



Faculty of Science

Postgraduate Research Programmes

Graduate School Student Handbook 2018-19

MSc by Research, MPhil, PhD

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INTRODUCTION

Welcome to your programme of postgraduate research in the Faculty of Science at UEA. You are joining a large community of postgraduate research students enjoying access to excellent facilities and contributing to internationally leading research across a broad spectrum of the physical and life sciences. This handbook aims to provide a brief guide to some of the administrative structures and activities that will support you at UEA. It also points you to places where further information can be found.

In the three weeks following Induction it is important that you:

- meet your supervisor, supervisory team and members of their research groups
- agree the initial aims of your research programme and identify the training activities that you should enrol on to support the first months of your studies
- agree the expectations for attendance and where you will carry out your research

This handbook, and the talks at Induction, will help to explain the framework for these activities.

Some of the numerous abbreviations used across UEA are explained below:

BIO	School of Biological Sciences	NBI	Norwich BioScience Institutes (inc JIC, EI, TSL, QIB)
CHE	School of Chemistry	NNUH	Norfolk and Norwich University Hospital
CMP	School of Computing Science	NRP	Norwich Research Park
EFry	Elizabeth Fry Building	PGR	Postgraduate Research
ENV	School of Environmental Sciences	PHA	School of Pharmacy
FMH	Faculty of Medicine and Health Sciences	PPD	Personal and Professional Development
GSO	Graduate School Office, NBI	RTSG	Research Training Support Grant
QIB	Quadram Institute BioScience	SCI	Faculty of Science
JIC	John Innes Centre	EI	The Earlham Institute
MED	Norwich Medical School	TSL	The Sainsbury Laboratory
MTH	School of Mathematics	ZICER	Zuckerman Institute for Connective Environmental Research

YOUR SUPERVISORY TEAM, PROGRESS REPORTING AND PROBATIONARY REVIEW

Each research student has a Supervisory Team throughout the period of research and until submitting final the hardbound and electronic copies of their thesis. This Team must have a minimum of two members - the primary supervisor and at least one other member of faculty (or suitably senior scientist usually from within the Norwich Research Park).

The role of the Supervisory Team is to guide the progress of your research and professional development. 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 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 three formal review of progress meetings, where the full supervisory team should be present) from registration until submission of the thesis and for part-time students at least four times a year. In this context a 'formal meeting' means that it is documented record of progress and the reports made available to the School PGR Director and/or PGR Service on request. The formal review of progress meetings include one Annual meeting and two Interim meetings per year that enable the School to carefully monitor the progress of each of their students within the framework of the University's *Code of Practice for Research Degrees*

(<http://www.uea.ac.uk/pgresearch/regsandforms/Research+Degrees+Code+of+Practice>). In addition, students can expect to have much more frequent informal contact with their supervisor(s) and members of their supervisory team. Full details of Progress Reporting can be found in the Appendix to this Handbook.

Monthly recording of PGR Supervisory Meetings can be completed via eVision. PGR students can record detailed of their supervisory meeting(s) held in the previous month. The task is compulsory for those on Tier 4 student visas and recommended for other students. However, it is expected that all SCI PGR students will complete the task when a formal interim review of progress meeting has been held. Further information and guidance can be found at <https://portal.uea.ac.uk/postgraduate-research/supervisory-meetings>

Probationary Review

The status of postgraduate research candidates on the following programmes will be probationary: PhD, MPhil, and Masters by Research. This probationary status will continue until the candidate has undertaken and passed a formal assessment during their first year which will occur at the Annual Progress Review meeting and must be held within the first nine months of initial registration (calculated pro-rata for part-time students).

Outcomes for other research degrees and fuller and further details on the probationary review can be found in Section 12 of the Code of Practice for Research Degrees at <https://portal.uea.ac.uk/postgraduate-research/pgr-regulations-and-forms>

GOOD PRACTICE IN RESEARCH

Throughout their work researchers should keep clear and accurate records of the procedures followed, of the sources of research material where archives, collections etc. are researched and of the results obtained, including interim results. This is necessary not only as a means of demonstrating proper research practice, but also in case questions are subsequently asked about the conduct of the research, the results obtained or ownership of the data or results. Proper documenting and storage procedures will minimise cases of allegations of research misconduct where original data "have disappeared" or allegedly been lost or cannot be replicated.

This is taken from the UEA Guidelines on Good Practice in Research, documenting results section. The full document, which applies to both staff and students, can be found at: <https://portal.uea.ac.uk/postgraduate-research/pgr-regulations-and-forms>

PERSONAL AND PROFESSIONAL DEVELOPMENT (PPD)

During your time as a Postgraduate Research Student in the Faculty of Science we want you to learn the skills that you need to complete and write up your research and the wider professional skills that every successful researcher needs. We also want to help you to develop the personal and professional characteristics that will help you in your future career, whatever that may involve.

To support your development, the Faculty of Science Graduate School offers a Personal and Professional Development (PPD) training programme. This has been developed in response to feedback from postgraduate researchers and the priorities of the UK Research Councils. Academics and research staff from across the Norwich Research Park are involved in delivering the programme and we also have external contributors who provide training in specialist areas.

The SCI PPD training programme will not provide all the training that you need, and not all skills are best developed through attending training courses. Hence we encourage you to identify other training courses and developmental opportunities which are most appropriate for your personal and professional development.

The onus is on you to take best advantages of the developmental opportunities on offer and, in conjunction with your supervisory team, to design a personal and professional development plan that best suits your needs. We normally expect you to devote a minimum of 10 days a year to PPD. Further information about training and development will be provided during Induction, including some time to think about your priorities during year 1. Students who are part of a specific Research Council Doctoral Training Partnership (DTP) or Centre for Doctoral Training (CDT), eg ARIES, BBSRC NRP, SeNSS DTP, NEXUSS CDT, will receive further information at additional specific DTP induction events.

Students registering from October 2017 onwards will be asked to reflect on their personal and professional development at least once a year, writing a short summary of how they have developed professionally during the year and their priorities for the year ahead.

Further details on training and development can be found at:
<https://portal.uea.ac.uk/postgraduate-research/personal-and-professional-development-ppd>

Check your PPD Training Enrolment

<https://evision.uea.ac.uk>

VITAE

Vitae is the global leader in supporting the professional development of researchers, experienced in working with institutions as they strive for research excellence, innovation and impact. <http://www.vitae.ac.uk>

FUNDING AND FINANCES

Paying your University bills

Taking responsibility for your finances is an important part of your time at UEA. Your account can be viewed and payments made on <https://evision.uea.ac.uk>. When you receive an invoice from UEA you must pay it within 28 days unless you have contacted the Finance Office (or emailed accounts.receivable@uea.ac.uk) and had extension or instalment arrangements approved. If these arrangements have not been approved (or, if approved, not adhered to), late payment fees may be charged so please contact accounts receivable to avoid these fees being added to your bill. For more information on financial arrangements, please visit <https://portal.uea.ac.uk/finance/student-finance>.

Payment of Maintenance Grants (Stipends)

Maintenance grants (stipends) to postgraduate research students paid via UEA, and not direct from the Funders, are usually paid monthly in advance through the UEA payroll. Students receive their payment through their bank on the same day as staff – the 28th of each month. Students need only complete one form which will cover the whole of their studies - unless, of course, there is a change in the bank details originally supplied or you interrupt your studies. Please note if you wish to change your bank details or address, the information must be received at least 10 working days before pay day. (Please also note that address information held by the Payroll department is separate from any details held in eVision/SITS, therefore if changing address in the Faculty you must specify whether the maintenance grant details also need amending). The maintenance stipend form can be downloaded from: <https://www.uea.ac.uk/study/postgraduate/research-degrees/fees-and-funding/studentships-stipends>.

However, students who are in receipt of an NRP or BBSRC NRP DTP studentship have their stipends paid directly from the John Innes Centre and should complete the JIC finance forms at induction. If you are one of these students and have any questions about your stipend please contact the Graduate School Office at graduates.nrp@nbi.ac.uk

Research Training Support Grant (RTSG)

If you are in receipt of a research training support grant (RTSG) and need information on your account code and expenditure you should contact the SCI Finance Office. Further details can be found at <http://www.uea.ac.uk/science/about/finance-office>

Financial Advice

If you experience financial difficulties, contact the Financial Advice Team (fac@uea.ac.uk), part of the Student Support Service in the Student Support Centre. The team offers information and advice on various aspects of student funding, short term emergency loans, advice on managing your money, and hardship funds.

INTERNATIONAL STUDENTS

The International Student Advisory Team (ISAT) are one of the many student services that can be found in the Student Support Service on campus. They provide specialist support and advice to all UEA International Students. ISAT acts as an important point of contact for information on subjects such as: employment regulations; immigration and visas; financial advice; childcare provision and personal matters. Further information can be found at <https://portal.uea.ac.uk/student-support-service/international-students> or email isat@uea.ac.uk.

Information for students holding a Tier 4 visa issued by UK Visas and Immigration (UKVI)

Attendance and visa checks

All students who are studying in the United Kingdom with a Tier 4 visa issued by the UK Visas and Immigration (UKVI) will be aware that this places specific requirements on both students and their sponsors for monitoring attendance and compliance with the terms of such visas. As a result please note that you will be requested to see UEA Student Compliance on a regular basis together with your passport and visa. It is important that you attend when requested so that we can fulfil our obligations to UKVI. Failure to attend could put your visa at risk.

Visa Requirements

As any student granted 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 your studies for any reason. Please note that if you do interrupt your studies, 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 are required to undertake fieldwork away from the University, or undertake a work placement, we must inform UKVI of these details.

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 initial 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 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 terms of your visa and any other UK Visas and Immigration requirements, including the number of hours you are permitted to work as stated in 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 at student.visacompliance@uea.ac.uk.

Academic Technology Approval Scheme (ATAS)

The Academic Technology Approval Scheme (ATAS) requires all international students subject to existing UK immigration permissions, who are applying to study at postgraduate level in certain science and technology subjects, to apply for ATAS clearance before they can study in the UK. If ATAS is required for your research then this will be a condition of your offer for study.

Most international students will be applying to study under a Tier 4 (General) student visa and a CAS will not be assigned until your ATAS clearance has been issued.

If you are in the UK under a non-student visa, and that immigration permission allows you to study in the UK, and ATAS clearance is required for your course this will be a condition of your offer for study.

If you change your research subject it might require that you apply for new ATAS clearance. If you are changing to a subject that requires ATAS clearance, your change of programme cannot be approved and you are not permitted to start your new programme until you have submitted evidence of ATAS clearance for your new programme. If you have already obtained ATAS clearance for your previous research subject you must apply for further ATAS clearance for your new research subject.

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>

COMMUNICATING WITH 'UEA'

Research students should be in a position to respond to any notice or communication directed to them within forty-eight hours of it being made available to them, ie of it being posted on a University, Institute or School notice board, on their UEA e-mail account or in their pigeon hole, being delivered to their contact address, or posted on-line at The Portal.

The University maintains a Webmail service that allows students to access emails both on and off campus via their web browser and an Internet connection. Type the following URL into your web browser – <http://webmail.uea.ac.uk> and select the Staff/Postgraduate login link.

UEA Regulations state 'Students are required at registration to state their address during semesters as well as their permanent home address'. Students registered in SCI should inform the PGR Service of any change of address and this can be done by *eVision* through The Portal.

ATTENDANCE

As a research degree student you are expected to be here all the year round except for annual leave and bank holidays but it is useful to be aware of the dates of semesters and building closure dates since they affect the opening hours and availability of certain facilities and services.

Annual Leave

Full-time students are entitled to a total of eight weeks annual leave per year, including public holidays and University closure dates during any 12 month period. Students should note that all annual leave should be discussed with, and approved by, their supervisors with prior arrangement. An absence notification form is not required for periods of annual leave as it is not expected that this would normally involve more than two weeks in any one absence period.

UEA Buildings Closure Dates - Christmas: Monday 24 December 2018 to Tuesday 1 January 2019 inclusive; Easter: Thursday 18 to Tuesday 23 April 2019 inclusive. All Bank Holidays.

NBI Research Institutes (JIC, QIB, EI, and TSL) Closure Dates should be checked with each Institute as they vary from the UEA dates given above.

Attendance expectations for full-time and part-time research students should be discussed at an early stage with your supervisory team.

Recording annual 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 (up to 5 days) and record sickness absences. The system automatically sends leave requests to your primary supervisor and responses are received by email. A record of absences is kept on your 'Personal and Course Details' page, accessible from the eVision student home page. The PGR leave year runs from 1 October to 30 September for all, irrespective of start date, so those who start at other times will have a pro-rata entitlement. Use of the system, which is only for full-time PhD, MPhil and Masters by Research students, **is not mandatory** but is expected to be especially useful if you are on a Tier 4 student visa. More details can be found online at: <https://portal.uea.ac.uk/postgraduate-research/absences>

Approved research/fieldwork away from UEA

A candidate may, with the permission of the appropriate Board of School, spend time away from the University during their period of study at some other approved place of study/research see the University Academic Calendar <http://www.uea.ac.uk/calendar>. Such permission is not automatic and a concession must be applied for, 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 some 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 to accompany any request for such a concession is as follows:

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

It is your Primary Supervisor who formally applies for the concession via the 'Research/ Fieldwork Absence Approval Form' form (found at <https://portal.uea.ac.uk/postgraduate-research/pgr-regulations-and-forms/concessions-and-other-forms>) and you should discuss the matter with him/her so that the request is submitted in good time.

As a research student you should be aware that the University may at any time suspend or preclude from further study:

- a) any student whose attendance is deemed to be unsatisfactory
- b) any student who fails to make satisfactory progress in the programme of study;
- c) any student who has repeated the offence of plagiarism and/or collusion and/or who has committed a serious breach of the regulations concerning plagiarism and/or collusion in accordance with the University's Disciplinary Procedures.

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.

STUDENT REPRESENTATION

The Faculty welcomes the input of students into its decision-making processes. We have student representatives on the SCI Graduate School Executive (GSE) – currently Mahmoud Abdelhamid, Alice Godden and Sarah Woodhouse. There is also a student run SCI PGR Committee, if you are interested in joining or would like details of the events they run please see their Facebook page [UEA Sci-PGR Committee](#). Josh Melling is the UEA SU Postgraduate Education Officer and can be [contacted](#) at j.melling2@uea.ac.uk.

There are student representatives on School Boards, and other School committees, and either formal or informal arrangements for consulting with PGR students. You will be given more information about these at your School induction. If at any point during your time at UEA you have concerns, or suggestions about how we could improve anything for PGR students, please do come and talk either to your School PGR Director, Samuel Fountain (AD-PGR) or Sonia Fagan (PGR Officer, PGR Service).

WHAT TO DO IN CASE OF CIRCUMSTANCES INTERRUPTING YOUR STUDIES

You should inform your supervisor by e-mail if you are unable to attend university for any reason. For pro-longed periods of absence additional notification is required:

Medical/personal - Students who become ill and cannot attend for a period of longer than 5 days must support this with medical certification. A medical certificate not only covers you for absence but may be necessary if you have to seek a concession to extend your period of study or to interrupt (see below). You may also

be under obligation to inform your sponsor. If personal or other non-medical factors affect your ability to study, supervisors and the PGR Service should also be informed as soon as possible. Periods of absence can be supported by interruptions or extensions to your period of study (see below).

Maternity/Paternity - Students must check with the PGR Service and their sponsor for arrangements for maternity/paternity leave as entitlements differ. Periods of absence will be covered by interruption (see below) which must be applied for in advance.

Withdrawal - If, for any reason a student decides they need to withdraw from their research degree they should discuss the matter with their supervisors in the first instance and/or the School PGR Director. It is essential that they write to the PGR Service with a letter, or e-mail, confirming their date of withdrawal since the student or their sponsor will be liable for fees up to the date of withdrawal.

CIRCUMSTANCES AFFECTING YOUR STUDY (CONCESSIONS)

Concessions are exceptions to established procedure and regulations. As such, when issues arise, the first port of call should be those documents which detail the regulations and policy and procedure, to assess what actions may be open within established bounds. Although procedures for approval of concessions against the Regulations operate with regard to the best interests of students, they are designed to respond to **unforeseen** and **unavoidable** circumstances, not to compensate for poor progress, work commitments or poor supervision.

For example you may wish to apply for a concession to extend your period of study beyond that stated in your offer letter for medical/personal reasons. All concessions require formal approval by the School Board/Institute Graduate Studies Committee or by the Academic Director of Research Degree Programmes. The PGR Service or Graduate School Office will be able to advise you on the correct procedures to be followed. The following information is provided as a summary for the most frequent concession requests.

Extensions to Period of Study - In exceptional cases the period of study may be extended on the recommendation of the supervisors. In such cases, you are required to pay fees for the period of extension.

Extension to Thesis Submission Deadline and Registration – Applications to extend the thesis submission deadline are granted in exceptional circumstances only. Such extensions have to be approved by the appropriate PGR Director and the Academic Director of Research Programmes. Applications must be made at least three months in advance on the appropriate form which can be found at <https://portal.uea.ac.uk/postgraduate-research/concessions>

Students are liable for the payment of continuation fees for any extension to their thesis submission deadline. See section 2 at: <https://portal.uea.ac.uk/postgraduate-research/pgr-regulations-and-forms>.

Interruption during absence

A period of interruption or abeyance from study is used to grant a complete cessation of study for a temporary period during extenuating circumstances that prevent you from studying. For more information on the extenuating circumstances usually considered please see: <https://portal.uea.ac.uk/postgraduate-research/concessions>

Further information on the University regulations for interrupting students can be found at <https://portal.uea.ac.uk/postgraduate-research/concessions/research-student-concession>.

Interruptions must be applied for in advance or immediately when the student and supervisory team are aware that study has ceased. In all cases you are advised to discuss this with your supervisory team and your PGR Director or Chair of Graduate Studies. Interruptions of not more than one year may be granted by the School/Institute. Students who interrupt do not pay fees and will not have access to University facilities, including the Library; however their UEA e-mail account will remain in operation.

Under exceptional circumstances **interruptions** are approved during the registration-only period. Such interruptions must be applied for at the time and are not normally approved retrospectively.

Sponsors

Students must check with the PGR Service and/or their sponsor to confirm any particular arrangements for periods of abeyance.

Return from Interruption

The Postgraduate Research Service will contact you via email prior to your expected return date to ask you if you are intending to return on the expected date or whether you would like to discuss the other options available to you.

International students

It is normal for international students to return to their home country when there is a period of interruption. The University is responsible for reporting all periods of abeyance or lengthy student absence to the UK Visas and Immigration Service. If you need further advice or help for particular situations please contact the PGR Service or the Student Support Service who can also help you with any connected visa issues you may have. <http://www.uea.ac.uk/services/students/international>

Concession application forms for interruption and extensions can be found on the PGR Service website:

<https://portal.uea.ac.uk/postgraduate-research/concessions/research-student-concession>

The full PGR Service Concessions Guide is available for consultation for any students who are considering applying for a concession against the regulations.

<https://portal.uea.ac.uk/postgraduate-research/concessions/research-student-concession>

This document includes a number of case studies, which may be of use for those completing an application.

ACADEMIC POLICY

University Policy on Plagiarism and Collusion

UEA takes very seriously all cases of plagiarism and collusion. Students who deliberately plagiarise or collude threaten the values and beliefs that underpin academic work and devalue the integrity of the University's awards. The University's policy on plagiarism can be found at: <http://www.uea.ac.uk/plagiarism>.

Academic Appeals and Complaints Procedure

The University has an Academic Appeals Procedure and an Academic Complaints Procedure which can be found at <https://portal.uea.ac.uk/postgraduate-research/pgr-regulations-and-forms>.

Students are encouraged to try to resolve the matter they are concerned about informally before beginning the formal Procedure. An informal approach can be made to your supervisors, the Chair of Graduate Studies, the Research Degrees Manager, the Student Support Service and/or the Students' Union Advice Centre.

Completed forms should be submitted to the PGR Officer in the PGR Service.

THESIS SUBMISSION

The degrees of MSc by Research, MPhil, PhD and PhD by Publication are awarded on the basis of the submission of a thesis and an oral examination of this thesis, conducted by at least two examiners, one of whom shall be external to the University. For staff candidates both examiners must be external to the University and an Independent Chair appointed. The choice of examiners can be discussed informally between the student and supervisor, but the final approval is made by the School's PGR Director and either the Associate Dean for PGR or the Academic Director of Research Degree Programmes. Students should note that members of their supervisory team cannot be nominated as examiners.

An 'Application for Approval of Thesis Title and Examiners' form should be completed and returned to the PGR Service **at least three months before the submission of the thesis**. If a thesis is not submitted in time the student will become liable to pay Continuation Fees.

Further details on the presentation of the thesis can be found in:

- *Research Degrees: The Code of Practice*
- *Research Degrees Policy Documents: Section 3 Submission, Presentation, Consultation and Borrowing of Theses*

Both are available at: <https://portal.uea.ac.uk/postgraduate-research/pgr-regulations-and-forms>

Students should note that the following **maximum** word limits apply:

- MSc by Research 40 000
- MPhil 65 000
- PhD 100 000

All these word limits **include** footnotes and bibliography but **exclude** appendices.

The thesis you submit for examination can be soft-bound. Two soft-bound and one electronic copy of the thesis need to be submitted to the PGR Service/GSO along with three copies of the Abstract and a completed Research Degree Entry Form. Your thesis will be sent to your examiners by the PGR Service /GSO.

The Oral Examination

The oral examination - or *viva* - should take place within three months of submission of the thesis. It is the responsibility of the internal examiner to make the arrangements for the viva including *viva* date and room and they will notify you of all these arrangements in advance (or the Independent Chair for Category A students)

Communication Of Assessment Outcomes

Examiners for research degrees are required to submit a written report and recommendation to the Board of the School concerned. These reports will be signed off by the appropriate School or Institute. The PGR Service/NBI Graduate School Office will inform the candidate of the outcome once all examiners' reports have been received. If corrections are recommended the student will be informed of the date by which the corrections should be completed. If corrections are required notification will be required by either the internal or external examiner stating that the corrections have been made to their satisfaction. After the examination and/or corrections, one hard bound copy and one electronic copy of your thesis should be submitted to the PGR Service/NBI Graduate School Office. If this does not happen the degree cannot be conferred upon you.

E-THESIS

Online access makes your thesis available free of charge to a global audience and will make it available to researchers across the world raising the profile of your research. Depositing electronically will also save you the cost of printing and binding one copy of your thesis. UEA's repository (<https://www.uea.ac.uk/is/digitalrepository>) will hold the theses and this can be searched locally, but is also harvested by major search engines. EThOS*, a UK wide thesis service, has recently been developed and this will harvest from UEA's repository*.

If there is material in your thesis that could form the basis for a patent application, or that you do not want to be accessible to competing researchers before you have published it in a journal it is possible to place a temporary embargo on electronic publication or to place a confidentiality restriction on your thesis, which will apply to the printed copy as well. If you think that either of these may be needed, please speak to your supervisor before submitting your final thesis to the PGR Service.

How do I submit an e-thesis?

To submit an e thesis you must submit to the PGR Service a copy of your thesis in electronic format alongside a hard copy as detailed in the letter you receive after your viva.

Please note the following stipulations for deposition of an electronic thesis:

- The electronic copy must be submitted at the same time as the final version of the printed copy and should be identical to the printed version
- Copy on CD, DVD or USB flash drive, labelled clearly with your name, Institute, school and thesis title
- Single file
- Submission must be accompanied by a signed e thesis submission agreement form

How do I get help / further information?

If you'd like more information about e-theses, please visit

<https://www.uea.ac.uk/is/etheses>, contact the PGR Service or Jane Helgesen, Head of Academic Liaison in the Library.

If you have any queries about copyright, please refer to

<https://portal.uea.ac.uk/information-services/strategy-planning-and-compliance/regulations-and-policies/information-regulations-and-policies/copyright/students> or contact copyright@uea.ac.uk or call 01603 59 2431 / 3523.

Staff in the LaRC, on Floor 02 in the Library, are able to offer practical guidance and information about providing a digital copy of your thesis.

** Information about the UEA digital repository can be found at:*

<https://www.uea.ac.uk/is/digitalrepository>

**For more information on EThOS, visit: <http://ethos.bl.uk/Home.do>*

WHERE TO GO FOR ADVICE

From time to time, you may need advice and support, below is a non-exhaustive list of key contacts within the University of East Anglia and Norwich Research Park. It is important that if you have a problem that is affecting your study that you seek help to try and resolve it or to see if you need a concession. All of the people below can be approached in confidence to help advise you on any issues that you may have or point you in the direction of suitable support.

Your Primary Supervisor and Supervisory Team - Your primary supervisor is available for academic support and advice; you may also wish to consult with the members of your supervisory team as well as other students in your lab.

SCI School PGR Directors - may be approached in confidence to help advise you on any issues that you may have or point you in the direction of suitable support.

BIO	Dr Gabriella Kelemen	g.kelemen@uea.ac.uk	ext. 3288
CHE	Prof. Steve Meech	s.meech@uea.ac.uk	ext. 3141
CMP	Dr Katharina Huber	k.huber@uea.ac.uk	ext. 3211
ENV	Dr Andrew Manning	a.manning@uea.ac.uk	ext. 3192
MTH	Dr Vanessa Miemietz	v.miemietz@uea.ac.uk	ext. 2918
PHA	Prof. A. Ganesan	a.ganesan@uea.ac.uk	ext. 7154
QIB	Dr Arnoud Van Vliet	arnoud.vanvliet@ifr.ac.uk	
JIC	Prof. Dave Evans	dave.evans@jic.ac.uk	
EI	Dr Christine Fosker	christine.fosker@earlham.ac.uk	
TSL	Prof. Sophien Kamoun	sophien.kamoun@sainsbury-laboratory.ac.uk	

SCI Associate Dean for Postgraduate Research

Dr Samuel Fountain – s.j.fountain@uea.ac.uk

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SCI Training Coordinators

Dr Sarah Yeates and Dr Emma Elvidge - scitraining.matters@uea.ac.uk

Postgraduate Research Service – Elizabeth Fry Building, UEA Campus (Room 2.30)

Email scigrad.school@uea.ac.uk. Telephone: 01603 591705

Websites: <https://portal.uea.ac.uk/postgraduate-research> &
<http://www.uea.ac.uk/science/graduate-school>

The members of the SCI PGR Administrative team are:

Sophie Rix, Clerical Assistant (*first point of contact for queries*)
Michelle Lane, Administrator (CHE, ENV, MTH)
Catherine Taylor, Administrator (BIO, CMP, PHA)
Sonia Fagan, Officer

Tracey Oak is the Research Degrees Manager covering all four faculties.

NBI Graduate School Office (Norwich Biological Institutes) - Earlham Institute

Email: graduates.nrp@nbi.ac.uk Telephone: 01603 450769

The members of the GSO Administrative team are:

Emily Rose, Clerical Assistant
Jane Allen, Administrative Assistant
Mark Meehan, Coordinator
Michelle Eastman, BBSRC NRP DTP Administrator
Sarah Eglington, Professional Internships Coordinator
Kate Conway, Senior Manager

University Medical Centre

It is a University regulation that you must register with a general practitioner in the Norwich area (even if you are here only for one semester). 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 (until 20.00 on Tuesday evenings) and from 08.30 to 12.00 on Saturday mornings. For urgent out-of-hours services call 111 (a free NHS number).

University Dental Practice

The University's NHS dental practice is located upstairs in the Medical Centre, 01603 592173

The Student Support Service

The Student Support Service (SSS) 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 SSS to discuss any query or matter of concern.

For more information contact:

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 buddying 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](https://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 **Student Support 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.

UEA Student Counselling Service

Offers confidential counselling and support for any difficulties encountered while at UEA. Telephone: 01603 592651

UEA 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.

PGR students 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 Library Helpdesk, staffed 9am-7pm on weekdays, 12.00-19.00 at weekends. During weekday hours, Academic Librarians are available for subject help and advanced queries.

The Library contributes to PGR Training offering training to utilise Library resources effectively, supporting your and research.

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 MyCareerCentral

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.

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.

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 our 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.

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 PostgraduateSU, 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. PostgraduateSU 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 <https://www.uea.su/postgraduate/>

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

The UEA Students' Union - Student Advice Centre

Provides an independent, free and confidential service open to all UEA students, providing advice on a huge variety of student related topics, such as: issues with housing, employment, employability and rights, financial problems and personal problems. Drop in: weekdays. <https://www.uea.su/advice-housing/advice/>

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/>

The Multifaith Centre

Multifaith Centre pace based in UEA's main square: Telephone 01603 592168
More information and contact details can be found at <http://www.uea.ac.uk/multifaith>.

USEFUL WEBSITES

Tell the scientific world who you are and what you are doing

UEA will automatically create a 'people page' on its web site for you - if someone wants to find you for an academic purpose, and knows your name and the fact that you are at UEA, this is likely to be the page that they land on, so having some informative material posted here will become increasingly important as your research career progresses. Initially this will contain your name, School and the programme on which you are registered, but we would strongly encourage you to put some basic information about yourself up here straight away, and update your profile as your research develops. An example showing what you might post is:

https://people.uea.ac.uk/en/persons/s-udochi?_ga=2.127422285.1783055319.1537171037-1548284777.1536652413.

You can make changes to your page by going to: <https://pure.uea.ac.uk/>. There are detailed instructions on making changes at: <https://www.uea.ac.uk/websites/help/people-pages/changing-content> and advice specifically for Postgraduate Researchers at <https://portal.uea.ac.uk/postgraduate-research/pgr-students/people-pages-advice>

At this stage, please add a brief biography, a summary of your project and your supervisor's name, and follow the instructions to post a picture of yourself. When you publish papers and submit them to the UEA electronic repository, they will automatically appear on a 'publications' tab.

Postgraduate Research - Faculty of Science, UEA

These sites aim to support all aspects of your postgraduate research. You can access forms, information on training courses, check the regulations for progress reporting, and much more. www.uea.ac.uk/postgraduate-research & <https://www.uea.ac.uk/science/graduate-school>

The Code of Practice for Research Degrees

The Code provides a framework of procedures and practices to support research students and their supervisors, and to assist UEA in achieving its strategic commitments. Application of the key principles of the Code of Practice is mandatory.

Further guidance including advice on acceptable circumstances see; <https://portal.uea.ac.uk/postgraduate-research/pgr-regulations-and-forms>

Research Degrees Policy Documents:

These documents compliment the Research Degree – The Code of Practice and include useful information on:

Continuation Fees /Research Degrees: Submission, Presentation, Consultation and Borrowing of Theses /Procedures for Dealing with Allegations of Misconduct in Research /Intellectual Property Regulations

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

Academic Calendar

Information on UEA Statutes and Regulations including: General regulations for research students/Regulations for specific research degrees/Complaint procedure/Student Academic Appeal procedures <http://www.uea.ac.uk/calendar>

Graduation

All students who are eligible for winter, spring or summer Graduation periods will automatically have their awards conferred.

Students are required to register to receive their certificate and confirm whether or not they wish to attend the Graduation ceremony in July.

Graduation periods are as follows:

- Winter Graduation – Eligible awards will be conferred in December and certificates will be sent by post to those students who have completed the online registration. In addition they will also be given the opportunity to attend the Graduation ceremony in July.
- Spring Graduation - Eligible awards will be conferred in April and certificates will be sent by post to those students who have completed the online registration. In addition they will also be given the opportunity to attend the Graduation ceremony in July.
- Summer Graduation – Eligible awards will be conferred in July. For the students who register to attend the Graduation ceremony, their certificate will be presented to them shortly before they cross the stage. For the students who opt not to attend the ceremony, their certificates will be sent by post providing they have completed the online registration.

To be eligible to receive an intended award a student's name has to appear on a pass list approved by the University's Senate prior to the appropriate deadline. Full details are published on the Graduation website

<https://portal.uea.ac.uk/graduationoffice/>

APPENDIX - PROGRESS REPORTING AND PROBATIONARY REVIEW

1. The Supervisory Team

Each student has a Supervisory Team made up of the primary supervisor and at least one other member of faculty (or suitably senior scientist usually from within the University) throughout the period of PhD/Masters research and until submitting the hardbound and electronic copies of their thesis. Additional members of the Supervisory Team may include secondary supervisors, post-doctoral research associates, research fellows, industrial supervisors, etc. It is good practice for the Supervisory Team to contain one member who is independent of the project. If they wish, students may request a private meeting to discuss their progress with the School or Institute's designated responsible academic such as the PGR Director.

2. The Progress Reporting System

The *UEA Code of Practice: Research Degrees* states that formal supervisory meetings for full-time students should take place at least eight times a year during the entire Period of Registration (including both the Period of Study and the Registration-Only Period) and for part-time students at least four times a year. In this context formal meetings mean that they are documented and the reports should be available to the School PGR Director and/or PGR Service on request. The formal meetings in the Faculty of Science include one Annual meeting and two Interim meetings per year, as described below, which enable the School to formally and carefully monitor the progress of students within the framework of the University's *Code of Practice for Research Degrees*. In addition, students can expect to have much more frequent informal contact with their supervisor(s) and members of their supervisory team.

The requirements for the Annual and Interim Progress Review meetings are designed to support the student in working towards timely completion of their research programme and to identify at an early stage where additional training and/or support is required. The student will present evidence of their research achievements to provide focus for discussion in a format that will provide practice for the research degree viva. The discussion should additionally ensure that training is on target and that the student is positioning themselves effectively for their future career.

The progress reports from these meetings become part of the student's electronic record. It is intended to identify at an early stage any problems that may occur when it is still possible to devise solutions and to ensure that students review their work at least once a year. Students in their 'Registration Only' year must also complete a progress reports that summarise progress to date and include a timetable for submission.

2.1 Schedule of progress meetings

To comply with the University's *Code of Practice for Research Degrees* the following schedule of reporting and meeting should be followed for students commencing on 1 October:

Full-time MPhil/PhD students:

	Meeting	to take place by
First year:	Initial	21 October
	Interim	31 January
	Annual & probationary	31 May
	Interim	30 September

Second year

and beyond:	Interim	31 January
	Annual	31 May
	Interim	30 September

Part-time MPhil/PhD students:

First year:	Initial	21 October
	Annual	31 May
	Interim	30 September

Second year

and beyond:	Annual	31 May
	Interim	30 September

The cycle of annual progress reviews will be scheduled at the appropriate point for individual students regardless of when they started, with the first annual review of progress taking place at around eight months, eg,

Start Date	Annual Progress Review Meeting to take place by
1 January	31 August
1 April	30 November
1 July	28 February

The intent is that most of these meetings will be held 'in person'. In exceptional circumstances and with the agreement of all parties, meetings (usually only Interim meetings) may be held using other effective forms of communication.

The Probationary Review meeting should take place concurrently with the first Annual Progress Review meeting (or second meeting for part-time students).

Full details of the requirements and process for the Probationary Review can be found in the Code of Practice for Research Degrees

<https://www.uea.ac.uk/pgresearch/regsandforms/Research+Degrees+Code+of+Practice>

2.2 The Initial Meeting

An **Initial Meeting** is held with the **Supervisory Team** within 3 weeks of registration to:

- Produce a plan for training and research during the first 12 months of the degree, discussing any ethical approval requirements for the research project.
- Discuss the training and courses which the student should attend in the first year
- Clarifying the roles of the supervisory team (including percentage splits across the team)
- Identify the probationary review panel and provisional date for the joint APR/probationary review meeting

- e) Fixing future meetings for the coming year (as diaries fill up quickly), including the training needs analysis.

Details from the initial meeting are recorded via the online Initial Supervisory Meeting tasks and should be completed within 4 weeks of registration. Full details on the initial meeting can be found at <https://portal.uea.ac.uk/postgraduate-research/initial-meeting>.

2.3 The first Annual Progress Review Meeting and Probationary Review Meeting

Annual Progress Review

The student should meet with the primary supervisor well in advance of this to discuss the style and content of the Annual Research Report that, together with the information on the Annual Progress Meeting form (see below), will form the basis of discussion at the meeting. School specific recommendations for the content of the Annual Research Report can be found in Section 3.

A date for the meeting should be set in advance to help ensure the meeting can take place in a timely manner. The Annual Progress Meeting Report is completed online. A reminder to set a date for the meeting is sent to the primary supervisor at 7 months and this will trigger the online tasks for the form to be completed, which will show as tasks under the Academic tab on the Portal. NB the form will not be available for completion prior to this but do not wait for the reminder to set a date for the meeting. The first task is for the student to complete their questions. Once the student has completed their questions, the primary supervisor will be asked to complete their questions (which they should do after appropriate discussion with the full supervisory team). Both the student and supervisor questions should be completed in advance of the meeting and will form the basis of the meeting, along with the Annual Research Report. The student also needs to submit a copy of their Annual Research Report to each member of the Supervisory Team (and internal assessor(s) if the joint probationary review meeting) well in advance of the meeting, such that each member of the team has sufficient time to read it. The form should indicate within it, or have appended to it, the evidence of research progress that was submitted by the student for consideration by the supervisory team. The Annual Research Report normally forms the basis of the discussion at the meeting. Any problems/difficulties should also be discussed, along with a plan for the next 12 months.

Once the meeting has taken place the student and supervisory team (and internal assessor(s) if taking place with the Annual Review of Progress) should sign off the report online and will be given the opportunity to add any further comment. The School PGR Director will be unable to view and approve the online report until it is signed off by the student, all supervisory team members and internal assessor(s).

Further information about the online annual progress review meeting is available online at <https://portal.uea.ac.uk/postgraduate-research/annual-progress-review>

Probationary Review Meeting (for students registering from 1 October 2015)

From 1 October 2015 the status of postgraduate research candidates on the following programmes will be probationary: PhD, MPhil, and Masters by Research. This probationary status will continue until the candidate has undertaken and passed a formal assessment during their first year, which ***will occur at the first Annual Progress Review meeting (second annual review for part-time students)***. 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 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 upload a Research Report and a Training Record two weeks before the probationary review/annual review of progress meeting takes place. In the meeting, the student will be expected to give a summary of the report (with a suggested maximum of 20 minutes) and respond to questions from the panel about its content.

The panel should consider whether the student has adequate support for their research project and should also propose further training where this may be required. The University-wide set of outcomes for PhD candidates are as given below:

- (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.

Outcomes for other research degrees and fuller and further details on the probationary review can be found in Section 12 of the Code of Practice for Research Degrees at <https://portal.uea.ac.uk/postgraduate-research/pgr-regulations-and-forms>

2.4 Second and third Annual Progress Review Meetings

The **second** Annual Progress Review Meeting is held 12 months after the first Annual Progress Review Meeting and should follow a similar format and the online report completed.

For students in CHE and ENV it is recommended that the Chair of this meeting is not a member of the student's Supervisory Team. Note: the Chair is not excluded from being the Internal Examiner of the student's Thesis.

The **third** Annual Progress Review Meeting is held 24 months after the first Annual Progress Review Meeting and should follow a similar format and the online report complete. In addition to a Research Report, the student must prepare, in advance of the third Annual Meeting, an **outline of the thesis**, indicating the content of each chapter, a timetable for the completion of the thesis and a plan of any work needed to complete the project.

2.5 Registration-only year students

A fourth Annual Progress Review Meeting must be held for students who have entered their **Registration-only year** and are still writing up 12 months after the third Annual Progress Report Meeting. A formal report must be completed (see 3.4 below), and a **revised and detailed timeline leading to submission of a**

completed thesis must be submitted and the online progress report completed. Progress reporting should continue until the thesis is submitted.

2.6 Interim meetings

In addition to the Annual Meetings described above, two additional **Interim Progress Review Meetings** must be held with the **Full Supervisory Team** during each academic year at four-month intervals (six monthly for part-time students). Completed Interim Progress Forms should be uploaded to the corresponding monthly PGR Supervision Task in eVision (student and supervisors may also like to keep a copy).

For students in BIO (but not those working primarily at the Institutes) the second Interim Progress Meeting should be chaired by a member of faculty who is not a member of the student's Supervisory Team. For this meeting the student should prepare a research report that includes:

- a discussion of the background and current state of knowledge in the subject area (5000 and 10 000 words) with supporting literature references
- a work plan and timetable for the next year of research

and a PowerPoint presentation summarising the aims and key research findings of their project.

Note: the Chair of this meeting is not excluded from being the Internal Examiner of the student's Thesis.

2.7 Students registered on MSc by Research

Students undertaking an MSc by Research are closely monitored via the system described above. The meeting and reporting requirements are as follows:

	MSc by Research (full-time study)	MSc by Research (part-time study)
Year 1	As Year 1 f/t PhD	As Year 1 f/t PhD
Year 2	As Year 4 f/t PhD	As Year 2 f/t PhD
Year 3	n/a	As Year 4 f/t PhD

Students studying for an MSc by Research should submit a thesis plan as part of the Research Report for the year 1 Annual Progress Review/Probationary Review meeting. Registration-only year meetings must take place, as described above, until the thesis is submitted.

3. Recording supervisory meetings

Postgraduate research students can complete a monthly task online to record details of their supervisory meeting(s) held in the previous month. The monthly task is compulsory for those students on a Tier 4 visa and recommended for all others. Students administered by the Graduate School Office based at NBI are excluded from the task.

It provides a useful record of supervision meetings, including uploaded notes or interim progress reports when a formal interim review meeting has been held. Paper copies of interim forms or reports do not have to be submitted to the PGR Service.

Completion of the task will be checked monthly for those on Tier 4 visas; for others it may be monitored by School PGR Directors to check engagement and the progress of studies.

Further details and guidance on how to complete the task are online at <https://portal.uea.ac.uk/postgraduate-research/supervisory-meetings>

4. Research Reports

The precise format of the Research Report should be agreed between supervisor and student. School specific guidelines are given below.

4.1 The Research Report for the first Annual Progress Review Meeting

For students in BIO, ENV, MTH and PHA the student's **First** Research Report must include:

- a work plan and timetable for the next year of research
- an account of research progress to date with an experimental section if appropriate but it is recognised that this may not have advanced very far at this early stage in the project.

and it may also include:

- a statement of the aims of the research
- a discussion of the background and current state of knowledge in the subject area with supporting literature references in text of between 5000 and 10 000 words. Such a report would be intended to help the student clarify understanding of the background and approaches to the subject.

For students in CHE the student's **First** Research Report must include:

- a work plan and timetable for the next year of research
- an account of research progress to date with an experimental section if appropriate but it is recognised that this may not have advanced very far at this early stage in the project.
- a discussion of the background and current state of knowledge in the subject area with supporting literature references in text of between 5 000 and 10 000 words. Such a report is intended to help the student clarify understanding of the background and approaches to the subject.

and it may also include:

- a statement of the aims of the research

For students in CMP the First Research Report should take the form of a literature review and/or evidence of original research (e.g. submitted publications or preliminary results).

4.2 The Research Report for the second Annual Progress Review Meeting

For students in BIO, CHE, ENV and PHA the form of the **second** Research Report, due one calendar year after the first report, is more flexible and will depend on the student's progress since the First Research Report. Before producing the second Report the student and supervisor should together decide what form the Report will take. It should concentrate upon results and their interpretation, and should include a plan of work for the following year.

Evidence of research progress could include:

- a draft or submitted manuscript
- outline thesis chapter
- a poster or slides from a conference presentation

4.3 The Research Report for the third Annual Progress Review Meeting

For students in BIO, CHE, ENV, MTH and PHA the third Research Report, due one calendar year after the second Report, must include a plan for the thesis (see above) and timetable for its completion. The research report should also include an account of research progress that is flexible in format. For example, it could be written in the form of a draft manuscript in the style of a named journal to which the work may ultimately be submitted. It could also be in the form of a draft thesis chapter.

For students in CMP the third Research Report should include a current draft of the thesis, publications and plan for completion.

4.4 The Research Report for the fourth Annual Progress Review Meeting

For all students the **fourth** Research Report, due one calendar year after the third Report if the student has not yet submitted their thesis, should be submitted in the form of draft thesis chapters, submitted manuscripts along with an up to date thesis plan and timetable for completion.

5. Evidence and assessment of progress

Evidence of progression will be provided by:

- Interim and Annual Progress Review Meeting Reports as detailed above
- The Research Reports submitted for the Annual Progress Review Meetings
- Completion each year of the required number of credits/training days of postgraduate researcher training (30 PPD credits / days must be accrued during the course of the PhD, and 10 credits / days for MSc by Research).

At each review meeting, the Supervisory Team makes a recommendation, on the basis of the available information, that progress is:

Satisfactory

Satisfactory with certain reservations

Unsatisfactory

All reports will be considered by the School PGR Director (except for staff candidates where the Associate Dean for Postgraduate Research (AD-PGR) will conduct the review unless they are registered in the same School as the AD-PGR and in these cases the reviews will be conducted by the Deputy Director of the SCI Graduate School).

In considering the reports the School PGR Director will review any action and/or timetable for completion that has been agreed upon by the student and supervisory team. This may include discussion with the supervisor and/or the student to clarify any point or to request further information before the report is approved.

If progress is reported as 'satisfactory with reservations' or 'unsatisfactory' the annual progress report must include a remedial action plan, which the School PGR Director will follow-up with the supervisory team and/or the student. The School

PGR Director will decide on a case by case basis whether an independent review meeting is required at this stage. The purpose of an Independent Review Meeting would be to:

- Review progress and plans including the annual progress report
- Review training
- Agree an action plan that includes clear goals for both supervisors and/or the student as appropriate with deadlines for achievement, an agreed date(s) for when progress will be reassessed.
- Consider whether any further action needs to be taken, e.g., via the disciplinary or fitness to study procedures or by seeking a concession.

and it will be attended by:

- The Student
- Primary Supervisor
- Secondary Supervisor
- A person independent of the day-to-day supervision of the project (normally the School PGR Director, or an expert in the research area of the project approved by the School PGR Director, and always a senior scientist in the School of study) who will Chair the meeting.

The student can also choose to bring an independent person of their choice to the meeting. The student should be made aware of this when the meeting is being arranged.

6. Resolving problems and disciplinary actions

Problems due to ill health or other circumstances that affect a student's ability to make satisfactory progress with their research may occasionally arise during the course of their studies. Students and/or Supervisory Teams should act, usually following consultation with the School's PGR Director, when such problems arise. This may result in an application for an interruption, for an extension to the period of study/registration only and/or a request to continue as a part-time student. Depending on the nature of the problem, the student may be advised to seek assistance from other support services within the University.

Very occasionally, problems arise in the relationship between student and primary supervisor. When attempts to resolve these, through student-supervisor dialogue or through the assistance of the other member(s) of the Supervisory Team, have not succeeded either the student or the supervisor should contact the School's PGR Director (or Deputy Director) for assistance in resolving problems.

If the action plan fails to have the desired effect within a reasonable timeframe, and the problem is one of attendance/engagement or lack of progress on the part of the student, then the formal disciplinary procedure as laid out in the UEA Calendar should be followed [http://www.uea.ac.uk/calendar/section3/regs\(gen\)/disciplinary-procedures](http://www.uea.ac.uk/calendar/section3/regs(gen)/disciplinary-procedures) and <https://portal.uea.ac.uk/documents/6207125/6535957/2014-15+Attendance+Engagement+Progress/9344e07c-bebf-436d-bc90-6d34b5a5a3f2>

7. University Reporting

This annual reporting procedure will feed into the University's process for annual progress monitoring as set out in the University's *Code of Practice for Research Degrees*, and will be considered at Faculty level in the autumn before being reported at Postgraduate Research Executive in January/February.

