



Geography Postgraduate Research Student Handbook 2011/2

Introduction

Welcome to the Geography in the College of Life and Environmental Sciences (CLES), and hopefully to a productive and successful time studying in Exeter. Some of you will have studied here as an undergraduate or Masters student so will already know us. You will find being a postgraduate research student very different from either of these experiences. For all of you, whether you know us or not, the next three years will bring new challenges and excitements. We hope you will enjoy your time here and find your research and your time as a graduate research student at Exeter thoroughly rewarding.

Geography places very significant emphasis on its Graduate School, believing that a lively and cutting-edge group of postgraduates is an essential facet of a high quality research-led academic department. We invite you to make your mark! This could be through taking part in seminars and reading groups or by contributing to our teaching programmes, or just by pursuing intellectually stimulating and academically excellent scholarship and research. Our determination is to provide you with a stimulating and supportive environment in which to discover new and exciting geographies.

This handbook is designed to give you an introduction to many of the practices and facilities within Geography and provide you with contact names of those, both within Geography and outside, who can help. Because the issues facing postgraduate research students are so varied, the handbook should not be seen as comprehensive, but it can at least act as a starting point. In most circumstances your supervisors will be the obvious people to answer your questions and give you information, however, there are also other sources of help if the answer is not in this handbook: the Geography Staff-Postgraduate Student Liaison committee, the Head of the Geography Graduate School and the administrative team responsible for postgraduate issues in the College can all help.

Useful contacts

Dr John Wylie – Head of the Geography Graduate School & Director of MPhil/PhD Human Geography
Room 425, Amory, Exeter, J.W.Wylie@exeter.ac.uk 01392 723339

Dr Suraje Dessai - Director of MPhil/PhD Physical Geography
Room 314, Amory, Exeter, s.dessai@exeter.ac.uk 01392 722492

Dr Liam Reinhardt - Postgraduate Research Co-ordinator (Cornwall)
Room A082, Peter Lanyon, Cornwall, Liam.Reinhardt@exeter.ac.uk 01326 371868

CLES Postgraduate Research Administration Team
Room C15, Hatherly Laboratories, Prince of Wales Road, Exeter
cles-pgr-support@exeter.ac.uk

Helen Pisarska, Postgraduate Research Manager	01392 723310
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Lindsey Beasley, Postgraduate Research Administrator	01392 725150

Local admin support in the Geography building:

Kath Buckell, College Administrator

Room 252, Amory, Exeter, k.m.buckell@exeter.ac.uk 01392 722257

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Post
Telephone
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Support Staff
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College of Life and Environmental Sciences

Geography is part of the College of Life and Environmental Sciences, and is located on both the Exeter campus (in the Amory Building) and the Cornwall campus (in the Peter Lanyon Building). Some postgraduate students may be supervised by a team of people from each campus. There is also contact between Masters students with some Masters taught modules being shared across the two sites. The Head of Geography is Professor Jo Little. The College of Life and Environmental Sciences (formed in August 2010) comprises 4 disciplines: Geography, Psychology, Biosciences and Sport and Health Sciences.

Academic Staff

A complete list of Geography staff, their administrative roles and research interests can be found on the [Geography website](http://geography.exeter.ac.uk/staff/)¹.

Supervisors

Each postgraduate research student is assigned two MPhil/PhD supervisors. In most cases both supervisors will be from Geography but occasionally students have supervisors from outside Geography, where there is a particular, academic reason.

You will have regular meetings with your supervisors – how often these take place will vary depending on the stage of your research, timing of fieldwork etc. The timing and purpose of your supervisory meetings needs to be negotiated between the three of you and you must make sure that you know what is expected.

You will need to keep a written record of your supervision meetings on [MyPGR](#)² – you should have at least 10 (for full-time students) written records of supervision per year (following the deadlines set on MyPGR). You can add extra supervision records if you wish. You can access MyPGR via the student record tab on [MyExeter](#)³.

Most students also find they need to see their supervisors between meetings as issues arise – again this can be negotiated between you.

The University has a [code of good practice](#)⁴ in which it sets out what you can expect from your supervisor and vice versa. You should read this. If you are unhappy with your supervisory arrangements then you need to see the Head of the Geography Graduate School and/or note your concerns when you have your annual progress review in May/June.

Mentors

New postgraduate research students are assigned a student mentor. This is an existing research student who will show you the ropes and be your first port of call for any questions you have.

You will also be assigned a pastoral mentor who will normally be the Director of Postgraduate Studies or Director of Research according to campus. You can contact your mentor to discuss any difficulties you are having with your supervisor, and also any other issues (e.g. accommodation, financial, health or other) which are adversely affecting your ability to study. You can record the content of your meetings with your mentor on

¹ <http://geography.exeter.ac.uk/staff/>

² <http://as.exeter.ac.uk/support/admin/research/mypgr/>

³ <https://www.exeter.ac.uk/myexeter/>

⁴ <http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Epgsuper.pdf>

MyPGR – any meeting you record on MyPGR with your mentor will *not* be visible to your supervisors. Your mentor will be able to view the meetings you have with your supervisors.

Postgraduate Workspace

All full-time postgraduate research students will have access to a desk. Students have a collective responsibility to keep the rooms and furniture in a decent condition.

Training

There are various forms of generic skills training available to you during your time as a research student. Some of these are run within Geography and some in the University more widely. Some are optional, some are not! You should talk to your supervisor about the research skills training you might need to do in *addition to* that required as part of your registration and/or grant funding.

The Research Councils, and the Quality Assurance Agency (QAA) for Higher Education, play an important role in setting standards and identifying best practice in research training for PhD students. They have set out a [joint statement](#)⁵ of the skills that doctoral research students would be expected to develop during their research training. The purpose of this statement is to give a common view of the skills and experience of a typical research student thereby providing universities with a clear and consistent message aimed at helping them to ensure that all research training is of the highest standard, across all disciplines. The University runs the [Researcher Development Programme](#)⁶ which will help you to enhance your skills.

Students should attend at least one session on the Researcher Development Programme each year, but are encouraged to attend more as necessary. It is very important that you book using the online booking system so that your attendance can be recorded, as attendance levels are monitored and reported back to Research Councils.

In addition to this training programme, you may wish to attend some lectures that take place on the taught modules in Geography. You are generally welcome to do this, but it is advisable to speak to the module leader to seek permission before you attend. It is advisable to formally register for the modules (normally for 0 credits if you are just sitting in on the module but not taking the assessments) to do this please email geographyhelp@exeter.ac.uk.

Students who are involved in teaching should see the section on Demonstrating in this handbook.

NERC Training

As part of NERC requirements, all first year NERC-funded PhD students have to attend a Training Programme. The training programme runs over three years, with the majority of modules scheduled for the first year of the postgraduate degree programme. The programme consists of three elements. The first part aims to provide training in the *research methods and approaches* required to undertake a PhD. The second part aims to provide the necessary *general research skills*, including communication and management skills that are essential during any PhD, whilst the third part provides *subject-specific training in research skills*.

⁵ <http://as.exeter.ac.uk/support/development/researchstudents/erdp/whatphdstudentsshouldbeabletodo/>

⁶ <http://as.exeter.ac.uk/support/development/researchstudents/erdp/>

ESRC Training

The Economic and Social Research Council requires that all students who hold ESRC studentships undertake research training, and Geography is recognised by the ESRC to provide such training. This takes place primarily through the MRes in Critical Human Geographies, but we also provide a range of seminars, reading groups and workshops so that students can gain transferable skills across their postgraduate career. Those students not funded by the ESRC can take these modules if they wish, but they need to register formally to attend taught modules.

The MRes modules are designed to provide a comprehensive coverage of social science and human geography research skills for those students in the initial year of their postgraduate work.

AHRC Training

Geography is recognised by the Arts and Humanities Research Council to provide doctoral training to students who hold AHRC studentships. Under this arrangement a programme of appropriate training is negotiated with the supervisors, under the guidance of the relevant Committee.

For any training that you undertake you should make a record of this on ePDP. This can be accessed via MyExeter on the ePDP tab. Training recorded on ePDP will be visible to your supervisors on MyPGR.

Seminars

Every full-time research student is required to present seminars in their first and, normally, third years. Part-time students will also be required to give 2 seminars during their period of study – these will normally be scheduled in the 2nd and 6th year of study. The first of these seminars will form the upgrade seminar (see *Upgrade Procedures*). The seminars provide a very important opportunity to discuss your research with members of staff and fellow research students. They are designed to be supportive and to provide feedback on your research ideas and progress. Seminars provide useful opportunity to practice presentation skills.

In addition postgraduates are strongly encouraged to attend the series of Geography research seminars - these are by visiting speakers from external institutions. There is a series of seminars for Human Geography and for Physical Geography, normally scheduled weekly during term time. Emails will be circulated giving details of forthcoming seminars.

Reading Groups

Geography runs a variety of informal reading groups which meet on a regular basis in term time. At each meeting they discuss a recent journal paper or book chapter, suggested by members of the group. The groups are usually open to all members of staff and all postgraduates. At the start of the year the co-ordinator of each Group emails staff & students asking if they wish to join the email list for the group.

Personal Development Plan (PDP)

You will be encouraged to reflect on your academic progress and broader personal development in a variety of ways during your time at Exeter. However, a particularly

important feature of the 'structure and support' we provide for PDP is through the opportunities you have to talk about your progress with your supervisors throughout your programme of study.

Your supervisory meetings should provide a supportive environment in which to discuss your development, so you should feel free to be completely frank about your progress and achievements. Where appropriate, your supervisor may refer you to other sources of help and guidance.

Students can create PDP records using the electronic tool accessed via the Student Record pages on your MyExeter portal pages, known as ePDP. This resource provides a structure for you to (i) conduct a self appraisal, and (ii) produce an action plan, and you can share your ePDP records online with your tutor. You may also be asked to bring along a print-out (or 'report') of your ePDP records to meetings.

You will need to record all training events that you attend on the ePDP facility accessible from MyExeter. Simply 'Add an Academic Experience' on ePDP to record details of all training – including any conferences or seminars that you have attended or presented at.

Annual monitoring

The University requires that each postgraduate research student takes part in an annual monitoring exercise. This does two things – it allows graduate students to progress to the next year and also provides an important opportunity to discuss individual progress within Geography. You and your supervisors will be asked to independently complete a report about your progress. The responses from these will be considered by a panel of staff. You can request a meeting with the panel to discuss your progress or any problems you are facing in more detail. The panels consist of staff, at least one of whom is not the student's supervisor.

Students in their second year will be required to provide a chapter outline and a table of contents as part of the annual monitoring process.

Upgrade (End of Year One) Procedures

These are the guidance notes relating to Geography's procedures for assessing the progress of Year One postgraduates as they move through to Year Two. Please note that there are also University-level "annual review" procedures which operate separately and normally have to be completed by the end of June. First year progress reports to the University will therefore always be subject to subsequent satisfactory completion of Geography upgrade procedures.

Some Year One postgraduates will already be registered for a PhD, while others will initially be registered for an MPhil and will literally need to be upgraded to a PhD registration. In both cases, the "Upgrade" procedure will be a required part of the first year programme.

The Upgrade process is an extremely important part of the PhD. It is regarded by Geography as the most important hurdle that students must go over in their three years as a postgraduate. The purpose of the Upgrade is to ensure that adequate progress is being made, that the students are capable of a viable thesis and that the work can be completed in a realistic timeframe. Additionally, the Upgrade is a good mechanism for

identifying and solving problems the student may be experiencing early on in a PhD. For all students, however, the intention of the upgrade process is to ensure that both Geography and Faculty expectations of a doctoral candidate have been met. Upgrading is not an entitlement and is not always appropriate.

The Timing of the Upgrade Procedure

Full time students starting in October are expected to deliver their presentations in early May, with the upgrade report due a few weeks later at the end of May, and the upgrade meeting should take place by the end of June. Part time students will undergo upgrade in their second year of study. Students who start at other times of the year will be provided with appropriate deadlines.

The upgrade materials will be slightly different for human geography and physical geography postgraduates:

HUMAN GEOGRAPHERS

Preparing the Upgrade Materials

The upgrade report (maximum 13,000 words⁸ excluding references and appendices) should normally include discussion of:

- A brief description of the research problem, its background and its relationship to existing scholarship/literature, with brief definitions and discussion of central concepts.
- A review and critique of the existing scholarship/literature (usually around 5000 words)
- A statement of the research aims, questions or hypotheses and an indication of the sort of argument(s) that will be made and the sort of evidence that will be used to reach any conclusions.
- An outline of the proposed methods of data collection and analysis with any key methodological issues, (such as ethical or access) highlighted and with references on methods.
- A brief statement of the way in which the study will use or relate to theory and the theoretical/conceptual framework(s) which will be used for the study.
- An abstract of the thesis and chapter plan. This is to show where the pieces of work submitted (see below) fit into the structure of the thesis as a whole.
- A timetable of the thesis as a whole. This should show the student's work plan for the remaining period of study.
- One or two pieces of work, which have already been written and which will form substantive parts of key chapters in the final thesis.
- A working bibliography should be included to show the sort of sources being used.

PHYSICAL GEOGRAPHERS

Preparing the Upgrade Materials

The upgrade report (maximum 13,000 words⁹ excluding references and appendices) should normally include discussion of:

⁸ For entrants from 2010/11 academic year onwards

⁹ For entrants from 2010/11 academic year onwards

The upgrade report should normally include discussion of:

- A brief description of the research problem, its background and its relationship to existing scholarship/literature, with brief definitions and discussion of central concepts.
- A review and critique of the existing scholarship/literature (usually around 5000 words)
- A statement of the research aims, questions or hypotheses.
- An outline of the proposed methods of data collection and analysis demonstrating how these will address the research aims. Where appropriate this should include details of the field or laboratory sampling strategy and the role of theory in informing both data collection and analysis. It should also highlight relevant key methodological issues (practical or ethical), and include references to all methods.
- A summary of data collection and analysis conducted during year one, including a critical assessment of the limitations of the proposed methodology and identification of possible problems that may be encountered in years two and three.
- A thesis plan including a brief summary of the material that will be dealt with in each chapter. This is to show how data and/or theory will be presented to address the project aims and research questions.
- A timetable of the thesis as a whole. This should show the student's work plan for the remaining period of study.

Submitting the Upgrade report

Students will be informed of the exact deadlines for the report early in their programme. They will be informed of the upgrade panel members in advance of the deadline. Students will need to email their upgrade report to the panel members and to cles-pgr-support@exeter.ac.uk by the deadline, and also upload their upgrade report to MyPGR as MyPGR should hold your full document history. Students should add an ad-hoc event titled MPhil-PhD upgrade report on MyPGR, and upload your upgrade report. Students will not be required to prepare hard copies of the report unless specifically requested by any member of the panel who should inform you in advance.

THE UPGRADE MEETINGS

The Upgrade Panel

The Head of the Geography Graduate School, will oversee the membership of the Upgrade Panel for each student. This should normally consist of the first supervisor (second supervisor is optional) and two additional, and relevant, members of staff. External committee members will be recruited if appropriate. The panel will read your submission and meet with you to discuss the completed and proposed work.

The Upgrade Meeting

The Upgrade meeting should normally occur no later than three weeks after the report has been submitted, and at least two weeks notice should be given of this meeting. The Upgrade meeting resembles a *viva voce* and will usually last for about 60-90 minutes. Supervisors attend the meeting mainly as observers. The staff member chairing the meeting will ensure orderly questioning and that you get the opportunity to show your strengths as well as any weaknesses. On the basis of the upgrade submission and meeting the Upgrade Panel will decide whether or not to recommend upgrading to the Faculty.

Upgrade Requirements

The Upgrade Panel will consider the extent to which:

- the student has a clearly defined research question which is located within and contributes to identified existing bodies of work;
- the data or other information can be collected with the resources available to address the question identified;
- it is clear how the data or other information will be analysed;
- there is a coherent conceptual framework and it is clear whether theory is being used to 'illuminate' or theory is being tested/challenged;
- the student has acquired the skills to undertake the research and has the ability to write up the thesis to the standards required.

Upgrade Recommendations

The Upgrade Panel may recommend one of the following options:

1. Upgrade to PhD
2. Upgrade to PhD, subject to minor modifications of the upgrade materials (the modifications should be approved by the Chair of the panel)
3. Resubmit revised upgrade materials, within a three month period (an additional viva will take place if deemed necessary by the Chair of the panel)
4. Do not upgrade to PhD – continue as MPhil
5. Do not upgrade to PhD and consider withdrawal

The decision of the upgrade panel may be communicated verbally to the student at the earliest possible opportunity, but a report in writing will also be supplied, providing a clear and detailed statement of the reactions of those present to the work and performance of the student. The upgrade report will be emailed to cles-pgr-support@exeter.ac.uk and should also be uploaded to MyPGR by the student as previously defined.

Upgrade Resubmissions

Candidates who are not successfully upgraded following their first upgrade submission (category 3 above) are entitled to resubmit their revised upgrade materials on one further occasion, normally within a three month period. The revised upgrade report should be uploaded to MyPGR as previously defined. An additional viva may take place if deemed appropriate by the Chair of the upgrade panel. Candidates may be allowed to make further minor modifications to the resubmission upon the request of the upgrade committee (category 2 above), but they may not resubmit their upgrade materials more than once. The modifications must be approved by the Chair of the upgrade panel.

Upgrade Seminars

Students will also be required to present a seminar (20 minute presentation, 10 minutes for questions) to Geography. Notice will be given of the precise date/s for these presentations. This seminar is NOT part of the formal procedures of upgrade – you will not be scrutinised in terms of the quality of your presentation. However, the seminar IS a compulsory part of your programme, providing an opportunity to tell the rest of Geography what you are doing, and giving you a chance to polish your presentation skills.

Rules and Regulations

You should familiarise yourself with the [rules and regulations](#)¹¹ for Graduate Research students at the University and the [Regulations for Students and Disciplinary Procedures](#)¹² contained within the University Calendar.

You should also be aware of the [Teaching Quality Assurance Manual](#)¹³ (TQA Manual). There is a specific section that relates to postgraduate research students but there will also be relevant items in other parts of the manual.

Periods of study

As a research student you must be aware of your [maximum period of study](#)¹⁴ (your 'completion' date), and you must submit your thesis within this period of time. An extension to the maximum period of study will only be granted very exceptional circumstances. You should aim to submit your PhD (please note that different periods of study apply to students registered on 'PhD by Publication') by the end of your third year of full-time equivalent study so that you can complete your PhD ('completion' means you have been examined, and completed any minor or major corrections to the satisfaction of your examiner). Your target submission date and your completion date can be found on MyPGR.

Changes of status

Although you may have originally registered as full-time or part-time student, you may find that you would like to change status if you find you are either unable to devote a full working week to study for good reasons, or if you were part-time and find that you are able to devote extra time to study. International students wishing to transfer to part-time mode of attendance should first seek the advice of the International Office. You should discuss the change of status with your supervisor, including any implications for your funding (if you are Research Council funded please make sure you check their handbook), and then complete the [required form](#)¹⁵ and return this to the CLES PGR Support office.

Once you have completed your research, normally at the end of three years of full-time study, you can apply to transfer from full-time or part-time to [continuation status](#). You are permitted to transfer to continuation status once you have satisfied your supervisor that you have completed all of the research required for completion of your thesis, and no longer require intensive supervision or training: students who have transferred to continuation status will be expected to make minimal use of University resources. If you are in this position, and have to spend time writing the thesis up, then transfer to continuation status could be appropriate. Continuation status students (for entrants since 2009/10) will be charged a fee in the second and third terms of their continuation period – currently £200 each term.

NERC students

Students who are funded by NERC are permitted to apply for funding for fees/stipend for six months of their fourth year. At least three months before the start of the fourth

¹¹ <http://as.exeter.ac.uk/support/admin/research/studying-rulesandregulations/>

¹² <http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/>

¹³ <http://as.exeter.ac.uk/support/admin/staff/qualityassuranceandmonitoring/tqamannual/pgrstudent/>

¹⁴ <http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Gpgrregproc.pdf>

¹⁵ <http://as.exeter.ac.uk/support/admin/research/registration/changestostudy/>

year, eligible students will be contacted to see if they would like to apply for an additional six months of funding. Students will need to make a case for this extra support with a supporting statement from the supervisor. This will be considered by the Director of Physical Geography Postgraduate Research¹⁶.

Teaching

Many research students will be required to do teaching as part of their studentship, and the Department may also employ additional postgraduates during the year for teaching purposes. At the start of the academic year the member of staff in charge of organising teaching will contact postgraduates to inform and explain as to what is required. You should be informed of the hours that you will be able to claim for and the pay rate before you agree to the work.

There is a ['Code of Good Practice on the Employment of Postgraduate Research Students'](#)¹⁷, which defines that you should not normally work for more than 6 hours per week and over the course of year should not exceed 180 hours of work whilst studying full-time as a research student. The ['Learning & Teaching in Higher Education Programme'](#)¹⁸, provides training to support you with this work. We strongly recommend that all students take the 1-day Stage 1 programme so that you can undertake any ad-hoc opportunities that may arise during the year.

In order to claim for agreed work that you have done, you will need to complete a [PD82 form](#)¹⁹, plus a [PD81 form](#) if you have not claimed before. The PD81 form requires us to check your ['Right to Work in the UK'](#)²⁰ and you will normally be asked to show your passport to the College Administrator who will take a copy of the relevant pages. The PD82 fee claim form should be signed and coded by the administrator or academic who asked you to complete the work and by the budget holder and submitted with an account code to the CLES Finance Office, Hatherly Laboratories (for Exeter students) or the ASU Finance Office (for Cornwall students). Claims are paid on a monthly basis, at the end of the month. You should submit your claims promptly following the work to ensure that you are paid before the [deadline](#). It is recommended that you submit your claim to the relevant Finance office at least one week before the payroll deadline to allow time for processing.

Staff-Postgraduate Student Liaison Committee

There is a Staff-Postgraduate Research Student Liaison Committee (SSLC) in Geography that deals specifically with the needs of research students. It is a student-run forum for suggestions and feedback to and from the Geography staff. It is a formal committee, chaired by one of the student representatives, which meets once a term. The SSLC will deal with a variety of student led issues and is there as a forum for students and staff to work together in a spirit of co-operation, giving you the opportunity to voice your opinions about the degree programmes and modules, enabling you to have your say on your degree.

¹⁶ Or by the Postgraduate Research Co-ordinator (Cornwall) if this person is a Physical Geographer

¹⁷ <http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Lteacher.pdf>

¹⁸ <http://as.exeter.ac.uk/support/development/researchstudents/learningandteachinginhighereducationprogrammethe/>

¹⁹ <http://www.exeter.ac.uk/staff/employment/payroll/formsandtemplates/>

²⁰ <http://www.exeter.ac.uk/staff/employment/righttowork/>

The Postgraduate Directors and an administrator form the staff members of the Committee. All students are welcome to attend, but student representatives for the following year will normally be sought at the end of each academic year. The Committee normally meets once a term and students wishing to bring items to the committee for discussion can do so through their representative or by emailing cles-pgr-support@exeter.ac.uk. The agenda is circulated a week in advance of the meeting and any student wishing to attend the meeting who does not normally do so, is welcome to attend.

The minutes of the SSLC are distributed to the Dean of the Faculty of Graduate Research and the Associate Dean for Research in CLES and relevant issues will be raised at the Geography Research Committee.

The student reps in Exeter for 2011/12 are [Katherine Morton](#) (Human Geography) and [Anka Asandei](#) (Physical Geography).

Student Welfare

If you have any problems or questions (e.g. about problems with the work, its demands, lack of reference materials, fieldwork, prolonged illness, financial matters, access to space, resources, facilities) take them first to your supervisor or your mentor. You can also raise issues with the Geography Staff Postgraduate Student Liaison Committee representatives. Other sources of support can be sought from your fellow postgraduates, the CLES PGR Support team cles-pgr-support@exeter.ac.uk the Head of the Geography Graduate School/Postgraduate Research Co-ordinator. The [Students' Guild Advice Unit](#)²¹ (for Exeter students) and the [FXU](#)²² (for Cornwall students) has a wealth of information about sources of support.

Disability and Special Educational Needs (SEND)

The University warmly welcomes and supports students with disabilities. There is a team of specialists at [AccessAbility](#)²³ (Exeter) or the [Accessibility Service](#)²⁴ (Cornwall) who are available for one to one consultations. They can advise you on any support requirements you may have. They encourage you to talk about your support needs, but please rest assured that this information will be treated in a sensitive way in line with the Data Protection Act. They support students who are dyslexic as well as a range of other needs.

Geography will also distribute a monitoring form at the start of the year which will invite you to disclose any disability/special educational need, allowing you the right to complete confidentiality if that is what you prefer. However in order to support you, you are encouraged to use the form and discuss your needs with your tutor and if you agree, your immediate requirements can then be disseminated to those staff who will be teaching you. Students with disability/SEN are asked to register with the relevant AccessAbility office who can provide assessment and support and who will issue an Individual Learning Plan which will set out arrangements and any adjustments which need to be made.

²¹ <http://www.exeterguild.org/advice/>

²² <http://www.fxu.org.uk/content/746643>

²³ <http://as.exeter.ac.uk/support/disability/exeter/>

²⁴ <http://as.exeter.ac.uk/support/disability/cornwall/>

Please also consult the University [Counselling Service](#)²⁵ for advice if experiencing any problems.

Health, Safety and Risk

We have a [Geography safety handbook](#)²⁶ and further information on health and safety and laboratory safety can be found on the [intranet](#)²⁷. Risk assessments should be completed prior to fieldwork. A [Fieldwork Risk Assessment Form](#) must reach the ACM(I&T), Dave Salway, d.m.salway@exeter.ac.uk.

Ethics

If your research has ethical implications you must make sure that you read the College's [Ethics Policy](#)²⁸ and you will need to complete an e-ethics application before you start your research. It is important that you understand how ethical concerns may relate to your research and you should discuss these with your supervisors in the first instance.

Insurance

Postgraduates who travel overseas for business purposes can be covered by the University's travel insurance. All international travel must be recorded on the [International Travel e-Form](#)²⁹. Postgraduate research students are insured by the University to travel and carry out fieldwork in the UK. For insurance to be "activated" a relevant [Fieldwork Risk Assessment Form](#) must reach the ACM(I&T), Dave Salway, d.m.salway@exeter.ac.uk. If necessary (for high risk activity) the ACM(I&T) will pass relevant paperwork to the insurance office. For low risk activity the insurance cover begins once the documents have been filed by the ACM(I&T).

Where it is known that a trip will involve travel to a "disturbed" area or activities that might place an individual at unusually high risk the Insurance Office (insurance@exeter.ac.uk) should be contacted in advance of finalising any travel arrangements. The [Foreign & Commonwealth Office](#)³⁰ web site contains valuable information about countries, including any warnings about travelling to particular areas.

Further information on insurance matters can be found on the [College intranet](#). Please note that if you intending to use your own vehicle and claim mileage costs from the University (where approved) you must make sure that your motor insurance cover includes a clause specifically permitting the use of the vehicle for business. Most policies do not cover private vehicles.

Computers

Full time postgraduate research students will have access to a PC or laptop and desk space in the postgraduate research rooms. Your University username & password should be used for logging on to PCs in the postgraduate room. In addition, there will be hot desks available for those students who do not live locally, part-time and writing up students.

²⁵ <http://www.services.ex.ac.uk/counselling/>

²⁶ <http://geography.exeter.ac.uk/currentstudents/postgraduate/handbooks/>

²⁷ <http://intranet.exeter.ac.uk/lifesciences/healthsafetyrisk/>

²⁸ <http://intranet.exeter.ac.uk/lifesciences/healthsafetyrisk/ethics/>

²⁹ <http://www.exeter.ac.uk/staff/internationaltravel/>

³⁰ <http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/>

For Exeter students only: If there are any problems with hardware or software installations please see Diane Fraser, Computing Development Officer. For any general software or email user difficulties you should seek help from IT Services helpdesk. Email helpdesk@exeter.ac.uk or phone 01392 723934. If alternative software is required please see Diane Fraser (Exeter students only) and the request will be assessed.

For Cornwall students only: If there are any problems with hardware or software installations please see Andrew Cowley, Research Computing Support Officer. For any general software or email user difficulties you should in the first instance seek help from IT Service Desk. Email servicedesk@falmouth.ac.uk or phone 01326 370708. If they are unable to assist within an agreeable timeframe seek assistance from Andrew Cowley.

There are many open access IT facilities around the Exeter campus. These are managed by IT Services and are available to all members of the University (a username and password are required). The [webpage](#)³¹ gives you information on the locations, software available & opening times of the clusters and also provide information on when clusters have been booked for teaching.

Printers

Geography currently provides postgraduate research students with free printing, but please remember that this is a privilege and costs Geography money. Your usage of the printer will be monitored and if it is deemed excessive then you may be asked to cover some of the costs. Please be sensible with the quantity of your printing – for both economic and environmental reasons. Under no circumstances should the printers be used for personal needs.

The Geography postgraduate computers in Exeter are connected to a black & white laser-jet printer situated within room 360, Amory. Replacement printer cartridges are available from the Geography office. The old cartridges can be recycled. Please place the used cartridge in the box provided in the Geography office.

New for 2011/12 limited colour printing will be available to Geography postgraduate research students in Exeter. As this is a new, more costly service, usage of colour printing will be reviewed regularly. Colour printing is also available at some of the various [Palms print stations](#)³² across the Exeter campus if you wish to print any personal items in colour.

Finance

If you are in receipt of a scholarship from a Research Council or other sponsor, your funds will be administered by the University. If you have a Research Training Support Grant (RTSG) as part of your studentship you will be provided with your account code by the CLES PGR support team. You should keep your own records of your expenditure to make sure you stay within your budget. You can obtain a report of your expenditure as recorded by the University's finance systems on request from cles-pgr-support@exeter.ac.uk however some items can take a while (up to two months in the case of purchases made by the University with their purchasing card) to show up in the transaction reports.

³¹ <http://www.ex.ac.uk/its/clusters/>

³² <http://www.ex.ac.uk/its/printing/>

If you need to purchase goods or services you will need to complete a [requisition form](#)³³ and submit this to the CLES Finance office (for Exeter students) or the ASU Finance Office (for Cornwall students). Your requisition form must be authorised by your supervisor and your account code must be quoted. The CLES Finance office, based in the Hatherly Laboratories, can be contacted on cles-purchasing@exeter.ac.uk or 01392 723248. The ASU Finance office, based in the Peter Lanyon Building can be contacted on cornwall-finance@exeter.ac.uk 01326 371811. The University has a number of contracts with suppliers and we are committed to using these suppliers. Purchases made for certain goods/services must be made with our contracted suppliers e.g. car/van hire, stationery, hospitality for internal functions etc. Please familiarise yourself with the [Finance](#)³⁴ section on the intranet.

Sometimes – normally for subsistence - you may need to make purchases with your own money and then claim back your expenses. You must keep all of your receipts. You will need to complete a [Student Expenses Claim Form](#)³⁵, attach all of your receipts, add your account code in the boxes at the bottom of the form, and ask your supervisor to authorise this. The form should be submitted to the CLES Finance office (Exeter students) or the ASU Finance office (Cornwall students). Expenses claims are processed on a weekly basis. You should be aware that there are various restrictions on the types of expenses that can be claimed. You CANNOT claim expenses for purchases of equipment – these purchases MUST be made by the CLES Finance office. For further details please see the [expenses regulations](#)³⁶. The University accepts claims for processing only up to six months after the date that the expense was incurred. Claims submitted more than six months after the expense was incurred will only be processed if there are exceptional and extenuating circumstances that caused the delay in submission.

In some circumstances, for instance if you are going on fieldwork for a few weeks or more, it may be possible to obtain an advance of your funds into your bank account. If you would like to request an advance, please complete the [Student Advance Request Form](#)³⁷. You will still need to keep all of your receipts, and then you must present them to reconcile your advance on your return. If you have not used all of the money you had advanced for your trip you will need to return the funds, and if you have used more than you had advanced, when you reconcile your advance, the extra funds due to you will be paid to your bank account.

For all purchases against your scholarship monies you must get the signature, or emailed authorisation, from your supervisor. If you do not provide proof that your supervisor has authorised your expenditure there may be a delay to reimbursing your expenses and/or purchases.

AHRC Research Training Support Grant

In 2010/11 the AHRC amended the way it allocates money to MPhil/PhD students for attendance at overseas conferences/study visits and for UK study visits. From 1 October 2010 this funding has been allocated directly to Universities who have been asked to run an internal application process to allocate this funding.

³³ <http://intranet.exeter.ac.uk/lifesciences/finance/purchasingprocurement/>

³⁴ <http://intranet.exeter.ac.uk/lifesciences/finance/>

³⁵ <http://admin.exeter.ac.uk/finance/publications/>

³⁶ http://www.admin.ex.ac.uk/finance/publications/expenses_regulations.htm

³⁷ <http://admin.exeter.ac.uk/finance/publications/>

At Exeter an RTSG Panel will meet three times each year to consider [applications](#)³⁸. Students thinking about applying should first read the online [guidelines](#), which include details of eligibility requirements.

Although the total RTSG amount on a grant is calculated on the basis of an amount per doctoral student per year (£200 for 2011/12), there is no limit to the amount of funding any one student can receive from the total RTSG pot allocated to the University for a grant. However, under the current arrangements the AHRC provides the RTSG funds per grant per cohort. The AHRC provide individual grant numbers for AHRC Collaborative grants, which is in contrast to the AHRC Block Grant Partnership grant which is given as one grant to the University with multiple students on it. This means that the maximum RTSG AHRC Collaborative students – where there is only one student per cohort - can expect to receive will be limited to £200pa (£600 total).

ESRC Research Training Support Grant

Students may claim up to their maximum allowance (currently £750pa) in each academic year. If a student does not spend this allowance in full during the academic year, they can carry over any unspent funds in to the next academic year as long as this is within the period of their ESRC award. The RTSG is only paid during the funded years and cannot be claimed in the writing-up (continuation status) year.

This allowance is intended to be used to pay for expenses which the student's College and supervisor deem to be in direct support of a student's research.

Examples are:

- i. UK Fieldwork Expenses;
- ii. UK, EU and overseas conferences and summer schools;
- iii. language training courses usually undertaken in the UK prior to an overseas fieldwork trip;
- iv. reimbursement of interpreters, guides, assistants;
- v. survey costs, e.g. printing, stationery, telephone calls;
- vi. purchase of small items of equipment e.g. cameras, tape recorders, films, cassettes or telephone and photocopying facilities in their outlet, and
- vii. gifts for local informants

Any equipment purchased in excess of £200 should remain in the custody of the University following completion of the award.

Support for Conferences and Fieldwork

Some postgraduate students have (limited) fieldwork and conference costs paid by their sponsoring body e.g. ESRC, NERC or an internal studentship. We recognise, however, that there are students who are not funded by an external body or who have particularly high fieldwork costs. Geography cannot meet the needs of all students, and students should not start their research with the expectation that funds can be provided. There is, however, a small fund within the Geography that students can apply to for conference funding or unanticipated fieldwork costs. For example, where a student is attending a conference to present a paper and has no budget for that conference, some

³⁸

<http://as.exeter.ac.uk/support/admin/staff/registryservices/postgraduateadministration/scholarshipfeesandfinanceinformation/researchcouncilinformation/>

money may be made available. Postgraduate students must discuss access to this funding with their supervisors and make an application to the Geography Research Committee. **You must NOT commit to conferences or fieldwork in anticipation of such funding as it is limited.** Deadlines will normally be at the end of November and the end of May. Procedures for application will be circulated via email one month before the deadline (or can be sent on request).

Postgraduate Administration Office

The University's [Postgraduate Administration office](#)³⁹, based in Academic Services, has a useful website containing essential information that you need to know as a current student. Please take the time to visit it and use it as a first port of call on any queries you might have regarding your MPhil/PhD.

Thesis Submission and Viva

Further to item 8.3.1 in the [Presentation of Theses/Dissertations for Degrees in the Faculty of Graduate Research: Statement of Procedures](#)⁴⁰ CLES does not require research students to submit a copy of their thesis to the College.

Further to item 7.1 in the [Code of Good Practice: Boards of Examiners for Degrees by Research](#)⁴¹ CLES does not require MbyRes and MPhil candidates to have a viva examination. However, as per the TQA Manual a viva must be held if:

- (a) a viva examination is judged to be necessary by one or more of the examiners; or
- (b) there is substantial disagreement between the examiners; or
- (c) the examiners are not inclined to recommend the award of the degree for which the work was submitted (aside, if necessary, from minor amendments); or
- (d) the student wishes a viva examination to be held.

Change of address

You **must** keep the University informed of any changes to your contact details. Please do this via MyExeter.

Illness

If you are off sick for any reason you should inform us – either contact your supervisor or the CLES PGR Support team cles-pgr-support@exeter.ac.uk. Absences under six days students should complete a [personal sickness certificate](#)⁴². Absences of more than six days (i.e. more than a working week) must be supported by a medical certificate signed by a medical practitioner. If you are off sick for a long period, you can apply for an interruption to your study. The minimum period of [interruption](#)⁴³ is 1 month and the maximum total is 2 years. If you wish to apply for an interruption to your studies please use the form on the [website](#)⁴⁴.

Postgraduate Union

³⁹ <http://as.exeter.ac.uk/support/admin/research/>

⁴⁰ <http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Jpgthesis.pdf>

⁴¹ <http://admin.exeter.ac.uk/academic/tls/tqa/Part%208/8Iresrcexa.pdf>

⁴² <http://admin.exeter.ac.uk/academic/tls/tqa/Part%206/6Cstuillness.pdf>

⁴³ <http://as.exeter.ac.uk/support/admin/research/registration/changestostudy/interruptionofstudies/>

⁴⁴ <http://as.exeter.ac.uk/support/admin/research/registration/changestostudy/interruptionofstudies/>

The [Postgraduate Union](#) (PGU) represents postgraduate students to the Students' Guild and to the University. If you're a postgraduate student, you're automatically a member of the PGU. They exist to represent all your postgraduate needs, from representation to your social life.

Academic Year & Closure dates

The University's [calendar](#) provides details of term dates

2011-12	Term
Autumn Term	Mon 3 October - Fri 16 December
Spring Term	Mon 9 January - Friday 30 March
Summer Term	Mon 30 April - Fri 15 June

In 2011/12 the University will be closed (there is normally a shut-down of the heating) as follows:

Wednesday 28 December – Friday 30 December inclusive.

Student ID card

The [UniCard](#)⁴⁵ is issued to all staff and students. The UniCard serves as your Library card, identifies you as a member of the University and allows you appropriate access to its services and facilities. Entitlement to University facilities varies according to your University status.

UniCards bear the user's name and photo, expiry date and a barcode with a number underneath it. The barcode/number is encoded on the reverse of the card and this magnetic strip is used for building access control.

Library

The [Academic Support Consultant](#)⁴⁶ at the [Library](#)⁴⁷ for Geography in Exeter is Natasha Bayliss, and for Cornwall is Christina Lake.

Copies of recent [PhD theses](#) can be found online in the Library Catalogue as all students are now required to upload their theses to ERIC.

Inter-Library Loans

Postgraduate research students can request [inter-library loan](#)⁴⁸ tokens. Tokens cost Geography £8.50 each. Where requests are supported in writing by the supervisor and are thought to be reasonable, tokens will be issued by the local Geography office. Please ask your supervisor to email cles-pgr-support@exeter.ac.uk with details of your request. Students will then need to take the token to the library to request the item. Students will need to complete a form from the library giving details of the publication requested.

⁴⁵ <http://as.exeter.ac.uk/support/admin/research/unicard/>

⁴⁶ <http://as.exeter.ac.uk/media/level1/academicserviceswebsite/library/documents/guides/ASC.pdf>

⁴⁷ <http://as.exeter.ac.uk/library/>

⁴⁸ <http://as.exeter.ac.uk/library/using/borrowing/ill/>

Access to the campus

Maps and directions are available of both the [Streatham campus](#)⁴⁹ in Exeter and the [Cornwall campus](#)⁵⁰ at Tremough. Exeter city centre is a 15-20 minute walk from the campus but a regular bus service (Service D) runs between the two, approximately every 15 minutes during the day. There is a free [minibus](#)⁵¹ service from Exeter St David's railway station to Streatham Campus for students and staff. For travel from/to the Tremough campus bus [timetables](#)⁵² are available from the ASU at Tremough.

Postgraduate Research students are eligible to apply for a 'Staff' Parking permit for the Exeter campuses. There is a [charge](#)⁵³ for the permit. To apply for a permit, postgraduate research students should take their student ID card and present it at: Campus Services, Streatham Farm, Prince of Wales Road. [Parking permits at Tremough](#) campus are restricted and green travel is encouraged.

The Amory Building has a bike shed (accessible through the Amory car park) plus an area for locking bikes at the front of the building. There is a shower located on the 3rd floor.

Access to the Building

There are an increasing number of swipe card access systems across the University. To gain access you must use your [student ID card](#) in the swipe card system by the door. Only authorised users are able to gain access. If your ID card does not work, please send your card number and name to your local admin support.

The Amory Building can be accessed 24 hours a day, 7 days a week by using your ID card. Geography staff, research students and cleaners/porters have been given swipe card access to room 360, the postgraduate suite.

The swipe card system only comes into effect on the Sediment Research Facility, Amory out of hours (5.30pm-8am Mon-Fri and all day on weekends).

The Laboratories in Amory are protected by a keypad. The codes are obtainable on request from your supervisor.

Office Hours

The normal working hours of the University are 9am-5.15pm Monday-Friday and the Geography office will be staffed during this period.

⁴⁹ <http://www.exeter.ac.uk/visit/directions/streathammap/>

⁵⁰ <http://www.exeter.ac.uk/visit/directions/cornwallmap/>

⁵¹ <http://www.exeter.ac.uk/campushelp/minibus/>

⁵² www.cornwallpublictransport.info/bus_timetables.asp

⁵³ <http://www.exeter.ac.uk/staff/stafflife/carparking/paymentoptionsandrates/>

Room Bookings

If you need to book a room on campus please contact your local admin support who will be able to do this on your behalf. You can check the availability of centrally bookable rooms (in Exeter only) at the [Room Bookings website](#). Geography is charged for the use of centrally bookable rooms.

Post

Incoming post is delivered by the porters to the Post Lobby (adjacent to 357, Amory) at various times of the day. It is sorted by members of the admin team. Any post received for postgraduate research students is placed into the A-Z post trays. If you are a full-time student you should check the post trays regularly. Part-time students will have their post sent to their home address.

If you have any post to send please place it in the relevant tray in the Post Room. Post is collected several times a day. If you have any special requirements for posting e.g. next-day delivery, then please speak to a member of the admin team.

Telephone

Telephones are available for postgraduates to use in relation to their research. These should not be used for personal calls. The telephone bill is monitored. It is advisable to try and limit calls to mobile phones. International dialling is barred from postgraduate telephones, but is available on request. You will need to use the prefix '9' for an external line.

If you need to search for a [phone number](#)⁵⁴ there are links from the main University web page in the top right hand corner.

Email

Please ensure you check your University email account on a regular basis as any email communication from the University will be conducted through your Exeter email account. This includes those students studying away from the campus. If you are away from the campus you can use [Outlook Web Access](#) (OWA) to check your mail via the web.

If you are going to be out of email contact for a while, it is best to set up an '[out of office](#)'⁵⁵ message on your email.

CLES employs various [email lists](#)⁵⁶ as an easy way to contact groups of people. Geography postgraduate research students will be added appropriately to:

	Exeter	Cornwall
Physical	geos-phy-pgr@exeter.ac.uk	geot-phy-pgr@exeter.ac.uk
Human	geos-hum-pgr@exeter.ac.uk	geot-hum-pgr@exeter.ac.uk
Combined	geos-pgr@exeter.ac.uk	geot-pgr@exeter.ac.uk

⁵⁴ <http://www.exeter.ac.uk/phone/>

⁵⁵ <http://www.ex.ac.uk/its/email/forward.shtml>

⁵⁶ <http://intranet.exeter.ac.uk/lifesciences/structure/staff/collegeemailgroups/>

If you need to search for an email address there are links from the main University webpage - [Contact Us](#)⁵⁷ in the top right hand corner or can be found on the Global Address list in Outlook.

Web

Postgraduates have individual [webpages](#) on the Geography webpage. To add details to your profile, please contact Ed Creed e.creed@exeter.ac.uk the College webmaster.

Stationery

Basic stationery needs relating to your research can be obtained from the local Geography office.

If you wish to send a letter on College headed paper please see the local Geography office for pre-printed headed paper and [download](#)⁵⁸ the appropriate template to use with the headed paper. The College also has its own inked stamp which staff can use to provide authorisation.

Photocopying & Scanning

We allow postgraduates to make 3000 copies over the life-time of your PhD using the 4th floor photocopier in the Amory Building (located adjacent to the Senior Common Room) or in the Peter Lanyon Building. This limit includes thesis production. Each postgraduate is allocated a unique photocopying code via email. We will monitor photocopy usage and your remaining quota will be available on request. If you exceed the 3000 copy limit you may be charged. Students who deliver teaching will have their photocopying limit raised accordingly. **On no account are postgraduate students to use the Staff code for photocopying.**

If you are unsure of how to use the photocopier then please see a member of the local Geography office. If you are doing any photocopying onto acetate/transparencies **you must only use the transparencies supplied by Geography** – the wrong type of transparencies can melt inside the photocopier and it can be very expensive to fix.

Exeter only: Paper for the photocopier is available from the metal cabinet adjacent to the 4th floor photocopier. This is accessed via a coded padlock. The code can be obtained from the Geography office. This paper is for Geography use only, so please do not release the code to non-Geographers.

The Amory photocopier can also be used to scan documents. To use, simply go to the photocopier and select the 'scanner' button to the left hand side of the screen. N.B. You won't need to put in the access code. Put your document in the feeder tray, select who you want to send the resulting pdf to (yourself, usually!) and then simply press the green button.

The default setting for the scanner is 'Black & White: Text' 200dpi, but these settings can be changed (to colour, or change the resolution or scan size) by pressing 'Scan Settings'. Press 'Original Feed Type' if you are scanning in a double sided 'original'

⁵⁷ <http://www.exeter.ac.uk/email/>

⁵⁸ <http://www.exeter.ac.uk/departments/communication/designstudio/visualidentity/downloads/>

A scanning facility is available in room A0.68, Peter Lanyon, for Cornwall students.

Equipment

Available for loan to students and staff are:

- digital voice recorders
- transcribing equipment
- digital camera
- digital video cameras (basic models)

To book any of these items please see the local Geography office.

[Laptops](#)⁵⁹ can be borrowed from the Library.

Physical Geography equipment will be kept by the [Physical Geography Technicians](#).

Vehicles

Geography owns a number of vehicles (based at the Exeter campus) for staff and postgraduate use for local journeys (a hire car should be used for journeys further afield). You will need to provide your valid driving license (for photocopying) and get your supervisor to sign a form before you can be considered to drive the Geography vehicles. See Neville England for this.

If you have a driving licence from a non-European Community country you will need to [exchange](#)⁶⁰ it for a UK licence within 12 months of entering the country.

Signing in/out - There is a whiteboard situated in the Drawing Office (room 439, Amory) where all of the vehicle information is held. Vehicles cannot be booked more than three weeks in advance. When you pick up the keys, please write on the board where you are going and what time you will be back. This is a safety precaution and it is up to everybody to check that fellow colleagues return from fieldwork.

We have three dedicated spaces for the Geography vehicles at the rear of the Amory Building however Campus Services are able to use our dedicated spaces when visiting the building for repairs etc. Please ensure that, when it is necessary to park a Geography vehicle in a space other than one of the dedicated spaces, it does not obstruct the other parking places. Although it is not ideal, in extremis a vehicle should be parked across the front of our dedicated vehicle parking spaces, since it would be possible for us to move it in order to use one of the vehicles parked in the dedicated spaces and we would not be inconveniencing anyone else.

Fuel

Each Geography vehicle is supplied with a dedicated fuel card, kept in the vehicle along with the breakdown services membership card.

When purchasing fuel please be sure the garage accepts our type of fuel card, most do. At the time of payment please ensure that the vehicle registration number and current mileage are included on the sales voucher. Also record the fuel amount and mileage details on the vehicle log sheet.

⁵⁹ <http://as.exeter.ac.uk/library/using/equipment/laptoploans/>

⁶⁰ <http://www.direct.gov.uk/en/motoring/driverlicensing/drivinginbonaforeignlicence/index.htm>

Vehicle log sheets are kept in each van, and must be filled in clearly for each journey, no matter how short. This enables accurate mileage charges to be made for each 3-month period.

Support Staff

Administration Team

CLES Postgraduate Research Administration Team
C15, Hatherly Laboratories, Prince of Wales Road, Exeter
cles-pgr-support@exeter.ac.uk

Helen Pisarska, Postgraduate Research Manager	01392 723310
Sarah Mudge, Postgraduate Research Administrator	01392 723706
Lindsey Beasley, Postgraduate Research Administrator	01392 725150

Local admin support in the building:
College Administrator, Kath Buckell
Room 252, Amory, Exeter

Hayley McCormack, Programme Administrator
Room A070, Peter Lanyon, Cornwall, h.l.mccormack@exeter.ac.uk 01326 253786

Technical Staff

Lab Technicians, room 438, Amory, Exeter, 01392 723321
Jim Grapes, Sue Frankling, Angela Elliott

Neville England – Workshop Technician
Room 148, Amory, Exeter, N.J.England@exeter.ac.uk 01392 723197

Cartographic and Graphic Services (Drawing Office), room 439, Amory, Exeter, 01392 723245
Helen Jones & Sue Rouillard

Diane Fraser - Computing Development Officer
Room 438, Amory, Exeter, D.P.Fraser@exeter.ac.uk, 01392 725131. *For GIS suite and computer support in Exeter*

Chris Glinski, Lab Technician, Peter Lanyon, Cornwall
c.m.glinski@exeter.ac.uk 01326 254123, 07725107640

Andrew Cowley, Research Computing Support Officer
Room A068, Peter Lanyon, Cornwall a.cowley@exeter.ac.uk 01326 371879

Technical Services

Postgraduates are expected to do the majority of tasks themselves where it is possible and practicable, and this is seen as an important part of the PhD; some technical help is available but we need to use the resources in the best way.

Your supervisor must be aware and approve your use of technical services, firstly for general usage and secondly and more importantly when you have a specific

requirement which has greater time and cost implications. Availability of technical staff varies and it may be necessary to prioritise requests according to Geography policies and strategies.

Who should I speak to?:

- Web Pages – Ed Creed
 - Cartographic and Graphic Services (Drawing Office) - Helen Jones and Sue Rouillard
 - Access to the Map Collection - Helen Jones and Sue Rouillard
 - All lab equipment in Geography, Cornwall – Chris Glinski
 - Mechanical & Electrical fabrication & repairs – Neville England
 - Geography vehicles – Neville England
 - Lab supplies – Jim Grapes
 - Safety supervision of lab users – Jim Grapes
 - Chemical extractions (staff research support) – Angela Elliott
 - Field equipment – Sue Frankling
 - Survey equipment loans – Sue Frankling
 - GPS equipment – Sue Frankling
 - Gamma & Alpha lab – Jim Grapes
 - AAS, Auto-analyser – Jim Grapes/Angela Elliott/Sue Frankling
 - Laboratory Services – Jim Grapes
 - Hydrology experimental facility – Jim Grapes
 - First Aid kits - Jim Grapes/Angela Elliott/Sue Frankling
- Issues to be considered as part of the liaison with technical staff should include ...
 - Health and safety - e.g. specific technical risk assessments, COSHH, manual handling
 - Vehicle booking/hire
 - Space - particularly important for the use of laboratories and workshop
 - Book equipment as necessary with technicians listed above
 - Materials – check if there is enough stock with the relevant technician.
 - Disestablishment of the project, please consider:
 - Kit, equipment to be returned - usually to the relevant technician
 - Samples to be stored/disposed

[Cartographic and Graphic Services](http://geography.exeter.ac.uk/staffarea/cartographicandgraphicservices/)⁶¹ (*Drawing Office*), Helen Jones & Sue Rouillard
The Drawing Office is a Geography facility offering specialist services for research, academic publications and teaching.

Postgraduates can contact the Drawing Office for the following:

- Advice on cartographic and graphic design
- Provision of specialist materials e.g. tracing paper, graph paper
- Poster printing up to A0 (please check for availability and compatible file formats)
- Temporary thermal binding for theses

⁶¹ <http://geography.exeter.ac.uk/staffarea/cartographicandgraphicservices/>

- Access to staplers, sticky tape, professional trimmer, guillotine, cutting mat, glue booth, binding machines, light box
- Access to the [Map collection](#)

Suggestions

If you have any suggestions/amendments to make to this handbook, please contact the CLES Postgraduate Research Team, cles-pgr-support@exeter.ac.uk