final year students	1-2 page summary report of plans for completion and a writing up timetable	Yes	Yes	sample of written work prepared during the year – eg draft thesis chapter or report
<b>Oxford BBSRC DTP students</b>				
Year 1	Rotation write up and a paragraph on progress	Yes	Yes	Rotation write up
Year 2	Registration report (which was submitted as part of the DTP registration process) and an approx. 200 word statement on progress.	Yes	Yes	Registration report
Year 3	Transfer report and a paragraph on progress to give it context, or 1000 word report at beginning of year 3 if transfer report hasn't been submitted	Yes	Yes	Transfer report or 1000 word report
Final year students	1-2 page summary report of plans for completion and a writing up timetable	Yes	Yes	sample of written work prepared during the year – eg draft thesis chapter or report
<b>Oxford BBSRC iCASE students</b>				
Year 1	1000 word interim report on work to date and future plans	Yes	Yes	1000 word interim report
Year 2	Registration report (which was submitted as part of the DTP	Yes	Yes	Registration report

	registration process) and an approx. 200 word statement on progress.			
Year 3	Transfer report and a paragraph on progress to give it context, or 1000 word report at beginning of year 3 if transfer report hasn't been submitted	Yes	Yes	Transfer report or 1000 word report
Final year students	1-2 page summary report of plans for completion and a writing up timetable	Yes	Yes	sample of written work prepared during the year – eg draft thesis chapter or report

## 8.2 First Year Progress Interview

As detailed above, you will be interviewed by, usually, two members of the Postgraduate Research Tutor team who are not your supervisors. Subject to a satisfactory interview, annual report and supervisor's report, it will be recommended that your registration be continued for the next year. However, an unsatisfactory report or interview may result in a detailed review with your supervisor(s) and the recommendation that your registration and enrolment on the programme is terminated or that you only write up for an MPhil.

Students who initially registered for an MPhil/PhD should consult with their supervisors after the end of the first year to discuss the Transfer arrangements. This will be discussed during the end-of year interview. This may also apply to any MPhil students who wish to apply for an 'exceptional' transfer to a PhD, see section 7.

## **9. APPOINTMENT OF YOUR EXAMINERS**

Your supervisors need to submit the paperwork to approve the appointment of your examiners approximately 3 months before you submit your thesis. This is done using an RDC-E form, found at <https://www.brookes.ac.uk/students/research-degrees-team/current-students/forms/>. If your external examiner has not examined at Brookes previously, they will also need to submit an RDC-CV form (available at the same web address as above). Your thesis cannot be examined until examination arrangements have been approved by the Research Degrees Sub-Committee and it is worth checking with your supervisors towards the end of your programme that they have done this. Please note that you should not be involved in the process or contact your examiners.

## 10. SUMMARY OF REGULATIONS APPLYING TO ALL RESEARCH STUDENTS

The Oxford Brookes University Research Degree Regulations apply to all research students. These regulations can be found at

<http://www.brookes.ac.uk/regulations/current/specific/>

### **Annual monitoring, including presentations and training records**

This section details the way in which the University requirements for monitoring are applied in the Faculty.

At the end of each academic year you must submit an end-of-year report and attend an end of year interview, as outlined in section 8. Interviews occur for all students in July (your report must be submitted by the end of June – you will be informed of the actual date for submission each year). Key pieces of work will be analyzed using Turnitin for writing style and plagiarism as part of this monitoring.

All PhD students make a poster presentation at the annual postgraduate symposium (see section 11). Full time PhD students do so in their second year; part time PhD students do so in their 3rd/4th year as appropriate. BBSRC DTP students do so in their third year.

All PhD students make an oral presentation at the annual postgraduate symposium (see section 11). This normally occurs in their final year of study.

MPhil students should present a poster at the Postgraduate Research Symposium and/or give a talk in the latter stages of their studies (see section 11).

All research students must present a seminar talk at some stage during their final year (see section 12).

All research students must keep an up-to-date Personal, Professional & Career Development Planner and attend University and Faculty training seminars (see section 4).

All on-campus research students, including clinical PhD students, must attend a seminar series (agreed with the Postgraduate Research Tutor and Director of Studies) once a week during semester (see section 12).

Part time/ off campus students must also engage in training equivalent to that provided in the Faculty and are recommended to participate in the training opportunities offered within the Faculty and University if possible.

We expect a research student's work to be their own, with due reference to existing sources of information. The Faculty adheres to the University Research Degree Regulations and all cases of plagiarism will be subject to disciplinary procedures. Please refer to <http://www.brookes.ac.uk/students/your-studies/student-disputes/student-conduct/academic-misconduct/> Sections of written work produced by all students enrolled on the MPhil, MPhil/PhD, PhD, DNurs and MA and MSc by Research must be submitted and processed through Turnitin annually as part of the monitoring assessment and supervisors must formally record the outcome on the annual RDC Progress Report form (see section 8).



## 11. ANNUAL POSTGRADUATE SYMPOSIUM

This event takes place in January each year. All research students and their supervisors are expected to attend. Oral presentations take place to an audience of supervisors, research students, researchers and academic and support staff. Posters are viewed in session breaks. Prizes are awarded for the best oral presentation and the best poster by a panel of judges.

All presenters must provide an abstract (as a Word file) for their talk or poster for the Abstract Booklet to the Faculty Research Administrator (you will be informed of dates and deadlines for your Departments). The content must be discussed with your supervisor (including your Brookes supervisor if you work externally to Brookes).

Training sessions on how to prepare a good poster and how to give a good talk are run by the Faculty - see the appendix at the end of this Handbook.

### 11.1 Guidelines for preparing your Abstract

Font: Arial 12 point, using single line spacing.

*Line 1:* Title

*Line 2:* Your name

*Line 3:* Your academic affiliation [department and institution(s)]

*Line 4:* Blank

*Line 5:* Abstract body (max 300 words). Summarise what you are doing, why you are doing it and why the work is important, but don't speculate. Remember that the target audience comprises scientists who are not necessarily specialists in your field. You should not include any references or figures /tables.

*Penultimate line:* Your supervisors and their academic affiliations

*Last line:* Your funding bodies

### 11.2 Who gives an Oral Presentation?

All students, usually during their final year of study.

If you use PowerPoint, it must be Windows version not MAC version. Other presentation formats, such as Prezi, are acceptable, but discuss this beforehand with the Research Administrator.

Remember to practise the talk to get the length right (usually 15-16 minutes + 4-5 minutes discussion). The timings for length of talk may be adjusted dependent on numbers of students required to give oral presentations – guideline requirements will be circulated by email.

### 11.3 Who presents a Poster?

All full time PhD students in their second year; and part time PhD students in their 3rd/4th year as appropriate. Third-year BBSRC DTP students. You will be sent details of the required format.

MPhil students may choose either to present a poster or give an oral presentation at the postgraduate symposium during their programme. Discuss with your supervisor or Postgraduate Research Tutor, which would be most appropriate for you.

## 12. SEMINAR SERIES

It is **compulsory** that all full time students to attend the research seminar programme provided by their Doctoral Training Programme, or attend equivalent seminars in their place of work or elsewhere. Part-time and clinical students are also **strongly recommended** to do so. Details are given for your Programme in Appendix 1 at the end of this Handbook.

### Presentations at Seminar Series

Full time PhD students must give a presentation of 20 minutes plus 5 minutes' question-time. This will occur in your third year. You will be given sufficient notice of when your presentation will take place by the seminar series organizer. Part time PhD students must give their presentation in year 3/4/5 as appropriate.

The presentation should be aimed at a general scientific audience and should cover background information, the aims of your project and data/results to show what you have achieved so far.

## 13. SOCIETIES, CONFERENCES, MEETINGS AND PUBLICATIONS

All research students are encouraged to join relevant Scientific Societies as student members. Membership of such societies is paid for by the student.

All research students are strongly encouraged to attend, and preferably to present their work at, an external conference (as a poster or oral presentation). Your supervisors can recommend which conference(s) are most appropriate for you, and you would usually attend such a conference towards the later stages of your programme when you have sufficient results to make a presentation.

Some research projects have a 'bench fee' (this is the term the University uses to refer to running costs for *any* project) associated with them. This is a sum of money that is held by your Director of Studies (DOS) to support the running costs of your project. It may be possible, at your DOS's discretion and with their agreement, to use some of this money for conference attendance and if you wish to attend a conference you should discuss the possibility of this with your DOS. All students should also seek support from external sources and demonstrate that they have done so (many Societies provide generous student travel awards).

Sources for External Funding for conferences:

- Scientific Societies

Some examples are the Biochemical Society, British Society of Cell Biology; British Ecological Society; Society for Experimental Biology; Royal Microscopical Society; Biochemical Society, British Psychological Society, The Royal Society of Biology, Society for General Microbiology, Nutrition Society, British Ecological Society, Royal College of Nursing, Royal Society for Public Health etc.

Most Societies provide generous bursaries for conference attendance; you should join early to maximise your opportunity to access these funds.

- Meeting/Conference Bursaries.
- Industrial Partner (CASE awards)

Remember to acknowledge sponsorship from your funding body in all publications. In addition, NERC require a reprint of all publications by their students.

## 14. OTHER SUPPORT AND FACILITIES AVAILABLE TO YOU

### 14.1 Support for International students

See International Student Advice team webpages at:

<http://www.brookes.ac.uk/students/isat/>

### 14.2 Photocopying & printing

You will be provided with access to photocopying and printing through the Brookes 'managed print' system. You are asked to use this wisely, not least because of the cost and environmental impact of excessive use. You will be informed about arrangements to access this by your Director of Studies.

Please see the Faculty Office for rules concerning private photocopying, telephone calls, faxes and post. Please note that your supervisor must approve any use of University headed notepaper.

### 14.3 Post pigeonholes

You will be informed about the arrangements for collection of your internal and external mail by your Director of Studies. This will normally be via a research group pigeonhole in your Department.

### 14.4 Faculty Research Office

If your supervisor has not already done so, please introduce yourself to the staff in the Faculty Research Office and the Faculty Research Administrator.

### 14.5 University attendance monitoring

All research students at the University are monitored each year for attendance and engagement on the programme, as required by the UK Visa and Immigration and as agreed by the Research Degrees Committee. In order to comply with these regulations, all International students must complete and check in twice a year. You will be advised of the dates for this by e-mail from the International Student Advice team (ISAT). Annual progress monitoring (Section 8) is an attendance monitoring point so it is important that you complete the process as indicated in this handbook and University Research Degree Regulations.

### 14.6 Brookes email

At enrolment you are given a Student Number and a Brookes email address. Please be aware that sometimes (for example, if you do paid work for the Faculty) you may be given another email address as well as the original one. If you are given more than one Brookes email address, you are strongly advised to merge them into a single address. To do this look under "settings" in your Google mail account or contact [postmaster@brookes.ac.uk](mailto:postmaster@brookes.ac.uk). **You must check your Brookes email address(es) regularly** as all communication, reminders, training events etc. will be notified to you this way. In particular, the Research Degrees Team and ISAT will send information to your Brookes email address concerning attendance monitoring, enrolment etc. We are not able to communicate with you using any private email address you may hold.

Your Brookes e-mail address(es) can be accessed from your home internet through the Brookes homepage.

While we do everything we can to keep you informed of activities, events, deadlines etc, **making sure that you receive all communications safely is your own responsibility**. We cannot be held responsible for you not receiving information if

you have not informed us that you cannot access e-mail regularly, and/or have changed address.

#### **14.7 Getting online and accessing the web**

If you are an external student, you can gain access to the information for Research Students by logging onto [www.brookes.ac.uk](http://www.brookes.ac.uk) and selecting from the options at the foot of the homepage. You will be asked to put in your student number and password. You can access the Research Degrees Team and Faculty homepages. The Research Degrees Team pages can also be accessed directly at <http://www.brookes.ac.uk/students/research-degrees-team/> and the Faculty at <http://www.hls.brookes.ac.uk/>

#### **14.8 Using the University Network**

You will be given access to either a shared or individual Windows PC, on which you can use Office applications, check email, access the Internet and print documents. In most situations you will be logging onto both the University network and the network within the Faculty. The first step is to obtain your password from Brookes IT service <http://www.brookes.ac.uk/it/>

#### **14.9 Health & safety**

You will be directed to the Safety Handbook and inducted into appropriate safety procedures for your research area (including field work). For those who will be carrying out lab- and fieldwork-based research, there is also a compulsory safety briefing (see appendix 1 for details) and below for more information. Remember, you must not commence work until this induction has been carried out and you are confident that you know the safe working procedures for your area.

#### **14.10 Additional information for the Biosciences DTP**

The Biosciences DTP is based in the Department of Biological and Medical Sciences, Sinclair Building. Prof. Stewart Thompson is the lead postgraduate research tutor and is supported by Prof. Dave Carter and Dr Dianne Newbury. Prof Susan Brooks, the Faculty Senior Postgraduate Research Tutor, also supports this programme. All of us are more than happy to talk to you about any issues or problems.

**Computing:** You will be supplied with a desk and PC linked to the University network. However, many students prefer to work from their own laptop. If you wish to work this way please let your Director of Studies know and they will organise a network cable for you. If you have any computing problems see your Director of Studies who will inform you on how to Brookes IT for help. Also make sure that your computer is mapped to printers. All printing and photocopying in the Department is free, although you are asked to avoid unnecessary printing.

**Health & Safety:** Before commencing any laboratory work your supervisor must have organised a Safety Induction for you. The Department Safety Officer is Dr Sarah Irons (x4171) and the Faculty Technical Services Manager is Ms Liz Mitchell (ext 3266). For those who will be carrying out lab- and fieldwork- based research, there is also a compulsory safety briefing, see appendix 1 for this and other Faculty training events.

**Genetic Modification:** Many research projects involve the use of genetically modified organisms. Dr Sue Vaughan (ext. 3254) is the Faculty and Department GM Officer. It is important that you attend any training sessions organised by her (see appendix 1 for Faculty training events) and all projects must be ratified by the University ACGM

committee and the appropriate risk assessment forms filled in. Discuss this with your Director of Studies before undertaking any GM work.

**Departmental Seminar Series:** See section 12. A weekly seminar (research forum) is held during semester time, every Thursday 1-2pm. You will be expected to attend these as part of your training programme and attendance is monitored. Do not be selective; you will be amazed at how much interesting biological research outside your topic is being done both at Brookes and externally. If you have any ideas for good speakers, email the organisers at [brookesseminarsbms@gmail.com](mailto:brookesseminarsbms@gmail.com).

**Research Expenses:** Your Director of Studies has a limited budget ('bench fees') for running both your research project and your training expenses. **Make sure you consult with him/her before committing to any expenditure.**

Most students under this programme will be based in Sinclair Building, Gipsy Lane, Headington site.

#### **14.11 Additional information for the Applied Health, Nursing and Midwifery DTP**

Research is based around 7 main themes:

- Alcohol and Substance misuse
- Supportive care
- Children and Families
- OxBUMP.
- Movement Science
- Nursing and Midwifery practice
- Nutrition

Students are based either at Marston Road Campus or Gipsy Lane Campus.

Seminars are organised on a regular basis as outlined in Appendix 1.

**The Professional Doctorate in Nursing (DNurs)** – please see on-line student handbook for the taught element of your programme.

#### **14.12 Additional information for Psychology Doctoral Training Programme**

**Psychology Demonstrators** (Demonstrators can provide guidance about data analysis and statistics, support setting up computer-based experiments and analysis of data sets including writing of bespoke software (e.g. Superlab, DMDX, Matlab) and access to other resources such as a test library containing a battery of psychological tests). They are located on ground floor of Sinclair building

Wakefield Carter x4154  
[wlcarter@brookes.ac.uk](mailto:wlcarter@brookes.ac.uk)

Kirsty Walter x3778  
[kwalter@brookes.ac.uk](mailto:kwalter@brookes.ac.uk)

**Psychology webpages:** a range of information about the department, its staff and facilities are found at <http://www.brookes.ac.uk/phpd/psychology/>

Applications for approval of registration and transfer from research students on the Psychology DTP are considered by the Humanities, Environment and Social Sciences (HESS) Sub-Committee, see section 15.

**Some practical details:**

Postgraduate research students on the Psychology DTP have access to desk with a computer (connected to a printer) and lockable filing cabinet space in the Sinclair Building room SNC.G.35.

The large post-graduate room (room SNC.G.35) where you will work provides a space which is both conducive to work and enables you to develop relationships with the other Psychology DTP research students and benefit from the support of these relationships. A photocopier where you can photocopy materials is available.

**Subject specific training-IMPORTANT**

In addition to the training offered by the University and the Faculty (see section 4 and appendix 1) there is a further subject-specific training which you need to be aware of.

Some subject specific training will be agreed with supervisors/Head of Department and organised on an individual basis, depending on your requirements and your particular research. This might involve one-to-one training with supervisors, in-house training (perhaps attending lectures/workshops which are being run within the Department) or attending external training events run by other institutions if appropriate (e.g. to learn how to use a particular piece of equipment). However, there are other generic but psychology-specific compulsory training opportunities in which all students participate:

During each semester, Psychology DTP students are expected to attend the Research Seminars. Details, including topics, dates and rooms are circulated to all Psychology students.

Depending on your area of work, you will be expected to attend at least one of the Research Group meetings (Developmental Psychology, Cognition & Cognitive Neuroscience and Applied Social & Health Psychology) which meet every other week during the semesters on Tuesdays at 1pm. Details, including topics, dates and rooms are circulated to all Psychology students. This is an informal environment in which staff and students can present work in progress and discuss new research ideas.

During the semesters you will engage in a small amount of undergraduate teaching/assessment under the supervision of a member of the academic teaching staff. This is likely to take form of providing small group tutorials or assisting in larger - methods classes (e.g. quantitative, questionnaire and qualitative methods). Before undertaking any teaching, you must have attended both the Faculty preparation for teaching session (part of induction) and the on-line 'introduction to teaching' course – see appendix 1 for details.

## 15. RESEARCH DEGREES SUB-COMMITTEES

The Faculty Research Degrees Sub-committee (RDSC) meets to discuss and agree matters relating to the operation of the research degrees programmes in the Faculty. It has elected student representatives representing the different programmes in the Faculty. If you have any comments or concerns about your programme, you should contact your student representatives who will bring your comments to the RDSC for consideration. If you are unsure who your student representatives are, ask the Research Administrator, who can advise.

Information about the University Research Degrees Sub-committees, including meeting dates and deadlines for submission of paperwork may be found at <http://www.brookes.ac.uk/students/research-degrees-team/current-students/sub-committees/> and you should allow appropriate time before those deadlines in order for Faculty processes to be completed – see relevant previous sections of this handbook for details.

Meetings of the full Research Degree Committee (RDC) consider research degree policy matters only.

**The Humanities, Environment and Social Sciences sub-committee (HESS)** considers registration and transfer applications from Psychology DTP and some Applied Health, Nursing and Midwifery DTP students.

**The Science and Technology sub-committee (S&T)** considers registration and transfer applications from students in Biosciences DTP, Oxford Interdisciplinary Bioscience BBSRC DTP, and some Applied Health, Nursing and Midwifery DTP students, including Professional Doctorate in Nursing.

Throughout your programme, you will be required to submit paperwork – for example, your RDC-R (registration) form and RDC-T (transfer) form (see sections 6 and 7) - to either HESS or the S&T Sub-Committee and your supervisor will advise you about what is required and when. Please check with your Supervisor and the relevant Postgraduate Research Tutor which sub-committee you are submitting your paperwork to, as this is an important matter. It is also very important that you discuss with your supervisor what paperwork needs to be completed and when. All forms are available at <http://www.brookes.ac.uk/students/research-degrees-team/current-students/forms/>

Students must work with all their supervisors to complete RDC forms. All parties must sign the form (i.e. student – all supervisors and the Postgraduate Research Tutor) before submission. It is the student's responsibility to ensure the appropriate form is fully completed and that all relevant signatures are obtained prior to submission.

If in doubt on any of the above points please seek guidance.

## 16. ETHICS APPROVAL

Work involving human subjects or samples (blood, tissue etc) taken from humans requires ethics approval, or a very clear statement why ethics approval is not required from an ethics officer.

Work involving NHS patients, facilities or data requires approval by a relevant NHS ethics committee. This type of work also requires relevant research governance approvals and permissions to be in place. All other projects must be approved by the University's Research Ethics Committee (UREC).

Information is given on the University's Research Ethics Committee (UREC) webpage at <http://www.brookes.ac.uk/Research/Research-ethics/>.

**No work involving human participants can begin before ethics approval is granted.**

If the project requires ethics approval, and is not already included in an approval application, students are advised to commence this process as soon as possible. It is the student's responsibility to ensure that all required ethical approval is in place for your own work before commencing it. It will also form part of the first year review and your studentship may be terminated if it is required but not gained. The University training programme includes regular training seminars about how to complete the UREC application form and apply for ethics approval for your research project, see <https://www.brookes.ac.uk/students/research-degrees-team/current-students/graduate-college/events-and-networking/graduate-college-research-student-training/>. Faculty also run sessions on this topic – see Appendix 1.

If you have any queries about ethics, please contact Kellie Tune [kellie.tune@brookes.ac.uk](mailto:kellie.tune@brookes.ac.uk)

## 17. CONFIDENTIALITY AGREEMENTS

Under very exceptional circumstances, research students may be working with external contractors and a confidentiality agreement may be required. If you have any questions or concerns about this, or think that this might apply to you, then contact the research Degrees Team to discuss the matter further.



## **18. AT THE END OF YOUR PROGRAMME**

### **18.1 At the successful completion of your programme**

*Congratulations!*

In order that the Postgraduate Research Tutor has the information required to respond to Research Council requests and Annual Report, you must provide the following information to the Research Administrator, before leaving the University:

Name:

Date of Submission of Thesis:

Viva date:

First Employment Details:

Contact address after leaving the University:

### **18.2 Withdrawal from the programme at the end of the first year – Faculty procedure**

If a student fails to make appropriate progress during the first year of study, they will be informed in writing and given a deadline by which time it must be clear that either the agreed improvement has been achieved, or that a decision may be made after the end-of-year interviews. If there is no agreed improvement within that timescale, the student will be notified in writing that their enrolment on the programme has been terminated and the effective date of withdrawal will be stated. Copies of this letter should be sent to:

- (a) Associate Dean Research and Knowledge Exchange
- (b) Faculty Senior Postgraduate Research Tutor
- (c) Funding-body- if relevant
- (d) CASE partner - if relevant.

Any collaborating organisation/supervisor should also be informed.

A RDC-W form, found at <http://www.brookes.ac.uk/students/research-degrees-team/current-students/forms/>, must be completed to inform the Research Degrees Sub Committee.

### **18.3 Withdrawal from the programme by joint agreement between student and supervisor**

Not everyone is suited to research degree programme and this may not be apparent until after starting as a research student. If after joint discussion, the advice from the supervisor is that the student should withdraw, or the student wishes to withdraw for other reasons, the following procedures apply:

- The student informs the supervisor in writing of their wish to withdraw, stating reasons where appropriate.
- The supervisor informs the Head of Department and the DTP Lead, the Postgraduate Research Tutor and the Funding Body, together with CASE partners and supervisors, as appropriate.
- If relevant, application is made to the funding body (eg BBSRC, NERC) for a replacement studentship, assuming the withdrawal occurs before the end of the first year.
- If approval is given, a new student may be appointed.

A RDC-W form, found at <http://www.brookes.ac.uk/students/research-degrees-team/current-students/forms/>, must be completed to inform the Research Degrees Sub Committee.

## Appendix 1

### Faculty of Health and Life Sciences

#### Doctoral Programme Training Events Calendar 2018-19

There may be changes or additions to the programme during the course of the year – you will receive notification by email.

There may be other events associated with your doctoral programme; you will receive individual invitations to these by email.

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#### **During semester: Faculty seminar series**

*It is compulsory that you attend an appropriate seminar weekly during semester time. Attendance will be registered and monitored*

**Applied Health, Nursing and Midwifery** – fortnightly seminars on Wednesdays 1-2pm, alternating between Gipsy Lane Campus and Marston Road Campus. Contact Professor Eila Watson for details: [ewatson@brookes.ac.uk](mailto:ewatson@brookes.ac.uk)

**Psychology** details will be circulated to psychology DTP students via email. Contact Guida D'Abreu [gabreu@brookes.ac.uk](mailto:gabreu@brookes.ac.uk)

**Biological & Medical Sciences** – Thursdays during semester weeks 2-11, 12-1pm. Rooms vary by week; you will be informed by email. Email [brookesseminarsbms@gmail.com](mailto:brookesseminarsbms@gmail.com) for details or to suggest speakers.

**Children and Families Research Group** – Wednesdays 12:30 to 13:30pm, fortnightly, weeks 2-10 of semester, JHB406 contact Professor Jane Appleton [jvappleton@brookes.ac.uk](mailto:jvappleton@brookes.ac.uk) or Lauren Harding [15123233@brookes.ac.uk](mailto:15123233@brookes.ac.uk) for details

**Supportive Care Research Group** - please contact Professor Eila Watson for details: [ewatson@brookes.ac.uk](mailto:ewatson@brookes.ac.uk)

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See <http://www.brookes.ac.uk/about-brookes/events/> for University events, exhibitions and debates including the Public Lecture Series

For the University research student training calendar see: <https://www.brookes.ac.uk/students/research-degrees-team/current-students/graduate-college/events-and-networking/graduate-college-research-student-training/>

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## Semester 1

**All semester:** Faculty seminar series', as above

For those who are interested in learning more about the statistics software 'R' or how to use Python, there are a limited number of free places on the module U15535 Data Science and Bioinformatics. Contact Saad Arif [sarif@brookes.ac.uk](mailto:sarif@brookes.ac.uk). [Sessions run every Wednesday during semester 1.](#)

Also see details of the training programme for Applied Health, Nursing and Midwifery DTP, below for workshops on 'R'.

**Thursday 18th October, 1-3pm, JHB 301, Faculty induction for new research students**

Including: introduction to the Faculty, key people & procedures, and an opportunity to meet and talk to your research student reps and postgraduate research tutors, and eat cake.

Contact Abigayle Langford [alangford@brookes.ac.uk](mailto:alangford@brookes.ac.uk) for details

**Monday 29th October, 12-1pm, JHB128. Laboratory safety and GM briefing** – Sarah

Irons [sarahirons@brookes.ac.uk](mailto:sarahirons@brookes.ac.uk) and Sue Vaughan [svaughan@brookes.ac.uk](mailto:svaughan@brookes.ac.uk)

*Compulsory for all research students who will be undertaking laboratory or field work and / or working with genetically modified organisms*

**Wednesday 31<sup>st</sup> October, 10-12am, SNC310, Faculty preparation for teaching.** An

introduction to good practice in teaching/demonstrating within the Faculty of health and Life sciences. *Attendance is compulsory for all research students who will be, or wish to be, involved in any teaching.*

**Monday 5<sup>th</sup> and Monday 12th November, 9.30am - 1pm, 'Introduction to learning and teaching'** – a course for PhD students and others who may not be currently engaged in formal teaching duties, but who will be taking on duties such as leading seminar groups, taking laboratory sessions and/or delivering the occasional lecture. The course runs over two half days, attendance at both is required. *Completing the course is compulsory for all research students who will be, or wish to be, involved in any teaching.* The course also runs in Semester 2. To book a place on the course go to [Introduction to learning and teaching course booking form 2018/19](#)

**Date/time TBC, How to make a successful application to the Faculty (FREC) or**

**University Research Ethics (UREC) Committees.** FREC and/or UREC permission is

required for all projects involving human subjects. This session will be targeted at staff and PhD students who are aiming to make an application to FREC over the coming year, though those making an application to UREC will also find this relevant as the session will focus on the issues that are often under-specified in ethics application and therefore get delays in getting approval. Contact kellie Tune [kellie.tune@brookes.ac.uk](mailto:kellie.tune@brookes.ac.uk) for more details

**Wednesday 21st November, 9.30-11am, room RG01, Taking blood** - Sarah Hillier

[sarahhillier@brookes.ac.uk](mailto:sarahhillier@brookes.ac.uk). An introduction into blood taking rules, regulations and practice in the Faculty. *Workshop is compulsory for all students/researchers who are taking blood samples or are due to take blood samples within their Research studies and is ideal for*

those who'd like to gain a further transferable skill. Students should sign up to these sessions using this doodle poll link <https://doodle.com/poll/zh8wke6x9kn9rd9b>

**Wednesday 21st November 11.30am-1pm, Collonade Seminar Room GCP Good Clinical Practice training** – Johnny Collett [jcollett@brookes.ac.uk](mailto:jcollett@brookes.ac.uk)

*Compulsory for all research students who will be working with human participants*

Students should sign up to these sessions using this doodle poll link

<https://doodle.com/poll/zh8wke6x9kn9rd9b>

**Thursday 22nd November, 1-3pm, JHB128 Executive meeting room, Data management, archiving, record keeping & lab notebooks** - Sarah Skinner

[sskinner@brookes.ac.uk](mailto:sskinner@brookes.ac.uk), Susan Brooks [sbrooks@brookes.ac.uk](mailto:sbrooks@brookes.ac.uk) & Chris Hawes

[chawes@brookes.ac.uk](mailto:chawes@brookes.ac.uk)

This session gives an overview of what is required by the University, what is good practice, and what may simply be helpful to you as researchers in terms of keeping, storing, organizing, archiving and sharing all your research records and data. It is repeated in S2 and *attendance is compulsory for all research student*.

**Wednesday 28<sup>th</sup> November 3-5pm, Executive Room, JHB128, Oral and poster presentation skills** – This workshop is recommended for those presenting talks and posters at the Postgraduate Symposium, but will be of interest to all research students.

Susan Brooks [sbrooks@brookes.ac.uk](mailto:sbrooks@brookes.ac.uk) & John Runions [jrunions@brookes.ac.uk](mailto:jrunions@brookes.ac.uk)

**Wednesday 12<sup>th</sup> December, 1-2pm SNC3.10, Successful registration.** This session explains the process of Registration for a research degree from both the Faculty's and University's perspective, and guides you through the process with the opportunity to ask plenty of questions about how to register successfully.

**Wednesday 12<sup>th</sup> December, 2-3pm, SNC3.10, Training for transfer.** This session explains the process of Transfer (from MPhil to PhD) from both the Faculty's and University's perspective, and guides you through the process with the opportunity to ask plenty of questions about how to transfer successfully. It is open to all research students, but is most appropriate for MPhil/PhD students who are approaching the transfer stage (ie from end of first year / beginning to mid 2<sup>nd</sup> year full time or equivalent). It is repeated at the end of S2 for the benefit of those transferring later in the year.

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*Semester 2*

**All semester:** Faculty seminar series', as above

**Thursday 10th January 2018, all day, Sir Kenneth Wheare Hall, Clerici Building Postgraduate symposium.** *Compulsory attendance for all research students*

**Thursday 24th January, 1pm-3pm, JHB201, Faculty induction for new research students.** Including: introduction to the Faculty, key people & procedures, and an

opportunity to meet and talk to your research student reps and postgraduate research tutors, and eat cake. Contact Abigail Langford [alangford@brookes.ac.uk](mailto:alangford@brookes.ac.uk) for details

**Thursday 28th February 3-5pm venue TBC Data management, archiving, record keeping & lab notebooks** - Sarah Skinner [sskinner@brookes.ac.uk](mailto:sskinner@brookes.ac.uk), Susan Brooks [sbrooks@brookes.ac.uk](mailto:sbrooks@brookes.ac.uk) & Chris Hawes [chawes@brookes.ac.uk](mailto:chawes@brookes.ac.uk). This session gives an overview of what is required by the University, what is good practice, and what may simply be helpful to you as researchers in terms of keeping, storing, organizing, archiving and sharing all your research records and data. *Attendance is compulsory for all research students*

**Date / venue TBC, Laboratory safety and GM briefing** – Sarah Irons [sarahirons@brookes.ac.uk](mailto:sarahirons@brookes.ac.uk) and Sue Vaughan [svaughan@brookes.ac.uk](mailto:svaughan@brookes.ac.uk)  
*Compulsory for all research students who will be undertaking laboratory or field work and / or working with genetically modified organisms*

**Friday 15th February 1pm- 3pm, Venue TBC, Free Data: An introduction to the world of free public molecular data on-line.** Ryan Pink - [rpink@brookes.ac.uk](mailto:rpink@brookes.ac.uk)  
There is a greater international push for larger biological data projects that share the data for all to use, including Genomes and proteins profiles of most organisms. Ryan will give a whistle stop tour of the most common public databases and how they can inform your experimental planning.

**Wednesday 6<sup>th</sup> March, 2-4pm, venue TBC, Finding Information for Your Research:** an exploration of the most effective methods of searching, discovering and accessing information for your research. The session will include an overview of research tools and services available via our Library and beyond. Discover key resources for keeping up-to-date and refresh and enhance your search skills. Helen Whittaker [hkwhittaker@brookes.ac.uk](mailto:hkwhittaker@brookes.ac.uk) and Richard Persaud [rapersaud@brookes.ac.uk](mailto:rapersaud@brookes.ac.uk)

**Monday 18th & 25th March, 9.30am-1pm. 'Introduction to learning and teaching'** – a course for PhD students and others who may not be currently engaged in formal teaching duties, but who will be taking on duties such as leading seminar groups, taking laboratory sessions and/or delivering the occasional lecture. The course runs over two half days, attendance at both is required. *Completing the course is compulsory for all research students who will be, or wish to be, involved in any teaching.* The course also runs in Semester 1. To book a place on the course go to [Introduction to learning and teaching course booking form 2018/19](#)

**Wednesday 24<sup>th</sup> April, 2-3pm, Venue TBC, Training for transfer.** This session explains the process of Transfer (from MPhil to PhD) from both the Faculty's and University's perspective, and guides you through the process with the opportunity to ask plenty of questions about how to transfer successfully. It is open to all research students, but is most appropriate for MPhil/PhD students who are approaching the transfer stage (ie from end of first year / beginning to mid 2<sup>nd</sup> year full time or equivalent).  
Susan Brooks [sbrooks@brookes.ac.uk](mailto:sbrooks@brookes.ac.uk)

**Thursday 9th May, 2-3pm, Venue TBC, Introduction to the processes for annual monitoring reports and interviews.** This session explains the process of Annual Monitoring, including writing your report and what to expect in the interview, from both the Faculty's and University's perspective and guides you through the process with the opportunity to ask plenty of questions. Susan Brooks [sbrooks@brookes.ac.uk](mailto:sbrooks@brookes.ac.uk)

**Wednesday 22<sup>nd</sup> May, 9.30-1pm, room G119A, Statistics using 'R'** – introduction, data manipulation and analysis. Students should sign up to these sessions using this doodle poll link <https://doodle.com/poll/zh8wke6x9kn9rd9b>. Places are limited and priority will be given to students on the Applied Health, Nursing and Midwifery DTP. Further details from David Foxcroft, email [david.foxcroft@brookes.ac.uk](mailto:david.foxcroft@brookes.ac.uk)

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 In addition to the above, the following sessions have been arranged for students in the Applied Health, Nursing and Midwifery DTP. Students from other parts of the Faculty are welcome to attend if there is capacity and sessions may be of particular interest to those working with human participants. Students should sign up to these sessions using this doodle poll link <https://doodle.com/poll/zh8wke6x9kn9rd9b>. Further details from David Foxcroft, email [david.foxcroft@brookes.ac.uk](mailto:david.foxcroft@brookes.ac.uk)

	9.30-11 am	11.30 – 1pm
26 Sept		Intro to the DTP Training Programme
24 Oct	Qualitative Methods Intro, Collonade Seminar Room – Mary Boulton - This session will provide a broad introduction to qualitative research, including: What is qualitative research and when would you use this research strategy; main features of qualitative research; key criticisms of qualitative research; main types of qualitative studies, and how to choose amongst them.	Qualitative Methods Intro, Collonade Seminar Room – Mary Boulton -
21 Nov	Taking Bloods*, room RG01- Sarah Hillier - An introduction into blood taking rules, regulations and practice in the Faculty. Workshop is compulsory for all students/researchers who are taking blood	Good Clinical Practice (GCP)* Collonade Seminar Room - <i>Compulsory for all research students who will be working with human participants</i>

	<p>samples or are due to take blood samples within their Research studies and is ideal for those who'd like to gain a further transferable skill.</p>	
23 Jan	<p>Case Study Methods – room CLC 306 – Jane Appleton - This workshop will look at approaches to case study in qualitative research.</p>	<p>Patient and Public Involvement, room CLC 306 – Jo Brett – This session will provide an introduction to patient and public involvement in research, why it is important, methods of PPI in research, benefits and challenges of PPI, and provide some examples using PPI in research</p>
27 Feb	<p>Grounded theory methods, room CLC2.14 – Lauren Matheson &amp; Jo Brett - Grounded theory methods including qualitative interviewing: a workshop on the key methods involved in using Charmaz's Grounded Theory in qualitative research, including how to conduct data analysis using grounded theory, constructing theories, as well as tips on conducting qualitative interviews.</p>	<p>Grounded theory methods contd, room CLC2.14 – Lauren Matheson &amp; Jo Brett</p>
27 Mar	<p>Framework analysis room G119A – Jo Brett - The Framework approach to the analysis for qualitative data is a method to help analyse data from interviews and focus groups. This session will cover an introduction to the Framework approach, when the Framework approach is appropriate, and demonstrating the stages used to analysis qualitative data using this approach.</p>	<p>Framework analysis room G119A – Jo Brett</p>
24 April	<p>Questionnaire Design, room G119A – Eila Watson - This session will cover the nuts and bolts of how to design a questionnaire including question types, response formats, layout, pilot testing, and sampling. There will also</p>	<p>Questionnaire Design, room G119A - Eila Watson</p>

	be the opportunity to review example surveys and discuss questionnaires in development.	
22 May	R Stats – intro & data manipulation*, room G119A – David Foxcroft	R Stats* – analysis, room G119A- David Foxcroft
26 June	Sample Size primer, room G119A – David Foxcroft - Obtaining sample size: unpicking the conundrum of the calculation. Obtaining the correct sample size <i>a priori</i> is essential for quantitative studies, but the calculation process seems to be shrouded in mystery and baffles many researchers. To assist those involved in quantitative research, this workshop covers sample size calculations.	Sample Size primer contd,

\*These sessions are also listed in the previous section as they are more likely to be applicable to students in the wider Faculty



## **Appendix 2 Travel**

If you plan to travel within the UK or abroad – for example, to a conference or for fieldwork - as part of your studies, you must fill in a UK Travel Proposal Form or an Overseas Trip Proposal Form, available here: <http://www.hls.brookes.ac.uk/research-intra/research-students>. Completed forms should be forwarded to

Lorraine Dyson, Facilities and Service Manager e-mail  
[ldyson@brookes.ac.uk](mailto:ldyson@brookes.ac.uk)

You must ensure that you allow adequate time to obtain all appropriate signatures and authorisation.

You will be covered by University travel insurance as long as you are travelling on a sanctioned research trip. For private/voluntary travel, you must provide your own insurance cover.

Research Students are responsible for obtaining their own visa clearance for travel to overseas destinations (if appropriate). Please ensure that you obtain such visas before incurring the cost of trips or paying out on such matters as conference registrations. You should therefore carefully plan the timing of your application for a visa checking with the appropriate embassy on timings and documentation required.