

Practitioner Doctorate in Sustainability (PDS)

Handbook

Centre for Environment & Sustainability

Academic year

2018/19

Contents

Welcome from the Director of the Doctoral College.....	1
Welcome from the PDS Director, Dr Jacquetta (Jaqi) Lee	2
Key Contacts.....	3
Key Sources of Information	4
1. Annual Re-registration	5
1.1 Registration of returning PGR students	5
1.2 Registration periods	5
1.3 Student records.....	6
2. Fees	6
2.1 Tuition fee due dates	6
2.2 Accommodation.....	6
2.3 Re-Submission fees	6
3. The Doctoral College and Governance	7
3.1 The Doctoral College	7
3.2 Governance	7
4. Feeding back on your experience	8
4.1 Postgraduate Research Student Engagement Fora	8
4.2 The Postgraduate Research Experience Survey	8
4.3 Have your Say.....	8
5. Starting your research degree	9
5.1 Induction	9
5.2 Desk Space and local facilities.....	10
6. Supervision.....	11
6.1 Supervisory arrangements	11
6.2 What are your responsibilities as a research student?.....	11
6.3 What are your supervisors' responsibilities?.....	12
6.4 Regular meetings	14
6.5 Fieldwork and overseas travel	15
6.6 What to do if something is going wrong with your supervision	16
7.0 Research Integrity	17
7.1 Avoiding common pitfalls	17

7.2 Research Ethics	19
8. Researcher Training and Development.....	19
8.1 Researcher Development Programme.....	20
8.2 Identifying your training needs.....	20
8.3 Writing Support.....	21
8.6 Discipline-specific training	23
9. Progress Monitoring	24
9.1 Interim and end of year review report	24
9.2 The second year	Error! Bookmark not defined.
9.3 Outcomes of reviews and unsatisfactory academic progress	25
10. Confirmation of Registration	26
10.1 What is confirmation?.....	26
10.2 When does confirmation occur?.....	26
10.3 Who will my Assessors be?	27
10.4 What do I need do for the report?.....	27
10.5 Confirmation Outcome(s)	27
11. Completing Status.....	28
12. Changes to registration.....	29
12.1 Temporary withdrawal.....	30
12.2 Extension to registration.....	30
12.3 Other changes to registration.....	31
13. Thesis submission and the <i>viva voce</i> examination	31
13.1 Stage 1: Entry Form for Examination	31
13.2 Stage 2: Approval of nominated examiners.....	32
13.3 Stage 3: Thesis submission for examination	32
13.4 Stage 4: Viva voce examination	33
13.5 Stage 5: Decision	33
13.6 Stage 6: Award	33
13.7 What must the thesis demonstrate for award of the degree?.....	34
13.8 Word count for theses	34
13.9 Thesis format and presentation.....	35
13.10 Deposit of version of record of thesis.....	36
14. Other sources of advice and support.....	36
14.1 The University Library	36

14.2 Employability and careers support	37
14.3 The Postgraduate Society	37
14.4 The Students' Union.....	38
14.5 Additional Learning Support	38
14.6 Student Services.....	39
14.7 Health and Wellbeing.....	39
15. Making an appeal or complaint	39
Appendix 1 The PGR Journey (full-time view).....	40
Appendix 2 Student Policies and Regulations	41

Welcome from the Director of the Doctoral College



It is my pleasure to welcome 1st year and current PGRs to the new academic year at the University of Surrey. This is an exciting time to be at Surrey. We have recently launched the 'Doctoral College' (DC) which will be a central hub for all things 'doctorate' (and will also look after the interests of Early Careers Researchers).

The central aim of the DC is to make your time as a researcher both rewarding and productive so that you can complete your doctorate on time as well as building a portfolio of experiences and skills that will serve you well in the next stages of your career. To these ends we have developed an extensive network of training, resources, people and monitoring to help you stay 'on-track' and consequently maintain your motivation and productivity. We will be supporting you, your supervisors and your department/school to make sure that you get the most from undertaking your doctorate with us. (Please see the Doctoral College website at: www.surrey.ac.uk/doctoral-college for more information.) There will be many and varied ways for you to use the DC to enhance your experience and to get expert help with any problems that you might encounter. The DC is there for you so make sure that you make the most of it!

We have recruited two new trainers for the Researcher Development Programme and are in the process of strengthening our Employability and Careers Service by recruiting a dedicated advisor for PGRs and ECRs. The new DC website will give you access to training and support as well as a bespoke interface for managing your registration, access to training and progress monitoring. Please interact with these new resources to get the most from your programme and do let us know if we can improve these in any way.

You will find DC staff located in the Library and Learning Centre Building (LLC). The Directorate (me, and Shane Dowle, the Doctoral College Manager) along with the Researcher Development Team are on the 5th floor of the Library while the Research Degrees Team (who look after all of the administrative aspects of your doctorate) are on the 3rd floor of the LLC (follow the signs!).

If you want advice on any aspect of your doctorate then please do get in touch with us, we have a wealth of experience and are always willing to help make your doctorate as rewarding and productive as possible.

Professor Chris France

c.france@surrey.ac.uk

Welcome from the PDS Director, Dr Jacquetta (Jaqi) Lee



On behalf of all my colleagues, it is my pleasure to welcome you to our Practitioner Doctorate in Sustainability programme. As you are aware, sustainability issues arise today in almost every policy and business field and often call for upgrading the skills of existing professionals and training new ones to meet emerging challenges. Future professionals need to be equipped with the capacity for integrated and creative thinking that enables them to move beyond linear and fragmented approaches to handling sustainability problems. This programme prepares graduate Doctoral Practitioners (DPs) for their future careers, providing at least the intellectual challenge of a traditional PhD along with a wealth of transferable skills and experiences.

Established in 1992, the Centre for Environment and Sustainability at the University of Surrey is a unique, multidisciplinary research centre with the breadth and depth of expertise required to lead the Practitioner Doctorate in Sustainability, supported by leading research groups across the University. We have over 25 years' experience in running this type of programme within CES and our preceding Engineering Doctorates have been praised by the EPSRC: "*...an excellent EngD Centre that should act as an exemplar to others*" and "*creating a lot of impact both within the organisation and the wider community*". This Practitioner Doctorate in Sustainability programme develops, enables and supports close collaboration between the University and business, policy and industrial organisations across all sectors in the UK. The exposure to practical opportunities and constraints is why the Practitioner Doctorate delivers research that is excellent from an academic perspective, and also in terms of its ability to be implemented in business, policy and industrial contexts.

If you should need any assistance or have any feedback on any aspect of the Practitioner Doctorate in Sustainability, the support team would be very pleased to hear from you. I hope that you will enjoy your time with the programme and look forward to working with you.

A handwritten signature in black ink, appearing to read 'J Lee'.

Dr Jacquetta Lee

j.lee@surrey.ac.uk

Key Contacts

University Level contacts

Name	Position	Email address	Telephone Number
Prof Chris France	Director of the Doctoral College	c.france@surrey.ac.uk	01483 686683
Shane Dowle	Head of Studentships and Programmes	s.dowle@surrey.ac.uk	01483 682330
Harry Boucher	Doctoral College Administrator	h.boucher@surrey.ac.uk doctoralcollege@surrey.ac.uk	01483 682190

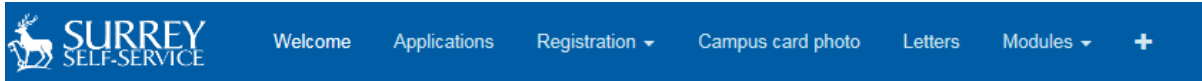
Local Level (School/Department) contacts

Name	Position	Email address	Telephone Number
Professor Matt Leach	Local PGR Director	M.Leach@surrey.ac.uk	01483 68 9170
Yi Zheng	PGR rep	Yi.zheng@surrey.ac.uk	PGR study room
Dr Jaqi Lee	Director of PDS programme	j.lee@surrey.ac.uk	01483 689478
Deidre Richardson	Industrial Doctorate Manager	d.richardson@surrey.ac.uk	01483 689076
Laura Church	PDS Administrator	laura.church@surrey.ac.uk	01483 682174
Moira Foster	CES Administrator	m.foster@surrey.ac.uk	01483 686675

Key Sources of Information

PGR (Postgraduate Research) students should familiarise themselves with the following key documents and resources:

Surrey Self-Service:



Surrey Self-Service (myResearch) provides PGRs with their programme details, including completed milestones. It is also where PGRs:

- log monthly supervision meetings
- complete progress reviews (as from March 2019)
- request any changes to registration
- book training & development workshops offered by the Researcher Development Programme.

Log in via the [Doctoral College](#) website. Click on **Research programme details** or look out for the



Symbol on the main banner as the link may be in the drop-down menu.

Full-time PGRs can produce council tax exemption letters through Self-Service under the **Letters** tab.

[Regulations for research degrees \(A2 of the University regulations\)](#)

[Code of practice for research degrees](#)

[Visa Compliance for Tier 4 PGRs \(if applicable\)](#)

[Student Fee and Debt Management Policy](#)

[Useful documents page](#), referred to as PGR webpages in this document. Forms for nominating confirmation examiners and the pre and post viva forms examiners must complete can be found on this area of the website.

[SurreyLearn](#) is the University's Virtual Learning Environment (VLE). Each Faculty has an area accessible to all PGRs within the Faculty where this Handbook can be downloaded. The assignment area of SurreyLearn is used by some Faculties for the purpose of uploading the confirmation report and an electronic copy of the soft-bound thesis.

[Your University Email \(@surrey.ac.uk\)](#) is the primary method of communication. PGRs MUST ensure that they check this account on a regular basis. Final year PGRs should note that this email account is closed 90 days following the award of the degree. Please ensure your programme administrator has a forwarding email address for future correspondence.

[The Research Degrees Office](#) (RDO) is situated in room 15 on the 3rd floor of the Learning Centre (15 LC 03) and is open to PGRs to visit between the hours of 9.00-17.00 Monday to Friday. PGRs are welcome to

drop-in at any time between those times, however if you do wish to speak to your Faculty contact please call ahead to ensure they are available. The team can help with any queries you have regarding regulations, codes and processes relating to PhD, MD and MPhil programmes. If you are not sure who to ask about your particular query or concern the RDO can point you in the right direction. Information included within this handbook may be updated throughout the year so if in doubt it is always advisable to check you have the latest information by getting in touch with your Faculty contact within the RDO.

1. Annual Re-registration

1.1 Registration of returning PGR students

Each year, all PGR students enrolled with the University for an award, including those on temporary withdrawal, are required to formally re-register on their doctoral programme. This applies to all PGRs who expect to complete their programmes (that is, submit their soft-bound thesis) later than 1st November in the current academic year. This formal process ensures that you are entitled to access University facilities, laboratories, and other academic related sessions; and are liable for payment of tuition fees where appropriate.

Over the summer, you'll receive an email to your University email account inviting you to re-register at www.surrey.ac.uk/selfservice. In a few clicks you can confirm and, if necessary, amend your details. Once completed, you will be instantly re-registered for the new academic year. The deadline for this is usually mid-October and will be detailed in the re-registration email. Failure to re-register will result in the termination of your studies.

1.2 Registration periods

It is a University requirement that all research projects can feasibly be completed within a specified timeframe. This not only ensures that your work remains current and does not lose any of its novelty but it also means that you can move on to the next stage of your career in a timely manner. The University expects a full-time PhD student to submit their soft-bound thesis for examination within 36 months, or within the funded-period.

The maximum periods of registration are given in the table below.

Type of degree	Maximum period of registration (Full-time)
MPhil	36 months
PhD	48 months
EngD	54 months

Maximum registration deadlines are monitored by the Admission, Progression and Examination Subcommittee (APESC) and if PGRs fail to submit by their maximum registration deadline, it is likely that their registration with the University will be terminated. In exceptional circumstances an extension to registration may be granted, but this is by no means guaranteed.

1.3 Student records

Details about all students are held on the University's SITS database. All data is stored and used in accordance with the University's student privacy notice (<https://www.surrey.ac.uk/information-management/data-protection>) and in line with the relevant UK legislation.

2. Fees

2.1 Tuition fee due dates

Registration as a postgraduate research student at the University is conditional upon all fees being paid in advance of the academic year or stage of programme for which the fees are due except:

- Where the student has provided written evidence satisfactory to the University that he/she is the holder of an award, scholarship or sponsorship which includes payment of fees
- In the case of eligible, self-financing students where fees are being paid by instalment
- Where the Student Finance team (Student Receivables) have agreed a payment plan

Further information about the fee rates for the current academic year can be found at: <http://www.surrey.ac.uk/postgraduate/pgr-fees>.

Tuition fee due dates	
Postgraduate (initial year) 3 instalments - £2000 by 1 st August followed by 50% of balance October (exact date variable) 50% of balance 31 st January	Postgraduate (subsequent years) 2 instalments 50% October (exact date variable) 50% 31 st January

If any tuition fees are outstanding at the end of your programme, the University will be unable to confer your award until the debt has been cleared.

2.2 Accommodation

If you are based in University of Surrey owned accommodation and have a query regarding your invoice for accommodation fees, contact the Student Finance team in the Student Services Centre, and email Student-Receivables@surrey.ac.uk with your family name and student number.

2.3 Re-Submission fees

If, after your Viva Voce, you are required to re-submit your thesis for examination, you will be asked to pay a re-submission fee as follows:

Re-submission of a thesis for MPhil/PhD/EngD/MD/ without further viva	£300.00
Re-submission of a thesis for MPhil/PhD/EngD/MD with further viva	£500.00

3. The Doctoral College and Governance

3.1 The Doctoral College

The Doctoral College forms an integral part of the University’s Research Strategy. It is a new and exciting venture that began operations during the 2016/17 academic year. Its role is to help postgraduate (PGR) and early-career (ECR) researchers get the most from their time at Surrey through developing new and novel ways to build a cohesive community and research environment, providing first class training, facilitating excellent supervision, and enhancing employability skills.

With this in mind, the Doctoral College oversees the management of the PGR lifecycle through the **Research Degrees Office** and the activities of the renowned and expanded **Researcher Development Team**, which provides research and transferable skills training as well as **careers and employability** support.

Developing talented researchers capable of dealing with the world’s future challenges and opportunities is one of the most important, and rewarding, activities we do at the University - the Doctoral College is at the heart of this.

Associate Deans and PGR Directors: The Associate Deans (Doctoral College) and PGR Directors lead on and support the activities of the Doctoral College at the Faculty and local (Department, School, Centre) levels. They provide hands on management of doctoral programmes to ensure that you are well-supported and have access to the training and guidance you need to successfully complete your doctorate and prepare for your career path of choice.

More information can be found on the [Doctoral College website](#).

3.2 Governance

There are two University-level committees with a responsibility for postgraduate research students:

Doctoral College Board: This committee takes overall responsibility for considering and formulating University policy and strategy relating to PGRs and ECRs. Student representation comes via the elected VP Voice of the Students’ Union (email: vpvoice@surrey.ac.uk) and the President of the Postgraduate Society.

Admission, Progression and Examination Subcommittee (APESC): This subcommittee meets monthly and is responsible to the Doctoral College Board on monitoring individual student progress. The outcomes of your progress reviews, and any requests for changes to registration, are considered by this subcommittee. Due to individual student matters being discussed, it is not appropriate to have PGR student representation on this subcommittee.

At the Faculty-level, the following committee has a responsibility for postgraduate research matters:

Faculty Research Degrees Committee: This committee is responsible, within the context of the University policy and strategy, for considering and formulating a strategy for the Faculty relating to the development, evaluation and enhancement of research degree provision. There is a PGR student representative from each Faculty on this subcommittee. For the current academic year the PGR student representative from the Faculty is: Yi Zheng

4. Feeding back on your experience

4.1 Postgraduate Research Student Engagement Fora

In addition to the committees mentioned above, you also have access to a Postgraduate Research Student Engagement Forum. The purpose of the Forum is to discuss with postgraduate research students feedback on their learning experience. This enables the Faculty and, where appropriate, the University to make changes to better support you in your research degree. You are very much encouraged to use these meetings, or your local student representative, to voice any issues or concerns you may have. The outcomes of discussions at these fora are reported to the Faculty Research Degrees Committee.

4.2 The Postgraduate Research Experience Survey

For: Postgraduate research students

Survey open: 1st April – 17 May 2019

The Postgraduate Research Experience Survey (PRES) is the national survey of postgraduate research students in the UK which gives PGR students the opportunity to share their experiences of doing a research degree.

As the UK's primary national survey of postgraduate research students, it is the only way for the University to benchmark how we are doing against other universities. The survey has led to changes and improvements in the postgraduate student experience at Surrey, so it is important that you make your voice heard.

4.3 Have your Say

The Doctoral College hosts regular fora on a specific theme chosen by PGRs. Each forum provides an opportunity for you to speak directly to the people who run the services you use. This is a great way of ensuring the right people hear your views.

5. Starting your research degree

5.1 Induction

All postgraduate research students holding an unconditional offer and regardless of start date, receive a comprehensive induction to their degree programme. The induction programme is comprised of centrally organised events, to give you an opportunity to meet the Director and staff of the Doctoral College, the Associate Deans (Doctoral College) and to network with new and existing PGR students. You will receive an introduction from the key departments that support postgraduate research students including the Research Degrees Office, Researcher Development Programme, Employability and Careers, Student Services Centre, Centre for Wellbeing, Library, and the Students' Union.

The central events are complemented by local PDS inductions, which take place within CES and form part of the 13 week training programme. These induction programmes are designed to familiarise you with your local working environment, as well as provide an opportunity to meet local staff (academic and administrative), meet students and researchers, and receive an induction on local resources. You should be given information on any compulsory health and safety requirements and should be familiarised with local policies in your area. Supervisors are ultimately responsible for the safe working of any research students whom they take on.

Induction Checklist

Level	Contact	Induction item
1. Central	Doctoral College Team	Broad overview of the University
		Interactive discussion on doing a doctorate at Surrey
		Library services for PGR
		Researcher Development Programme
		Academic writing support
		Teacher training
		Promoting research
		Postgraduate Society
		Student support
		Centre for wellbeing
		Global Graduate Award
		Regulations and Codes of practice
2. Faculty	Associate Dean (Doctoral College) Incl. Research Degrees Office	Programme structure (reviews, confirmation, examination)
		Health and safety policies
		Student-supervisor relationship
		Intellectual Property
		Handbooks
3. Departmental/ School	PDS Director, PDS Manager, PDS Administrator	Introduction to key staff
		Research groups and expertise
		Local training provision and training requirements
		Applying to demonstrate/teach
		Desk space and use
		Local resources (e.g. toilets, coffee, photocopying/printing etc.)

4. First supervision	Principal Supervisor, PDS Manager	Discuss practicalities of supervisory meetings (when, where, how often, how long etc.)
		Discuss responsibilities for recording meetings
		Discuss responsibilities of each team member and students
		Discuss feedback
		Flag any potential ethical issues
		Discuss the " Guidance on the authorship of publications and other outputs originating from doctoral research " document
		Discuss any training needs
		Set clear targets, including training, covering at least the first six

5.2 Desk Space and local facilities

- Desk space will be allocated via meeting rooms for your 13 week training programme. Please see your timetable for room allocation for each of your sessions. Private reading can be done in CES – please speak to Laura should you not be able to find space or you can use the library.
- Access to computing resources – CES has a few desktops and laptops but we will assume you have your own laptop or device to use during your stay at CES. Your industry will provide you with the necessary equipment once on site.
- Practical advice on accessing labs/specialist equipment – this is on an ad-hoc basis and we will accommodate your requests as best we can.
- Photocopying is done via your University access card where you are given an allocation of photocopying credits. For credit top up please visit surrey.ac.uk/printcredits
- Expenses – including arrangements for booking travel and accommodation (Ian Allen) – please discuss with Laura Church
- Funds for conference attendance and other external activities are allocated per year, please discuss your requirements with your supervisors and Laura Church.
- Parking on campus – please use the [SOUPS](#) system – Student Online University Permit System

6. Supervision

6.1 Supervisory arrangements

All PDS postgraduate research students should expect to be supervised by a team comprised of 2 Academic supervisors - one Principal Supervisor and at least one Co-supervisor as well as at least 1 Industrial supervisor.

You may have had some contact with your Principal Supervisor during the application process, either through working up a research proposal or during an interview. The relationship with your Principal Supervisor is of paramount importance in determining whether or not the research process will be fruitful and enjoyable. As such, you will attend the [Managing your Supervisor](#) workshop during your 13 week training programme.

Supervisor meetings give researchers the opportunity to discuss the project aims and deliverables to gain a rich understanding of the project requirements; discuss relevant literature that will inform the initial literature review to be completed during the 13-week period and discuss and reflect upon the academic modules and skills training to identify gaps in knowledge and areas for further development;

The sections that follow outline what you can expect from your supervisors and what is expected from you. There are also some practical tips on what you can do to help ensure that the relationship works well.

6.2 What are your responsibilities as a research student?

This list of responsibilities is also set out in the [Code of practice for research degrees](#). You should be aware of the following which your supervisors will be expecting of you:

- (i) Take responsibility for the progress of your research, ensuring that it is completed within the agreed timeframe and to seek guidance from the supervisory team and others to resolve difficulties, as necessary.
- (ii) Ensure that you have regard for the safety of yourself and others and to make yourself familiar with the University's Health and Safety Policy and any Faculty-specific guidance.
- (iii) If full-time, you are required to pursue your research project and development on a full-time basis (normally 37.5 hours a week in the UK).
- (iv) Attend compulsory training courses offered by the Researcher Development Programme. To use 'Action Planner' to identify your skills training needs and, following discussion with supervisors, attend the relevant workshops.
- (v) Where holiday entitlement is not specified by a sponsor, you may take no more than 25 working days per year in addition to University closures, by agreement with your supervisor.
- (vi) Discuss the supervisory relationship with your supervisors at the earliest opportunity so that you understand their respective roles and obligations and clarify any aspects which you do not fully understand, and discuss the type of guidance and comment you would find most helpful.

- (vii) Discuss with your supervisors the aims and objectives of the research and suitable background reading.
- (viii) Discuss with your supervisors any relevant funding requirements for the research project.
- (ix) Keep your supervisors fully informed of developments in the research.
- (x) Take the initiative in raising with your supervisors any problems or difficulties which you encounter.
- (xi) Ensure that you attend agreed scheduled meetings and maintain the progress of your work in accordance with the stages agreed with your supervisors.
- (xii) Submit written progress reports to your supervisors at their direction by specified deadlines, and at least every six months. Refer to the PDS schedule for progress reporting.
- (xiii) Discuss with your supervisors arrangements for applying for confirmation of registration and for the submission of your thesis for your award, with the aim to resolve any difficulties or issues of concern.
- (xiv) Agree the authorship and content of work for publication in accordance with University guidance.
- (xv) Submit the thesis within the maximum period of registration.
- (xvi) Respect confidentiality (both professional and commercial) of not only your own findings but also those of others with which you are not directly involved, but with which you may become aware by virtue of your position as a postgraduate student within the Faculty/University. All such matters must be treated with absolute discretion and integrity at all times.
- (xvii) Exercise professionalism and be sensitive to the needs of colleagues with whom facilities are shared.
- (xviii) Maintain accurate and comprehensive records of the work undertaken, consistent with the [University's policy on data retention](#).
- (xix) Communicate in a professional manner with any sponsors supported as necessary by the University.

6.3 What are your supervisors' responsibilities?

The principal supervisor is responsible for:

- (i) The overall direction and development of your programme of study and research and your welfare. If you are registered collaboratively this arrangement does not replace the employer's responsibilities for safe-working and well-being of their staff.
- (ii) In consultation with the University's Ethics Committee, offering advice and guidance to you on the ethical aspects of your research and associated protocols.

- (iii) Ensuring that, in circumstances in which your research is linked with a research contract, your interests are safeguarded to secure your reasonable progress towards a higher degree.
- (iv) Providing you with guidance about the nature of research; planning the research programme realistically; availability of and access to literature and other sources of information; fraudulent misrepresentation of research, plagiarism and correct and appropriate acknowledgement of the work of others.
- (v) Discussing, agreeing and recording with you, at an early stage of your period of study, a programme of support and training designed specifically for your particular needs and the area of research, ensuring that you are aware of the need to attend compulsory modules. The principal supervisor will also make sure that you are aware of the opportunities available for personal development planning and will ensure that you are supported in this process - this will include use of the services offered by the Careers Service. The principal supervisor will also encourage you to engage with the wider research community through seminar and conference attendance.
- (vi) When a co-supervisor has been appointed, clarifying and agreeing with you and the co-supervisor the boundaries of your relative responsibilities towards each other and appropriate lines and means of communication between you.
- (vii) Ensuring you are aware of your responsibilities in terms of health and safety in general and particularly in relation to the Faculty/School/Department and, where appropriate, the requirements of the research programme.
- (viii) Arranging with you a programme of regular meetings in order to maintain effective oversight of the research project.
- (ix) Giving you detailed advice on the various stages of your work, completion dates and requirements with the purpose of helping you to progress without undue hindrance through the project and to submit the thesis (or equivalent) within the maximum period of registration.
- (x) Advising you about the confirmation process and facilitating completion within the specified timescale.
- (xi) Ensuring that any written work submitted by you is returned within an agreed reasonable timescale with constructive and effective feedback.
- (xii) As appropriate, arranging for you to present your work at least annually (and on a semi-formal basis) to graduate and/or staff gatherings within the Faculty's postgraduate research student training system.
- (xiii) Making sure that you are kept fully aware of your progress, including, where your progress gives cause for concern.
- (xiv) Advising you where you may seek support with English language, especially where English is not your mother-tongue.
- (xv) Conducting interim and end of year reviews.
- (xvi) Keeping records as required within the Faculty/unit and to conform to institutional requirements for the demonstration of good supervision.

The co-supervisor is responsible for:

- (i) In collaboration with your principal supervisor, guiding you on particular aspects of the programme of study and research.
- (ii) In collaboration with the principal supervisor, providing you with guidance about the nature of research; planning the research programme realistically; availability of and access to literature and other sources of information; fraudulent misrepresentation of research, plagiarism and correct and appropriate acknowledgement of the work of others.
- (iii) Arranging with you and the principal supervisor, a programme of regular meetings in order to maintain effective oversight and co-ordination of your research project.
- (iv) Being available at other appropriate times, when you may require specific guidance or advice.
- (v) In collaboration with the principal supervisor, giving you detailed advice on the various stages of your work, completion dates and requirements with the purpose of helping you to progress through the project and to submit the thesis (or equivalent) within the required timescale.
- (vi) In collaboration with the principal supervisor, ensuring that any written work submitted by you is returned in a reasonable timescale with constructive and effective feedback (normally within four weeks of submission).
- (vii) In collaboration with the principal supervisor, making sure that you are kept fully aware of your progress.

6.4 Regular meetings

The [Code of Practice for research degrees](#) stipulates that regular meetings must take place between postgraduate research students and their Principal Supervisor; other members of the supervisory team should attend these meetings as appropriate. For the PDS programme, All DP's should meet with ALL supervisors (academic and industrial) bi-monthly and additionally with the industry supervisor and or academic supervisor at least once a month. This is the prescribed minimum number of meetings, and a requirement for students studying on a Tier 4 visa.

All supervisory meetings have to be logged in Surrey Self-Services. See [Key Sources of Information](#) at the start of the document.

PDS students have a holiday allocation in line with their industry policy or if no policy exists then 25 days holiday per year. Annual leave should be arranged and recorded between you and your supervisors. An email containing your industrial supervisor consent to your annual leave needs to be sent to the PDS office before being taken.

In order to ensure the smooth running of your regular supervisory meetings, you should discuss the following with your supervisor at the earliest opportunity:

- The frequency and timing of supervision meetings
- Resource needs - what is essential, what is available, what can reasonably be expected

- Research ethics
- Intellectual property arrangements
- Your time commitments

You will have received workshop training during the 13 week training programme that provides guidance on running professional meetings as well as templates to be used – please refer back to handout on USB provided during training. You may additionally find the following guidance helpful in thinking about how to approach supervisory sessions:

Be independent: This is your project and your supervisors will expect you to take the lead. Remember that your supervisors are there to guide you but they will not have the answer to the particular problem you are researching – it's your job to find it!

Meeting etiquette:

- Always make sure you arrive on time for supervisory sessions and make sure that you have completed any actions required of you.
- Be open and honest with your supervisors.
- If you are experiencing a problem, talk to your supervisors about it early on. Problems become much harder to deal with if you leave them too long!
- Before the end of a supervisory session, make sure you agree a date for the next meeting and stick to it.

Record keeping: You will be sent an email at the start of each month to log your supervision for that month via the monthly supervision tab in your Surrey Self-Service PGR programme area. After you have submitted the log, your supervisors will be sent a notification to check and approve the record. Always keep notes of the meetings with your supervisors and agree targets to be met before the next session. Once you have finished a meeting, submit the monthly log. You do not have to use the system template to record the discussion and targets, you will have the option to upload a document if you prefer. Under the Code of Practice you are required to have at least one meeting per month. However, if, for example, you are on annual leave please just make a note in that month's record that you are on leave and submit the log.

Have reasonable expectations: Remember that supervisors are busy people with a number of other commitments competing for their time. Your supervisors may not be able to meet with you at short notice so make sure you give them enough time to prepare if you need to meet with them outside of the agreed series of meetings.

Write: The sooner you start writing, the easier you will find it to clarify your ideas and progress your research project. It is useful to provide supervisors with samples of written work before your meetings as this enables your supervisors to see how you have organised your thoughts and to offer constructive feedback and guidance.

6.5 Fieldwork and overseas travel

Please ensure that you inform the PDS manager and the Research Degrees Office of your plans for fieldwork and overseas travel as there may be reporting requirements concerning your location.

Additionally PGR students studying on a Tier 4 visa are required to notify the [Visa Compliance Team](#) and the [PDS office](#) before leaving the UK, providing the following information:

Name
URN number
Course title
Start date of absence (field work)
End date of absence (field work)
Address of residence during student's field work
Contact number during student's absence
Contact email address
Date(s) of supervisor meeting during absence (should be set up before PGR leaves the UK)
Supervisor's name

Regular engagement, for example via Skype, should continue on at least a monthly basis during periods of fieldwork and, for the purposes of Home Office reporting, these engagements must continue to be recorded on Surrey Self-Service.

You should make contact with your supervisors, PDS Office and the Research Degrees Office once you have arrived back in the UK. Additionally PGRs studying on a visa should send the Visa Compliance Team confirmation of their return flight within 24 hours of landing in the UK, as the University will need to record the date of arrival in the UK.

6.6 What to do if something is going wrong with your supervision

Although the University has put in place measures and safeguards to help prevent serious problems occurring in the supervisory relationship, on rare occasions the relationship does break down. In the very unlikely event that this happens to you, the following steps can be taken:

- As a first step you should discuss your concerns informally with the supervisor with whom the problem is occurring. Remember that you can seek support and help in doing this from other members of the supervisory team.
- If this does not bring about the desired improvements then you are advised to arrange to meet with the PDS Director, Dr Jaqi Lee, to discuss the problem and how to address it. If Dr Jaqi Lee is your supervisor then please arrange to meet the Associate PDS Director, Prof Chris France. If both Dr Jaqi Lee and Prof Chris France are your supervisor please go directly to the PGR Director, Prof Matt Leach.
- If seeing the PDS Director or Associate Director does not bring about the desired improvements, as a next step, you should arrange to meet with the PGR Director, Prof Matt Leach, to discuss the problem and how to address it.
- If the problem persists, you should bring it to the attention of your Associate Dean (Doctoral College) who will talk you through the options available to you including changes to the supervisory team. However, you should bear in mind factors such as the availability of members of staff with appropriate expertise and funding arrangements may mean that it is not always possible to alter supervisory arrangements.
- If these steps do not help to ameliorate the situation, you may consider making a formal complaint ([see Section 15](#)).

It is recognised that raising an issue about your supervision can be very difficult. To help you understand any problems and to get a neutral input to help you to decide the best course of action you may also seek confidential advice, at any stage, from the Doctoral College, inclusive of the Research Degrees Office and the Researcher Development Programme team or the Students' Union.

7.0 Research Integrity

The University of Surrey expects that all research carried out under the auspices of the University is conducted to the highest standards of research practice.

As a UKRI recognised research organisation, it is a requirement that all research funded by UK Research and Innovation adheres to the policies and processes relating to research integrity of the former RCUK and HEFCE. As signatories to the Universities UK (UUK) [Concordat to Support Research Integrity](#), the University of Surrey is committed to:

- Maintaining the highest standards of rigour and integrity in all aspects of research;
- Ensuring that research is conducted according to appropriate legal, professional and ethical frameworks and standards;
- Creating a research environment that is underpinned by a culture of integrity, based on good governance, best practice and support for the development of researchers;
- Having robust, transparent and fair processes in place to deal with allegations of research misconduct, should they arise;
- Continually working to strengthen the integrity of research and reviewing progress regularly and openly.

In line with this, it is the expectation that all research conducted at or in the name of the University should be carried out to the highest levels of integrity and ethical responsibility. Any departures in postgraduate research student behaviour and practice may result in allegations of research misconduct being made against you that will be investigated under the Code of practice for handling allegations of research misconduct.

7.1 Avoiding common pitfalls

As a postgraduate research student it is important that you familiarise yourself with documents mentioned in the section above and that that you carry out your research to the highest levels of integrity and ethical responsibility at all times. The guidance that follows is designed to help you achieve this by offering advice on how to avoid some of the most common mistakes research students make that have led to allegations of academic misconduct in their work.

7.1.1 Plagiarism

The simple definition of plagiarism is claiming someone else's work as your own, or not acknowledging someone else's work adequately. This covers the whole range from simply forgetting to reference a picture that you present in a thesis figure to presenting someone else's results as your own, which constitutes serious academic misconduct or, at worst, fraud. The way to avoid plagiarism is to be careful,

rigorous and honest. You will take part in a Plagiarism workshop by Dr Jonathan Chenoweth during your 13 week training programme.

7.1.2 Data Storage

It is in your interests to establish adequate systems for ensuring the safety and secure storage of any data you generate as part of your research (not just for the duration of your research degree but afterwards too). The University has put together a helpful resource on managing and storing data throughout the lifecycle of your research project on the [Open Research](#) webpages. Use of this resource will help to ensure that you meet both University and funder expectations for good practice in data management and it will also help you to avoid a research horror story of lost data in crashed computers, lost disks, burglaries or fires.

You should also bear in mind that examiners may ask to see original material as part of the final examination of your thesis so make sure that this is kept in a secure and organised manner.

Data Storage training is provided for all DP's during the 13 week training programme.

7.1.3 Health and Safety

Health and safety is of paramount importance! You must abide by the health and safety policies so that your working practices do not put yourself or others at harm. The University has an overarching [Health and Safety Policy](#) with which you must familiarise yourself.

The information that follows is intended to complement the above policy and will help you to ensure that your research is carried out in a safe way.

Health and Safety training is provided for all DP's during the 13 week training programme.

7.1.4 Authorship of papers and other outputs

The University has developed guidance on the protocols, and associated procedures, which should be followed by supervisors and research students when planning the authorship of external publications, and/or associated other outputs, originating from a doctoral research programme. The guidance is not prescriptive but seeks to establish the terms and references that should inform discussions between students and supervisors wishing to publish outputs that arise from research activity being undertaken under the name and authority of the University of Surrey. The guidance is available [here](#).

You are advised to read and discuss this guidance with your supervisors in your first supervisory session. The form should be signed by all supervisors and returned to the Research Degrees Office for safekeeping in your student file.

7.2 Research Ethics

All research activities undertaken by postgraduate research students must comply with the University's [ethics policy](#). The University of Surrey ethics policy sets out the aim to safeguard and promote respect for the rights, interests and well-being of students, staff, research participants/subjects (human and animal) and fellow citizens and communities in local and global contexts. The ethics policy also aims to preserve the physical environment and social and historical artefacts engaged with by university staff and students.

You should discuss the ethical implications of your research project with supervisors at a very early stage of your research. To guide these discussions you must refer to the [University's Ethics web pages](#) which contain important information to determine whether or not your project requires ethical approval and the steps that you need to follow to acquire it. As DP's are based in industry the ethical approval needs to be considered early in research and part of the standing items in supervisor meetings if applicable.

Remember that it can sometimes take a little while for the ethical approval process to be completed, especially if there are external organisations involved. It is important that you begin to think about and apply for ethical approval as early as possible.

If you require a Disclosure and Baring Service (DBS) check in order to undertake aspects of your research, please contact the Research Degrees Office. A member of the Research Degrees team will be able to help you register on the University's online disclosures website.

8. Researcher Training and Development

Your future success as a professional researcher will require you to think strategically about your abilities, expertise and how these need to develop. To help you begin this process, our research degrees combine research and professional training to equip you with the skills you need in order to succeed in your research and in your future career. During the 13 week training programme DP's receive training via CES and the RDP. All DP's are encouraged to engage with the RDP for continued development. Training requirements agreed between DP's and supervisors form part of the supervisor meetings and report assessment process.

Vitae is the national organisation established to champion the professional career development of research degree students and research staff. You will find it helpful to refer to their [website](#) which includes a wide range of resources. You will also find it helpful to refer to the [Researcher Development Framework](#) which was developed by Vitae following a study of the skills used by researchers throughout their careers. The Researcher Development Framework details the knowledge, attitudes and behaviours of successful researchers.

The Researcher Development Framework is structured in four domains:

- A. Knowledge and intellectual abilities
- B: Personal effectiveness
- C: Research governance and organisation
- D: Engagement, influence and impact

The training provided for postgraduate research students at the University of Surrey has been developed with reference to the Researcher Development Framework.

8.1 Researcher Development Programme

The Doctoral College features the popular [Researcher Development Programme \(RDP\)](#), which provides professional development and careers support for the full range of skills outlined in the Researcher Development Framework. The Researcher Development Team is made up of highly qualified staff, across a range of disciplines, who work together to create and deliver transferable skills training, mentoring, development opportunities and one-to-one coaching. This suite is designed, not only to help you develop the skills you need to succeed in your doctorate but also in your future career. Crucially, they will support all Surrey researchers no matter where in the world you are conducting your research, utilizing a variety of technologies. RDP continually works with the PGR community to improve and build our provision, therefore, you are always welcome to offer suggestions and work with team members to ensure your needs and those of your fellow researchers are being met.

More information about the programme of workshops and training opportunities they offer for postgraduate researchers can be found on the [Postgraduate researcher workshop web pages](#). For additional information or queries, email RDP@surrey.ac.uk

Please note that the training RDP offer is very popular so you are advised to book yourself onto training sessions at the earliest opportunity. If you book a session you must also ensure that you attend. If you are unable to attend, make sure that you inform the RDP so that somebody else can take your place.

8.2 Identifying your training needs

The University recognises that our postgraduate research student population is diverse and that many of you come to a doctoral degree from different professional and educational backgrounds with different levels of experience. The training that we offer is, therefore, tailored to meet your individual needs as a professional researcher so that you can dedicate your time to developing the skills you need for a successful career.

Nevertheless, in order to ensure that you are well supported throughout the research journey, the following workshops are compulsory:

Workshop	When (full-time)?
Welcome to your Doctorate	Within 6 months of registration
The Confirmation Process	10 – 12 months
The Viva Examination	33 – 48 months

As a part of the Welcome to your Doctorate workshop you will be introduced to the web-based [Action Planner](#), to help you create your own Professional Development Plan. This tool asks you questions about your background and experience in order to determine your skills development needs. It will also recommend workshops you should attend and activities to engage with in order to develop the skills you need to be an independent researcher.

It is the responsibility of all postgraduate researchers to manage their professional development with the support of their supervisory team. Therefore, you should share your Professional Development Plan with your supervisors and together identify transferable and research training sessions, areas for independent development, as well as opportunities to engage with the wider research community. Crucially at doctorate level, much research skills training may be in the form of independent study or bespoke one-to-one training with another researcher, not necessarily in the form of taught courses. This is expected and is just as important as attending courses or workshops. Furthermore, professional development also includes presenting and writing about your research, as well as networking with people both within your discipline and beyond. Therefore, a good professional development plan will contain a variety of different activities. It is important to remember that your training needs will develop over time and so you are advised to use the action planner tool on a regular basis and continue to discuss your professional development needs with your supervisor throughout your degree to ensure you are taking advantage of the training and opportunities available to you during your time here at the University and beyond.

Your engagement with professional development activities, including compulsory workshop attendance will be monitored through the interim and end of year review process. Postgraduate research students who do not attend compulsory training may be placed on unsatisfactory academic progress procedures.

8.3 Writing Support

A variety of writing skills training programmes specifically for doctoral researchers are offered through the **Researcher Development Programme (RDP)**. Training includes:

- **2-hour workshops** for early stage researchers on *core writing skills* (coherence, critique and clarity); *thesis writing* workshops for later stage researchers; and *writing for publication*, open to researchers at any stage.
- **One-to-one writing tutorials.** Every researcher is entitled to up to **4** one-one writing tutorials per year. These tutorials enable you to get detailed feedback on a piece of writing you have produced and guidance on how you can improve your style, structure or language. (N.B This support is **NOT** a proofreading service). Skype tutorials are available for researchers based off-campus.
- **Writing Retreats.** These are intensive writing sessions, supported by a writing mentor who will encourage and inspire you to make progress on your writing targets. These include Mini Writing Retreats, bringing together researchers across campus to give you a short kick start to your writing; Virtual Writing Retreats, supporting those writing at a distance; and our extremely popular Summer Weekend Writing Retreat, kicking off summer writing projects with a full weekend of productive writing. Additionally DP's attend an annual PDS Writing Retreat to support writing journals, thesis, dissertation, literature review etc. This retreat supports DP's in every writing milestone of their PhD/EngD.
- **AcWriMo (Academic Writing Month).** This is an international initiative which takes place in November, motivating those at all stages of their academic career to commit to writing targets and achieve them. At Surrey, we encourage everyone to create and declare these targets and then support writers with a wide range of virtual and face-to-face activities, workshops and events.

For more information about any of the workshops and programmes detailed above, contact rdp@surrey.ac.uk.

8.4 Your Career Development

A key component of any professional development plan should be focused on preparing for the next step in your career. To support this RDP has a specialist team of Career Development and Employer Engagement experts dedicated to supporting Researchers (both PGRs and ECRs) in all aspects of your career progression: developing career management skills and plans; identifying and strengthening employability skills; providing opportunities for you to learn about different career choices through first hand interactions with doctoral graduates and employers, and aiding you into a successful career as you move on from your research degree at Surrey. The team's strong external partnerships and relationships across the University provide our PGRs with excellent opportunities to collaborate, gain skills and get practical experience. Opportunities and resources for your career development include:

- The tailored "**Career Smart**" **Framework and Toolkit** (found within the Doctoral College Common Room on [Surrey Learn](#)) have been created specifically for researchers to help you organize your thoughts and actions whether you are looking to stay in academia, develop your career outside of education or are not sure what you want to do. The aim is to ensure you are focused on your aspirations and ultimate objective from the beginning of your doctoral programme, and support you to reach your career goals.
- **Careers focused workshop suite**, featuring short, interactive Power Hour sessions on career choice, CV writing, interviews and much more.
- **Career Coaching 1:1 appointments** Book appointments via the [Surrey Pathfinder digital hub](#).
- **Employer mentoring**. You can be paired with an employer from the sector of your choice. We have a number of Doctoral Alumni and external contacts who have volunteered to mentor doctoral researchers. Profiles of available mentors are on SurreyLearn. You can also request a mentor from a certain sector or to help you develop a particular skill set. We cannot promise we will always find a match for you, but we will always try.
- **Employer engagement opportunities**. Every year we deliver a variety of events and programme intended to bring Surrey Researchers together with employers and businesses across a range of sectors. Often there are opportunities to present your research at these events. Making connections with a wide range of influential people is important for any career path. One key programme we deliver is the [Institute of Directors student membership programme](#). A competitive call for places on this programme takes place in Autumn, with events continuing throughout the year, some open only to members, but other open to all.

Postgraduate research students may also find it helpful to consult [Vitae](#) and [Jobs.ac.uk](#) which both have useful tips, guidance and support for building a career in research. Vitae sometimes run Graduate Summer Schools for PGRs which are focused on PGR jobs and careers.

More Careers related information can be found on via the [Surrey Pathfinder digital hub](#), by looking at the [Employability and Careers Centre > Researchers web pages](#), by visiting the team in [Employability & Careers](#), Philip Marchant Building or calling 01483 689001 or by emailing rdp@surrey.ac.uk.

8.5 Central Space for Postgraduate Research Students

The Doctoral College also acts as a central hub for postgraduate research students and ample space is available for you on the 5th floor of the library to use for meetings or quiet work. Some of this space needs to be booked in advance and not all rooms have IT and audio-visual equipment. For more information and details on how to book space, please refer to the [Researcher community web pages](#) or email the [Doctoral College](#).

8.6 Discipline-specific training

In addition to the extensive suite of training and development opportunities provided centrally, there are also many opportunities for you to attend training that is closely related to the type of research you are conducting. Please speak to the PDS Administrator once you have identified training required.

8.7 The Doctoral College Conference and the PDS Conference & other events

Each year a University-wide Doctoral College Conference is held. The conference brings together postgraduate research students from across the University to share their research through posters or oral presentations. The conference is a vibrant and intellectually stimulating event which enables you to network with academic staff and research students from a variety of disciplines.

All postgraduate research students are strongly encouraged to get involved in the conference either by presenting (posters or oral presentations), chairing sessions, or assisting the organising committee.

Information on how to get involved is usually circulated in Semester 1.

Each year we run a **PDS Conference** which is scheduled for 30th November 2018. ALL DP's are required to attend this event and produce a poster of their research at least 14 days before the conference. ALL DP's are also required to present a 10 minute synopsis of the research they are doing followed by a 10 minute Q&A. Apart from DP's across cohorts, all industrial and academic supervisors are invited as well as industry leaders invited to participate.

Posters and presentations are judged by a panel with token prizes awarded to 1st and 2nd place.

Additionally, the PDS programme organizes a series of talks called P3Connect (People Planet Prosperity) where industry leaders are invited to share their experiences and insights in sustainability within their industry or sector and discuss the challenges, opportunities and solutions being considered by their organization. ALL DP's are expected to attend these events in London and at the University.

8.8 Teaching opportunities

The University recognises that the engagement of postgraduate research students in supporting the learning and teaching of others can provide you with an opportunity to develop a range of personal and academic skills and can help to reinforce knowledge of your subject area.

A [Code of practice for postgraduate researchers who support teaching](#) has been developed to establish the principles and procedures on which postgraduate researchers will be used to support the teaching and learning of taught students. The Code seeks to ensure that wherever postgraduate researchers are involved in teaching, appropriate measures are in place to safeguard their experience, those of the students they teach, and the University. The University is dedicated to ensuring that you have been given appropriate support and guidance for your teaching, enabling you to develop your skills and teaching practice.

You will be contacted early on in the academic year about opportunities for teaching and demonstrating (see section 14.2). There are certain restrictions on who can be involved in some teaching activities so please make sure that you refer to the Code of practice to check what you are eligible to do before applying.

Those interested in demonstrating must take the '[Demonstrating in Laboratories](#)' course through RDP prior to undertaking any demonstrator role. Those interested in teaching seminars, lectures or small classroom style teaching must take the 'Preparing to Teach' workshop through the Department of Higher Education (DHE). Any PGR involved in providing undergraduate assessment must also take the 'Assessment and Feedback course through DHE. PGRs interested in further developing their skills may take additional DHE courses, and may want to consider undertaking the Graduate Certificate in Higher Education (GradCert).

9. Progress Monitoring

9.1 Interim and end of year review report

There is a formal PGR monitoring system that has come into place since the conception of the Doctoral College. Progress monitoring has been formalized with submissions every six months through the interim and end of year review procedures. The PDS programme due to its bi-monthly reporting process works slightly differently to the rest of the University PGR monitoring process. Should you receive communication regarding outstanding reports please forward to the PDS office for further explanation to the relevant department.

During your PDS induction you will have received the reporting templates: 6 month, 3 month and supervisor minutes. All reports and minutes need to be signed by both academic and industry supervisors and then uploaded via the student online system AND emailed to the PDS office for tracking and monitoring.

The 3 month report needs to be completed for the following intervals: 3 months, 9 months, 15 months, 21 months, 27 months, 33 months.

The 6 month report needs to be completed for the following intervals: 6 months, 12 months, 24 months, 30 months. You will NOT be required to submit and 18 month report due to the dissertation for your confirmation viva taking precedence.

The purpose of the reviews is to:

- provide you with feedback on your progress
- ensure that you are on course to complete by your deadline
- keep under review your training and development needs and to ensure that you have attended the recommended workshops
- address any weaknesses in your research
- discuss any concerns you may have and to bring these to the attention of your PGR Director and/or the Admission Progression and Examination Subcommittee
- Support your personal development and wellbeing

The review process is mandatory. Your progress must be formally reviewed every two months via a full supervisor meeting.

Please take the review process seriously and use the templates provided to capture your progress and achievements so that it is clear to your supervisors that you are meeting the targets they have set for you. Remember that this is your time to receive feedback and address any concerns so be honest and open in the review. It is also advisable to attend [the workshop](#) offered by the Researcher Development Programme on how to get the most out of your reviews.

You may be contacted by the Research Degrees Office with details about the review process, they do know the PDS programme works slightly differently so please liaise with the PDS office should you have any concerns.

9.2 Outcomes of reviews and unsatisfactory academic progress

Your progress will be rated at each formal review as either:

- ‘Good’ – The student is likely to submit within 36 months of registration or within the funded-period (FT)
- ‘Satisfactory’ – The student is likely to submit within 48 months of registration (FT) given the current rate of progress
- ‘Satisfactory with reservations’ – The student is giving cause for concern about the likelihood of submission with the maximum timeframe given the current rate of progress
- ‘Unsatisfactory’ – The student is unlikely to submit within the maximum timeframe given the current rate of progress

If your progress is ‘satisfactory with reservations’ you will be given clear, time-bound targets to meet in order to ensure that your progress becomes at least ‘satisfactory’. It is in everybody’s interest that you make the required progress towards your doctorate so if the outcome of a review is ‘satisfactory with reservations’ you must play close attention to the targets that are set for you and work hard to ensure that these are met. If you do not meet the targets to a satisfactory standard then your follow-up review will likely be classed as ‘unsatisfactory’ for which there are serious ramifications.

Please note the rating of each formal review is agreed between both academic and industry supervisors.

If your progress is deemed to be ‘unsatisfactory’, or if your review is not completed in the required timescale, then the [Regulations for research degrees \(A2\)](#) require that you are placed on unsatisfactory academic progress procedures. In this situation, you would be given three months to meet specified targets. Your progress would be reviewed at the end of the three months in a review meeting chaired by an Associate Dean (Doctoral College) and would include an academic outside of the supervisory team. If the targets have not been met to the required standard then it is a regulatory requirement that registration for the degree is terminated. Unsatisfactory academic progress procedures can be invoked between reviews if serious concerns about student progress emerge.

In the unlikely event that you find yourself on unsatisfactory academic progress procedures, it is important that you do not panic. You should think carefully about the targets that have been set and discuss them in detail with your supervisors to ensure that you are clear about what is expected of you. Remember no supervisor wants their postgraduate research student to fail and the purpose of unsatisfactory academic progress procedures is to take decisive action to get students back on track so that they can complete in the required timescales.

The process for overseeing the outcomes of reviews is managed by the Associate Dean (Doctoral College); the outcomes are then reported to the Admission, Progression and Examination Subcommittee (APESC).

10. Confirmation of Registration

10.1 What is confirmation?

Confirmation is the formal examination for which you have to write a Confirmation Report and undergo a *viva voce* exam. All PhD and EngD students are required to go through the Confirmation process to 'confirm' their registration. A doctoral researcher's skills and their project should evolve considerably over the first 18 months of study. It is, therefore, appropriate to assess progress at this point and provide formal feedback to ensure the project is on track for timely submission. As such, the confirmation process is a formal assessment of the feasibility of on-time completion of the doctorate based on progress within this period. It is a peer-review process by which academics outside of the supervisory team read a report written by the doctoral researcher about their progress thus far and their plans for future research and then examine the candidate *viva voce*. Both the confirmation report and viva are essential components of this assessment and the doctoral candidate must perform satisfactorily in both elements to continue with their doctorate.

You should look upon the Confirmation as a useful exercise to get external opinions (from your assessors) on your project, and as a time to take stock of where you are in your research and how you are going to complete your research degree on time. At least one of your supervisors should be present at the viva as it is useful for them to hear the feedback you are given. There will be an opportunity at the end of the viva for you to speak to your confirmation examiners in the absence of your supervisor/s.

To help you prepare for the process and ensure you fully understand the requirements, you are required to take the [Confirmation Process](#) workshop through RDP before undertaking the examination. It is recommended that you register for a workshop ~3 months prior to submitting your report, as the workshop will provide guidance on both the written report and the viva.

10.2 When does confirmation occur?

PDS regulations for PhD / EngD research degrees indicate that confirmation will normally take place by 18 months. If you find that you cannot make the deadline by which you need to submit your confirmation report you may need to apply for the consideration of Extenuating Circumstances (ECs). Please contact your PDS office to ask whether an application for ECs should be made.

The principal aims of the Confirmation procedure as laid out in the [Code of practice for research degrees](#) are as follows:

- to evaluate the candidate's approach to the research problem in terms of the theory and proposed or adopted research methods, in order to establish that the future objectives and methods are feasible, appropriate and likely to form a suitable and sufficient programme for candidature;
- to ensure that the candidate has maintained the motivation to complete a thesis/portfolio and within a reasonable timescale;
- to consider evidence that modules/courses designated specifically for research students or identified and agreed with individual students as a requirement necessary to support their research studies have been completed satisfactorily;
- to provide the candidate with an assessment of the strengths and weaknesses of the research and its presentation;
- to consider arrangements for supervision and facilities for the work and ensure that both are appropriate for the efficient completion of the project.

You should read the section of [Regulations for research degrees \(A2\)](#) regarding Confirmation and you must attend [the compulsory training course](#).

10.3 Who will my Assessors be?

You and your supervisors should discuss who would be appropriate assessors for your Confirmation. You need two assessors, normally 1 from the University staff and one external. Additionally a chairperson will be appointed. Your supervisor will complete the [confirmation examiner nomination form](#) naming these examiners and submit it in advance to the Research Degrees Team for approval.

10.4 What do I need do for the report?

Faculty and, where applicable, department/school specific guidelines detailing the format and content of the report can be found by logging in to [SurreyLearn](#) and navigating to the Doctoral College Common Room/Research Degrees Office.

The PDS report needs to include details of what research has already been completed and what plan is in place for further research. We recommend this follows a 60/40 split and must be discussed with your supervisors in meetings leading up to your confirmation.

Submitting your report

Please submit your confirmation report to your supervisors and the PDS office at least 1 month before your viva voce. The PDS administrator will send copies to the examiners.

10.5 Confirmation Outcome(s)

Your assessors will question you directly about your Confirmation Report and about the background to and context of your research. They will concentrate particularly on the criteria listed above, will make their recommendations and give you feedback accordingly. The signed form with the examiners' recommendation should be sent to the PDS administrator.

You may pass first time or you may be told to revise the report and resubmit after three months, with or without another *viva*. If you are asked to resubmit, it means that the assessors have some doubts as to one or more of the criteria above, and they will articulate their comments and requirements on the 'confirmation review form – first attempt'. It may not be through any fault of yours, it may be due to problems with the feasibility of the project, for example, that have come to light during the first year of the research. The Associate Dean (Doctoral College) will be notified if you have to resubmit for the confirmation and will check that the correct procedure is being followed.

If you do not pass Confirmation at the second attempt, the assessors may recommend on the 'confirmation review form – final attempt' that you change from PhD to MPhil registration, or they may recommend termination of your registration altogether. International students studying on a Tier 4 visa should be aware that a change from PhD to MPhil may have visa implications. These last outcomes are rare but they do happen, so you **MUST** take your Confirmation seriously. However, if all is going well, as it does for most people, it will be a useful experience.

11. Completing Status

Completing status (or 'writing-up' as it is sometimes referred to) is a reduced fee status within your period of registration which you can transfer onto once you are within six months of submitting your thesis. You can transfer to completing status as a full-time student. Transferring to completing status before submitting your thesis is not a requirement and funded students may find that it is not beneficial for them to transfer to this status as it may impact on their eligibility for any remaining stipendiary payments. Check your funder's terms and conditions before making a request to transfer to completing status if you are still within your funded period.

Once you and your supervisors are confident that you will be in a position to submit your thesis for examination within the next six months, you may apply to transfer to completing status by submitting a request via: Surrey Self-Service/Research programme details/Requests tab.

The criteria governing the transfer to completing status applies to full-time PGRs and is set out in the [Regulations for research degrees \(A2\)](#) as follows:

- Your supervisor can confirm that they are satisfied that submission of the thesis within six months is feasible
- You are only making use of the University's general facilities
- You are no longer using any specialist facilities (such as laboratories)
- You are receiving advice solely related to the writing up of the thesis

You will be asked to confirm that you have met the regulatory requirements for transfer and you will be required to provide the following:

- A **detailed plan for submission** covering both yours and your supervisors' responsibilities for submission within the next six months or by the end of the registration period if completing status will last for fewer than six months
- A **draft table of contents** for the thesis (uploaded to the completing status request)

- Your **examination entry form** (separate request to be made via: Surrey Self-Service/Research programme details/Requests tab)

The request needs to be endorsed by your supervisor, your local PGR Director and the Associate Dean (Doctoral College). It will then be considered by the Admission, Progression and Examination Subcommittee (APESC) which will decide if the request should be approved or rejected.

Please note that retrospective applications for completing status will not be considered unless there are valid reasons supported by evidence.

You must submit a thesis for examination before the end of the completing period. If you do not submit a thesis before the end of this period you will be required to resubmit an updated plan for submission within the remaining period of registration. If you reach the maximum period of registration and you have not submitted your thesis, your registration may be terminated unless you have valid grounds for an extension.

12. Changes to registration

Requests for changes to your registration are made via your [Surrey Self-Service](#) research programme record. You should find the system intuitive, however if you need further help or advice please contact the [Research Degrees Office](#). The requests available to you are:

- Temporary Withdrawal
- Change of Programme
- Change of Supervisor
- Transfer to Completing Status
- Exam Entry Form
- Extension to Registration
- Permanent Withdrawal

There are a number of tabs within the research programme record (see below) and the tab under which you make requests for changes to registration is called 'Requests'. A request, once submitted, will be sent to your supervisors and local PGR Director and finally submitted to the Research Degrees Office. The request will then be considered at the monthly meeting of the Admission, Progression and Examination Subcommittee (APESC) where a decision as to whether the request should be approved or rejected will be made. You can track the status of your request under the Requests tab and you will be informed of the outcome of your request, usually within 10 working days of the meeting, by email from Student Records or from the secretary to APESC, depending on the type and outcome of the request. APESC meetings are normally held on either the second or third Wednesday of each month.

Programme & contact details	Supervisors & examiners	Milestones	Monthly supervisions	Absences	Extensions	Researcher Development Programme	Requests	Progress Reviews
Requests								
Date requested	Request type						Staus	
<input type="button" value="Make a new request"/>								

12.1 Temporary withdrawal

If illness or personal difficulties of sufficient gravity have interfered during your registration as a student and prevented you from progressing your research, you may be granted temporary withdrawal for a period necessary to overcome the difficulty. Your period of registration will be adjusted by the same number of months you are temporarily withdrawn, so you do not need to be concerned that it will adversely impact on your maximum period of registration. You will not normally be permitted to interrupt your studies for more than twelve months aggregate.

Periods of temporary withdrawal must be agreed in advance and retrospective applications will not normally be considered. PGR students can request a period of temporary withdrawal via their Surrey Self-Service research programme record, as described above. The [Regulations for research degrees \(A2\)](#) outline the sorts of circumstances under which a period of temporary withdrawal would be agreed. You should also contact your funder to check their procedure for requesting temporary withdrawal.

During the temporary withdrawal, you will temporarily leave your programme of study and lose your registration status as an enrolled student. No supervision will be received or facilities accessed during this time and you will not be charged the tuition fee for each complete month that you are temporarily withdrawn (it is therefore advisable, if possible, to start and finish a temporary withdrawal on the 1st of the month). Funded students can request that their maintenance/stipend be suspended during their absence to avoid a shortfall at the end of their programme.

You must inform your supervisor and the Research Degrees Office when you return to your studies to ensure that your record is updated from 'absent' to 'enrolled'. Only resume study on the basis that you are fit to do so and that the difficulties have been overcome satisfactorily. If you are not in a position to return to your programme you must submit a new request to adjust your period of temporary withdrawal. You must advise your supervisors and the Research Degrees Team as soon as problems arise and keep them updated about matters affecting your studies.

International students

Requests for temporary withdrawal made by PGR students studying on a Tier 4 visa will also be checked by the University's Visa Compliance Office to ensure that the request complies with Home Office rules on length and frequency of absence. Currently a research student on a Tier 4 visa may request up to 60 days temporary withdrawal if they wish to remain in the UK. For longer periods of temporary withdrawal the University would be required to withdraw sponsorship. In all cases it is advisable to discuss your case with the [International Student Support](#) team based in the [Student Services Centre](#), particularly if you are interested in applying for the [Doctoral Extension Scheme](#) following completion of your research degree.

12.2 Extension to registration

Any request for an extension to the maximum period of registration must be made well in advance of the deadline. Extensions to registration will only be permitted in exceptional circumstances in accordance with the criteria set out in the [Regulations for research degrees \(A2\)](#). Poor planning or lack of academic progress would not, for example, be acceptable reasons. Applications from students who have exceeded

their original submission deadline and who cannot provide evidence in line with the criteria set out in the regulations and which demonstrates why they were prevented from applying for an extension in advance of their end of registration, will have their registration terminated.

PGR students can request an extension to registration via their Surrey Self-Service research programme record, as described above.

International students

International students studying on a Tier 4 visa are advised to contact the [International Student Support](#) team for immigration advice on the implications to their visa status of making a request for a period of temporary withdrawal or extension to registration, particularly if they are interested in applying for the [Doctoral Extension Scheme](#) following completion of the research degree.

12.3 Other changes to registration

If you are considering permanently withdrawing from your research degree, it is important that you discuss this with your supervisory team and/or your local PGR Director before making the final decision. Speaking to others helps students to understand if withdrawal is the right option for them and often they discover other sources of help and support which mean that permanent withdrawal can be avoided. However, the decision to withdraw might be the right thing to do in some circumstances.

All requests can be made by logging into your Surrey Self-Service research programme record and will require the approval of the Admission, Progression and Examination Subcommittee.

13. Thesis submission and the *viva voce* examination

All doctoral degrees and MPhils are examined by thesis and an oral examination commonly known as the *viva voce* examination. The section that follows is designed to help you navigate the examination process by setting out the key stages involved. You should take the compulsory [Viva Examination](#) workshop through RDP, ~6 month prior to your viva date, to ensure you fully understand the requirements and expectations of this final assessment.

13.1 Stage 1: Entry Form for Examination

PGRs should initiate the process of approving the examiners for their final examination by submitting an Exam Entry form request via their Surrey-Self Service research programme record. The Exam Entry form must be completed and submitted at the same time as the request for transfer to completing status is made. If no request to transfer to completing status is made then you must ensure that the Exam Entry Form is submitted no later than two months before you intend to submit your thesis. **Failure to submit the form in time will delay your viva voce examination.**

You will be required to provide the title of your thesis, an indication of the date you intend to submit your thesis and agree to the academic integrity declaration. The title you write on this form will be the final title of the thesis and it cannot usually be changed after this point unless the examiners request it.

Your supervisors will be required to complete the section which asks for details of the nominated examiners (one internal examiner, one external examiner and one industrial examiner). Your supervisors will be asked to confirm that the examiners meet the regulatory criteria for appointment and they will also be asked to provide a written justification for the selection of the examiners and why they are well-suited to examine your project.

Should a student wish to have their supervisor/s in the viva voce examination they will need to complete a form requesting specified supervisor and ensure they justify the request. The Assistant Dean will assess all requests based on evidence provided.

The University of Surrey is a designated public authority under the Freedom of Information Act 2000. This Act gives a general right of access to all information held by the University, including theses. However, under special circumstances you can request to restrict access to it.

The detailed procedure for restricting access to a thesis and the form can be found on the [Library website](#).

13.2 Stage 2: Approval of nominated examiners

Once your Entry Form has been submitted by your supervisor and local PGR Director, the Research Degrees Office will ask your Associate Dean (Doctoral College) to review the information on the form and the examiners' on-line profile to check the suitability of the examination panel. The Entry Form request will then be scheduled to a meeting of the Admission, Progression and Examination Subcommittee (APESC) for final approval or rejection.

The Research Degrees Office will contact your supervisors if there is a problem.

13.3 Stage 3: Thesis submission for examination

The University expects a full-time PhD student to submit their soft-bound thesis for examination within 36 months, or within the funded-period. You must submit 4 softbound copies of your thesis to the PDS Office no later than close of business (17:00) on the day of your submission deadline (maximum registration deadline). You may require an additional, identical copy of your thesis available for your own use to refer to during the examination. Once submitted, a copy of your thesis will be sent to the appointed examiners so that they can prepare a pre-viva report prior to your oral examination.

Please note that the thesis should not be sent directly to the examiners by you or your supervisors. You should also be respectful of the impartiality of your examination panel and you must refrain from contacting them directly. In the unlikely event that you think there is a need to contact your examiners, please speak to your supervisor or the PDS office in the first instance. If appropriate, they will arrange for a member of the University staff to contact the examiner. In normal circumstances, there should be no reason for you to need to contact your examiners.

When your volume 1 (thesis) is a standalone document and does not reference volume 2 (minutes, reports etc) you will be able to supply an electronic copy of volume 2. If volume 1 refers directly to information contained within volume 2 then both volumes will need to be provided in hard copy.

To be clear: All examiners will be sent a hard copy of the thesis (volume 1) **unless they specify otherwise** and volume 2 as an electronic copy unless it is referenced in volume 1.

13.4 Stage 4: Viva voce examination

Your viva voce examination will be organised by the PDS administrator and you will be sent information in good time about the arrangements.

The viva normally takes place between 30 and 90 days after submission of your softbound thesis. If you would like the viva to take place outside of this period then you must submit a request to the Admission, Progression and Examination Subcommittee (APESEC). For this to be approved the endorsement of the examination panel would also be required and would be requested by the Research Degrees Office.

Supervisors are not expected to be present at the viva voce examination but they should be available for the conclusion of the examination when the examiners' give their recommendation and any required corrections to the thesis are explained. In exceptional circumstances, students may make a written case to the Associate Dean (Doctoral College) to request that their supervisors attend the viva voce examination. The case must explain why the presence of the supervisors is necessary to ensure the effective and proper conduct of the examination. On the rare occasion that a supervisor is present at the examination they must not participate in the examination and may only speak if invited to do so by the chair.

13.5 Stage 5: Decision

At the conclusion of the viva voce examination you will be asked to exit the room whilst the examination panel confers. The examiners will be required to select one of the outcomes permitted by the [Regulations for research degrees \(A2\)](#) and will call you, and your supervisor if they have been waiting, back in once this decision has been made.

The most common outcomes are 'award', 'award subject to minor corrections', 'award subject to minor revisions'. More rarely, some candidates are asked to resubmit their thesis with or without a further oral examination. If you do receive a resubmission outcome, please ensure that you meet regularly with your supervisors during the resubmission year so they can support you as you prepare your resubmission. On a very small number of occasions, students have failed the viva outright or following a resubmission, or offered a lower award such as MPhil. However, this is extremely rare and the University's pass rate at the viva is consistently very high.

13.6 Stage 6: Award

You must complete any corrections required to the satisfaction of the internal examiner or one of the externals if there were two externals at the viva. In the case of a resubmission outcome, you would have to repeat stage 3 above and stage 4 if a further oral examination was required.

Once your corrections have been signed off you must deposit an electronic version of your thesis to the Library. The Etheses team based in the Library will inform the Research Degrees Office once your e-thesis has been successfully uploaded and your name will then be passed to the Chair of the Student Progression and Awards Board (SPAB) for formal award. Awards are made at the end of each month and the award date will usually be the last working day of the month of award. You will receive an email from the Research Degrees team once your award has been made and you will be asked to contact the Examinations team to either request collection or dispatch of the certificate. Your certificate and letter to confirm the award will be available to collect or will be posted, as you advise, 14 days following the date of award.

13.7 What must the thesis demonstrate for award of the degree?

PhD/EngD

In accordance with the QAA Framework for Higher Education Qualifications (FHEQ) a PhD thesis will demonstrate:

- the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication
- a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice
- the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems
- a detailed understanding of applicable techniques for research and advanced academic enquiry

MPhil

A thesis submitted for the degree of Master of Philosophy will be informed by the forefront of an academic or professional discipline, will show originality in the application of knowledge, and will understand how the boundaries of knowledge are advanced through research.

The student will have an in-depth knowledge and understanding of the discipline informed by current scholarship and research, including a critical awareness of current issues and developments in the subject; the ability to study independently in the subject; the ability to use a range of techniques and research methods applicable to advanced scholarship in the subject.

13.8 Word count for theses

The University does not enforce a minimum word limit for a doctoral thesis. It is, however, recommended that the thesis does not exceed the maximum word limit of 100,000 words in all but the most exceptional circumstances. The maximum word limit is exclusive of documentary or statistical appendices, references and bibliography; and is inclusive of footnotes and other appendices.

The University does not enforce a minimum word limit for an MPhil thesis. It is, however, recommended that the thesis does not exceed the maximum word limit of 60000 words in all but the most exceptional circumstances. The maximum word limit is exclusive of documentary or statistical appendices, references and bibliography; and is inclusive of footnotes and other appendices.

13.9 Thesis format and presentation

Page size

A4 size (210 x 297 mm) should be used. Plain white paper must be used, of good quality and of sufficient opacity for normal reading. Only one side of the paper may be used.

Margins

The margins must leave enough room for binding. 2 – 3 centimeters is recommended which is the standard margin in Word.

Font and Spacing

The University does not prescribe a font for use in theses but you must select a font that it is professional. Double or one-and-a-half spacing should be used.

Pagination

All pages must be numbered in one continuous sequence, i.e. from the title page of the first volume to the last page of type, in Arabic numerals from 1 onwards. This sequence must include everything bound in the volume, including appendices, blank pages, etc. Any material which cannot be bound in with the text must be placed in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis.

Format

Thesis should be organised in the following way:

1) Title page: The title page must bear the officially-approved title of the thesis, the candidate's full name as registered, the degree for which the candidate is registered, the year the thesis is presented for examination and the logo of the University of Surrey.

2) Declaration of originality: The title page should be followed by the signed declaration of originality as follows:

This thesis and the work to which it refers are the results of my own efforts. Any ideas, data, images or text resulting from the work of others (whether published or unpublished) are fully identified as such within the work and attributed to their originator in the text, bibliography or in footnotes. This thesis has not been submitted in whole or in part for any other academic degree or professional qualification. I agree that the University has the right to submit my work to the plagiarism detection service TurnitinUK for originality checks. Whether or not drafts have been so-assessed, the University reserves the right to require an electronic version of the final document (as submitted) for assessment as above.

3) Summary: A summary of the work not exceeding 300 words must be included.

4) Acknowledgements: Following the summary, up to one side of A4 should be dedicated to acknowledgements.

5) Table of contents: In each copy of the thesis the acknowledgements should be followed by a full table of contents (including any material not bound in) and a list of tables, photographs and any other materials.

6) Main Body of thesis: This is generally organised into chapters but the format and content of these vary according to the subject and discipline. Ask your supervisor for advice and for an example of a good thesis in a similar subject area to your own.

7) Appendices

13.10 Deposit of version of record of thesis

You are required to deposit the version of record of your thesis (i.e. the version of thesis as approved by the examiners following the viva voce examination and final corrections) to the library in electronic form only. Your award will not be made until the electronic version of the thesis has been successfully submitted to SRI Open Access.

The thesis will be made open access, unless you have requested a restriction to your thesis. Currently this will be via the University's open access repository. Detailed information on depositing your thesis to the library can be found on the [Library webpage](#).

14. Other sources of advice and support

As well as your main sources of support mentioned throughout this document - your supervisors, the PDS office, the Research Degrees Office, the Researcher Development Programme - there are a number of other services within the University that offer support and guidance to Postgraduate Research students. Some of the key services are listed below with links to their webpages where you will find some helpful information on how to access and use the services on offer.

14.1 The University Library

The Library, located at the heart of the Stag Hill campus and easily recognisable by its gold and glass exterior, is home to an extensive range of information resources including printed volumes, multi-media and audio-visual items, language self-study collections and to the University's Archives and Special Collections. In addition, available via the library website, researchers have access to significant online collections including a growing collection of over 300,000 e-books, 70,000 e-journals and 270 specialist databases.

Open 24/7 during semester, with 400 PCs and wireless enabled throughout, the Library provides a varied study environment. It includes group and silent study areas, bookable group study rooms, language learning facilities and self-service printing, scanning and copying. Specifically for the University's postgraduate research community, Level 5 of the Library provides a designated Researcher Zone, comprising training facilities, formal and informal meeting spaces and a silent study area. Level 5 is also home to the Researcher Development Programme team.

The department of Library and Learning Support Services also provides a range of specialist support for the information seeking and publications activity of researchers. Your Faculty Engagement Librarian can provide you with advice on our collections and starting point for research, and members of the Surrey Research Insight team, responsible for the University's institutional repository of research publications, can be contacted for advice on publication issues such as open access publishing, understanding citations and bibliometrics and how to manage your research data.

For further information on all of these services and facilities, please see:

<http://www.surrey.ac.uk/library/research/index.htm>

14.2 Employability and careers support

The Employability and Careers team will assist you in developing your career plan and help you identify and strengthen your employability skills, to aid you into a successful career as you move on from Surrey. The team's strong external partnerships and relationships across the University provide our PGRs with excellent opportunities to collaborate, gain skills and get practical experience.

Their tailored "Career Smart" framework is centered on your research journey, whether you are looking to stay in academia or develop your career outside of education. The aim is to ensure you are focused on your aspirations and ultimate objective from the beginning of your doctoral programme, and support you to reach your career goals.

Postgraduate research students may also find it helpful to consult [Vitae](#) which has useful tips, guidance and support for building a career in research. Vitae sometimes run Graduate Summer Schools for PGRs which are focused on PGR jobs and careers.

You can book 1:1 appointments by visiting the team in Employability & Careers, Philip Marchant Building or calling 01483 689001.

Opportunities for researchers can be found on the [Employability and Careers > Researchers](#) pages of the website and you can sign up to events by sending an e-mail to RDP@surrey.ac.uk.

14.3 The Postgraduate Society

Postgrad Society is a student-led society for all research and taught postgraduate students which works to build an active, supportive, and inclusive postgrad community. The Society works closely with the Students' Union and University to ensure postgraduate student representation and the availability of both academic and pastoral support. With our social events, we aim to provide something for everyone, from quiz nights to Roller Discos or picnics, plus we're always open to new ideas!

Examples of past events include:

- BBQs
- Brewery tours
- Ice skating

- Film evenings

Throughout the year, we also coordinate opportunities for students to help shape their experience, which we advertise across the University. For more information, get in touch at ussu.pgs@surrey.ac.uk or find us on Facebook ([/SurreyPostgrads](https://www.facebook.com/SurreyPostgrads)), Twitter ([@SurreyPostgrads](https://twitter.com/SurreyPostgrads)). The society is open to all but to join our mailing list, please register through the Union website at ussu.co.uk/ClubsSocieties/societies/post-graduate-society/.

14.4 The Students' Union

The University of Surrey Students' Union is an independent charity that supports and represents the views of all students across the University. The Union is run by five, full-time elected Sabbatical Officers ('Sabbs'), who lead four Zones – Activity, Community, Support and Voice – with the support of Union staff and part-time Officers. The Union offers impartial, independent academic advice for all students, and represents PGRs at the highest levels within both the Doctoral College and throughout the University.

Alongside over 160 Students' Union societies and sports clubs (including the Postgrad Society), the Union runs a 'Get Involved' programme which you can collect from the Students' Union building or keep track of events via the Facebook page. Activities include everything from trips to iconic British towns and cities, to more adventurous European travel at discounted rates and smaller one off activities such as mocktail making, pizza nights and an open-air cinema.

The Students' Union works in partnership with the University to run the Course Rep system, and every doctoral programme has a PGR Representative who is elected to represent the views of others on the course. PGR Reps also have the opportunity to participate in the validation process to approve new programmes or review existing ones; which is great experience for PGRs interested in a career in HE.

For PGRs keen to get involved with the local community, the Students' Union advertises a range of volunteering opportunities at www.surreyvolunteering.com. PGRs can also become Community Reps, who work to enhance the local community and increase student involvement at resident meetings and other events.

For more information, just head to www.ussu.co.uk or www.facebook.com/surreyunion

Useful contacts:

- Enquiries: ussu.information@surrey.ac.uk
- Academic advice: ussu.advice@surrey.ac.uk
- Course Rep Coordinator: hannah.jones@surrey.ac.uk

14.5 Additional Learning Support

Additional Learning Support (ALS) can provide advice and assistance for a range of support and would be pleased to discuss student needs in confidence; see the [ALS website](#) for more information. For adaptations to study space PGRs should contact their supervisor so that an Occupational Health assessment can be carried out

14.6 Student Services

The University has a strong track record in providing outstanding student support services including accommodation support with finances, career development and support for international students. Further information about these services can be found [here](#).

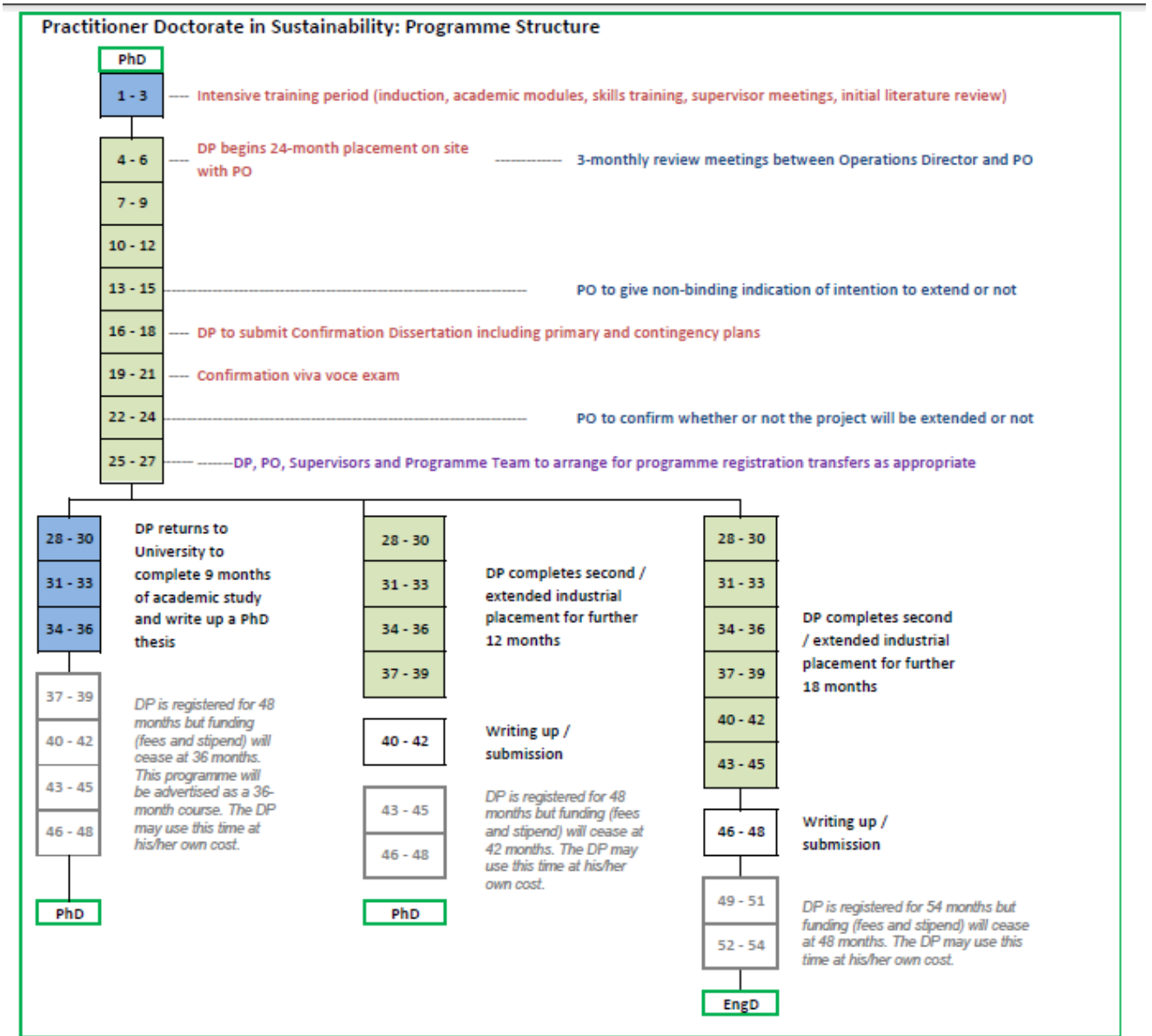
14.7 Health and Wellbeing

The University prides itself on the range and quality of its services to support all aspects of your health, wellbeing and personal development. The Health Centre, Centre for Wellbeing and Chaplaincy service are here to help you. More information can be found [here](#).

15. Making an appeal or complaint

If you wish to make an appeal against a decision or a complaint about your learning opportunities you should refer to the [OSCAR webpages](#) which provide information on the procedure and where to find help and support.

Where a PGR student has an issue it is important to try and resolve this at a local level with the supervisors, the PGR Director or the Associate Dean for an early resolution. Please speak to the Research Degrees Office for initial advice.



Appendix 2 Student Policies and Regulations

The latest versions of Student Policies and Regulations are available [here](#).