



**Psychology
MPhil/PhD Student
Handbook
2011/2**

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Introduction

This handbook is designed to provide you with information about the University and Psychology to make life easier for you, particularly during the first few weeks but also throughout your time here in Exeter. Please take time to read it. It contains some important information concerning Psychology and University procedures.

Welcome to Psychology in the College of Life and Environmental Sciences (CLES) at the University of Exeter. We hope you will have an enjoyable and productive time here.

The handbook contains information on the MPhil and PhD Research programmes. It contains details of Psychology and University requirements.

A list of Psychology staff can be found [online](#)¹ - this includes room and telephone numbers and email addresses. The CLES Postgraduate Research Admin Team (Postgraduate Research Manager - Helen Pisarska, Postgraduate Research Administrators - Lindsey Beasley and Sarah Mudge), and the College Administrator - Karen Swanston will be able to help with general enquiries.

Associate Professor Catherine Haslam is the Director of Postgraduate Research for Psychology. Professor Ed Watkins is Director of Research for Psychology. John Staplehurst and Martin Ward will help you with computing problems.

Emergency Information

The following information is important in the event of an emergency

Ambulance, Fire, Police

999 from your mobile phone
9-999 from University phones

University Estate Patrol (accidents, emergencies, building security concerns, 24-hour first aid);

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

3-999 from University phones
01392 723999 from your mobile

First aiders in Washington Singer Labs during office hours;
Porters Porter's Lodge, Washington Singer, ext 3920
Karen Swanston Room G30, ext 4625
Pam Willox Room 027 ext 5755
Martin Ward Room G07 ext 4624

First Aid Boxes are kept in the Psychology Office (room G30), in the corridor outside room 217 and in Psychology's Workshops.

Ensure that all accidents are recorded. To report an accident please complete the [form](#).²

In cases of serious injury phone for an ambulance without delay:

9-999 from University phones
999 from public phones

Injured persons requiring medical attention should be taken to hospital if it is safe to do so. Royal Devon and Exeter Hospital (RD&E) has the nearest casualty unit. It is in Barrack Road, Wonford. The phone number is 411611.

In case of fire

All new members of Psychology should familiarise themselves with the layout of the building as soon as possible. Take note and remember:

The position of the main exits
Emergency escape doors and routes
The position of fire warning emergency switches
The distribution of fire-fighting equipment
The Fire Alarm

If you hear the fire alarm - a continuously ringing bell - close doors and windows in your vicinity, turn off gas, water and electricity. Follow the instructions given by the fire marshalls and leave the building by the nearest direct route. Do not use the lift.

Assemble outside in Streatham Drive for checking - keep well away from the building and the approach road. Do not re-enter until told to do so.

On discovering a fire

Sound the alarm
Ring the fire brigade 9-999 from University phones
Attack the fire if it is a small one, using a fire appliance. Do not tackle a fire if you are alone, if you have any doubt about your ability to cope. Do not enter smoke-filled areas if you can avoid them. Do not indulge in personal heroism: if you think that someone might be left in the building, tell the Senior Fire Officer immediately.

Psychology Safety Policy

General statement: The policy of Psychology is to provide and maintain safe and healthy working conditions to ensure that both research and teaching equipment are adequately maintained and that safe systems of work are followed by staff and students. Training, instruction or supervision will be provided as and when required.

² <http://www.exeter.ac.uk/staff/wellbeing/safety/howto/>

We also accept responsibility for the health and safety of others not associated with this discipline but who might be affected by our activities both inside and outside our building.

Maintaining Safe and Healthy Conditions

Should you ever discover that you are in conditions which seem unsafe or unhealthy, report this to the person in charge. If nothing is done, speak to Mr Dave Salway, Assistant College Manager (Infrastructure & Technical Services) for the College of Life & Environmental Sciences. Should you still feel dissatisfied, please tell the Head of Discipline, Professor Ian McLaren or in the last resort, the University Safety Office.

Working with Animals

Use of the animal laboratory is normally restricted to members of staff and to postgraduate students actively engaged in animal research. Visitors may not enter unless accompanied by an authorised user.

Undergraduates may enter the laboratory only if they have business there with a member of staff or authorised postgraduate. No other student may enter this laboratory.

Anyone working repeatedly with animals must be protected by a recent anti-tetanus injection.

Always wash your hands before leaving the animal laboratory.

Workers and visitors to the animal lab must wear an FFP2 filter mask and protective lab coat.

Workers and visitors at special risk due to allergies, asthma or chronic lung problems must take extra precautions, to be discussed with the Director of the Animal Lab or Mr Dave Salway, Assistant College Manager (Infrastructure & Technical Services) for the College of Life & Environmental Sciences.

Using Equipment

All users of Psychology equipment must have received permission to do so from a member of academic or technical staff.

Make sure that you are fully conversant with a piece of equipment before agreeing to use it on your own. In particular, be certain that you know how to stop it and where the off switch is.

Report faults immediately, even if you think you may have caused them.

Under no circumstances should anyone other than a member of the technical staff attempt to repair equipment of any kind.

It is absolutely forbidden for any person other than a technician to remove the cover from any piece of equipment.

Further information on health and safety and laboratory safety can be found on the [intranet](http://intranet.exeter.ac.uk/lifesciences/healthsafetyrisk/)³ 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. General advice on health and safety matters is available at the [health and safety office](http://www.exeter.ac.uk/staff/wellbeing/safety/)⁴ website.

³ <http://intranet.exeter.ac.uk/lifesciences/healthsafetyrisk/>

⁴ <http://www.exeter.ac.uk/staff/wellbeing/safety/>

Ethics

If your research has ethical implications you must make sure that you read the College's [Ethics Policy](#)⁵ 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. Please see further guidelines contained in the [University ethics policies](#)⁶.

Staff and students working with children need Criminal Records Bureau (CRB) clearance. It is necessary that new clearance is obtained for each different 'group' that an individual works with ie clearance cannot be carried from one location to another. It is important to remember that obtaining clearance can be time consuming and therefore sufficient time should be allowed prior to the start of a study.

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](#)⁷. 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](#)⁸ 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.

Use of 'MyPGR'

You must use the 'MyPGR'⁹ online facility (available from your 'MyExeter' student portal) to record all meetings with your supervisor and to upload documents relating to your research progress and administrative forms.

Citing and referencing conventions

Psychology expects you to master and use the American Psychological Association (APA) conventions for citing and referencing published work in your assessed coursework and dissertation. The APA Handbook is available at <http://www.apastyle.org/>

Cheating and Plagiarism

⁵ <http://intranet.exeter.ac.uk/lifesciences/healthsafetyrisk/ethics/>

⁶ <http://admin.exeter.ac.uk/ethics/>

⁷ <http://www.exeter.ac.uk/staff/internationaltravel/>

⁸ <http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/>

⁹ <http://utils.exeter.ac.uk/acadsys/sits/mypgr/>

Cheating is defined as any illegitimate behaviour designed to deceive those setting, administering and marking the assessment. Cheating in a University assessment is a very serious academic offence, which may lead ultimately to expulsion from the University.

Please note that the College takes the issue of plagiarism, i.e. passing off someone else's work as your own, very seriously and regards this as being an act of academic misconduct. Students should be familiar with the document 'Code of Good Practice on Managing Academic Misconduct (Including Plagiarism, Cheating and Collusion¹⁰)'.

The use of essay bank material for University assessment purposes is not permitted and, if discovered, will be severely punished.

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.

About the Campus

The campus is fairly compact, so you shouldn't have much trouble finding your way around. It is also well signposted. The main buildings to look out for are; the new Forum which houses the Student Information Point (opening in 2012), the Library, the Postgraduate Centre, Devonshire House which houses the Students' Guild, Reed Hall Mews which house the Student Health Centre, Careers & Employment Service and Student Counselling Service, the Sports Hall, Cornwall House which houses the Lemon Grove and the Ram Bar, and Northcote House which houses some of the University's administration (the Vice-Chancellor, Registrar and Academic Secretary have their offices there, plus the Faculties offices, International Office, Registry, Accommodation and Student Fees etc.) Food outlets particularly in Devonshire House are varied and provide good, cheap food, ranging from made-to-order sandwiches, pizzas, jacket potatoes, fry-ups and pasta dishes. Get there before 1pm to beat the queues.

Cheap stationery and cards can be bought at the Guild Shop. The bookshop, Nat West bank and supermarket are temporarily housed in portakabins adjacent to Queen's Building, until the Forum opens. [The Works](#)¹¹, based in Devonshire House is a joint venture between the University and the Students' Guild to provide access to term time and vacation work, training opportunities, careers and employability matters.

Parking

Please note that permits are required for parking on the campus, or you can pay and display. Postgraduate Research students are eligible to apply for a 'Staff' Parking permit for the Exeter campuses – please check the [rates](#)¹². 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](#).

¹⁰ <http://admin.exeter.ac.uk/academic/tls/tqa/Part%208/8Lplag1.pdf>

¹¹ <http://www.studentjobsexeter.com/jobshop/>

¹² <http://www.exeter.ac.uk/staff/stafflife/carparking/paymentoptionsandrates/>

Access to the campus

Maps and directions are available of the [Streatham campus](#)¹³ in Exeter. 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](#)¹⁴ service from Exeter St David's railway station to Streatham Campus for students and staff.

Rules and Regulations

You should familiarise yourself with the [rules and regulations](#)¹⁵ for Graduate Research students at the University and the [Regulations for Students and Disciplinary Procedures](#)¹⁶ contained within the University Calendar.

You should also be aware of the Teaching Quality Assurance Manual¹⁷ (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](#)¹⁸ (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 in 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](#)¹⁹ and return this to the CLES PGR Support office.

At any point in your programme, there may be occasions when it is necessary to [interrupt](#)²⁰ your registration. This may happen if illness or some other problem prevents you from conducting your work effectively.

Research students should discuss their need to interrupt with their Supervisor. Straightforward cases of interruption (eg for illness or surgery) can be dealt with by the CLES PGR Admin Office. More problematic cases may need discussion with the Director of Postgraduate Research.

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](#)²¹. You are

¹³ <http://www.exeter.ac.uk/visit/directions/streathammap/>

¹⁴ <http://www.exeter.ac.uk/campushelp/minibus/>

¹⁵ <http://as.exeter.ac.uk/support/admin/research/studying-rulesandregulations/>

¹⁶ <http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/>

¹⁷ <http://as.exeter.ac.uk/support/admin/staff/qualityassuranceandmonitoring/tqamannual/>

¹⁸ <http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Gprrregproc.pdf>

¹⁹ <http://as.exeter.ac.uk/support/admin/research/registration/changestostudy/>

²⁰ <http://as.exeter.ac.uk/support/admin/research/registration/changestostudy/interruptionofstudies/>

²¹ <http://as.exeter.ac.uk/support/admin/research/registration/changestostudy/transferringtocontinuationstatus/>

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.

All research students are initially registered for an MPhil. Full-time students intending to complete a PhD will be required to begin the [upgrade process from MPhil to PhD](#) status (see below), before the end of the fifth term; part-time students should commence the process before the end of their eighth term.

Projected timescale

Year 1. Under your supervisor's guidance, you should read widely in the literature on your subject, and decide on suitable areas of research within the broader topic. You should write a review of the literature, summarising the state of the field and highlighting research issues that remain open and which you are interested in pursuing. You should also undertake any research training specified in your Research Training Contract, including participation in at least two of the University's [Researcher Development \(RDP\) Workshops](#): see <http://as.exeter.ac.uk/support/development/researchstudents/erdp/>. This Research Training Contract should be uploaded to 'MyPGR'. During the year you should record your supervision sessions on MyPGR (minimum of 10 for full-time students or 6 for part-time students). At the end of Terms 1 and 3 you should have a meeting with your supervisor specifically to discuss your progress over that term. You should write this up in MyPGR labelling the contact event 'Progress report: term 1' accordingly. In Term 2, you will complete an [Annual Report](#), which will be considered at the Annual Progress Review meeting. If you already have an MSc and have made sufficient progress, you may apply before the end of the year for an [upgrade from MPhil to PhD](#) status.

Year 2. Full-time students expecting to complete a PhD should generally aim to complete a substantial part of the empirical work during this year. You are expected to present your work to your research group as part of the upgrade process. In addition, you will be encouraged to give at least one public presentation of your research as a poster or talk in Psychology and/or at a workshop or conference elsewhere. You should complete any further research training specified for this year and attend two RDP workshops. You are expected to keep up to date in writing up (in draft form) the work you have completed up to this point and upload it to 'MyPGR'. If your supervisor so advises, you are encouraged to write up research for publication in academic journals, though this should not be done in such a way as to impede your progress towards timely submission of your PhD thesis. Full-time students who have not upgraded during the first year will be required to begin the process before the end of your fifth term. During the year you should record your supervision sessions on MyPGR (minimum of 10 for full-time students or 6 for part-time students). At the end of Terms 1 and 3 you should have a meeting with your supervisor specifically to discuss your progress over that term. You should write this up in MyPGR labelling the contact event 'Progress report: term 1' accordingly. In Term 2, you will complete an [Annual Report](#), which will be considered at the Annual Progress Review meeting.

Year 3. You should be aiming to complete your empirical work during this year, and to complete the process of writing up all or most of the preliminary draft of the thesis, as well as preparing work for publication. You should make one or more further presentations of your work, preferably including an external conference or workshop, and attend two RDP workshops. During the year you should record your supervision sessions on MyPGR

(minimum of 10 for full-time students or 6 for part-time students). At the end of Terms 1 and 3 you should have a meeting with your supervisor specifically to discuss your progress over that term. You should write this up in MyPGR labelling the contact event 'Progress report: term 1' accordingly. In Term 2, you will complete an [Annual Report](#), which will be considered at the Annual Progress Review meeting. At this year's Annual Review meeting possible examiners for your PhD thesis will be discussed.

Year 4. 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](#). . The assumption is that you will be consuming relatively little in the way of resources as you are mainly writing up. 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. Although it is quite common to submit in the fourth year, you should aim to do so as early as possible in that year. Not only do most students have funding only for three years, which may limit the time you have for working on your thesis at this stage, it is a requirement that a full-time PhD student submits within four years from registration (excluding interruptions). The Research Councils monitor completion rates closely, and require a very high percentage of students to finish within four years for Psychology to be accredited as a research training 'outlet' eligible for support through studentships. During the year you should record your supervision sessions on MyPGR (minimum of 10 for full-time students or 6 for part-time students, or 3 for continuation status students). At the end of Terms 1 and 3 you should have a meeting with your supervisor specifically to discuss your progress over that term. You should write this up in MyPGR labelling the contact event 'Progress report: term 1' accordingly. If you have not submitted by Term 2, you will complete an [Annual Report](#), which will be considered at the Annual Progress Review meeting, and particular attention will be given to ensuring that you will indeed submit by your four-year deadline.

Supervision of Research Students in Psychology

The University has a [code of good practice](#)²² 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 Director of Postgraduate Research and/or note your concerns when you have your annual progress review in the Summer Term.

Your supervisor has primary responsibility for supervising, guiding and monitoring your training and research. He/she will give you, or arrange for training on specific research techniques. He/she will read and comment on research proposals and designs, summaries, literature reviews and, in due course, draft chapters of your thesis and papers prepared for publication. You should always check in advance with your supervisor how long they will need to read your work. Your supervisor should also arrange for, or help facilitate your access to, appropriate facilities and resources for the conduct of your research. Ideally, the relationship between supervisor and student evolves from apprenticeship to collaboration over the years of the PhD programme. The contribution of your supervisor should be recognised in due course by co-authorship on published papers. It is, however, normal practice in Psychology that the PhD student should be the first author on any publication resulting primarily from the student's thesis work, subject to you writing up at least a first draft in a timely fashion.

Supervision Meetings Full-time students should meet with their supervisor on a regular basis for, on average, an hour a week, except when you or your supervisor are away for holidays, conferences etc. Part-time students should meet with their supervisor every two weeks, on average. Students should upload notes of these meetings to 'MyPGR' which supervisor(s) will comment upon and sign off. In cases where students are working away

²² <http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Epgsuper.pdf>

from Exeter, frequent contact should be maintained by other means (email, phone, web-based conferencing etc.) During the year students should record their supervision sessions on MyPGR (minimum of 10 for full-time students or 6 for part-time students, or 3 for continuation status students). At the end of each term you should have a meeting with your supervisor specifically to discuss your progress over that term. You should write this up in MyPGR labelling the contact event 'Progress report: term 1' accordingly.

Second supervisor A second supervisor should be assigned. The role of the second supervisor varies considerably over a spectrum between co-supervisor and occasional consultant. Where your supervisor is inexperienced, an experienced second supervisor should act as co-supervisor, sit in on meetings, etc. Your second supervisor may also act as co-supervisor in cases where the first and second supervisors have expertise in complementary techniques or domains, or where the supervisors are collaborators.

Mentor If your second supervisor has a minor role in the supervisory team, the second supervisor will normally also act as your mentor. For students who have a joint supervisory team, or students who only have 1 internal supervisor, an additional person will be named as your mentor. Should any difficulties arise between you and your supervisory team, you can raise these issues with the Director of Postgraduate Research specifically. Each term your mentor will contact you to discuss any welfare issues you may have. You should record these discussions on MyPGR – any discussion that you write up on MyPGR that is specifically with your mentor cannot be viewed by your supervisor.

Code of Practice for Research Training

Doctoral students are required to complete a Research Training programme. This has three elements:

- (1) Completion of relevant modules from Psychology MSc programmes.
- (2) Participation in the University's [Researcher Development Programme](#)²³. We require that all MPhil/PhD students participate in at least two workshops a year, and we encourage students to do more.
- (3) Necessary training within or outside the university in techniques or methods required for your [specific research area](#). For example, a student might attend in-house workshops (eg in Social Psychology research skills, or ERP analysis techniques) or courses provided elsewhere (eg on the SPM analysis package for fMRI research). It is up to supervisors to identify such training needs and opportunities and ensure that the student attends.

MSc modules used as research training by students aiming to complete a PhD

Modules to be taken should be agreed with the supervisor at the beginning of the first year, entered in the [Research Contract form](#) signed by the supervisor and the student, and approved by the Director of Postgraduate Research. For full-time students, these modules should be completed in the first year, for part-time students, the modules should be completed in the first two years, having regard to the possibility that not all modules may be available in every year. Students without a Masters degree are recommended to undertake relevant modules in research methods training, including relevant statistics modules.

Students with a Masters degree (or equivalent): If the Masters programme was completed at Exeter, students would be exempt from attending MSc modules unless a new module was appropriate. If the Masters programme was completed elsewhere consideration should be given to whether taking one or more modules here would provide useful research training lacking in their previous MSc programme. Participation in MSc modules may be particularly helpful for students whose content, coverage, or level of Masters programme was different from that offered at Exeter, as will be common for students from abroad. It

²³ <http://as.exeter.ac.uk/support/development/researchstudents/erdp/>

may also be recommended in the case of students who need a 'refresher' because of time spent out of academia since their Masters degree.

Upgrading from MPhil to PhD

All students aiming to complete a PhD in Psychology at Exeter are initially registered for an MPhil. Subject to satisfactory progress, a student is then upgraded to PhD status, typically during or at the beginning of the second year of full-time study. This provides a probationary period during which a student has ample time to develop a doctoral-level project. Transition to full PhD candidate status is conditional on satisfactory progress during this period.

The Upgrade Process

To be eligible for the upgrade, you must have satisfactorily completed any MSc modules designated as required research training in your Research Training contract. You will then need to submit an upgrade report of up to 6,000 words. You will need to make a presentation of the work you have completed so far to your research group. An upgrade viva will then be held. This will involve a brief defence of your work to the committee formed to assess your upgrade based on your thesis proposal, presentation and future plans.

Upgrade report

This should include a brief summary of the background literature relevant to your project together with a succinct description of the issues you are addressing in the thesis, a rationale for the empirical studies you are proposing to undertake or have already undertaken, and a clear indication of how these will constitute 'a distinct contribution to knowledge of the subject'. It must also include a short report on at least one empirical study you have conducted so far. It should end with about 1,000 words describing your future research plans, including a detailed thesis plan (specifying dates when you expect to complete different phases of the data-collection and writing). In many cases students will have written, and their supervisors seen, draft literature reviews and/or write ups of empirical work longer than can be accommodated within the 6,000 words of the upgrade report; your upgrade report may therefore consist partly of edited highlights - extracts of such longer documents with suitable linking material.

Submitting the Upgrade report

Students will be informed of the exact deadlines for the report early in the academic year. 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.

From your Upgrade Report, the Committee will expect to see evidence that, as well as making good progress with your thesis project, you

- (a) have given at least one research talk and have plans for others;
- (b) have been participating in the University's ['Researcher Development'](#) workshops as required (at least two workshops a year for full-time students);
- (c) have taken advantage of any other skills training opportunities appropriate to your field of research.

The Upgrade Committee

The Committee normally comprises your supervisor, second supervisor, Director of Postgraduate Research (DPGR) and a member of academic staff who is not your primary or secondary supervisor. It will be the responsibility of this academic staff member to lead the

discussion in the upgrade viva. The job of the committee is to assess whether your projected programme of research can be completed within the time available and is likely to lead to the submission of a satisfactory doctoral thesis.

The Committee may reach one of three conclusions:

- (i) to recommend that your registration be upgraded;
- (ii) to suspend the decision for an agreed period while you complete further work (to be specified to you after the meeting);
- (iii) to recommend that your registration not be upgraded. This would normally mean that you will be allowed to submit for the MPhil degree only, and must do so within the University timetable specified for this degree. Should this be the decision, you are entitled to appeal against it within a week of being informed of the outcome.

You should receive a letter on the outcome within a few days of the upgrade viva.

Appeals

Any such appeal will be considered by the DPGR and two senior members of Psychology who were not part of the original committee. This Appeal Committee will normally meet not more than three months after the initial Upgrade Committee meeting. At this meeting you can present your case in person, and may present additional reports or documents, including information you think might have been overlooked at the first meeting, or additional work you have since completed. The Appeal Committee will also call upon members of your Upgrade Committee for information about the basis for the original decision.

Timing of your upgrade

Full-time students should commence the upgrade process by arranging a presentation and talk to their research group any time either during their fourth term but definitely before the end of their fifth term (end of March to early April) with the upgrade viva taking place soon afterwards also in the fifth term. Part-time students may start the upgrade process any time before the end of the eighth term of part-time registration. Dates of upgrade vivas for each Research Group will be specified as soon as possible after the start of each academic year. We encourage students and supervisors to start the upgrade process earlier if they feel ready and in this event it will be the student's responsibility to contact the CLES Postgraduate Research Admin Team as soon as possible to make separate arrangements. At the commencement of each academic year, students and supervisors will be informed of the dates of the upgrade vivas for each Research Group and specific timings will be provided closer to the time. *It is the student's responsibility to ensure they keep to the timeframes arranged and if not kept, the student will automatically remain on the MPhil track*

The above are Psychology's specific procedures within the framework specified by the University's [Teaching Quality Assurance Manual](#).

Format and Content of PhD Thesis in Psychology

You should read the [University's rules](#)²⁴ on the length, content, presentation and binding of PhD and MPhil theses. As these are written to cover a wide range of disciplines, they are necessarily unspecific as to the contents of a thesis and how they should be organised. Even within Psychology, there will be wide variation: different ways of organising a thesis are appropriate for a qualitative investigation, a multi-experiment project, a set of field studies, a longitudinal study, a secondary data analysis project or a project with a substantial element of computational or theoretical modelling. Necessarily the thesis should include a critical review of the literature, leading to an identification and elaboration of the research questions to be addressed by the empirical and/or theoretical work to be reported in the thesis. There

²⁴ <http://as.exeter.ac.uk/support/admin/staff/registryservices/postgraduateadministration/thesisformat/>

should be a clear rationale provided for the methods adopted and the empirical observations, manipulations, or modelling that you undertook and report in the thesis. Methods and designs should be reported to the normal criterion of providing sufficient information for a replication of the essential details of your studies. At the heart of the thesis will be a thorough and appropriate analysis of the data you have collected, with appropriate descriptive summaries and inferential statistical tests (in the case of quantitative data), and a balanced interpretation of the outcome in relation to the research questions addressed, and of any unanticipated findings or by-products. Usually the final chapter presents an integrative discussion of the findings, evaluates the project's contribution to the research area, acknowledging and reflecting upon limitations, suggesting further investigations which might be pursued, and identifying issues requiring further clarification or development.

A fuller description of the appropriate content of a thesis may be found in Appendix 2 of the [British Psychological Society's](#) Guidelines for Assessment of the PhD in Psychology and Related Disciplines, also available in the Psychology Office. It may also be helpful to look at past PhD theses in your field that have been submitted in Psychology; copies are available in the library and, usually, in Psychology.

Inclusion of submitted papers in a thesis

We do of course encourage you to write up the research you conduct for your PhD project for submission to academic journals as soon as you can. Ideally, you want to graduate with a paper or two published or in press, and one or two more submitted. In order to avoid you writing up the same material in two different formats, you can include the submitted papers in your thesis, regardless of their publication status. Many supervisors will encourage this. If, however, you do include one or more submitted papers in your thesis you must:

- (a) integrate the papers (i.e. place them in logical, progressive order: remove duplication: ensure that the transitions between chapters are clear and logical);
- (b) preface the empirical chapters that are papers with a very solid introduction, placing the papers in context, and including, perhaps a broader review of literature than you could include in the papers;
- (c) end the dissertation with an integrative final chapter, which draws out general conclusions, implications, limitations and so on;
- (d) in the case of papers in journals with very stringent length limits (e.g. Science, Nature, Psychological Science, many neuroscience journals) provide substantial supplementary material, analyses, etc that you were obliged to omit from the paper;
- (e) adjust cross-referencing. It would be appropriate in a preface or footnote to indicate to which journal they have been submitted, and their status at the time of submission;
- (f) Reference sections of individual papers and chapters should be collated into a single reference section at the end of the dissertation.

Please note that, contrary to some supposition (and the BPS guidelines), there is no standard expectation of the minimum number of such embedded papers that might be expected to constitute a satisfactory thesis constructed wholly in this way. We encourage you to aim high when publishing your research and it can be harder to achieve one paper ready for a top journal than several in mediocre journals.

A delicate issue is raised by the fact that supervisors are typically co-authors on journal papers. (See BPS Statement of Policy on Authorship and Publication Credit). There is a clear tension between, on the one hand the requirement that a PhD dissertation should constitute a candidate's own work, the examiners' task being to assess the candidate on their (individual) 'contribution to knowledge', technical accomplishment etc, and, on the other, the fact that a co-author of a journal paper will naturally have contributed substantially not only to the design and interpretation of the research reported, but also to editing the paper. For this reason, the preface to the PhD thesis must include a clear statement of the candidate's contribution to co-authored papers that are included (see rule 2.2.6 (d)) and

supervisors are asked to submit a statement of their contribution at the time of submission of the thesis. For the same reason you should not include in the thesis (though of course you may refer to and discuss) a paper on which you happen to be an author but which was not part of your thesis project with you as a prime mover.

Nor should you include as new work (though of course you may refer to and discuss) your MSc thesis project; the same research should not contribute to the award of two different degrees.

Submission of Your Thesis

Your thesis should be [submitted](#)²⁵ to the Postgraduate Administration Office.

Although it is not a university requirement to submit two copies of the final hard bound thesis, Psychology keeps a library of all theses submitted in Psychology and therefore we would ask you to submit a copy to the Psychology office. These are often used as resources by staff and other students.

Further to item 7.1 in the [Code of Good Practice: Boards of Examiners for Degrees by Research](#)²⁶ CLES does not require 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.

Access to Theses & Dissertations held in Psychology

If you cannot find the thesis you are looking for in the University Library we may have a copy in Psychology. A copy of all theses & dissertations submitted by postgraduate students in Psychology is kept in the glass-fronted cabinets on the second floor corridor. If you would like to borrow one please contact the Receptionist at WSL. All borrowed theses must be signed out and signed in again on return.

Allocation and management of EGF duties

The Director of Education would be responsible for allocating teaching duties on an annual basis and would also act as your line manager during this period. In this role, your duties are likely to fall in one or more of the following all under the direction of relevant module convenors and/or DoE:

- Run tutorials
- Mark assignments
- Invigilate exams
- Support students through the Statistics Helpdesk

Psychology Resources

Postgraduate students are entitled to use various resources such as computers, postage etc. However, Psychology has a limited budget and so there are restrictions on spending. Materials for verbal presentations and poster presentations can be obtained from the technicians. They may also help with equipment for research.

²⁵ <http://as.exeter.ac.uk/support/admin/research/graduation/>

²⁶ <http://admin.exeter.ac.uk/academic/tls/tqa/Part%208/8lresrcexa.pdf>

Accommodation

Full-time research students can expect to have a desk in a room shared with other students. Accommodation arrangements for part-time research students will depend on how often they are on campus.

Web Profile

Research students can have a profile on the [web](#)²⁷. Please contact the College's Web Marketing Officer, Ed Creed to have yours added (E.Creed@exeter.ac.uk)

Keys

Washington Singer Building is locked in the evenings and at weekends. If you want to work during these hours you should ask for keys from Reception. You will need to use your University card to gain access to the building and will be issued with a key to enter the corridor on payment of a £5 deposit. Any keys will be signed out to you. Please try not to lose these keys as they are expensive to replace and you will be asked to pay for a set of new keys. Please remember to hand them in at the Reception before you leave the University.

Stationery

You are entitled to use stationery from Psychology store cupboards (paper, pens, paper clips etc.) but please only take what you need when you need it.

Photocopying

Postgraduate students are entitled to a limited amount of photocopying credit per year. This allowance is 2000 for Postgraduate research students. The student photocopier is situated opposite room 217 and you will need to use a photocopying card which can be obtained from Reception.

Postage

Post connected with your work may be put in the pigeonhole outside room 217 on the second floor. If you are carrying out survey work and sending out questionnaires again you will need prior approval from the DPGR. It is not acceptable to put unstamped personal post into Psychology post box.

Computer use

Postgraduate students are allocated a work station for their use.

Telephone

Local, research-related calls can be made from the Psychology Office. For long-distance research-related calls you should use your supervisor's phone. Calls relating to research can be made from the Psychology office, if your supervisor's phone is unavailable, but must be made at a time convenient to the members of staff working in the office.

Fax

There is a fax machine available in the main reception area. You may use the fax machine for research related faxes, but please write the details in the green book by the fax machine, including your full name, so that the fax can be easily identified. You must pay for any personal faxes when you send them.

Inter-library loans (ILLs)

All postgraduate students are allowed up to 5 ILLs per year. The loans cost £8.50 each and are pre-paid for by Psychology, therefore they must be used or returned. Ask at the Psychology Office for the tokens you need. If you require an increased allocation, please speak to your supervisor, or ask the DPGR. If you are submitting an application for a research grant, which will require ILLs, please make sure that you request an allowance for them. Please note that this is a very expensive way of obtaining articles, please endeavour to find the articles you need via other, cheaper routes, i.e. over the internet, local libraries, contacting the author direct etc. before requesting ILL tokens.

²⁷ <http://psychology.exeter.ac.uk/staff/pgrstudents/>

Pay Claim Guidance

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'²⁸ 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'²⁹ 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 form³⁰, plus a PD81 form if you have not claimed before. The PD81 form requires us to check your 'Right to Work in the UK'³¹ 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 handed in at Reception at Washington Singer Laboratories for approval. 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 at least two weeks before the payroll deadline to allow time for processing.

When claiming for work carried out it would be a great help if a different form is used for each claim. This is because we have to allocate all costs to different codes and rates of pay to ensure that they are charged to the appropriate budget. Due to the large number of claims it would also be helpful to provide as much detail as possible (eg, the module code for the module you have been involved in, the number of essays/exam scripts you have had to mark, whether the work involved tutoring or demonstrating). It is appreciated that this will mean some of you will have to submit multiple forms, but it should mean that it is less likely that your claim will not be processed correctly.

Psychology Research Fund

Psychology operates an application process via which bids for funds to deliver research can be made. This application process will occur once a term (i.e., 3 times a year). Applications will be reviewed by Psychology Strategy Group and allocations of funds determined on the basis of that review process. Given our constrained budget, there is no guarantee that an application will be funded. Each application will be judged on a number of criteria including scientific merit, value to student, strategic value to Discipline, value-for-money, feasibility, and extent to which matched funding has been sought/found.

It is important to note that this application process is not open to students who hold funding that comes with a Research Training Support Grant (RTSG) such as research council funded studentships – the RTSG is there to provide support for the research of the student and should be used for that.

²⁸ <http://admin.exeter.ac.uk/academic/tls/tqa/Part%2077Lteacher.pdf>

²⁹ <http://as.exeter.ac.uk/support/development/researchstudents/learningandteachinginhighereducationprogrammethe/>

³⁰ <http://www.exeter.ac.uk/staff/employment/payroll/formsandtemplates/>

³¹ <http://www.exeter.ac.uk/staff/employment/righttowork/>

If your application is approved the claims or requisitions that you make will need approval from the Strategy Group.

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.

If you need to purchase goods or services you will need to complete a [requisition form](#)³² and submit this to the CLES Finance office. 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 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](#)³³ 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](#)³⁴, 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. 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](#)³⁵. 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](#)³⁶. 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.

If you require cash to pay participants you will need to submit the request on a requisition form. You should allow at least two week's notice before you need the funds. A request will then be made to the Cash Office who will raise the cash. It will then be necessary to collect the cash from them (you will need ID to do this) It is essential that you get each participant to sign a form to confirm that they have received £X amount. This form should be returned to the College Finance Office, Hatherly once the experiment is complete.

³² <http://intranet.exeter.ac.uk/lifesciences/finance/purchasingprocurement/>

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

³⁴ <http://admin.exeter.ac.uk/finance/publications/>

³⁵ http://www.admin.ex.ac.uk/finance/publications/expenses_regulations.htm

³⁶ <http://admin.exeter.ac.uk/finance/publications/>

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.

ESRC Research Training Support Grant

ESRC funded 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.

Postgraduate Administration Office

The University's [Postgraduate Administration office](#)³⁷, 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.

Student ID card

The [UniCard](#)³⁸ 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](#)³⁹ at the [Library](#)⁴⁰ for Psychology is Natasha Bayliss. 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.

³⁷ <http://as.exeter.ac.uk/support/admin/research/>

³⁸ <http://as.exeter.ac.uk/support/admin/research/unicard/>

³⁹ <http://as.exeter.ac.uk/media/level1/academicsserviceswebsite/library/documents/guides/ASC.pdf>

⁴⁰ <http://as.exeter.ac.uk/library/>

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](#)⁴¹. 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](#)⁴² 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](#)⁴³.

Postgraduate Union

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.

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.

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 Psychology Staff Postgraduate Student Liaison Committee representatives. Other sources of support can be sought from your fellow postgraduates, the CLES PGR

⁴¹ <http://admin.exeter.ac.uk/academic/tls/tqa/Part%206/6Cstuillness.pdf>

⁴² <http://as.exeter.ac.uk/support/admin/research/registration/changestostudy/interruptionofstudies/>

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

Support team cles-pgr-support@exeter.ac.uk, the Director of Postgraduate Research. The Students' Guild Advice Unit⁴⁴ has a wealth of information about sources of support.

Disability and Special Educational Needs (SENDA)

The University warmly welcomes and supports students with disabilities. There is a team of specialists at [AccessAbility](#)⁴⁵ 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.

Students with disability/SEN are asked to register with the 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.

Please also consult the University [Counselling Service](#)⁴⁶: for advice if experiencing any problems.

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'⁴⁷ message on your email.

CLES employs various [email lists](#)⁴⁸ as an easy way to contact groups of people. Psychology postgraduate research students will be added to psy-pgr@exeter.ac.uk

If you need to search for an email address there are links from the main University webpage - [Contact Us](#)⁴⁹ in the top right hand corner or can be found on the Global Address list in Outlook.

Postgraduate Staff-Student Liaison Committee

There is a Staff-Postgraduate Student Liaison Committee in Psychology that deals specifically with the needs of research students. It is a student-run forum for suggestions and feedback to and from the Psychology 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.

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. The agenda is circulated a week in advance of the meeting and

⁴⁴ <http://www.exeterguild.org/advice/>

⁴⁵ <http://as.exeter.ac.uk/support/disability/exeter/>

⁴⁶ <http://www.services.ex.ac.uk/counselling/>

⁴⁷ <http://www.ex.ac.uk/its/email/forward.shtml>

⁴⁸ <http://intranet.exeter.ac.uk/lifesciences/structure/staff/collegeemailgroups/>

⁴⁹ <http://www.exeter.ac.uk/email/>

any student wishing to attend the meeting who does not normally do so, is welcome to attend.

The following people sit on the PG Staff Student Liaison Committee in 2011-12 academic year

Chair: David Gordon

Secretary: Gill Golding/Helen Clarke/Helen Pisarska

Student representatives:

- Exeter Graduate Fellows/teaching Assistant: Fayme Yeates
- PhD students: Megan Birney
- MSc Animal Behaviour: tbc
- MSc in Social & Organisational Psychology: tbc
- MSc in Psychological Research Methods: tbc
- MSc Part-Time: tbc

Staff representatives:

- Director of Postgraduate Research: Catherine Haslam
- Programme Director for MSc Animal Behaviour: Natalie Hempel de Ibarra
- Programme Director for MSc Psychological Research Methods: Stephen Monsell
- Programme Director for MSc in Social & Organisational Psychology: Joanne Smith

Code of Practice: Postgraduate Supervision

These notes are intended to be read in conjunction with the more general [University Code Of Practice⁵⁰](#). All of the following commitments supplement those listed in the University code of practice.

1. Responsibilities of supervisors

- 1.1 The recommended level of contact for Psychology MPhil/PhD students is one hour a week on a regular basis throughout the year except during annual holidays and times when the supervisor and/or student are at conferences or scientific meetings, for full-time students,. For part-time students, supervisory meetings should normally take place at fortnightly intervals. However, where circumstances such as employment or domicile prevent this, the supervisor should reach an alternative set of arrangements with the student and with the Director of Postgraduate Research (DPGR), and written copies of this agreement should be kept on the student's file.
- 1.2 Supervisors should attend the research group meeting that discusses the annual progress for each of students in the research group. Supervisors are expected to inform themselves in advance of this meeting on matters relating to decisions about future registration, funding and information relating to the appointment of examiners. It is also the supervisor's responsibility to communicate to the student any recommendations, requirements and decisions of the committee.

2 Responsibilities of mentors

- 2.1 Mentors should contact students to discuss any concerns at least once a term.
- 2.2 To attend and participate in annual progress meetings.
- 2.3 Where the main supervisor is relatively inexperienced (as defined in 4.2 below), to act as a mentor and advisor to the supervisor as well as to the student -- providing guidance about the process of supervision and sharing in decisions about all aspects of the supervision of the student.

3 Responsibilities of students

- 3.1 To attend supervisory meetings with a regularity as specified in 1.1 above.

⁵⁰ <http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Epgsuper.pdf>

- 3.2 In Years 2 and 3, full-time students are expected to present at least one departmental or external talk on their research work.

4 Responsibilities of Psychology

- 4.1 On arrival, to negotiate a [Research Training contract](#) for each student – to be signed by the main supervisor and the student and approved by the Director of Postgraduate Research. In its basic form this comprises a standard supervision agreement form (as required under Section 1.4 of the University Code of Practice). To this will be added the titles, codes and dates of taught modules the student is required to complete as part of their MPhil or PhD programme.
- 4.2 To provide desk space for all PG research students. To distribute a PGR Handbook providing information about College procedures To appoint suitably qualified supervisors and mentors for each student. To ensure that at least one of the two supervisors has previously supervised a full-time student to successful completion within four years of their first registration, and where the main supervisor is relatively inexperienced to ensure that the mentor is briefed to provide guidance to the supervisor as well as to the student (as set out in 2.3 above).
- 4.3 To organise annual progress meetings attended by the supervisor, Director of Postgraduate Research and other members of the appropriate research group (or appropriate stand-ins in each case)
- 4.4 For MPhil students, to organise and run upgrade meetings attended by the supervisor, and the Director of Postgraduate Research and one other senior member of staff (or appropriate stand-ins in each case). To ensure at these meetings that a suitable amount of research work has been completed and written up and that the student's programme of taught modules (cf. 4.1 above) has been satisfactorily completed.
- 4.5 Where a decision is made not to upgrade a student, to allow an appeal within a period of not more than six months. The appeal committee will comprise the Director of Postgraduate Research plus two other senior members of staff who were not members of the original Upgrade Committee. The student will be allowed to present documents to the Committee and to attend in person, and may also be assisted by a student representative who can accompany and offer advice to the student at the meeting.
- 4.6 To appoint Internal Examiners for vivas: Psychology always appoints at least one such examiner in line with the University CoP, but goes beyond this to appoint two internal examiners in cases where one nominee is inexperienced in conducting vivas, in cases where the material covered in the thesis extends beyond standard areas in the discipline, and in cases where issues to be examined are so disparate that the examining expertise cannot be fully covered by the External and a single Internal Examiner.
- 4.7 To inform all examiners about [examining procedures](#).

Aims and Objectives

The general aims of Psychology, in accord with those of the University as a whole, are:

A1. To provide an education for students intended to give them competence in their chosen discipline, and to encourage them to develop their intellectual capabilities within an institution that is committed to advancing research, scholarship and learning, and to disseminating knowledge.

More specifically, the educational aims of Psychology are:

A2. To provide an education of high quality across a range of areas of psychology in a stimulating and supportive environment that is enriched by research and/or current practice in the discipline where appropriate;

A3. To provide training in scientific skills of problem analysis, research design, evaluation of empirical evidence and dissemination in the context of psychology, irrespective of science- or arts-based background;

A4. To provide a range of academic and organizational skills that will prepare our students confidently for employment, future study, or training for professional practice;

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

College of Life and Environmental Sciences

Research Supervision Agreement Form and Training Needs Analysis

The purpose of this form is to encourage students and supervisors to have a conversation about the nature of supervision, the frequency of meetings and the relationship between the supervisory team. It is important for all members of the team to be aware of their core responsibilities, as set out in the Code of Good Practice – Supervision of Postgraduate Research Students⁵¹.

If circumstances change (e.g. change of status), this form should be reviewed by the student and supervisory team.

If the student or supervisor(s) are concerned that the other is not acting in accordance with their agreed responsibilities, then they should raise the issue firstly with the person concerned and then, if necessary, with the mentor or Director of the Postgraduate Research.

Student's details

Name:

Student number:

Supervisory Team Details

Please provide the name and email address of all Supervisors (if a supervisor is external to the University, please also provide mailing address and inform cles-pgr-support@exeter.ac.uk of these details):

1. Period to be covered for following agreement (e.g. preparation for research; initial research; writing-up etc):

2. Agreed frequency of meeting with supervisor(s), including the role of each of the supervisors, and the mode in which meetings will take place e.g. face to face, telephone, skype:
 - a. It is expected that the frequency of meetings will vary throughout the degree period; but that any changes to the frequency must be agreed by both parties.
 - b. It is the responsibility of the student to make a record of the formal contact with their supervisor(s) or mentor on MyPGR (10 events per year for full-time students, 6 events per year for part-time students, 3 events per year for writing up students).

⁵¹ <http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Epgsuper.pdf>

3. Who is responsible for arranging meetings or other formal contact?

4. Arrangements for seeking and commenting on written work:

5. Arrangements for consultation between supervisors:

6. Agreed procedure for dealing with urgent problems:

7. Initial assessment of training needs (if attendance is required on taught modules, please ensure that you register your attendance with the relevant Education office):

Student signature and date:

Supervisor(s) signatures and dates:

The original of this signed form should be kept by the student, and a completed copy should be uploaded to MyPGR.