



Research Student Registry  
Student Handbook for  
Postgraduate Research  
Effective September 2018  
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**STUDENT REGULATIONS  
AND POLICIES**

[uclan.ac.uk/studentcontract](http://uclan.ac.uk/studentcontract)

Research  
Student  
Registry



STUDENT HANDBOOK FOR  
POSTGRADUATE RESEARCH



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## UCLan Mission statement

We create positive change in our students, staff, business partners and wider communities, enabling them to develop their full potential by providing excellent higher education, innovation and research.

## UCLan Values

- The pursuit of excellence in all that we do.
- Equality of opportunity for all, supporting the rights and freedoms of our diverse community.
- The advancement and protection of knowledge, freedom of speech and enquiry.
- Supporting the health, safety and wellbeing of all.

## Student Charter

The Student Charter has been developed by the University and the Students' Union so that students gain the maximum from their UCLan experience. It is a two-way commitment or 'contract' between the University and each individual student. It acts as a means of establishing in black and white what students can expect from the University and the Union in terms of support, and in return what we expect from our students. [Read the full Student Charter](#)

## Supporting Diversity at UCLan

UCLan recognizes and values individual difference and has a public duty to promote equality and remove discrimination on various grounds including race, gender, disability, religion or belief, sexual orientation and age. During your time at UCLan we expect you to be able to

- experience "an integrated community based on mutual respect and tolerance where all staff and students can feel safe, valued and supported".
- contribute to creating a positive environment where discriminatory practices and discrimination no longer happen.

Please review the [UCLan Equality and Diversity Policy](#) for further information.

## SECTION 1: Introduction

### 1.1 Your Key Admin Contacts in the Research Student Registry

Your Key Administrative Contact is responsible for research degrees administration for a group of related schools and disciplines, including students based at UCLan Cyprus. Please see details below, including email address and internal telephone extension number.

The Key Contacts can be emailed collectively at [help4researchstudent@uclan.ac.uk](mailto:help4researchstudent@uclan.ac.uk)

Any member of the Research Student Registry will be able to help with any general research enquiries if your designated Key Admin Contact is not available.

Key Contact	Schools for which the Key Admin Contact is responsible for:	Telephone Number	Room
Clare Altham	<u>Faculty of Science &amp; Technology:</u> School of Engineering School of Forensic and Applied Sciences School of Physical Sciences and Computing School of Psychology  <u>Faculty of Clinical and Biomedical Sciences:</u> School of Dentistry School of Medicine School of Pharmacy and Biomedical Sciences	01772 893744	HB104
Margaret Fisher	<u>Lancashire School of Business and Enterprise</u> <u>Centre for Excellence in Learning and Teaching (CELT)</u> <u>Graduate Research and Education</u>  <u>Faculty of Culture and the Creative Industries</u> School of Art, Design, & Fashion School of Journalism, Media, & Performance Lancashire Law School School of Humanities and the Social Sciences School of Language and Global Studies	01772 892708	HB104
Clare Wiggans	<u>Faculty of Health and Well Being</u> School of Nursing School of Community Health and Midwifery School of Health Sciences School of Social Work, Care, & Community School of Sport and Wellbeing	01772 894647	HB104

HB = Harris Building

### 1.2 Research Student Registry

In addition to your Key Admin Contacts above, the following staff are available for queries relating to Admission, Examination, and Award:

For research admissions queries, please email [researchadmissions@uclan.ac.uk](mailto:researchadmissions@uclan.ac.uk)

For research exams queries, please email [researchexams@uclan.ac.uk](mailto:researchexams@uclan.ac.uk)

For all other queries relating to your research degree, please email [help4researchstudent@uclan.ac.uk](mailto:help4researchstudent@uclan.ac.uk)

Name	Area of Responsibility	Tel Number	Room
Fiona Mair	Principal Officer – Research Degrees	01772 895083	HB104
Claire Barker	Exam & Award	01772 894285	HB104
Barbara Richardson	Admissions	01772 894284	HB104
Lou Kenny	Admissions	017720896392	HB104
Kirsty Edgerton	Admissions & Exam	01772 893062	HB104
Khalil Patel	Admissions & Exam	01772 895082	HB104

HB = Harris Building; FB = Foster Building

### 1.3 Research Services

The following staff are available for queries relating to ethical approval:

Email address: [EthicsInfo@uclan.ac.uk](mailto:EthicsInfo@uclan.ac.uk)

Researcher Development Unit and Ethics Integrity Unit			
Name	Area of Responsibility	Tel Number	Room
Emma Sandon-Hesketh	Ethics	01772 892735	FB033
Alison Naylor	Ethics	01772 892728	FB033
Trudi Emmens	Staff Training	01772 893486	FB033
Sinead Baldwin	Ethics	01772 892397	FB033
Christine Riley	Ethics	01772 894031	FB033

FB = Foster Building

### 1.4 Graduate Research and Education

The following staff are available for queries relating to research student and staff training courses:

Name	Area of Responsibility	Tel Number	Room
Andrea Ferguson	Head of Graduate Research and Education in CELT	017724326	ME429
Jenny Gavell	PGR Training Co-ordinator	01772 895090	FB033

ME = Media Factory

## SECTION 2: Core Information

### 2.1 Research Degree Programmes

Research degree programmes consist of a single project of supervised research and training. The project will consist of an in-depth study of a specific topic and it will be individual to you. Your progression with both your project and research training programme will be monitored on an ongoing basis throughout your programme.

To gain your award you must submit a thesis and defend it successfully at an oral examination (*viva voce*). For some discipline areas, you will also be required to provide an exhibition, demonstration or performance.

You will be working towards one of the following degrees:

- Doctor of Philosophy – PhD
- Doctor of Medicine – MD (Res)
- Master of Surgery – MCh (Res)
- Master of Philosophy – MPhil
- MA (by Research)
- MSc (by Research)
- LLM (by Research)
- PhD (by Published Work)

### 2.2 Skills Training

Not only will you undertake an in-depth study in your chosen research topic but you will also be expected to develop research and other transferable skills much sought after by employers. To ensure your skills training programme is tailored to the needs of you and your project you will need to assess your individual training requirements. You will be assessed by your supervisor(s) at the start of your study programme, and reassessed annually. A training programme for the coming year will be agreed between yourself and your supervisor, based on your past experience and qualifications, and recorded in your Progress File. There will be core elements of this programme which are compulsory for all students, such as the annual presentation of your research and Health & Safety training. Other training may be prescribed by your Supervisory Team and will be a requirement for you to undertake in order to acquire the skills set required to conduct your research project.

All research students are required to undertake a mandatory skills training programme (see Section 3 of this Handbook or the [Training Brochure](#) for more details). The University views this training as an integral part of postgraduate education, providing and developing generic and specific skills that are useful to the

student both during the period of study and beyond. Failure to complete the programme or engage with skills training will impede your ability to progress with your research and may result in referral during the Annual Assessment of Progress Exercise.

## 2.3 Research Degrees - Stages in the Process

Having successfully enrolled and subject to satisfactory progress, you will go through several stages. A brief overview is provided below; fuller information is provided in the [Code of Practice for the Supervision, Examination and Administration of Research Students](#).

### 2.3.1 Induction

Every research student must attend the mandatory Induction programme, which is usually offered at four points in each academic session (October, January, April and July). Attendance is monitored and logged (and you will need to record your attendance and your reflections on the event in your Progress File). In addition, some Schools may arrange their own School Induction event. Failure to attend may impede your progress as Induction includes a session on Health & Safety and completion of your initial risk assessment. Until you complete the risk assessment you cannot undertake any fieldwork, laboratory or studio work.

### 2.3.2 Preliminary period

One of the first things you will need to do is spend some time establishing and refining your project design and related matters such as your training programme with your supervisors. This will take place in the first few months before you seek official Research Programme Approval for your programme of work from your School.

### 2.3.3 Research Programme Approval

With the help of your Director of Studies (DofS) and other members of your Supervisory Team, you will complete a detailed Research Programme Approval (RPA) document, clearly identifying the aims of the research, the programme of work, and your training programme. This will be independently reviewed by a referee before official approval is sought from the School Research Degrees Tutor.

Your RPA document will be submitted by the following deadline:

Target Award	Deadline for Research Programme Approval
MPhil/PhD	Full-time students: 3 months after the start date Part-time students: 6 months after the start date
MA/MSc/LLM (Res)	Full-time students: 3 months after the start date Part-time students: 6 months after the start date.
MD (Res)	6 months after the start date
PhD (by Published Work)	Not applicable

### 2.3.4 Progression Monitoring

During each year of your research degree you will be monitored and assessed on progress with your research project and skills training. You will be given a Progress File in which you should keep records pertaining to your progress on your programme. You should ensure you keep this up-to-date throughout your degree. The Progress File will be reviewed at least once each year by your Supervisory team and Research Degrees Tutor and will be used to confirm that supervision and training has been undertaken as required. Refer to your Progress File for more details.

Your supervisory team will agree your objectives and the plan of work for each year of study and monitor your progress throughout.

## The Annual Assessment of Progress Exercise

The Annual Assessment of Progress Exercise is a formal assessment of your progress, conducted once per annum according to the University's Academic Regulations for research degrees. The University is committed to ensuring that its research students are encouraged and enabled to complete their research degrees within the timescale defined during Research Programme Approval and within the expected length for the award. The process has been designed to ensure that supervisory teams provide support and guidance to research students to enable them to complete their research and theses successfully

within the regulatory timescales and where there are any deficiencies, provide the opportunity for students to take remedial action to restore their academic progress to a satisfactory level and enable completion within those timescales.

Why do we have an annual assessment of progress?

- To ensure research students are encouraged and enabled to complete their research degrees within the timescale defined during Research Programme Approval;
- To ensure supervisory teams provide support and guidance to enable successful completion of research;
- To monitor students' progress;
- To ensure that any necessary action is taken by student, supervisory team and/or RDT to enable student to make satisfactory progress;
- To fulfil the University's Academic Regulations for research degrees.

You should be collating evidence in your Progress File throughout the academic year (the Progress File can be downloaded from the Student Portal). Assessment is made on progress on both the programme of research and the training programmes undertaken. See also the University's Code of Practice for Supervision, Examination and Administration of Research Degrees.

The Progress File is a record of your supervision meetings, research activities and achievements throughout your research degree programme. It is your responsibility, with your supervisory team, to maintain this file so that your progression through your programme can be monitored effectively. As a student enrolled for a research degree, you are normally required to undertake further training to ensure you have the full complement of skills and knowledge you require. The file will be reviewed and monitored on an on-going basis in discussion with your DofS and/or other appropriate members of staff (and may be requested by your examination team at the time of your viva voce).

Types of evidence to include in your Progress File are:

- Supervision records
- Certificates of attendance at courses/seminars/workshops etc (internal and external). As attendance at the Research Student Registry Induction is compulsory, evidence of this is essential
- Conference abstract booklets
- Confirmation of attendance at external conferences
- Poster/oral/written presentation materials which you may have prepared on your research
- Module description, work undertaken and transcript of module mark, where your supervisory team has indicated attendance at a University module
- Certificates/details of any research training workshops you have attended.
- Details of attendance/participation at research seminars (internal and external)
- Copy of your Research Programme Approval Form
- Copy of your Transfer Report
- Copies of any publications
- An evaluation of the learning experience for each year of study (eg a reflection on what you have achieved so far, what you are trying to achieve, what the next steps might be).

### **2.3.5 Transfer from MPhil to PhD**

This only applies to students enrolled on the MPhil/PhD route. Students are required to write a Transfer Report detailing the work already completed, a statement of intended further work, and details of the original contribution that will be made to the subject during the PhD phase. In addition, students transferring from MPhil to PhD will have to undergo a Transfer Viva in defence of their Transfer Report.

### **2.3.6 Examination**

Your final thesis will be reviewed by at least two examiners, one external and one internal to the University; (students who are also members of UCLan staff will be required to have an additional external examiner). You will be required to have an oral examination (*viva voce*), where you will meet with the examiners and defend your work.

### **2.3.7 Award**

If the examiners are satisfied with your work, an award from UCLan will be made.

### **2.3.8 Forms for processes**

Forms for all of the above processes can be found on the Student Portal at:

[https://www.uclan.ac.uk/students/support/research/research\\_document\\_library.php](https://www.uclan.ac.uk/students/support/research/research_document_library.php)

## **2.4 Other Research Degree Processes**

You may also undergo some of the following processes during your studies, each of which requires a form to be submitted and considered for approval.

### **2.4.1 Authorised Interruptions to your study caused by exceptional or unforeseen circumstances**

If your study is interrupted by exceptional or unforeseen circumstances, such as a period of illness, you may apply to interrupt your studies. All such applications must be accompanied by appropriate certification (eg doctor's note). Work cannot be conducted on your research during a period of interrupted study. See the Guidelines for Interruptions to Study which can be accessed via the Student Portal.

### **2.4.2 Change of Mode**

This is a change from full-time to part-time student status (or viceversa).

### **2.4.3 Change of Supervisor**

This is any alteration to the team composition approved after Research Programme Approval has been confirmed. This could be, for example, when a supervisor is ill for an extended period or leaves the University.

### **2.4.4 Withdrawal**

If you decide to discontinue your research programme, you will be required to formally withdraw from the programme.

### **2.4.5 Other Changes**

You may need to make other changes to your research programme, for example, change your research topic or project title, or change your location of study. Please contact the Research Student Registry for further guidance on these processes.

## **2.5 Research Governance**

All research students are expected to familiarise themselves with good research practice and be aware of what constitutes research malpractice (see section 4.7.5 of this Handbook). Initial compulsory training is provided at induction. Students must familiarise themselves with all areas of research governance and abide by the Ethical Principles for Teaching, Research, Consultancy, Knowledge Transfer and Related Activities. Online training is available in many aspects of research governance. See the Training Brochure: [https://www.uclan.ac.uk/study\\_here/student-contract-research-students.php](https://www.uclan.ac.uk/study_here/student-contract-research-students.php)

### **2.5.1 Health and Safety and Risk Assessment**

The University is committed to the health and safety of its staff, students, and visitors and as a student of the University you are responsible for the safety of yourself and for that of others around you. You must understand and follow all the regulations and safety codes necessary for a safe campus environment.

All the regulations and safety codes can be found at this link:

[http://www.uclan.ac.uk/safety\\_health\\_environment/guidance\\_procedures.php](http://www.uclan.ac.uk/safety_health_environment/guidance_procedures.php)

In particular you should familiarise yourself with the following protocols:

- lone working
- working at home
- use of laboratories, and equipment
- travelling in the UK and Overseas.

For some research activities you must complete an additional Risk Assessment eg overseas travel.

As enrolled students of the University you are included within the University's insurance policies. This will include Public Liability cover and Travel and Accident cover for attendance at UK or overseas conferences etc.

All research projects have to be approved by your School Health and Safety Committee. This will involve a risk assessment of the project, for example running a questionnaire with particular groups of people can put the questioner at risk of personal attack. It may also involve completion of Control of Substances Hazardous to Health (COSHH) forms or the formulation of a system of work when handling potentially dangerous substances. More information can be obtained from:

[http://www.uclan.ac.uk/information/services/fm/safety\\_and\\_health/index.php](http://www.uclan.ac.uk/information/services/fm/safety_and_health/index.php)

**IMPORTANT NOTE: Legally no data collection on a research project can start until a health, safety and risk assessment has been completed and approved. You cannot work in laboratories before you have attended health and safety training and completed the relevant risk assessments. Ethical clearance is also compulsory. Your DofS will provide guidance.**

If you have any health and safety concerns or queries, you should contact your DofS or Research Degrees Tutor (RDT), or your local school health and safety representative. It should be noted that your DofS will be asked to confirm that you are working in accordance with the standard safety protocols and appropriate housekeeping standards, particularly regarding the use of laboratories and for fieldwork.

Please help to keep the campus environment safe by reporting any incidents, accidents or potentially unsafe situations to a member of staff as soon as possible.

### **2.5.2 Insurance for Travel to Fieldwork and Research Symposia**

Please note carefully that Risk Assessments must be completed prior to any travel whether for conferences or fieldwork or other purposes. These must be submitted to your DofS Full instructions and the forms can be found on the Safety Health & Environment web pages:

[https://www.uclan.ac.uk/safety\\_health\\_environment/guidance\\_procedures.php](https://www.uclan.ac.uk/safety_health_environment/guidance_procedures.php)

The Travel and Accident policy covers emergency medical treatments and repatriation. However, it is essential that prior to any travel overseas you check for any restrictions on travel to a country as political situations in countries can change rapidly and the insurance policy will not provide cover. You should also check arrangements for travel to North America as additional cover may be required. The policy will not cover you for on-going medical treatments in your home country. Therefore, you may wish to seek alternative insurance cover in this event. Further information relating to student insurance cover you should ask your DofS for information or email the Insurance Helpdesk: [Helpdesk@uclan.ac.uk](mailto:Helpdesk@uclan.ac.uk)

### **2.5.3 Ethical Considerations**

Many forms of research have the potential to be intrusive into people's lives or to have some impact on services they receive. Many organisations, the NHS in particular, have their own ethics committees through which proposals for research involving any of their employees, patients or customers may have to pass for approval. Such ethics committees are often rigorous in their vetting of research proposals and do not allow research to be undertaken in their establishments unless they are convinced that the research is of potential benefit to their organisations and services.

However, Health research notwithstanding, ethical problems are not always immediately obvious when a research project is being planned. Proposals should be considered very carefully from all angles before being implemented. On no account should the University's headed paper or name be associated in any way with any research project until that project has had the full scrutiny and written approval of its supervisors. Application for ethical approval is made through the e-Ethics system. There is an Ethics Guidance Pack for Research Students which can be found at:

[https://www.uclan.ac.uk/study\\_here/student-contract-research-students.php](https://www.uclan.ac.uk/study_here/student-contract-research-students.php)

PLEASE NOTE: Legally no data collection on a research project can start until ethical approval is obtained. Your DofS will provide guidance. If you disregard this advice, this constitutes research malpractice and the continuation of your degree may be at risk (see Section 4.6.5).

The University is committed to ensuring all researchers whether staff or students maintain appropriate ethical standards in their research. If you have any concerns or queries, you should contact your DofS or RDT.

You should also ensure you are familiar with the following University document: 'Ethical Principles for Teaching, Research, Consultancy, Knowledge Transfer and Related Activities'.

#### 2.5.4 The e-Ethics Committee

Approval is required for all research projects and must be sought after Research Programme Approval has been confirmed. All research student proposals must be approved for ethical consideration and this is done via a SharePoint browser-based process called 'e-Ethics'. Full guidance on how to apply for Ethics is available at the following link: [https://www.uclan.ac.uk/study\\_here/student-contract-research-students.php](https://www.uclan.ac.uk/study_here/student-contract-research-students.php) Even if you consider your project does not contain significant ethical approaches e.g. no participant research – you will still be required to submit for ethical clearance. No research should proceed to data collection until this process has been completed and authorisation given for you to commence. To do so is considered to be 'research malpractice'.

Three e-Ethics committees consider ethics applications:

<p><b>Business, Arts, Humanities, and Social Science (BAHSS)</b> covers the following schools:</p> <ul style="list-style-type: none"><li>• Art, Design and Fashion</li><li>• Centre for Excellence in Learning &amp; Teaching</li><li>• Film, Media and Performance</li><li>• Humanities and the Social Sciences</li><li>• Language and Global Studies</li><li>• Journalism, Media and Performance</li><li>• Business</li><li>• Management</li><li>• Lancashire Law School</li><li>• Forensic and Applied Sciences (Archaeology only)</li><li>• Engineering (Construction/Building/Surveying)</li></ul>
<p><b>Science, Technology, Engineering, Medicine &amp; Health (STEMH)</b> covers the following schools:</p> <ul style="list-style-type: none"><li>• Engineering (except Construction/Building/Surveying)</li><li>• Forensic and Applied Sciences (except Archaeology)</li><li>• Physical Sciences and Computing</li><li>• Dentistry</li><li>• Medicine</li><li>• Pharmacy and Biomedical Sciences</li><li>• Nursing</li><li>• Community Health and Midwifery</li><li>• Health Sciences</li><li>• Sport and Wellbeing (Allied Health Research Unit – AHRU; Sport Exercise and Nutritional Science – SENS and Centre for Applied Sport and Exercise Sciences -CASES)</li></ul>
<p><b>Psychology and Social Work (PSYSOC)</b> covers the following schools:</p> <ul style="list-style-type: none"><li>• Psychology</li><li>• Social Work, Care and Community</li></ul>

A Checklist for Ethics is part of the Ethics Guidance Pack for Research Students:

[https://www.uclan.ac.uk/study\\_here/student-contract-research-students.php](https://www.uclan.ac.uk/study_here/student-contract-research-students.php)

which will determine whether or not you require ethical approval or ethical clearance and if an application form for ethical approval should be completed.

Once you have completed the Checklist, you can electronically complete the application form and submit it to [EthicsInfo@uclan.ac.uk](mailto:EthicsInfo@uclan.ac.uk) where the appropriate administrator will deal with it. Please remember to prefix the subject field with the name of the Committee appropriate for your School (see chart above) in any email you send as this will help the administrators immensely. A first outcome to all applications may normally be expected within ten working days, subject to your timely responses to any queries raised.

### **2.5.5 Intellectual Property Rights (IPR)**

All students should be familiar with the [Intellectual Property Regulations](#). If your research is funded by UCLan or another organisation or research you will not own the intellectual property or if you study involves working with a third party outside the University (e.g. a commercial company or organisation), there will be a need to have a written agreement on the ownership of the intellectual property that may arise from the research. Normally this should be agreed with the external organisation before data collection starts. In some cases students may need to sign Non- Disclosure Agreements.

### **2.5.6 General Data Protection Regulation and your Research Work**

The General Data Protection Regulation 2018 requires the University to inform individuals of the uses to which we put the personal information they provide. (Personal information is all information regardless of format held by the University staff and students about identifiable living individuals.) As a research student you must ensure you abide by the legislation for the handling and storage of personal information both electronically and manually.

Any data collected from participants during your studies must be held securely on restricted access. Personal data should not be held at home unless security can be guaranteed. You should discuss storage with your supervisors or Research Degrees Tutor before collecting any personal data.

### **2.5.7 Fieldwork**

Fieldwork is any practical work you intend to carry out in the field in environments that are not under the direct managerial control of the University, for instance biological or environmental sampling work, archaeological or forensic digs, surveys in the street, schools or hospitals, location filming or video work etc.

Before you undertake any fieldwork you should ensure that you are familiar with the University's policy on fieldwork which can be found here:

[http://www.uclan.ac.uk/safety\\_health\\_environment/guidance\\_procedures.php](http://www.uclan.ac.uk/safety_health_environment/guidance_procedures.php).

Where the fieldwork involves overseas travel then there is additional guidance at the link above which must be followed and the appropriate risk assessment for overseas travel completed as well.

Every field trip and associated fieldwork activity must be risk assessed in advance, and approved by the relevant Head/Dean of School. The responsibility for completing suitable and sufficient risk assessments lies with the leader of the trip, or the Supervisor of the particular activity. The health and safety of staff and students engaged in fieldwork is paramount and overrides all other considerations, including those which are academic related.

The Risk Assessment form can be found here:

[https://www.uclan.ac.uk/safety\\_health\\_environment/guidance\\_procedures.php](https://www.uclan.ac.uk/safety_health_environment/guidance_procedures.php)

## 2.6 Deadlines Checklist

<b><u>ACTION</u></b>	<b>DEADLINE</b>							
	<b>FT MPhil/PhD DEADLINE</b>	<b>PT MPhil/PhD DEADLINE</b>	<b>FT PhD DIRECT DEADLINE</b>	<b>PT PhD DIRECT DEADLINE</b>	<b>FT LLW/MA/ MSc (Res) DEADLINE</b>	<b>PT LLW/MA/ MSc (Res) DEADLINE</b>	<b>PT MD/MCh (Res) DEADLINE</b>	<b>PT PhD (by pub works) DEADLINE</b>
Attend compulsory Induction event	Within 2 w eeks	Within 2 w eeks	Within 2 w eeks	Within 2 w eeks	Within 2 w eeks	Within 2 w eeks	Within 2 w eeks	Within 2 w eeks
Agree schedule of meetings with supervisors for the coming year	Within 2 w eeks	Within 2 w eeks	Within 2 w eeks	Within 2 w eeks	Within 2 w eeks	Within 2 w eeks	Within 2 w eeks	Within 2 w eeks
Agree your individual training plan with your supervisors	Within 2 w eeks	Within 2 w eeks	Within 2 w eeks	Within 2 w eeks	Within 2 w eeks	Within 2 w eeks	Within 2 w eeks	Within 2 w eeks
Attend compulsory skills training course and 'assignments' assessed by supervisors	Year 1	Year 1	Year 1	Year 1	Year 1	Year 1	Year 1	<i>Not applicable</i>
<b>DEADLINE FOR SUBMITTING RESEARCH PROGRAMME APPROVAL DOCUMENT</b>	<b>Within 3 months</b>	<b>Within 6 months</b>	<b>Within 3 months</b>	<b>Within 6 months</b>	<b>Within 3 months</b>	<b>Within 6 months</b>	<b>Within 6 months</b>	<i>Not applicable</i>
Assessment of Progress Exercise (Part 1) - end-of-year meeting with supervisory team	End of May each year	End of May each year	End of May each year	End of May each year	End of May each year	End of May each year	End of May each year	End of May each year
Assessment of Progress Exercise (Part 2) - end-of-year meeting with RDT	End of May each year	End of May each year	End of May each year	End of May each year	End of May each year	End of May each year	End of May each year	End of May each year
<b>FINAL DEADLINE FOR SUBMITTING APPLICATION FOR TRANSFER TO PhD</b>	<b>Within 18 months</b>	<b>Within 36 months</b>	<i>Not applicable</i>	<i>Not applicable</i>	<i>Not applicable</i>	<i>Not applicable</i>	<i>Not applicable</i>	<i>Not applicable</i>
Examination arrangements to be submitted by supervisory team	Within 30 months	Within 66 months	Within 18 months	Within 42 months	Within 9 months	Within 18 months	Within 30 months	Within 9 months
<b>EXPECTED DATE FOR SUBMISSION OF FINAL THESIS</b>	<b>Within 36 months</b>	<b>Within 72 months</b>	<b>Within 24 months</b>	<b>Within 48 months</b>	<b>Within 12 months</b>	<b>Within 24 months</b>	<b>Within 36 months</b>	<b>Within 12 months</b>

### Notes:

- The above deadlines are all calculated from your start date, which is specified on your Offer Letter.
- Tuition fees are payable up to the date of thesis submission.
- Students who do not submit their final thesis by their expected submission date must request permission to submit after this date and this must be supported by your supervisory team.
- Examination arrangements must be approved before the thesis can be submitted.
- Examination (*viva voce* examination) will usually take place within 2-3 months of submission.
- While a student would be unwise to submit the thesis for examination against the advice of the supervisors, it is her/his right to do so. Equally, students must not assume that a supervisor's agreement to the submission of a thesis guarantees the award of the degree.

Please consult your Key Admin Contact for deadlines relating to Professional Doctorates.

## SECTION 3: Skills Training for Research Students

### 3.1 Skills Training Courses

We want to ensure that you get all the tools you need to make the best of your time here, to ensure that your research is successful and that you go on to a successful career afterwards. If you are successful, we are successful.

Doing a research degree is also about developing your skills to do the research and to help you launch your career afterwards whether in research or elsewhere. There is a national and international expectation now that research students will develop a significant skills set beyond that of their immediate research interest, and our programmes are designed to help you achieve that.

Graduate Research and Education offers a wide variety of free optional training events for research students throughout the year, which will be invaluable to you as you progress through your research degree. All research students are **required** to undertake the following free course:

Course	Description
Graduate Research Skills Course	<b>Full-time research students</b> – attend an on-campus course preferably within the first 3 months but no later than the first year. This is normally delivered in a 5-day block. <b>Part-time research students</b> complete the Epigeum online learning suite. All research students have access to the Epigeum materials.

Completion of The Graduate Research Skills Course or the Epigeum online learning suite will inform the assessment of your progress during the Annual Assessment of Progress exercise.

For full details of the skills training available at UCLan, please consult the Postgraduate Research Training Programme Brochure at the following link: [https://www.uclan.ac.uk/study\\_here/student-contract-research-students.php](https://www.uclan.ac.uk/study_here/student-contract-research-students.php) or request it by email from: [training4research@uclan.ac.uk](mailto:training4research@uclan.ac.uk).

### 3.2 The Rationale for these Courses and the Researcher Development Framework(RDF)

These courses will provide you with the skills you will need to start a research degree and to find a career afterwards. The learning outcomes of the two courses closely map to the skills required by researchers at the first phase of their research careers articulated in the Researcher Development Framework (RDF) produced by Research Councils UK (RCUK) through Vitae.

The RDF is a UK wide sector approach to researcher development, to enhance our capacity to build the UK workforce, develop world-class researchers and build our research base.

The RDF is a professional development framework for planning, promoting and supporting the personal, professional and career development of researchers in higher education. It articulates the knowledge, behaviours and attributes of successful researchers and encourages them to realise their potential.

The RDF has been created from empirical data, collected through interviewing researchers, to identify the characteristics of excellent researchers expressed in the RDF as 'descriptors'. The descriptors are structured in four domains and 12 sub-domains, encompassing the knowledge, intellectual abilities, techniques and professional standards to do research, as well as the personal qualities, knowledge and skills to work with others and ensure the wider impact of research. Each of the 63 descriptors contains between three and five phases, representing distinct stages of development or levels of performance within that descriptor.

For more information about the RDT, consult the summary document at: <http://www.vitae.ac.uk/CMS/files/upload/Vitae-Researcher-Development-Framework.pdf>.

## SECTION 4: Responsibilities of Research Students

### 4.1 Attendance

In order to complete your research degree programme on schedule, you need to study on your research for 44 weeks per year. The average hours per week are as follows:

Full-time research student	36 hours
Part-time research student	18 hours

Full-time research students are expected to attend on campus and therefore should live within daily travelling distance. This stipulation may not be varied without prior consent of the University. Requests should be sent to the Research Student Registry.

If you are an International student, you are bound by the terms and conditions of your Tier 4 visa and the University is required to monitor your attendance. You will be required to sign-in with the Research Student Registry once per month so that your attendance can be formally recorded and we will email you regular reminders about this.

### 4.2 International Students – Attendance Requirements

As part of the University's procedures agreed with the UK Home Office, International Students are required to sign-in with the Research Student Registry once a month for the monitoring of their attendance. The Research Student Registry will contact students by email with the arrangements for signing-in.

### 4.3 Timescales for Research Degrees

You should plan your project to be completed within the expected time permitted for your award and mode of study:

Full-time

Award	Period from start date allowed for Research Programme Approval	Expected point for submission of final thesis
MA/MSc/LLM (by Research)	3 months	12 months
MPhil	3 months	24 months
PhD (via transfer from MPhil)	3 months	36 months
PhD Direct	3 months	24 months

Part-time

Award	Period from start date allowed for Research Programme Approval	Expected point for submission of final thesis (or synoptic commentary for PhD by Published Work)
MA/MSc/LLM (by Research)	6 months	24 months
MPhil	6 months	48 months
PhD (via transfer from MPhil)	6 months	72 months
PhD Direct	6 months	48 months
PhD (by Published Work)	Not applicable	12 months
MD (Res), MCh (Res)	6 months	36 months

### 4.4 Holidays, Leave and Sickness, Fieldwork away from Campus

If you are absent due to illness you should contact your Key Admin Contact as a matter of urgency, giving the name of your DofS and an indication of how long you expect to be away from the University. If you are absent for more than 7 days continuously, you are required to obtain a certificate from your doctor, which should be submitted to your DofS and a copy retained in your Progress File.

Similarly, you should inform your DofS if you intend to take a holiday or leave. As a guide, research students are normally not expected to take more than eight weeks leave each year (the leave year starts on 1<sup>st</sup> October each year) including statutory holidays and the period when the University is closed over Christmas & New Year. You are expected to schedule leave so that it does not conflict with your research. You must complete the Research Student Attendance and Engagement Record and submit it to your Director of Studies before you plan to take a holiday or a period of fieldwork. This Record can be downloaded from the Research Student Registry's A-Z Document Library.

## **4.5 Employment during Study**

### **4.5.1 Home/EU Students**

It is recognised that many students need to undertake paid employment in order to fund their studies. However, before taking on a post you must take into account the potential effects on your research degree programme and also any limitations imposed by funding bodies, such as Research Councils.

Full-time students are strongly recommended not to undertake more than one day of paid work per week. Students taking up teaching or demonstrating may only undertake a maximum of 6 'contact' hours per week under University guidelines. A full-time post may be possible in the 8 weeks of permitted holiday time. Any paid work must not adversely affect your programme of study.

Part-time students are expected to input 18 hours of study a week on your research degree. Any paid work should allow sufficient time to devote to your programme of study.

### **4.5.2 International Students**

Please note that information about working in the UK changes regularly and the information contained in this section is for general guidance only. If you have any queries regarding employment in the UK you should contact the University's International Student Adviser through the <i> who will be able to provide appropriate advice.

Check your Biometric Card for details to see how many hours you are permitted to work each week whilst you are studying. However, the University strongly recommends that you do not work more than one day per week or undertake more than 6 'contact' hours teaching or demonstrating so that your studies and your ability to complete on time is not affected. Please remember that you are required to pay tuition fees until you submit your thesis.

If you are unsure how many hours you can work whilst you are studying, please consult with one of the University's International Student Adviser through the <i>. Please note that if you have a Tier 4 visa and are found to be working over the permitted number of hours, the University is required to report you to the Home Office.

## **4.6 Changes to Personal Details and your Student Record**

### **4.6.1 Changes to your details**

If you change your address, phone number, or email, or any other personal detail, you should change this on myUCLan immediately. If you have any difficulties accessing myUCLan, inform your Key Admin Contact so that the student records system can be updated. Failure to keep your details up-to-date may mean you do not receive important information about deadlines and results of exercises such as the annual Assessment of Progress Exercise.

The University expects you to use your UCLan email address and check regularly for messages from staff. If you use other email addresses you should use the forwarding facility on the University's email software. Please note if you send us email messages from other addresses they risk being filtered out as potential spam and discarded unread.

### **4.6.2 Data Protection and your record**

All of the personal information obtained from you and other sources in connection with your studies at the University must be held securely and will be used by the University both during your programme and after you leave the University for a variety of purposes in accordance with the University's duties and obligations under the General Data Protection Regulation 2018. These are all explained during the enrolment process at the commencement of your studies. If you would like a more detailed explanation of the University's policy on the use

and disclosure of personal information, please contact the Information Governance Officer, Legal Services, University of Central Lancashire, Preston, PR12HE, email: [DPFOIA@uclan.ac.uk](mailto:DPFOIA@uclan.ac.uk)

#### **4.7 The University's Regulations and Codes of Practice or Conduct**

Whilst at UCLan, research students should ensure they are familiar with all regulations, codes, and procedures pertaining to their studies, conduct, research practice, and other activities on campus including those on data protection and use of IT facilities. All the documents in this section can be found at [https://www.uclan.ac.uk/study here/student-contract-research-students.php](https://www.uclan.ac.uk/study_here/student-contract-research-students.php)

##### **4.7.1 Academic Regulations**

All students on research degrees are bound by the Academic Regulations whilst studying.

#### 4.7.2 The Code of Practice for Supervision, Examination and Administration of Research Degrees

This Code of Practice for postgraduate research degree programmes is a statement of good academic practice which has been developed for the benefit of research students, supervisors and other academic staff at UCLan. It contains helpful advice and incorporates the procedures relating to the various stages of the research degree programme i.e. Admission, Research Programme Approval, Transfer from MPhil to PhD, Thesis submission, and Examination.

You should read The Code of Practice in conjunction with University's Academic Regulations. You are advised to consult the Code of Practice at each stage of your research degree programme.

#### 4.7.3 Regulations for the Conduct of Students

These regulations cover matters such as student conduct and discipline including harassment, students' responsibilities relating to data protection, copyright, freedom of speech, the use of the facilities provided. You will be expected to abide by the [Regulations for the Conduct of Students](#) in the University. UCLan expects you to behave in a respectful manner demonstrated by using appropriate language on campus, and switching mobile phones / other devices off prior to attending supervisory sessions, seminars, tutorials and other classes.

If your behaviour is considered to be unacceptable, any member of staff is able to issue an informal oral warning and the University will support staff by invoking formal procedures where necessary. You can read more about UCLan expectations in the Regulations for the Conduct of Students.

#### 4.7.4 Research Student Assessment Policies and Procedures Handbook

You are advised to pay particular attention to the section on Unfair Means to Enhance Performance.

All work must be your own and research students are expected to have an understanding and knowledge of appropriate academic behaviour by the time they complete their first degree. Any attempt to use any of the Unfair Means described below in any of your research degree assessments will be taken seriously. When you submit your final thesis you will be required to sign a declaration indicating that the work submitted is your own. If you attempt to influence the standard of the award you obtain through cheating, plagiarism or collusion, it will be considered as a serious academic and disciplinary offence as described within the [Academic Regulations](#) and the [Research Student Assessment Policies and Procedures Handbook](#).

- **Cheating** is any deliberate attempt to deceive and covers a range of offences described in the [Research Student Assessment Policies and Procedures Handbook](#).
- **Plagiarism** describes copying from the works of another person without suitably attributing the published or unpublished works of others. This means that all quotes, ideas, opinions, music and images should be acknowledged and referenced within your assignments.
- **Collusion** is an attempt to deceive the examiners by disguising the true authorship of an assignment by copying, or imitating in close detail another student's work - this includes with the other student's consent and also when two or more students divide the elements of an assignment amongst themselves and copy one another's answers. It does not include the normal situation in which you learn from your peers and share ideas, as this generates the knowledge and understanding necessary for each individual to independently undertake an assignment; nor should it be confused with group work on an assignment which is specifically authorised in the assignment brief.
- **Re-presentation** is an attempt to gain credit twice for the same piece of work.

The process of investigation and penalties which will be applied can be reviewed in the [Research Student Assessment Policies and Procedures Handbook](#). If an allegation is found to be proven then the appropriate penalty will be implemented.

Contact the [Students' Union Advice and Representation Centre](#) by emailing: [suadvice@uclan.ac.uk](mailto:suadvice@uclan.ac.uk) for support and guidance.

#### 4.7.5 Research Malpractice

As a research student you must take care to conduct your research to the highest standards of rigour and integrity both in your own actions and in your responses to those of other researchers. To do so, you must be aware of what constitutes research malpractice.

Research malpractice, whether inadvertent, deliberate or negligent, specifically encompasses, but is not restricted to, the following unacceptable practices:

- Fabrication, falsification or corruption of research data;
- Plagiarism or dishonest use of acknowledged sources;
- Unauthorised use of another person's research data, materials or writing;
- Unjustified or unauthorised destruction of research materials;
- Deception in relation to research data or records;
- Fraud and misuse of research funds;
- Failure to protect or encrypt sensitive data;
- Breaches of Health and Safety policies and practices, including failure to undertake a risk assessment;
- Failure to keep clear and accurate records, eg laboratory notebooks.
- Failure to obtain ethical clearance prior to fieldwork or to adhere to ethical practice;
- Failure to obtain consent from or withholding information or misleading participants;
- Failure to observe professional body standards, regulations or guidelines;
- Failure to adhere to the law.

Any allegations of research malpractice will be dealt with through the Disciplinary Regulations and Procedure (the Regulations for the Conduct of Students) or the Unfair Means to Enhance Performance Regulations and Procedure (Academic Regulations for Research Students & Research Student Assessment Policies and Procedures Handbook.)

## SECTION 5: STUDENT SUPPORT AND COMMUNICATION

### 5.1 Support Network

The diagram below identifies the people and systems available to help guide you to the successful completion of your research degree programme.



#### 5.1.1 Supervisory Team

Your supervisory team is your primary source of support for your academic work. You and your supervisors need

to work together. For some part-time research degrees this can be for a period as long as seven years. To do so harmoniously requires an understanding of the roles.

Supervisors work in teams of two or three and the main supervisor is called the Director of Studies. The other supervisors are referred to as second supervisors. As a team they will have the academic expertise in your topic area and experience of supervising students to successful completion.

Research students are expected to be independent learners and to be self-motivated. As such, each student is responsible for negotiating their own supervision schedule with their Research Supervisor(s). It is expected that you meet on a regular basis with your DofS and record these meetings in your Progress File. You should also have regular meetings with your whole supervisory team to discuss progress and the future plans for your work.

New students should ensure they meet with their DofS on the first day or at least in the first week. Full-time research students will normally meet their supervisor(s) every fortnight and no less than once a month for an uninterrupted supervisory meeting. Part-time students will normally meet their supervisor(s) once a month and no less than once every two months. Where a project requires a different pattern of supervision meetings, this will be set out at the start of the research degree or at an appropriate point in the project.

Supervisory meetings are usually face-to-face meetings:

- formal scheduled meetings between the student and one or more supervisors to discuss the project, progress, or decisions that need to be made.
- Informal meetings to clarify academic or project issues.
- Unplanned discussions for clarification purposes.

Supervision can also consist of written reports, phone calls, email conversations, or Skype sessions.

### **5.1.2 Supervision for students based off-campus outside the UK**

Off-campus students are those who are undertaking their research degree from a distant base (overseas). They will have a supervisory team comprising supervisors from UCLan and possibly one "local" supervisor. Off-campus students must be in regular and frequent contact with their supervisors, particularly the DofS, and are usually required to visit the University at least once per year.

### **5.1.3 Supervision Process**

It is essential that you understand the nature of the supervision process and the professional relationship into which you are entering before you start your research degree.

Supervision will provide:

- Academic support and guidance
- Academic dialogue
- Intellectual guidance
- Effective communication
- Assistance with skills development
- Project management
- Reviews of progress
- Practical assistance
- Feedback

The responsibilities of students and supervisors are as follows.

Both Student and Research Supervisor should:

- Arrange supervision times well in advance.
- Be prepared to negotiate objectives for each supervision session.
- Come to supervision sessions well prepared, and on time.
- Give as much notice as possible if cancellation is necessary.

The Student should:

- Ensure there is a suitable schedule of meetings for their needs.
- Complete any work for supervision and submit prior to meeting.
- Attend regularly.
- Keep a record of when and how supervision took place.

- Negotiate any changes in deadlines with the research supervisor.
- Discuss any difficulties at an early stage.
- Be prepared to act on constructive criticism.
- Be realistic as to what the Research Supervisor can do *ie* they are neither proofreaders nor ghostwriters for the final thesis.
- Take responsibility for their own work.

The Research Supervisor should:

- Allow adequate uninterrupted time for supervision sessions.
- Offer objective, constructive criticism.
- Be honest with the student about the progress of the work.
- Offer advice and support in overcoming difficulties.
- Be realistic as to the constraints experienced by part-time students.
- Guide the student towards alternative sources of support where appropriate.

This is a summary outline of the supervisory process. Further detail is available within [The Code of Practice Relating to the Supervision, Examination and Administration of Research Degree Students](#).

If things go wrong with supervision:

- Talk to one of your supervisors in the first instance;
- Talk to your Research Degrees Tutor;
- See your Key Admin Contact in the Research Student Registry about fees and administration matters;
- Seek advice or counselling from Student Services;
- Seek advice from the Student Union Advice Centre.

You are not limited to discussing your research with your supervisory team; you can also talk about your research with other academics, technicians, and students, here and at other universities. This can be an invaluable source of advice and ideas.

If your Director of Studies is unexpectedly absent or ill, your second supervisor will temporarily assume their responsibilities

#### **5.1.4 Research Degrees Tutors**

There is at least one Research Degrees Tutor (RDT) for each school, who is the formal contact with the Research Student Registry and especially the Key Admin Contacts for matters dealing with research students.

#### **5.1.5 Key Admin Contacts**

Your Key Admin Contact is your main contact for research degree queries and should be your first point of contact regarding Enrolment and Induction, any queries relating to research student administration, Progression and the Progress File, and any queries regarding the central student records system (Banner).

### **5.2 Student Voice**

You can play an important part in the process of improving the quality of research degree programmes through the feedback you give. In addition to the on-going discussion with your supervisors throughout the year, there are a range of mechanisms for you to feedback about your experience. We aim to respond to your feedback and let you know of our plans for improvement.

The Students' Union can support you in voicing your opinion, provide on-going advice and support, and encourage your involvement in all feedback opportunities. They will be requesting that you complete the UCLan Student Survey.

The Students' Union and University work closely together to ensure that the student voice is heard in all matters of student-life. We encourage students to provide constructive feedback throughout their time at university, through course reps, surveys and any other appropriate means,

The Union's Full Time Officer team, members of Students' Council and School Presidents each have

particular representative responsibilities, and are involved with decision making committees as high as the University Board. Therefore it is very important students engage with the democratic processes of the Students' Union and elect the students they see as most able to represent them.

Members of your supervisory team and your Key Admin Contact are happy to receive any informal feedback whether it is about things we are doing well or to highlight areas where improvements could be made. The Research Degrees Tutor is another person that you can approach and is a particularly useful contact if you wish to discuss things with someone who is independent of your supervisory team. Induction, training events, and the annual Assessment of Progress Exercise also offer opportunities to give and receive feedback.

School Presidents are annually elected representatives who voice the opinions of students within each school. They communicate and engage with students in their school to gain feedback and work in partnership with senior management to create positive change. They are also trained to support and signpost course representatives where needed. If you wish to find out who your School President is or more about the role visit the [Students' Union website](#) or email: [coursereps@uclan.ac.uk](mailto:coursereps@uclan.ac.uk).

### **5.3 Other Support Available at UCLan**

Working on an individual research project can be a lonely experience, especially if you are a part-time student. Keep in mind that there are many sources of support for matters other than your research work available to you at the University:

#### **5.3.1 The UCLan Cyprus Campus**

If you are based at UCLan Cyprus, a range of the student support services available on campus can be viewed here: [Student Services at the Cyprus Campus](#).

UCLan Cyprus' Library (<https://www.uclan.ac.uk/students/cyprus/study/library/index.php>) provides a comfortable, flexible working environment. It offers a wealth of excellent learning resources, extensive collections of information sources and expert support from Library staff. The Library has a dedicated training team who provide support and training for students. Their aim is to help you make the most of the Library facilities throughout your studies, to make sure you're working effectively and efficiently- whether you need to find books and journals for an assignment, or format your dissertation in Word. As well as access to thousands of books, audio-visual materials and journals, the Library also provides:

- A large number of electronic resources which are available via the internet
- Self-service issue and return facilities
- Online Library Catalogue
- Silent study room
- Library training room
- Computers available for study and research

The Student Support Office is a modern and friendly place where students can get support and information on various issues concerning student life and study. Please feel free to email the Student Support Services for any enquiries: [CyprusStudentSupport@uclancyprus.ac.cy](mailto:CyprusStudentSupport@uclancyprus.ac.cy)

#### **Advice on study skills**

- Hold workshops to enhance various study skills via our [Wiser@uclancyprus.ac.cy](mailto:Wiser@uclancyprus.ac.cy) study service.
- One to one support.
- Guidance on obtaining online information on study skills (e.g. WISER and Skills 4 Study).
- Guidance on how to avoid Plagiarism.

#### **Advice on disability issues**

- Support to students with a physical or learning disability.
- Information on provisions and assessment procedure.

#### **Advice on health and well-being issues**

- Information about local hospitals, doctors, pharmacies.
- Information on alcoholism, drug use, sexual health and other issues related to youth health.
- Psychological well-being and mental health guidance.

**Advice on student life**

- Student discounts.
- Life in Pyla and Larnaka.
- Travelling to and from the university.
- Coping with life changes that occur during university years: stress, money issues, homesickness etc.

**Support for Clubs and Societies**

- Support in setting up clubs and societies.
- Assistance with finding a place for your club and recruiting more members.
- Assistance with finding volunteering opportunities.

Please feel free to e-mail the Student Support Services for any enquiries:

[cyprusstudentsupport@uclancyprus.ac.cy](mailto:cyprusstudentsupport@uclancyprus.ac.cy)

**5.3.2 International Student Advisers**

If you are a student from overseas you may have particular issues which require specialist advice. These may concern accommodation, finances, or visa applications etc. New International Research Students at the commencement of their studies will be required to attend an International Research Student Orientation meeting.

For advice and guidance on visa, immigration, and international student support issues, please visit the <i>.

### **5.3.3 Student Support and Wellbeing**

As a UCLan student, your health and wellbeing is very important to the university. Alongside our dedicated on-campus medical centre and pharmacy, you have access to trained counsellors and mental health advisors. These teams are here to support you in a confidential manner throughout your time at the university.

#### **Counselling, Mental Health and Wellbeing Services**

The Counselling, Mental Health and Wellbeing service can help students experiencing a range of difficulties that are affecting their wellbeing. If you feel overwhelmed, stressed, experience difficulties with your health, housing, personal life, or studies, please access confidential support and advice as early as possible from the CMHW team.

Counselling, Mental Health and Wellbeing Services enquiries: [wellbeing@uclan.ac.uk](mailto:wellbeing@uclan.ac.uk) or phone 01772 893020

#### **Inclusive Support**

We are fully committed to enabling access to individuals who seek to benefit from our educational activities. We strive to remove any barriers for those with disabilities as far as possible, to ensure that we provide an inclusive environment and address any areas of under-representation or barriers to access, retention, satisfaction or success.

You are strongly encouraged to declare your disability on your application form when you apply to study here at UCLan. Once you have done this, the Inclusive Support Team will be in contact with you, to discuss support and any possible adjustments. To apply for support once you have started your study, you need to get in contact with Inclusive Support directly, by calling 01772 892593, or by emailing [inclusivesupport@uclan.ac.uk](mailto:inclusivesupport@uclan.ac.uk), or alternatively, please visit The <i> on the ground floor of the library, who can assist with making your disability disclosure. Staff in The <i> are also available to help with any questions you may have. Once you have made us aware of any disability, long-term health condition, or Specific Learning Disability, you will be asked to complete a questionnaire and provide evidence.

The University understands that your disclosure will involve sensitive information. We have procedures to make sure all personal information about you and your disability is secure. Sometimes, for your benefit, the University may need to share some of your information with your consent. For further information in regards to the University Disability Policy, Guidance and other relevant Student Policies, visit our [Student Contract page](#).

Inclusive Support enquiries: [inclusivesupport@uclan.ac.uk](mailto:inclusivesupport@uclan.ac.uk) or phone 01772 892593

#### **Medical Centre**

Whether you are feeling ill, want contraception advice, are concerned about your sexual health, or need information on vaccinations for a trip abroad, the staff at the University Medical Centre are able to provide you with a caring and confidential service on these and a wide range of medical matters.

The University's Medical Centre has 6 doctors who provide weekday surgeries and consultation by appointment. In addition there are 2 nurses to give appropriate help and advice. Home visits are available when necessary and there is a full out of hours cover. You are advised to register either with the Medical Centre or a local GP as soon as possible if you have moved to Preston to take up your studies. The Medical Centre is located in Foster Building

Medical Centre enquiries: 01772 892598

#### **Oasis Multi-Faith and Spirituality Centre**

The Oasis Faith and Spirituality Centre exists to encourage people on the pursuit and development of their faith, and to promote understanding and respect amongst members of different faiths. It also offers a neutral space where the chaplaincy team offer pastoral and spiritual support for all, whether they have a faith allegiance or not.

Oasis enquiries: 01772 892615

#### **Sport and Fitness**

UCLan have two key sports facilities – the multi-million pound, state-of-the-art, Sir Tom Finney Sports Centre,

and one of the region's best multi-sport facilities, the UCLan Sports Arena. Importantly, UCLan students based at the main Preston campus are entitled to free sports membership to these excellent facilities. You can also get involved with competitive and social team sports through the Students' Union.

Sports enquiries: [stfsportscentre@uclan.ac.uk](mailto:stfsportscentre@uclan.ac.uk) or phone 01772 895400

### **Student Mentoring**

The Student Mentoring Team at UCLan provides support to students from before they arrive on campus, right up until they graduate. We know there are many issues facing students and we want you to make the most of your Student Experience.

Mentoring enquiries: [mentoring@uclan.ac.uk](mailto:mentoring@uclan.ac.uk)

### **Transgender Students**

UCLan recognises the unique issues faced by transgender students and are committed to providing support from someone who understands your needs. As such, we have a designated contact within Student Services who can provide you with advice, guidance or just someone to chat to.

Feel free to contact us confidentially at [inclusivesupport@uclan.ac.uk](mailto:inclusivesupport@uclan.ac.uk)

### **Students' Union**

The SU can offer a range of information and advice on general health, mental health, sexual health, drugs and alcohol and personal safety

The Students' Union is the representative body for all UCLan students. The organisation exists separately from the University and is led by the elected officers of the Full Time Officer team as well as representatives on the Students' Council. The Students' Union building is located at the heart of the Preston campus, and is the hub for all student activities.

Representation and campaigning for students' rights is at the core of what the Students' Union does and is encompassed by their tag line of, *Making Life Better for Students*. Should you wish to make a change to any aspect of your student experience, whether it be academically related or not, then the Union is where your voice can be heard, actions taken, or campaigns launched.

Your Union is also the home to a fantastic range of student-led [societies](#), [sports teams](#) and multitudes of volunteering opportunities. You can also receive help in finding part-time work, whilst you study. Not sure where to go? Pop into the [Opportunities Centre](#) on the ground floor of the Students' Union building and someone will point you in the right direction.

We hope your time at University is trouble free, but should you come into difficulties around anything from academic appeals, to issues with housing, benefits or debt, then our dedicated staff team in the [Advice and Representation Centre](#) are on hand to help. The centre is independently run from the university, we can offer truly impartial advice.

More information on all these things, as well as details about all our (not-for-profit) commercial services, including our student supermarket (Essentials) and student-bar (Source) can be found at <http://www.uclansu.co.uk/>.

The Opportunities Centre can also help you find out more about our many volunteering opportunities and paid work available in the area.

### **5.3.4 Financial Help**

If you wish to speak to a member of our Financial Support Team regarding any financial problems you have, you can visit our drop-in sessions daily.

Opening times are:

Monday 10am - 3.30pm

Tuesday 10am - 3.30pm

Wednesday 10am - 3.30pm

Thursday 11am - 3.30pm  
Friday 10am - 2.30pm

### **5.3.5 The Student Information and Support Centre – the <i>**

[The 'i'](#) is the student information and support centre here at UCLan. It is located within the Library building. You can obtain information on a wide range of topics including Printing and Printer Credit, Visa advice, Council Tax Exemption Certificates, Bank and Confirmation of Study Letters, UCLan Cards, and the 'i' shop.

### **5.3.6 Accommodation**

The Accommodation Service provides professional advice and helps in gaining places in halls of residence or private accommodation when you come to the University and assists you with any difficulties during term time.

Accommodation staff and the Student Union Advice Centre are available to help and advise you on such matters as signing a lease and other types of tenancy agreement. Please consult them prior to entering into any

agreements.

### **5.3.7 Library and Information Services**

LIS provides extensive [resources](#) to support your studies – both library and IT facilities. Take advantage of the free training sessions designed to enable you to gain all the skills you need for your research and study. LIS provide access to a huge range of electronic resources – e-journals and databases, e-books, images and texts.

The purpose of the LIS is to provide students and staff with access to information and knowledge in the form of ‘traditional’ library materials, i.e. books and journals, and in the form of electronic (or digital) information resources in computers all over the world. The Preston Campus Library building is open every day including Saturdays and Sundays in term-time, usually until late at night, and has started to open for 24 hours all week for extended periods of time including the approach to the main taught student examination period. (Library staff are not available for all of this time, but a range of self-service resources and facilities are provided – you can borrow and return books, and use the computers, printing facilities, and photocopiers.)

As a UCLan student you are entitled to:

- catalogue access
- book loans, reservations and renewals
- journal article photocopies
- access to subject specialists
- access to electronic resources

A restricted access policy is operated to make sure that the Library is a safe environment in which to study. Every student is issued with a UCLan Card with a unique barcode – entry to the Library will not be permitted without this card.

### **5.3.8 The UCLan Pre-school Centre**

The Pre-school Centre is located in a purpose-built single storey building with an enclosed outside play area. The centre offers a high quality, professionally run nursery and welcomes children from aged 6 months – 7 years and has facilities for up to 70 children.

### **5.3.9 Dental Clinic**

The University’s new Dental Clinic opened in September 2012 and provides dental care for students, staff and local residents from across Lancashire and South Lakes. The £1.3 million facility provides specialized dental services at very competitive prices, as well as allowing dentists from UCLan’s School of Dentistry to gain clinical experience on campus. The Dental Clinic is located on the ground floor of Harrington Building, telephone 01772 896300

### **5.3.10 Car Parking**

If you travel by car you may want to purchase a Car Park Permit for the University car parks. The process is available to all students but in order to qualify for a University Parking Permit you must meet one or more of the published criteria and provide proof. For more information, please check the [Car Parking student information and advice](#).

Information about other forms of transport, car sharing, travel/campus car park maps and directions, alternative parking in Preston, and the University's Sustainable Travel Plan, can be found on our [Transport Information pages](#).

### **5.4 Supporting Diversity at UCLan**

UCLan recognises and values individual differences and has a public duty to promote equality and remove discrimination in relation to race, gender, disability, religion or belief, sexual orientation and age. During your time at UCLan we expect you to be able to

- experience "an integrated community based on mutual respect and tolerance where all staff and students can feel safe, valued and supported."
- contribute to creating a positive environment where discriminatory practices and discrimination are not tolerated.

Please see the UCLan Equality and Diversity Policy for further information.

## SECTION 6: Resources

### 6.1 Work space facilities

Each School has designated research study rooms for research students to use, in addition to University Open Access computer rooms and additional facilities in the Library. Please contact your Key Admin Contact or your Director of Studies for further information regarding the use and access of rooms within individual schools.

### 6.2 Resources for Off-campus students

Prior to a research student being admitted for a research degree under off-campus arrangements, checks are made through discussion between the student, supervisory team and RDT to ensure that the student has access to sufficient and appropriate local support and facilities. The arrangements for supervision will also have been agreed, as well as attendance at compulsory induction and other training events or modules, whether at the UCLan campus or locally. All off-campus students are subject to the same monitoring procedures as on-campus students. Students will be expected to pay for all expenses relating to (a) travel to and from the UCLan campus, (b) subsistence and accommodation for UK visits or fieldwork; other costs associated with access to other local facilities. It is the student's responsibility to inform the supervisory team of any changes to the agreed arrangements.

## SECTION 7: Career Opportunities

UCLan offers a wide range of [career support services](#). Whether you need help finding a part-time job, [writing your CV](#), improving your [interview technique](#), or applying for a graduate scheme, we can point you in the right direction. You can find part-time work, volunteering opportunities, society information and Give It A Go activities in the [Student Union Opportunities Centre](#). Based on the ground floor of the Student Union building, if you want to be active in the Union this is the best place to find it. Visit the Opportunities Centre in the Students' Union Building or email [suopportunities@uclan.ac.uk](mailto:suopportunities@uclan.ac.uk), Tel 01772 894894.

The Opportunities Centre is the Union's One-Stop Shop to find employment or volunteering whilst you study, with thousands of jobs and voluntary positions advertised, agency work through The Bridge, and information on over 2000 volunteer positions within the Union.

[UCLan Careers](#) offers a range of support for you including:

- career and employability advice and guidance appointments
- support to find work placements, internships, voluntary opportunities, part-time employment and live projects
- workshops, seminars, modules, certificates and events to develop your skills

For more information come along and visit the team (in Foster building near the main entrance) or access our careers and employability resources via the Student Portal.

## SECTION 8: Other Issues

### Fees

Your fees can be paid in full upon enrolment; you do not have to wait for your invoice. (Tuition fees of less than £150 must be paid in full at enrolment and all bench fees must be paid in full at enrolment). All that is needed to make a payment is your student ID number. The Cashiers Office in Adelphi Building is open from 9.30am until 4.00pm Monday to Friday. Payment can also be made as follows (remember to include your University ID number when making a payment):

- Online: [http://www.uclan.ac.uk/study\\_here/fees\\_and\\_finance/online\\_payments.php](http://www.uclan.ac.uk/study_here/fees_and_finance/online_payments.php)
- By cash, cheque, credit card (MasterCard, American Express or Visa) or debit card by personal visit to the Cashiers Office in Adelphi building between 9.30am and 4.00pm.

- Card payments will be accepted between 9.00am and 5.00pm by telephone on 01772 892184 or 892186. American Express payments are subject to a fee of 1.5% of the transaction value.
- Cheques made payable to the University of Central Lancashire will also be accepted through the post addressed to Financial Services, University of Central Lancashire, PRESTONPR1 2HE. Please write your student number on the back of the cheque.

You may be eligible to pay by instalments and information about this will be sent to you at enrolment time. Options vary depending on whether you are a Home/EU or an international student, full or part-time, and the time of year you start your research degree. Please refer to your Key Admin Contact for further details.

Please refer to your Offer Letter for details of the total tuition fees payable. Additionally, please consult the [University's Tuition Fee Policy](#).

## **82 Visas for Students based off-campus visiting Preston campus**

Off-campus students are those who are undertaking their research degree from outside the UK. They will have a supervisory team comprising supervisors from UCLan and possibly one "local" supervisor. Off-campus students must be in regular and frequent contact with their supervisors, particularly the DofS, and are usually required to visit the University at least once per year.

Off-campus students who are visiting the Preston campus must check the visa requirements for their country before arranging their trip. Off-campus students from Oman, UAE, and Qatar who are visiting the UK for less than 6 months are now able to enter the UK on an electronic visa waiver. For further information please consult your Embassy.

## **83 Demonstrating and Teaching**

At various times in the year it may be possible for postgraduates to be given the opportunity to gain some teaching and demonstrating experience. Depending on the level and type of work available, an hourly rate is payable. To ensure there is on-going training and development of all staff to support the academic culture, all research students who are demonstrators may be required to complete the University Certificate HE Teaching Toolkit, which is a Continuous Professional Development Programme available to staff new to UCLan who have a teaching or learning support role.

Although we understand the financial pressures that students are under in the current climate, you are strongly advised not to take on any additional work unless you can be sure that your research work will not suffer (see Section 4.4). A postgraduate student can be asked to deliver any appropriate courses at level 1 and level 2 but before embarking on such work, you are strongly advised to discuss what is required with the module tutor.

## **84 Appeals and Complaints**

### **8.4.1 Appealing against a Progression Board or Examinations decisions**

If you consider that you have a reason to appeal against a progression or examination decision, please bear in mind that your reasons must fall within the grounds specified in the University [Academic Regulations](#). You cannot use an appeal to challenge academic judgement or appeal simply because you disagree with a progression or examination outcome.

If you want to appeal, then you are advised to seek advice and guidance from your supervisors. Independent advice can also be found at the Students' Union [Advice and Representation Centre](#), email [suadvice@uclan.ac.uk](mailto:suadvice@uclan.ac.uk). You can find detailed information about how to submit an appeal and how the process works in the [Research Student Assessment Policies and Procedures Handbook](#). You must submit your appeal within 14 days of your results being published. The onus is on you to find out your results and submit your appeal on time.

### **8.4.2 Complaints**

The University recognises that there may be occasions when you have cause for complaint about the service you have received, when this happens, the complaints procedure is intended to provide an accessible, fair and straightforward system which ensures as effective, prompt and appropriate response. Click on this link for more information [Complaints Procedure](#)

## 8.5 Security/identification

All students are expected to carry their identification cards on campus. Identification photographs must show the full face. The identity of students can be verified at any time by any member of staff and students are expected to adhere to this request. The University will observe sensitivity in taking photographs and visual identification where any facial coverings are worn.

### 8.5.1 Student Dress Policy

UCLan affords students the flexibility to dress appropriately to the learning and teaching and/or research environment in which they are participating. The University is also obliged to ensure duty of care and to abide by the regulations of its partner organisations. In certain settings, it is therefore necessary to impose some dress regulations based on health and safety (including infection control) and professional or regulatory body requirements. In addition, students are required to abide by any dress code regulations imposed by individual placement providers. This Policy should also be read in conjunction with any dress codes for staff which may pertain and will serve as additional guidance to staff. The University's specific dress policies are set out below.

### 8.5.2 Dress and Exams

Students must bring their UCLan student identity card to each examination. Aside from any restrictions imposed by professional bodies, candidates sitting an examination may be required to remove any facial covering for the purposes of visual identification. The University will observe sensitivity in the visual identification/re-identification of students. Students must co-operate with staff and minimise any wider disruption to exam arrangements.

## 8.6 Health and Safety

### 8.6.1 Dress and health & safety

In laboratories, workshops, studios and similar teaching practice settings, students must ensure they are dressed in a manner appropriate to their learning and teaching and/or research environment. Generally:

- a) **Clothing:** Must be comfortable and modest. Shorts may not be permitted in laboratories for protection against any chemical spillage or infection control. Similarly, hats or caps may be restricted. Headscarves and/or any facial covering should be firm, secure and safe. Protective clothing such as overalls, lab coats eyewear or gloves will often be required to be worn and should be removed and placed or disposed of carefully when no longer required.
- b) **Footwear:** Must be sensible, low heeled and should protect the feet should any sharp equipment fall or any chemical spillage occur.
- c) **Jewellery:** This must be in line with health and safety considerations.
- d) **Hair, hands and nails:** Must all be clean and long hair should be tied back/secured.

### 8.6.2 Research work at other organisation/ fieldwork/ placement providers

The University and all its students must abide by any dress code policy determined by other organisations. Students must check any limitations as part of their fieldwork/placement search and allocation.

### 8.6.3 Using Laptops computers and other portable Display Screen Equipment

Laptops and other portable DSE are usually not designed for prolonged periods of use. Guidance is available on this to avoid the risks associated with prolonged use; see the DSE information online.

### 8.6.4 Working Out of Hours

To work out of hours you must obtain a letter from the Head/Dean of School supporting your need to gain access to the University. This letter must then be sent to Facilities Management, who will provide you with increased access. Once you have been granted this access, you will need to meet with the person responsible for access within your school who will provide you with the appropriate codes.

### 8.6.5 Professional or regulatory body requirements

UCLan works with many professional and regulatory bodies which accredit our broad range of programmes. A small number of these bodies advise on dress code regulations which apply to students studying specific disciplines/programmes. This information is available on request. The University and all its students must abide by any dress code regulations, including any uniforms guidance, determined by their respective accrediting professional or regulatory body/bodies. In addition to these overall regulations, the following specific restrictions are in place:

The General Dental Council does not permit facial coverings in examinations. Further details are at: <http://www.orepart2.org.uk/images/GDC/PDFs/dresscode.pdf>

The Faculty of General Dental Practice does not permit facial coverings in recruitment to specialty training or in examinations, day to day clinical practice/contact with patients. Details are at: <http://www.mjdf.org.uk>

If you are sponsored by the Engineering and Particle Physics Research Council (EPSRC) you should ensure that you comply with their expectations statement: <https://www.epsrc.ac.uk/skills/students/help/expectation/>

If you are sponsored by the Science and Technology Research Council (STFC) you should ensure that you comply with their terms and conditions: <http://www.stfc.ac.uk/funding/studentships/studentship-terms-conditions-guidance/>

Whilst the University will aim periodically to review such regulations to determine which professional bodies place any restrictions, it is the responsibility of the student to check this information with the appropriate body to ensure that their preferences of dress can be accommodated by the University.

#### **8.6.6 Review of policy**

The University will monitor the implementation of these regulations and its impact on staff and students periodically. Appropriate engagement and consultation will be carried out with students, staff and relevant organisations.

#### **8.6.7 Breaches of regulations and/or complaints**

Breaches to this policy could amount to misconduct within the Regulations for the Conduct of Students and disciplinary action may follow accordingly. Any complaints can be raised through the [University's Student Complaints Procedure](#).