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1 INTRODUCTION

Welcome to the Faculty of Medicine and Health Sciences Graduate School. We hope you will enjoy your studies in FMH and that you will look back on your experiences here with happy memories. To smooth your way into life in FMH we provide this brief handbook with some useful information and practical advice, detailing FMH procedures and resources for supporting students and supervisors in studying and preparing a thesis for a postgraduate research degree.

The research development needs of each postgraduate research student are highly individual. We aim to help you develop as a researcher throughout the duration of your programme of study so that you will leave the programme with a well-developed set of networks, skills in research and the abilities to communicate your research with other experts and non-experts. By the time you submit your thesis you will be an expert in your defined area with a toolkit of transferable skills to enable you to meet the challenges of employability.

As a student on a postgraduate research degree programme you will need to demonstrate that you have acquired the necessary research skills to undertake your research project successfully and to research independently following the award of the degree. Development of your understanding and skills of research is central to your study period. A variety of resources are available to help you gain this knowledge and in discussion with your supervisors you are encouraged to establish a programme of study which meets your training and development needs.

There are some useful points to remember -

This handbook is intended to offer help and does not replace the very important information available on the Graduate School webpages at https://www.uea.ac.uk/medicine-health-sciences/graduate-school. This handbook should therefore be read in conjunction with the relevant official documents when necessary, and you should always refer to the actual documents for the complete picture.

You should read and refer to:

‘UEA Calendar’ which is available on the portal http://www.uea.ac.uk/calendar
A hard copy may also be consulted in the FMH Postgraduate Research Service

‘Research Degrees: The Code of Practice’ which can be accessed at https://portal.uea.ac.uk/postgraduate-research/pgr-regulations-and-forms

‘Research Degrees Policy Documents’ This supplements The Code of Practice. https://portal.uea.ac.uk/postgraduate-research/pgr-regulations-and-forms

Essential Information for Staff and Students on the Graduate School web pages:
https://www.uea.ac.uk/medicine-health-sciences/graduate-school/essential-information-for-current-students-and-supervisors

These contain all the specific regulations and the responsibilities, expectations and procedures concerning your progress, conduct and award of your degree.
If anything is unclear or you need further information please ask. This guide should identify some key personnel and areas of responsibility but if in doubt ask anyone in the PGR teams within the Postgraduate Research Service (2.30 The Elizabeth Fry Building. Student enquires should be submitted to:

MED students: map.pgoffice@uea.ac.uk — Ext 1258
HSC students: ssh.pgoffice@uea.ac.uk — Ext 3923

Postgraduate Research Service
The Postgraduate Research Service is based in room 2.30 of the Elizabeth Fry Building (EFB) and deals with administration for all postgraduate research students. The main points of contact for research students can be found at:

https://portal.uea.ac.uk/postgraduate-research/who-does-what/contact-details

2 THE FACULTY OF MEDICINE AND HEALTH SCIENCES

All UEA Schools are members of one of four faculties: the Faculty of Arts and Humanities (HUM), Faculty of Social Sciences (SSF), the Faculty of Science (SCI) and the Faculty of Medicine and Health Sciences (FMH). The Faculty of Medicine and Health Sciences comprises two schools: The School of Health Sciences, and Norwich Medical School. The Pro Vice Chancellor for the Faculty of Health is Professor Dylan Edwards.

You will be registered in one of the two schools. Academic support for your studies will be organised through your School.

Norwich Medical School (MED)
Interim Dean of Medical School: Professor William Fraser
Based in the MED, Elizabeth Fry and BCRE buildings
https://www.uea.ac.uk/medicine
Reception – ext. 3061

Health Sciences (HSC)
Dean of Health Sciences: Professor Rosalynd Jowett
Based in The Edith Cavell Building and The Queen’s Building
https://www.uea.ac.uk/health-sciences

Postgraduate Research Programmes

Within the Faculty of Medicine and Health Sciences, the following research degrees are offered:

MD (Doctor of Medicine)
MSc by Research (Master of Science)
MPhil (Master of Philosophy)
PhD (Doctor of Philosophy)
ClinPsyD (Doctor of Clinical Psychology). This is dealt with in a separate handbook available to those students.
Degree specific Regulations can be found in the University Calendar:
http://www.uea.ac.uk/calendar

Research student matters are dealt with by the relevant School PGR Directors:

**MED**

Professor Alastair Watson ([a.watson@uea.ac.uk](mailto:a.watson@uea.ac.uk) ext. 7266) and
Dr Penny Powell ([p.powell@uea.ac.uk](mailto:p.powell@uea.ac.uk) ext. 1238)

PGR Director for MD – Professor Alex Macgregor
([a.macgregor@uea.ac.uk](mailto:a.macgregor@uea.ac.uk), ext. 3570)

PGR Director for ClinPsyD - Dr Sian Coker ([s.coker@uea.ac.uk](mailto:s.coker@uea.ac.uk), ext. 3544)

**HSC**

Dr Emma English ([Emma.English@uea.ac.uk](mailto:Emma.English@uea.ac.uk) ext. 7127)

The PGR Directors have responsibility for the coordination of research students and their programme in their schools. If you have a problem with your studies which cannot be dealt with by your supervisory team, the PGR director would be your first port of call.

Professor Kenda Crozier is the Faculty Associate Dean for Postgraduate Research and is Chair of the Faculty Graduate School Executive which has overall responsibility for FMH PGR matters. She meets regularly with the School PGR Directors and also sits on the University’s PGR Executive. Students and staff should feel able to consult her if an academic matter cannot be resolved by the supervisory team or their School’s PGR Director. She can be contacted at [k.crozier@uea.ac.uk](mailto:k.crozier@uea.ac.uk) (ext. 7094).

**Student representation**

The Faculty welcomes the input of PGR students into its decision-making. FMH PGR student representatives sit on the FMH Graduate School Executive (GSE) and the Faculty’s Research Student Forum.

The purpose of the Research Student Forum is to provide and promote a two-way channel of communication between academic and other staff and the FMH PGR student body regarding their research degree programmes and their over-all experience of the Faculty and the wider University.

Further information on members and terms of reference can be found at:
http://www.uea.ac.uk/medicine-health-sciences/graduate-school/essential-information-for-current-students-and-supervisors/staff-student-liaison-committee
3 RESEARCH SUPERVISION AND SUPPORT

Research students are allocated a primary and secondary supervisor, often with complementary expertise and experience. Sometimes others may also be involved in a wider supervisory panel including clinical colleagues and external advisers with specific expertise. Your primary supervisor is responsible for the administrative arrangements including progress monitoring, and arranging examiners.

The Faculty is required to monitor your progress regularly throughout your programme. Research supervisors monitor your progress and will discuss all aspects of advanced research education, the development of the research project, related presentations and publications and the preparation of the thesis with you. They will guide you through the regulations regarding your studies. You should discuss any issue that relates to your performance or ability to progress in your degree studies with your supervisor in the first instance.

The frequency of supervisory meetings will be determined by the nature of the research that is undertaken and the stage of development of the student’s research but a normal expectation would be for such meetings to take place at least every month for full-time students. All disciplines should, however, expect full-time students to meet with their supervisors at least eight times per year - including formal progress review meetings.

The meeting schedule for part time students should be agreed at the beginning of the degree, but students registered on a part time basis are expected to meet with their supervisor at least four times per year, including formal progress review meetings. There will be an annual review of progress and two other formal progress meetings included in the minimum of eight formal supervisory meetings. Formal progress review meetings for full-time students will take place at a minimum frequency of once every four months and for part-time students once every six months during the entire Period of Registration, including both the Period of Study and the Registration-Only Period. This applies to the period of the research project for professional doctorates.

On your arrival at UEA, you should arrange to meet your supervisory team as soon as possible and within three weeks of registration. Apart from meeting all of your supervisory team for the first time, the meeting will identify skills, resource and training needs, facilitate a schedule for research and specify the allocation of supervisory tasks. The Initial Meeting Report should be completed by the student and all members of the Supervisory Team and via the online task within 4 weeks of registration. Full information on the online initial meeting tasks can be found at https://portal.uea.ac.uk/postgraduate-research/initial-meeting/ Together with your supervisors you will identify your training needs and develop a plan to meet these which will include accessing the available PGR training and in some cases external training and activities. During the initial meeting a supervision plan will be drawn up between you and your supervisors. Supervisory arrangements and training needs should be recorded on the relevant forms (available at http://www.uea.ac.uk/medicine-health-sciences/graduate-school/essential-information-for-current-students-and-supervisors/forms-and-resources). You should discuss in the initial meeting with your supervisory team how you wish to organise meetings and make arrangements for contact. Please make your supervisors aware of any additional learning support needs you may have.
The University's Disciplinary Procedures will be implemented for any student not making satisfactory progress. The Disciplinary Procedures can be found in the UEA Calendar: https://portal.uea.ac.uk/documents/6207125/7465906/Section+3+Disciplinary+Procedures.pdf

The level of **supervision and resources required during the registration-only period** (if applicable) needs to be discussed with your supervisory team and recorded (available at) http://www.uea.ac.uk/health/graduate-school/essential-information-for-current-students-and-supervisors/forms-and-resources. Your supervisor should lodge a copy of the agreement with the FMH PGR Service within one month of the start of the Registration Only period. Students in their registration-only period are also required to complete the annual review of progress as described above.

We are aware that people may encounter personal, financial and other difficulties that may impact upon their studies, and your supervisor can offer support and guidance. It is important that you inform your supervisors of any changes in your situation that might influence your performance at the earliest opportunity so that plans can be reviewed and any necessary adjustments made.

Student well being is very important to us at UEA. Always seek help; your supervisor should be your first point of contact and will be able to signpost other support available within the university. The student support services are able to advise on academic and personal issues including visas. There is a dedicated service within student support for postgraduates.

Your supervisory team and all others involved with your study programme are there to help you learn. If you don't succeed they feel they haven’t either. **The most important thing is to seek help early.**

At any time in your research degree registration, you may request a change of a member of your supervisory team, including the primary supervisor. Every reasonable effort will be made to facilitate this (insofar as it is practicable and any contracted terms and conditions allow), but if you have been recruited to a specific project via a studentship you may lose funding for that studentship if you change primary supervisor. The School PGR Director will fully explore the reasons for your request, and a meeting with you and your supervisory team will be held before any change is considered.

**Probationary Review**

PGR students are registered with probationary status until they have successfully passed the formal assessment in their first year. This applies to all students on PhD, MSc by Research and MD programmes.

The probationary meeting will consist of the student, the supervisory team and either one or two internal assessors (one Internal Assessor will be the Panel Chair and the appointment of an additional Internal Assessor is optional). The internal assessor(s) will be independent of the supervisory team. The chair of the panel and any other internal assessor will be appointed by the Head of School/Chair of NBI Graduate
School Executive (or their nominee, normally the School/Institute Director of Postgraduate Research) in conjunction with the supervisory team. The panel’s chair should be research active, have been the primary supervisor (to successful completion) of at least one research student and should not be involved with the student’s project and supervision. The supervisory team should be reminded that when appointing the chair it may be helpful to give consideration to the diversity of the team.

The panel should be proposed at the initial meeting of the student and the supervisory team and communicated to the School or Institute Director of Postgraduate Research. The confirmed assessors will be reported to the relevant Postgraduate Research Director for approval. Attending a student’s probationary meeting will not disqualify a member of staff from subsequently acting as internal examiner.

The probationary meeting must take place at some time during months 6-9 of the student’s period of study (normally April to June for a full-time student starting on 1st October) and must be held in accordance with University award regulations. Times should be calculated pro rata for part-time students.

Candidates will be asked to demonstrate that they satisfy the following criteria at probationary review. These reflect the final assessment criteria, but at a level appropriate for this stage in the candidate’s study:

- Is the work presented the candidate’s own, giving appropriate acknowledgement of the work of others where there is an element of collaboration?
- Has the candidate shown appropriate industry?
- Is the candidate competent to fulfil the research and to keep to the proposed schedule of work?
- Does the candidate show the level of knowledge and understanding of the field in which they are working that would normally be expected after 6-9 months of research?
- Is the candidate able to show how their work relates to this wider field and that they have developed a command of presentational and scholarly conventions and methodology?
- Is there evidence that the work has a reasonable prospect of generating a significant contribution to the development of understanding, for example, through the discovery of new knowledge, the connection of previously unrelated facts, and the development of a new theory or the revision of older views?
- [PhD/MD only] Is the topic viable as doctoral research in its originality, intellectual level and scope (for execution within the planned timeframe)?

Candidates will be asked to submit a Research Report and a Training Record as follows.

**Research Report**

The student should, with guidance from the supervisor, prepare a piece of written work between 5,000 and 10,000 words in length, and circulate this to the members of the panel at least 2 weeks before the meeting.

This research report should:
• Review (assess and describe) the relevant previous literature and describe the background and rationale for the project.
• Outline the project objectives
• Summarise progress to date (Students should not be concerned if they have few results as it is not uncommon for PhD projects to produce few results in the first year).
• Present a detailed outline of the research planned for the next 12 months
• Present a timeline for the remainder of the project

Training Record

The student should also present a list of training taken to date, including successful completion of any mandatory training, both advanced research skills training and professional and personal development training.

In the meeting, the student will be expected to give a summary of the report (suggested maximum 20 minutes) and respond to questions from the panel about its content. This is also an opportunity for students to gain experience of research debate and to raise questions with the panel regarding their project.

Outcomes

In all cases the panel should also consider whether the student has adequate support for their research project and should also propose further training where this may be required. The formal outcomes for each type of degree are as given below.

PhD candidates

These will be a University-wide set of outcomes in line with the award regulations, which make provision for three outcomes:
(1) The candidate passes probation, is confirmed as a doctoral candidate and will continue with the same course of study (PhD);
(2) The candidate can opt to transfer to MPhil or Master’s by Research study with the approval of Head of School or nominee;
(3) The candidate will be asked to attend a further meeting in line with the regulations, after which they will either pass probation (1), opt to transfer to MPhil or Master’s by Research study (2), or be required to withdraw.

MPhil candidates

These will be a University-wide set of outcomes in line with the award regulations, which make provision for three outcomes:
(1) The candidate passes probation, is confirmed as an MPhil candidate and will continue with the same course of study (MPhil);
(2) The candidate can opt to transfer to Master’s by Research study with the approval of Head of School or nominee;
(3) The candidate will be asked to attend a further meeting in line with the regulations, after which they will either pass probation (1), opt to transfer to Master’s by Research study (2), or be required to withdraw.
Master’s by Research candidates

These will be a University-wide set of outcomes in line with the award regulations, which make provision for two outcomes:
(1) The candidate passes probation, is confirmed as a Master’s by Research candidate and will continue with the same course of study;
(2) The candidate will be asked to attend a further meeting in line with the regulations, after which they will either pass probation (1) or be required to withdraw.

MD candidates

These will be a University-wide set of outcomes in line with the award regulations, which make provision for two outcomes:
(1) The candidate passes probation, is confirmed as a doctoral candidate and will continue with the same course of study (MD);
(2) The candidate will be asked to attend a further meeting in line with the regulations, after which they will either pass probation (1), or be required to withdraw. Any transfers to alternative programmes would have to be considered on a case-by-case basis via a concession request to the Academic Director of Research Degree Programmes.

Internships

Some students have an internship as part of their study. Students will not normally be able to undertake such an activity until they have been confirmed in their PhD and have successfully completed their probationary period.
Postgraduate Research Training and personal development

The Faculty of Medicine and Health Sciences (FMH) Graduate School is pleased to offer a PGR training programme that aims to equip you with research and transferable skills for your PGR course and beyond. Full details of the training sessions available to you for this academic year in FMH can be found via the searchable PPD online directory at:
https://portal.uea.ac.uk/postgraduate-research/events/ppd-online-directory
or in the 'Training' section of the 'FMH PGR Community Noticeboard' on Blackboard.

As well as the training activities for postgraduate research students within FMH, you can participate in training offered by the Graduate Schools of the Faculties of Social Sciences (SSF); Arts and Humanities (HUM); and Science (SCI); depending on whether space is available and where the training is relevant to your PPD needs. Please check the session descriptors on the PPD online directory before enrolling, and use this resource responsibly.

Enrol on PPD training events via your eVision account: you will need to use the module code listed in the online directory. Guidance for enrolling is provided here:
https://portal.uea.ac.uk/postgraduate-research/personal-and-professional-development-ppd. If, having enrolled, you find that you can no longer attend, please email Nicola Howlett in the PGR office (details below) and ask her to cancel your booking. Please remember that staff members and others provide the training at considerable cost, and expect full participation by enrolled trainees.

It is for you and your supervisory team to determine your training needs and how best to meet those needs from the training programme within the Faculty, provided by other faculties or provided externally. Attendance at training sessions which are listed in the PPD online directory is free of charge, but any costs of attending other training events such as those provided by RSConnect or CSED at UEA, or externally to UEA, will need to be paid from your Research Training Support Grant (RTSG) or equivalent.

The training programme of Clinical Psychology research students is determined by the Clinical Psychology Doctoral programme, but you are also welcome to enrol for and attend any PPD training event offered by FMH or the other Graduate Schools.

Training Credits or Training Pathway?
Accreditation for transferable PPD during the period of PGR study at UEA has changed from October 2017, though the principles, aims and nature of the training offered remain the same. Please see the UEA PGR website for further details: https://portal.uea.ac.uk/postgraduate-research/personal-and-professional-development/diploma-training-pathways, and look at the FAQ page https://portal.uea.ac.uk/postgraduate-research/personal-and-professional-development/diploma-training-changes-faq. If you started your course before Oct 2017 you should probably be staying with the Training Credits system. If you started in or after Oct 2017 then you must engage with the Training Pathway.

The FMH PGR Training Pathway
The following page contains links to the new Training Pathway documentation for all the Graduate Schools:
https://portal.uea.ac.uk/postgraduate-research/personal-and-professional-development/diploma-training-pathways
and in the FMH PGR Pathway section the links in the ‘Additional Documentation’
column take you to the essential documents describing the FMH PGR pathway:-
Part I: the Development Objectives, and
Part II: the Training Scheme.

If you are following the FMH Training Pathway you need to record your progress with
achieving a set of 19 Developmental Objectives (DOs) over the course of your study
period – these are found in Part I. You do this on the ‘FMH PGR Supplementary TNA
form’ and the ‘Personal and Professional Development Plan Template Form’ within 8
weeks of initial registration, and review and update these two forms at each formal
Annual Progress Review meeting. The Training Pathway incorporates several
elements of Mandatory training which must normally be completed within the first year
of registration. These are listed in Part II. Most of this Mandatory training is provided
at induction from October 2017 but needs to be supplemented by attending and
completing training at other times of the year.

Information about the FMH Training Pathway may also be found on the Blackboard
site ‘FMH PGR Community Noticeboard’ in the section called ‘Training’.

Training Credits
Those students who commenced before October 2017 will earn Training Credits by
attendance register at PPD events in UEA for which you have enrolled via eVision.
For further information about the Training Credit system within FMH please see:
https://www.uea.ac.uk/medicine-health-sciences/graduate-school/training-personal-
and-professional-development/training-credits

If you do activities other than PPD training events (eg. specialised training, completion
of a Masters module, representation activities, UEA Careers Centre events, teaching,
public engagement or conferences) for which you wish to claim training credits, you
need to complete a ‘Reflective report form’ which can be downloaded from the web
page above. After fully completing the reflective report form, showing how you have
developed through this activity, email or post it to Nicola Howlett at the PGR office.
The Training Coordinator Gill Price will allocate credits which will be entered on to your
eVision record. This is done periodically, in batches. Please note the limit of 2.5 credits
for any one activity, which reflects the principle of obtaining a broad range of training.

Conferences
To help towards developing your critical thinking you should aim to attend one
conference a year and aim to present a paper at a conference at least once over your
study period (full time); part time students are encouraged to attend one conference
every two years and present at one over their study period. Please discuss plans for
conference attendance with your supervisor who can help you to select the most
appropriate opportunities. Consider the annual FMH PGR student conference as a
training experience in presenting your work to a multi-disciplinary audience of your
peers.

The FMH Graduate School wishes you great fulfilment in your training here. The
Training Coordinator would like to hear about your needs or suggestions for training
or your experience with the training system; please feel free to contact Gill Price using
the contact details below.

The FMH PGR Training Coordinator is Dr Gill Price (Gill.Price@uea.ac.uk; X1267).
The FMH PGR PPD administrator is Ms Nicola Howlett (N.Howlett@uea.ac.uk; X3923)

4 FACILITIES AND RESOURCES

Advice and Support

Supervisors will be able to provide students with advice and support for the duration of their study period. Students should keep in regular contact with him/her to discuss their research project and writing up – if there are problems or concerns, students should bring these to their supervisor’s attention. It is important not to let problems and concerns escalate.

Should any student feel that their supervisory team is not providing them with the advice and support they require, then they can bring this to the attention of the FMH PGR Service, the School PGR Director, the Faculty Associate Dean of Postgraduate Research or with the Head of the School.

Student Services

The Student Support Service: The Student Support Service (STS) is a ‘one-stop’ shop for students who would like to speak to someone confidentially about matters that range from their academic skills development to their psychological wellbeing. Advisers, counsellors and tutors offer confidential advice and guidance to any student experiencing difficulties or who wishes to maximise the benefits and opportunities available to them at UEA. Much of the work of the Service relates to the following broad areas but students can contact STS to discuss any query or matter of concern.

For more information contact STS:
Telephone: 01603 592761
Email: studentsupport@uea.ac.uk Web: https://portal.uea.ac.uk/student-support-service
In person: (opposite the upper entrance to Waterstones)

The Learning Enhancement Team offers a range of ways to support you during your time as a research student. We can help you to develop your academic writing, your use of English, and your understanding of mathematics and statistics, together with the other skills you will need to succeed in your studies. Our activities with students include workshops, writers’ groups and retreats, and confidential 1-2-1 tutorials, including specialist tutorial support for students with Specific Learning Difficulties. Learning Enhancement Tutors lead many sessions run as part of the Personal and Professional Development Programme. To find out more about how we might be able to help visit https://portal.uea.ac.uk/student-support-service/learning-enhancement or search online ‘uea let’.

The International Students’ Advisory Team (ISAT) provides general support and advice to all international and EU students and their families. Their support ranges from ‘Settling-in’ and ‘Life at UEA’ issues to buddy schemes and programmes to create a network and peer-support. Their area of expertise is in immigration, for free-of-charge help and guidance on visa and immigration related issues. portal.uea.ac.uk/student-support-service/international-students
Mental health advisers, counsellors and other therapists offer confidential one-to-one appointments, workshops, groups and self-help resources to students concerned about their **wellbeing** whether as a result of diagnosed mental health conditions or such matters as bereavement, anxiety and depression, addictions, acute homesickness or trauma.

Disability advisors offer support to help with optimising university experience and accessing support with Disabled Students’ Allowance (DSA), reasonable adjustments and assessment arrangements. There is practical support for students with **physical or sensory disabilities and long-term medical problems** to help minimise their impact on your studies and to develop your independence.

The **financial advisers** in the SSS can help you formulate strategies to manage your finances effectively and avoid financial hardship. Advice is available on sources of financial help to meet essential living and course-related costs, including eligibility for a range of hardship loans and grants.

A team of **general advisers** is available to help resolve queries and difficulties that range from getting on with your housemates, life in UEA Residences, disciplinary matters, social and cultural opportunities and much more.

**Bank Accounts**

To open a bank account international students will need to request a letter of introduction confirming your personal details from the PGR Service.

**Learning Enhancement**

The Student Support Service offers a range of academic and non-academic English language support to students including the English Language Support Programme (ELSP), Language Support Buddy project and Conversation Club. Further details can be found at: [https://portal.uea.ac.uk/student-support-service/international-students/english-language](https://portal.uea.ac.uk/student-support-service/international-students/english-language)

**Medical Centre**: the Medical Centre provides an NHS service for registered patients (students, staff and families). Throughout the year, GP and nursing services are available Monday to Friday, from 08.30 to 18.30, Tuesday evenings until 20:00, and from 08.30 to 12.00 on Saturday mornings. For urgent out-of-hours services call 111 (a free NHS number). The University’s NHS **dental practice** is located upstairs in the Medical Centre.

**Multi-faith Centre**

The Multi-faith Centre is situated in the centre of the campus, overlooking the Square. All UEA students and staff are most welcome to use this ‘home from home’ facility, where people of all faiths, and none, meet. The large common room and kitchen provide space for meeting people or just to have a coffee. There are spaces where you can be quiet and by yourself in a safe environment, and there is someone to talk to, should you want that, during working days in term time. Further information can be found at [https://www.uea.ac.uk/multifaith](https://www.uea.ac.uk/multifaith).
Counselling Service
The University Counselling Service offers help with social, personal, emotional and educational concerns. It is a strictly confidential service staffed by both male and female professional counsellors-in-training who have access to a consultant psychiatrist. An educational counsellor provides both short-term and long-term support with study skills and related issues and can be particularly helpful to students returning to study after a long break. Further information can be found at https://www.uea.ac.uk/counselling

The UEA Students’ Union
All postgraduate students automatically become members of the UEA Students’ Union. We are an independent charitable organisation which exists to represent and support students whilst studying at the University of East Anglia. Within the student’s union is postgraduate (su), which has its own graduate centre on the first floor of Union House. Here you will find the grad bar, a kitchen, a lounge, and rooms reserved for Postgrads to hold conferences or social events. PGSU provides activities to support the Postgrad community, and has various funds that students can apply to hold their own events or attend conferences. To find out about your Postgraduate Education Officer, and how you can get involved, visit www.uea.su/postgrads

For those who use social media, this link https://www.facebook.com/UEApostgraduatesu/ will be useful.

Nightline: Confidential and impartial listening and information service run for students by students. 8pm-8am every night during term time. Call 01603 597158, Text 0779 4924366 or visit http://norwich.nightline.ac.uk/

UEA Careers Service:
At CareerCentral, the UEA careers service, we have three advisers who specifically work with PhD students: Dr Suzanne Walker, Dr Rebecca Wyand and Dr Rosemary Bass. They are here to support your career development by working with you, individually and in workshops during your time here at UEA, and for three years after graduation. PhD students find that using our services can help to navigate the challenges of post-graduate research to finish their PhD on schedule and transition with confidence into a post-doc, a teaching job, a research position or a world of opportunities beyond academia. We aim to help you make the next steps after your PhD considered and informed, so that you can find your right path.

Get connected using MyCC
The first place to start might be our website, mycareercentral.uea.ac.uk, which provides up-to-date careers resources including job opportunities, advice on what employers are looking for, options with your subject, the application and interview process, and more. Log on to MyCC, to explore and keep up to date with events and resources to support your career development.

Guidance:
You can book 15 or 45 minute individual guidance sessions with one of the PhD career advisers to explore in-depth your circumstances, your options, any influences, or career-related anxieties and challenges. Guidance is not a quick fix; it is an opportunity for reflection and action-planning. It will also help you identify ways of
overcoming gaps in your career knowledge or profile. These appointments can also be used for feedback on an application or CV. We can discuss how best to present your profile as a researcher, communicator, teacher, innovator, problem-solver, or from any other angle. We also offer 1-hour mock interviews in which you will be asked 5-6 questions, and can talk through any concerns you might have about an interview or an assessment centre.

These services are free and completely confidential. If you are not local to the campus, we offer telephone and Skype appointments.

Here’s what recent PhD students have said about us:

“You are giving a very good service to students and academics as I have participated in several activities organised by the UEA Career Service. I am glad to tell you that I have got a permanent position as a Lecturer starting next September. Your courses and advice were very useful for preparing the application, presentation and interview for this position.”

“Just wanted to say thank you for all your interview help and advice, which has been incredibly useful. The interview went very well: many of the questions you had suggested came up and I got on very well with the panel. In fact, they have offered me the job.”

“Thank you for all your help and advice. It has really made me feel a lot better about my situation”

Events and training: CareerCentral hosts regular events including careers fairs and workshops. There are also regular opportunities to hear from UEA PhD graduates about their experiences, including New Horizons in May. We run a wide range of careers workshops through the academic year to explore career issues but also to develop skills you need as a PhD student such as networking.

“Great workshop! Very useful. Lots of practical advice”
“The event was so awesome and I found it very essential and timely”

Developing ideas and deepening skills: CareerCentral is a gateway to knowledge and opportunities.

Want an insider insight? Talk to one of our career mentors, a professional with years of experience in a particular sector. Recent mentors include: academics, journalists, a freelance translator, policy analysts, and research and heritage consultants.

Widen your skill set through our paid Graduate Internship programme.

Interested in commercialising an idea, an aspect of your research, or a talent? We offer funding and business start-up advice to turn that concept into a reality.

Find out more about all our services on mycareercentral.uea.ac.uk. To book an appointment: drop in to CareerCentral on The Street (next to Waterstones on campus); email career.central@uea.ac.uk; or telephone 01603 593452.
FMH Postgraduate Research Space

You will have access to a desk on a ‘hot desk’ basis and storage facilities (filing cabinet, shelving etc.) in a shared postgraduate research space in the Faculty of Medicine and Health Sciences. These are located in:

- Biomedical Research Centre (BMRC) Bob Champion Research and Education Building (BCRE) – Second Floor
  (Access can be arranged by contacting Daniel Leeson at d.leeson@uea.ac.uk)

- The Edith Cavell Building (ECB) –
  (Access can be arranged by contacting Lucie Dack at l.dack@uea.ac.uk)

- The Elizabeth Fry Building (EFB)- Room 1.33 on the first floor
  (Access can be gained by contacting Helen Sayer at helen.sayer@uea.ac.uk)

- The Queen's Building - Room 1.23 on the first floor.
  (Access can be arranged by contacting Dawn Standley at dawn.standley@uea.ac.uk)

Lab based students should discuss lab access with their supervisors. Full time postgraduate research students have access to a ‘hot desk’ and networked computer (subject to increasing student numbers). ‘Hot desks’ are used on a first come first served basis. Students also have access to an external telephone. Telephone bills are monitored on a monthly basis by the Faculty Finance Office and personal phone calls must be paid for. Please contact the FMH Finance Team in advance of making calls to discuss.

If you have any issues with the PGR space you are in please discuss with your student representatives or your PGR director.

The Main Library and ITCS also offer postgraduate students computer and desk bookings (and lockable locker space).

Library and Information Services

Library
The Library is open 24 hours a day, 365 days a year. Over 1000 study spaces and 350 computers are available for student use, with bookable study rooms for individuals and groups.

Postgraduates have campus-card access to the specially-designed Research Postgraduate Study Rooms, with lockers and workstations for up to 39 students.

The Library offers access to thousands of resources both online and in print, also providing an Interlibrary Loan service to source further items. The Library building hosts the Archive of Contemporary Creative Writing; further information about accessing the Archive and other Special Collections can be found on the Library
website. Borrowing periods, entitlements and fines are also outlined on the website, along with details of the photocopying, printing and binding facilities available.

Students requiring assistance may contact the IT and Library Helpdesks, staffed 9am-7pm on weekdays and 12-7pm at weekends. During weekday hours, Academic Librarians are available for subject help and advanced queries.

The Library contributes to the Postgraduate Personal and Professional Development (PPD) Programme, offering training to utilise Library resources effectively, supporting your and research.

Faculty Librarians are available for in depth enquiries and advice. The current Faculty of Medicine and Health Sciences Librarian is Matthew Smith: Matthew.J.Smith@uea.ac.uk

Other IT services
Most of the hundreds of computer terminals on campus provide direct access to the Internet. Academic discussions conducted on the Internet are becoming increasingly important. All of the Library’s electronic information and services can be accessed from any computer on the University’s network, including the catalogues of a number of libraries in the UEA region.

Students with their own computers can access the University network but MUST contact the ITCS helpdesk situated in the Library building initially.

Authorship of papers
There is no generally agreed definition of how authorship should be determined although various attempts have been made. The Committee on Publication Ethics (COPE) (http://publicationethics.org/) has suggested the following guidelines. As a minimum authors should take responsibility for a particular section of the study. COPE gives the following guidance:

1. “The award of authorship should balance intellectual contributions to the conception, design, analysis and writing of the study against the collection of data and other routine work. If there is no task that can reasonably be attributed to a particular individual, then that individual should not be credited with authorship.
2. To avoid disputes over attribution of academic credit, it is helpful to decide early on in the planning of a research project who will be credited as authors, as contributors and who will be acknowledged.
3. If professional writers employed by pharmaceutical companies, medical agencies or other parties have written the paper then their names should be included, and any conflicts of interest declared.
4. All authors must take public responsibility for the content of their paper. The multidisciplinary nature of much research can make this difficult, but this can be resolved by the disclosure of individual contributions.
5. Careful reading of the target journal’s “Advice to Authors” is advised in the light of current uncertainties.
6. Authors should be vigilant about allowing their name to be used on a piece of work to add credibility to the content.
In the light of this advice, and taking particular account of the first point, it will be recognised that a research student’s supervisor is very likely to be making a substantial intellectual contribution to the project. The Faculty therefore normally expects that any publications arising from a research degree should be jointly authored by (at least) the student and primary supervisor. Of course, in many projects there are likely to be additional co-authors.

You will also have the opportunity to present your work at seminar sessions when supervisors or other interested parties may be invited to attend and at other seminar groups within or outside FMH as may be appropriate.

5 FUNDS AND EXPENSES

FMH Finance Office

The FMH Finance Office deals with some of the financial issues relating to research students, including expense claims (once these have been approved by your supervisors and the PGR Service) and stipend payments. The FMH Finance Office is based in The Centrum Building and is staffed as follows:

Sarah Walker: Administrator (x1075)
Emma Hunt: Administrative Assistant (x3028)
Sue Fincham: Administrative Assistant (x1716)
Maxine Molloy: Administrative Assistant (x1430)

Research Training Support Grant (RTSG)

RTSG funds are to support a student's research training where this incurs a cost, e.g. external courses or conference attendance. The RTSG should not be used for consumables or other research project expenses.

Full time students have access to RTSG funding for the 2017/18 year as follows:

1) Self-funding students (those not in receipt of funding from other sources except for fees and living expenses only*): £500 p.a. and part time students £250 p.a.
2) UEA studentship or Research Council funded students: £1000 p.a. and part time students £500 p.a.

* financial guarantees must show a breakdown of funding.

Funding is available until the end of the Period of Study only (or until the thesis is submitted if earlier).

There is some flexibility to use underspends from one year to the next during your period of study, but monies from future years may not be spent in advance.

Decisions regarding expenditure of the RTSG should be made by the student, in consultation with (and approval from) the supervisors. Approval must be gained before any expenditure is made by completing the study leave request form. Further details on how to gain access to funds and action approval can be found at [http://www.uea.ac.uk/medicine-health-sciences/graduate-school/essential-information-for-current-students-and-supervisors/forms-and-resources](http://www.uea.ac.uk/medicine-health-sciences/graduate-school/essential-information-for-current-students-and-supervisors/forms-and-resources)
Phil Hearsey, PGR Officer in the PGR Service is the contact point for student enquiries regarding RTSG for HSC students, and Fiona Gibbons, PGR Officer, for MED students, and they can give examples of what this can be spent on. The FMH Finance team are responsible for the maintenance of the financial records and will monitor expenditure to ensure funds are not overspent.

**FMH Studentships and externally funded students**

Students funded via an FMH studentship may have access to a modest amount to cover consumable and other project related expenses (e.g. vouchers or travel expenses for participants). The exact amount will have been specified on the project proposal and students should consult with their supervisor about what they can claim for.

These expenses need to be claimed back through the student expenses claim form which can be found at [https://www.uea.ac.uk/medicine-health-sciences/graduate-school/essential-information-for-current-students-and-supervisors/forms-and-resources](https://www.uea.ac.uk/medicine-health-sciences/graduate-school/essential-information-for-current-students-and-supervisors/forms-and-resources). All claims must be backed up with receipts and the expenses authorised by the student’s supervisor.

Students who are funded via other sources, e.g. an externally funded studentship or training fellowship may be able to claim training and project expenses. Your supervisor will give you details of any such funding and the process for claiming for these.

**Guidance on ownership of equipment and UEA Licensed Software**

Please note that all equipment purchased from any UEA held funds or research grant awarded for the purposes of studying at UEA, will remain the property of the University. Whilst you will be free to use this equipment during the course of your studies, all equipment purchased from via these means must be returned to UEA at the end of your studies. In addition, any software licensed to the University must be removed by university technical staff from any personally owned computer equipment at the end of your studies.

**Stationery**

Students do not have to account for everyday office supplies (e.g. plain and headed paper, envelopes, pens) as a claimable expense. However you are reminded that you can make reasonable use of these resources within your school. You should first discuss your needs with your supervisor and then obtain the supplies from your School reception:

- **HSC** Receptionist in the Queen's Building or Edith Cavell Building
- **MED** Secretary for the group that your supervisor is within, e.g. Primary Care
6 COMMUNICATION

Students are deemed to have received any notice or communication directed to them within two days of it being made available to them, i.e. of it being sent to their UEA e-mail account, in their pigeon hole, or being delivered to their contact address. For students who are not required to attend on a daily basis, the forty-eight hour rule shall apply to periods of required attendance only. Therefore, it is your responsibility to:

(1) inform your supervisor and the relevant PGR Service team of changes to your address and contact details,

(2) update your student record with any changes to your address and contact details via eVision,

(3) make arrangements with your supervisor and the PGR Service to maintain contact at all times, and to ensure that such arrangements would enable you to respond to messages within forty-eight hours (excluding Saturdays and Sundays) of receipt/availability,

(4) regularly check the student pigeon holes in your school (all student post is placed in student pigeon holes unless you notify the F PGR Service that you would prefer post to be sent elsewhere),

(5) regularly check school notice boards for any notices,

(6) read your emails using your UEA email address on a regular basis (e.g. every 48 hours). You will have received your user name and password when you completed your online registration task prior to arrival at UEA. ALL email contact from UEA will be sent via your UEA email address. If you have an alternative email address you can set up an email forwarding facility for your UEA email address (which is particularly helpful for part-time students) by following the instructions on emailing forwarding at https://portal.uea.ac.uk/is/online-wiki-helpdesk/-/wiki/Main/Set+up+out-of-office+and+email+forwarding+for+Outlook+Web+Access. If you encounter problems trying to set this up please contact FMH PGR Service as soon as possible who will be happy to talk you through the process (you will need your user name and password to hand when calling).

(6) Your incoming post to UEA will be delivered as follows:
MED students – Pigeon holes on Floor 1 of the MED Building
HSC students Queen’s Building – PGR Pigeon holes on floor 01

7 ATTENDANCE

The year at UEA is divided into semesters. As a research degree student it is useful to be aware of the dates of semesters and building closure dates (which are included in the general information on the inside back cover of this handbook) since they affect the opening hours and availability of certain facilities and services. Attendance expectations for full-time and part-time research degree students should be discussed at an early stage with your supervisor and the following Regulations, taken from the University Calendar, are of particular relevance:
A student may be granted leave of absence during a semester only with the prior permission of the PGR Director. Such leave will be dependent on the student having good cause and undertaking to fulfil all obligations to the University.

Absence from the University during a semester due to ill health must be reported immediately by a student to your Primary Supervisor (and to the FMH PGR Service). The Primary Supervisor should also notify the FMH PGR Service as soon as possible to double-check that they are informed.

The University may at any time suspend or preclude from further study:
- any student whose attendance is deemed to be unsatisfactory
- any student who fails to make satisfactory progress in the programme of study in accordance with the University’s Disciplinary Procedures.

However, occasionally people get sick and cannot attend a scheduled session/meeting.

ırken inform the School prior to start of the day (ring your supervisor or school reception) as relevant faculty members may need to be contacted.

You need to self-certify yourself for sickness from the first day of sickness.

You will need a medical certificate if you are ill for more than 1 week.

Very rarely, things may occur in your personal lives that mean you have a conflict between personal events and study-related events. If you feel you need to miss an agreed supervision session, tutorial or other meeting you should ensure the supervisor or member of staff concerned is aware of this and the reasons why. Your right to confidentiality is highly important, but the School’s legal obligation to research funders, employers, patients and the profession is also clear. Certain issues (health or personal), whilst being quite delicate and sensitive, may need discussing with your supervisor(s). This is so that they are aware of any problems that might influence your performance. You should keep them informed of all changes and issues and look to their advice for ways of dealing with these. The system is designed to help you.

Visa Requirements

As any holder of a Tier 4 visa to enter and study in the United Kingdom is sponsored by the University of East Anglia, UEA is legally obliged to make reports to the UKVI in the following situations:

- If you do anything that suggests that you are breaking the conditions of your permission to stay in the UK;
- If you do not arrive on the expected start date of your studies (or within a short period after your expected start date without the prior consent of the University);
- If you receive a visa refusal;
- If you withdraw from the University before the expected end date of your studies;
- If you decide to transfer to another institution or change visa immigration routes,
• If you interrupt (intercalate) your studies for any reason. Please note that if you do intercalate, you will not be in the United Kingdom for the purpose for which your visa was obtained, so you should make arrangements to leave the country. Prior to returning to the UK you will need to request a new CAS (Confirmation of Acceptance for Studies) from the University. Please ensure you request the CAS in good time to ensure your new visa is issued prior to the date of your return to the United Kingdom;
• If your course changes significantly, i.e. change of degree programme or changes to your course end date;
• If your period of study reduces we have to inform UKVI of your new course end date, and your entitlement to remain in the UK is likely to be shortened;
• If you do not fully engage with your studies. This includes attending to a satisfactory standard and submitting assessment items;
• If you undertake a work placement or are required to undertake fieldwork away from the University, we must inform UKVI of these details. It is your responsibility to ensure that you inform the PGR Service of your fieldwork and your contact address during that period before leaving UEA.

In all cases, if you have any doubt about your immigration status, please ensure that you obtain appropriate advice. This will normally be from the International Students Advisory Team in the UEA Student Support Centre.

To support the University’s obligations:

• You are required to present your visa and passport to the University and to allow a member of staff to make a copy of relevant information (this will initially be done as part of the Registration process);
• If your passport or visa changes during your study, you should immediately present this to the UEA Student Visa Compliance to take a copy of relevant information and update your record;
• During your period of study the University will, on a regular basis, request you to attend a specified location to check that you are still in attendance and to check that your passport and visa remain valid. It is mandatory to attend these events when requested. You will receive an email to your UEA account and any personal email account that you have provided advising the dates and times. You may also receive SMS reminders;
• If your visa expires before your course end date, you must apply for a visa extension before it expires. Support with this process is available from the UEA Student Support Centre and we recommend strongly that you make use of this support. Please note, failure to extend your visa can result in you being suspended from your course and having to return to your home country;
• You are required to advise the University immediately if your immigration status changes. This could include (but is not limited to) having your application for a visa refused, being unsuccessful in an appeal against refusal of a visa or having your visa curtailed (cancelled);
• You are required to inform us of any changes to your contact details (address, phone number);
• You are required to attend all sessions, including (but not limited to) lectures, seminars, tutorials, advisor meetings and exams. If you are unable to attend a session, you must inform the University immediately and provide evidence of any reasons for non-attendance (i.e. a doctor’s certificate);
• You must comply with the conditions of your visa and any other UK Visas and Immigration requirements, including the number of hours you are permitted to work under the conditions of your visa

Please note that failure to comply with your obligations may put your visa at risk and therefore your entitlement to remain in the UK. If you have any queries regarding this information please contact the UEA Student Visa Compliance office on Student.VisaCompliance@uea.ac.uk.

**Academic Technology Approval Scheme (ATAS)**
The University has a duty to ensure that any student, including non-Tier 4 students, obtain an ATAS certificate if they need one. Students undertaking a course that requires an ATAS certificate may not begin study without a valid ATAS certificate for that course.

Unless a UK, EEA or Swiss national, applicants need to apply for an ATAS certificate if the JACS Code for their course of study begins with a code specified by the UK Government as requiring ATAS clearance. You must apply for the ATAS certificate before applying for a visa or extension of stay if applying for Tier 4 or applying for a visa with the specific intention of study. If you already have a visa which permits study then the ATAS certificate must be obtained before any study can commence.

If you change course and/or significantly change your research topic, you must obtain a new ATAS certificate. If you change immigration category then you will also need a new ATAS certificate. Applications for an ATAS certificate must be made online on the Foreign and Commonwealth Office (FCO) website.

If you have any question about ATAS requirements then please check with the PGR Service.

**Study away from UEA on approved fieldwork/research**

A full-time candidate may, with the permission of the School PGR Director, spend time away from the University during their period of study at some other approved place of study or research:

- MSc by Research up to 3 months
- MPhil up to 6 months
- PhD up to 12 months

Such permission is not automatic and a concession must be applied for, via the request form (available at [https://www.uea.ac.uk/medicine-health-sciences/graduate-school/essential-information-for-current-students-and-supervisors/forms-and-resources](https://www.uea.ac.uk/medicine-health-sciences/graduate-school/essential-information-for-current-students-and-supervisors/forms-and-resources)) especially if a reduction in the tuition fees paid for the period is also requested. When applying for such a concession, details of supervision and contact must be given, and in most cases a co-supervisor will be required in the place of study away from the University. It is also essential that a risk assessment is undertaken. The information that is required for a concession to be submitted is as follows:

- Dates to be spent away from UEA
- Location
- Nature of fieldwork/research to be undertaken
- Supervisors internal to UEA
• Supervisors external to UEA (if appropriate)
• Facilities that will be available to the student
• IT support that will be available to the student
• Method of supervision

It is your supervisor who formally applies for the concession (via the PGR Service) and you should discuss the matter with him/her so that the request is submitted in good time.

Leave

From 1 October 2018 new functionality is being made available through eVision to allow full-time postgraduate researchers to apply online for annual leave (26 days), special leave (5 days) and record sickness absences. The system automatically sends leave request to supervisors and responses are received by email. A record of absences is kept on the ‘Personal and course details’ page, accessible from the eVision student home page. The leave year runs from 01 October to 30 September for all, irrespective of start date, so those who start at other times will have pro-rata leave entitlements. Use of the system – which is not available for all research programmes – is not mandatory but it is expected to be especially useful for those on Tier 4 student visas. More details can be found online at: https://portal.uea.ac.uk/postgraduate-research/absences

Insurance

UEA Travel insurance automatically covers any Employee, governor or emeritus professor and their accompanying Partner and Children or any student travelling on behalf of and with the consent of the University, for a maximum duration of twelve months. It is suitable for all overseas work and field trips approved by the University and work placements that are compulsory as part of a student’s course. Study Abroad trips are not covered by UEA Travel Insurance.

UEA Travel Insurance is provided free of charge with the cost met centrally. The University will no longer fund privately sourced travel insurance.

Each overseas (non-UK) trip must be declared (for each person) via the Travel insurance webform as soon as your tickets are purchased or at least two weeks in advance of your trip. You must separately notify to UEA Insurance, details of any accompanying partners and/or children. Insurers consider exit and re-entry back to the UK as one trip. For example, students undertaking fieldwork trips involving a flight back to the UK on one or more occasions during the fieldwork period, is considered multiple trips. A webform will therefore need completing for each separate trip.

Trips can include days added by the individual for personal reasons (the added personal days must be incidental up to a maximum of 14 consecutive days). If you decide to arrange any recreational/personal trips whilst overseas that exceed 14 consecutive days an alternative policy will need sourcing. A separate Travel insurance policy can be purchased whilst outside of the UK via the following provider and website: https://www.worldnomads.co.uk/ (recommendation is intended only to provide guidance and is not affiliated with the UEA).
Trips within the UK do not need declaring and are automatically covered when involving:

a) air travel within the Country of Domicile or

b) any travel within the country of domicile provided such travel involves an overnight stay away from home or normal place of Business

Your Policy Documentation can be downloaded by following the link located at the end of the Travel insurance webform. Your Policy Documentation will need to be accessible at all times. You will also have the opportunity to register with Lifeline Plus where you can access safety and guidance reports of the country you are visiting. Alternatively, you can download the AIG Business Travel Assistance app which provides live safety alerts to your phone regarding your location.

8 ETHICS AND RESEARCH GOVERNANCE COMMITTEES

The consideration of the ethical implications of all research activity – including that undertaken by you as a student - represents good research practice. Failure to comply with the University Research Ethics Policy may result in referral to the Senate Student Disciplinary Committee.

While research ethics should always be a consideration for you and your supervisor, formal ethics approval is not always a requirement. For some research undertaken in the Faculty of Medicine and Health Sciences, you will need to follow NHS research ethics and governance procedures to secure formal ethical approval. Guidance on assessing the ethical implications of your study, and when an application for formal ethical approval is necessary is available on the University Research Ethics website at https://portal.uea.ac.uk/ren/research-integrity.

9 ASSESSMENT

Requirements of the Thesis

Scope of MD

A candidate is normally required to submit a thesis of not more than 65,000 words to the satisfaction of the examiners.

Scope of MSc by Research

In the thesis and examination the candidate is required to show evidence of ability to conduct original investigations, to test ideas whether the candidate's own or those of others and to obtain appropriate conclusions from the research.

Scope of MPhil

In the thesis and examination, the candidate is required to show evidence of distinct ability to conduct original investigations, to test ideas whether the candidate's own or those of others and to understand the relationship of the theme of the investigations
to a wider field of knowledge. The thesis should show evidence of adequate industry and application.

The candidate is expected to take due account of previously published work on the subject, to show distinct ability in conducting original investigations and in testing ideas whether the candidate’s own or those of others. The candidate is also expected to show understanding of the relationships of the special theme to a wider field of knowledge. The thesis should represent a significant contribution to knowledge, although the extent of the study will normally be narrower and the degree of attainment will be appreciably less than that expected of a candidate for the degree of Doctor of Philosophy. Examiners shall take into account that the substance and significance of the thesis should be of a kind which might be reasonably expected of a capable and diligent student after two years of full-time (or equivalent) study.

**Scope of PhD**

In the thesis and examination the candidate is required to show distinct ability to conduct original investigations, to test ideas whether the candidate’s own or those of others and to understand the relationship of the theme of the investigations to a wider field of knowledge. The thesis should show evidence of adequate industry and application. The candidate is expected to take due account of previously published work on the subject, to show distinct ability in conducting original investigations and in testing ideas whether the candidate’s own or those of others. The candidate is also expected to show understanding of the relationships of the special theme to a wider field of knowledge.

The thesis should represent a significant contribution to learning, for example, through the discovery of new knowledge, the connection of previously unrelated facts, and the development of a new theory or the revision of older views. In making their judgement on the award of the degree, Examiners shall take into account that the substance and significance of the thesis should be of a kind which might be reasonably expected of a capable and diligent student after three years of full-time (or equivalent) study.

**Word Length**

University Regulations stipulate the following word lengths for research degrees:

- **MD:** the thesis shall not exceed 65,000 words in length
- **MSc by Research:** the thesis shall not exceed 40,000 words in length
- **MPhil:** the thesis shall not exceed 65,000 words in length
- **PhD:** the thesis shall not exceed 100,000 words in length

It is not permitted for students to exceed these word limits. These are maxima and an acceptable thesis may be shorter, depending on its subject matter.

- **PhD by Publication** the critical analysis shall be a minimum of 15,000 words in length.
Approval of Thesis Title and Examiners

The Approval of Thesis Title and Examiners form must be submitted to the PGR Service no later than three months before the submission of the thesis. The form (including staff candidates is available from the PGR Service or online at:

https://portal.uea.ac.uk/postgraduate-research/pgr-regulations-and-forms/concessions-and-other-forms

The first page of the form should be completed by the student before passing on to the primary supervisor to approve your thesis title and complete the examiners’ details and questions on the second page. The primary supervisor should send the completed form to the PGR Service along with a copy of the external examiner(s) CV. The external examiner need only send a brief CV which should include details of previous examining experience at postgraduate research level and their research publications.

Appointment of Examiners

Candidates will have one internal and one external examiner (staff candidates will have no internal examiner but two external examiners). All examiners are approved by the AD-PGR (or the University’s Director of Research Degree Programmes if staff candidate or a concession is being sought for fourth appointment for an external examiner in three years). Rules for the appointment of examiners state that the any member of the student’s supervisory team will not be appointed as an examiner. Your supervisory team will be responsible for recruiting your examiners (usually led by the primary supervisor). External examiners must provide a brief CV to include details of previous postgraduate research examining experience.

Further information relating to the appointment of Examiners can be found Research Degrees: The Code of Practice and in the supporting Research Degrees Policy Documents: https://portal.uea.ac.uk/postgraduate-research/pgr-regulations-and-forms

It is considered unacceptable for students to offer any gifts to internal or external examiners.

Application to Submit

The thesis may be presented for examination at any time after the beginning of the last full semester of the candidate’s prescribed period of study, provided that:

(i) for MD candidates: For students currently registered on the Programme - a thesis may be presented for examination no earlier than three months before the end of the period of advanced study and registration, providing not more than two years have elapsed since their registration as a candidate for the degree. For students registered after January 2018 – Regulations for the Programme are currently under review and will be published in late 2017.

(ii) for MSc by Research candidates: a thesis may be presented for examination no earlier than three months before the end of the candidate’s period of study
provided that not more than two years (three years for part-time candidates) shall have elapsed from the date of approval as a candidate for the degree.

(ii) for MPhil candidates: a thesis may be presented for examination at any time after the beginning of the last four months of the candidate’s prescribed period of study provided that not more than three years for full-time students and not more than five years for part-time students shall have elapsed from the date of approval as a candidate for the degree.

(iii) for PhD candidates: a thesis may be presented for examination at any time after the beginning of the last six months of the candidate’s prescribed period of study provided that not more than four years for full-time students and not more than seven years for part-time students shall have elapsed from the date of approval as a candidate for the degree.

(iv) for PhD by Publication candidates: Material listed in Regulation 5 for the degree, along with the published work to be assessed, must be submitted by the end of the period of study.

Within the limits outlined above, the decision about precisely when to submit rests with the student. If it appears that a deadline will not be met the supervisor should be consulted immediately.

Submission of the thesis means submission of the finished thesis, and not, for instance, submission of a final draft to a supervisor for approval. The finished thesis should be submitted with the relevant supporting documentation (see 'submission and presentation of research theses' below).

The Senate of the University may give special permission for extensions to the period within which the thesis may be presented on the recommendation of the FMH PGR Executive. As previously mentioned, extensions are only granted in exceptional circumstances.

Submission and Presentation of Research Theses

Rules for submission of work for higher degrees are given in: Research Degrees, The Code of Practice and in the Research Degrees Policy Documents: Section 3 - Submission, Presentation, Consultation and Borrowing of Theses. https://portal.uea.ac.uk/documents/6207125/6873036/section_3_submission/69d413a9-8639-41d5-8fc2-b391b1a4bfb9

Oral Examination (Viva Voce)

Preparing for your Viva

As preparation for the main event students may request a mock-viva. This will be scheduled once the thesis has been submitted. This will generally be conducted by your two supervisors and will concentrate on specific parts of the thesis, rather than the whole thesis. It will give you the opportunity to review and rehearse key elements.
in your thesis. The focus of the mock viva will be negotiated with your supervisor. The Faculty PGR training programme also provides a workshop on preparing for your viva.

**Timing of your viva**

The timing of your viva should normally take place within three months of the thesis submission. It is the responsibility of the internal examiner to arrange the date and time of your viva (or the internal advisor if you are a staff candidate). You may wish to discuss with your supervisor or PGR Director the likely pattern and practicalities of the viva. Students are advised of the viva arrangements by the Internal Examiner. The supervisor is not permitted to be present at the viva.

**Availability of Thesis/Confidentiality**

A thesis may be subject to confidentiality restrictions because of industrial support for the research project, because of proprietary materials supplied under a Material Transfer Agreement, due to possible patents that may arise because of a students' work, or for other reasons. Any confidentiality restrictions on a thesis should be notified on the Research Degree Entry Form when the thesis is submitted.

Information about Intellectual Property Regulations can be found in the *Research Degrees Policy Documents*:

https://portal.uea.ac.uk/postgraduate-research/pgr-regulations-and-forms

**Academic Appeals and Complaints**

If you have a problem or grievance then the first step should involve, where possible, informal discussion with your supervisor/supervisory team. If this is not possible, or you are not satisfied with the outcome of the informal discussion, then you should discuss with your School PGR Director or the FMH Associate Dean for PGR. If you are not satisfied with the outcome of these informal discussions then you should use one of the University formal appeals and complaints procedures. These are the Academic Appeals Procedure, the Academic Complaints Procedures and the Non-academic Complaints Procedures. Details of these procedures can be found in the *UEA Calendar*. If you are in any doubt over which procedure to use please seek advice from the PGR Manager or Faculty Manager. The Students Union Advice Centre can also offer independent help, support and advice.

Should you feel that the problem or grievance has not been resolved by the formal approach to the Head of School, you should submit a formal appeal or complaint under the appropriate procedure. Please note that if you are making a Stage 1 Appeal against an academic result or the circumstances relating to them, you must do so on an Academic Appeal form with supporting documents to the PGR Service within 10 working days of the notification of the result.

The University's Complaints and Appeals Procedures are available online at

http://www.uea.ac.uk/calendar/section3/regs(gen)/academic-appeals-and-complaints-procedure

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10 HEALTH AND SAFETY

During your induction you will receive a Health and Safety briefing. Your supervisor will provide you with any School-specific health and safety information.

Safety and Security
UEA has a duty of care to ensure that students are not placed at unnecessary risk during their educational activities here; similarly students have a duty of care towards themselves and others. As well as acting in a considerate way while on campus you should familiarise yourself with the following:

- Notices about action to take on discovering a fire
- The locations of emergency exits in the buildings you use
- Notices about first aid

Automatic fire detectors give early warning of potential fire to the Security Lodge and from there to Norfolk Fire Service. There are fire extinguishers and manual break-glass call points in all buildings. At these fire points there are notices about what action to take and the location of the assembly points. Activation of the fire alarm sounds a clear warning throughout the building.

When you hear the fire alarm, do not assume it is a drill or a system test or wait for anyone to tell you to move. Vacate the building immediately by the nearest exit (follow the green signs). This may not necessarily be the point at which you entered the building.

There is a 24-hour security presence on campus. The Security Lodge provides a point of contact for those seeking advice or assistance and staff maintain close liaison with the local police. Crime prevention advice is always available. All members of the University should take reasonable precautions to safeguard their personal property and should immediately report any suspicious incidents or people to the Security Lodge on 01603 592222.

Access to UEA Buildings

Access to UEA Buildings is generally 7:30-19:30, however, FMH buildings will not have open access during all of these hours, and students should take time to find out their School's open access hours

UEA Buildings Closure:  
Christmas  
22 December 2018 – 1 January 2019 inclusive

Easter  
18 – 23 April 2019 inclusive

All Bank Holidays
11  UEA CAMPUS FACILITIES

For a comprehensive overview of Campus facilities see:

https://www.uea.ac.uk/study/undergraduate/student-support/student-life/on-campus-facilities

Finally....

We hope that you have found this handbook useful. If you feel there is any information that you would like included or have any other comments or suggestions on how you would like it improved, please contact the FMH PGR Service at:

MED students - map.pgoffice@uea.ac.uk
HSC students - ssh.pgoffice@uea.ac.uk

Good luck and enjoy your studies at UEA.

Updated September 2018