4. THE UNIVERSITY OF EXETER

4.1 Administration
4.2 Access to campus
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4.4 Students’ Guild
4.5 Academic Year and Closure Dates
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APPENDICES

1. Biosciences Code of Good Practice for Supervision of Postgraduate Research Students
2. Postgraduate Research Student Individual Learning Agreement Form
1. KEY INFORMATION

Welcome to the College of Life and Environmental Sciences (Biosciences). We hope that your stay in Exeter or Tremough will be highly enjoyable, stimulating and successful. This first section provides some basic/key information to get you started.

1.1 Key Places

Biosciences is part of the College of Life and Environmental Sciences. The College of Life and Environmental Sciences (formed in August 2010) comprises 4 disciplines: Geography, Psychology, Biosciences and Sport and Health Sciences.

Biosciences operates in two buildings at the Exeter campus - the Geoffrey Pope Building and Biocatalysis Centre, and the Hatherly Laboratories, and the Centre for Ecology and Conservation at the Tremough campus. The addresses of the buildings and the office telephone numbers are:

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hatherly Laboratories</td>
<td>Prince of Wales Road, Exeter</td>
<td>Tel: 01392 729171</td>
</tr>
<tr>
<td>Geoffrey Pope Building &amp; Biocatalysis Centre</td>
<td>Stocker Road, Exeter</td>
<td>Tel: 01392 729171</td>
</tr>
<tr>
<td>Centre for Ecology and Conservation</td>
<td>Treliever Road, Penryn, Cornwall</td>
<td>Tel: 01326 371800</td>
</tr>
</tbody>
</table>

1.2 Key People

**EXETER CAMPUS**

Professor Tamara Galloway  
Geoffrey Pope Room 314  
(t.s.galloway@exeter.ac.uk)

Director of Postgraduate Research (Exeter)  
CLES Postgraduate Research Administration Team  
Hatherly Room C15  
(cles-pgr-support@exeter.ac.uk)

Helen Pisarska, Postgraduate Research Manager  
Sarah Mudge, Postgraduate Research Administrator  
Lindsey Beasley, Postgraduate Research Administrator

**FIRST POINT OF CONTACT**

Local admin support in the Geoffrey Pope building:  
College Administrator, Sarah Dobson  
(covering maternity leave for Hannah Smart)

Phil Shears, Laboratory Superintendent  
(P.C.Shears@exeter.ac.uk)

Robin Batten, Computer Development Officer  
(R.batten@exeter.ac.uk)

Jon Barnes, Computer Development Officer  
(J.C.Barnes@exeter.ac.uk)
**FIRST POINT OF CONTACT**

1.3 Registration
You must register as a student in the University at the start of your programme and at the start of each subsequent academic year. This can be done online at [https://srs.ex.ac.uk](https://srs.ex.ac.uk) though international students must initially register in person on campus. As part of the registration process you should also have received your Student ID card. If your UniCard is lost or stolen please notify the Card Office immediately. A non-refundable fee is charged to replace damaged or lost UniCards. Your Student ID card will give you access to the Library and will give you access to relevant buildings on campus.

1.4 Facilities for PhD/MPhil Students
You will have access to at least one research laboratory and any of the appropriate shared facilities (e.g. IT clusters, glass-houses, constant temperature rooms, freshwater and marine aquaria, instrument rooms, molecular biology preparation labs, etc.). You will be allocated a space for reading/writing and storing paperwork. This is usually located within an area of your supervisor's research laboratory that will normally be shared with other research students and/or technical staff. Within these areas you will also typically have use of computers from which you can access the Biosciences and University computing facilities (e.g. e-mail and internet access, word-processing, spreadsheet, graphical and statistical software, etc.). You will also have access to the photocopiers, fax machines and lockers within Biosciences. PhD/MPhil students should consider themselves part of the normal working staff within Biosciences and therefore have the same access to the tea/coffee/lunch facilities. For further information see Section 3.

1.5 Representation
There is a Staff-Postgraduate Research Student Liaison Committee (SSLC) in Biosciences that deals specifically with the needs of research students. It is a student-run forum for suggestions and feedback to and from the Biosciences 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 core 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 Biosciences Research Committee.

1.6 Queries, Problems, Complaints
If you have queries or problems or genuine reason to complain about any aspect of the programme you should contact, in the first place your supervisor(s) or your mentor, but if this is not possible or inappropriate then contact the CLES Postgraduate Research Team or the Director of Postgraduate Research. For more generic problems you may wish to first contact one of the Biosciences SSLC representatives who can raise issues at the Committee. The University also has an official complaints\(^1\) procedure if you wish to take things further.

2. POSTGRADUATE RESEARCH PROGRAMME IN BIOLOGICAL SCIENCES

2.1 Introduction & Code of Good Practice for Supervision of PGR Students
The relationship between supervisor and student is crucial to the success of MPhil and PhD students. As a result the College and the University have Codes of Good Practice for Supervision of Postgraduate Research Students\(^2\) that cover the duties and expectations of supervisors and their postgraduate research students, and are intended to help make the relationship work as smoothly and successfully as possible.

The Biosciences Code of Good Practice can be found in Appendix 1 and is intended as a supplement to the University code of good practice, which is available in the University Teaching Quality Assurance (TQA) manual. All students and supervisors should be familiar with both the University and Biosciences codes of good practice.

You should familiarise yourself with the rules and regulations\(^3\) for Graduate Research students at the University and the Regulations for Students and Disciplinary Procedures\(^4\) contained within the University Calendar.

You should also be aware of the Teaching Quality Assurance Manual\(^5\) (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.

The University’s Postgraduate Administration office\(^6\), 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.

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1. http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/complaints/
2. http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/Epgsuper.pdf
3. http://as.exeter.ac.uk/support/admin/research/studying-rulesandregulations/
5. http://as.exeter.ac.uk/support/admin/staff/qualityassuranceandmonitoring/tqamanual/pgrstudent/
6. http://as.exeter.ac.uk/support/admin/research/
Relevant codes of practice published by the research councils are also available on their websites. You are strongly advised to check these other sources of information in addition to this Biosciences code of practice and the University code of practice.

2.2 Supervision

You will be assigned a primary supervisor and a secondary supervisor, usually from within Biosciences but increasingly interdisciplinary research necessitates supervisors from other colleges or Institutes/Industries. In addition, you will be allocated a mentor. The primary supervisor is the main person responsible for overseeing your work and progress on a regular basis. Full details of the role of the primary supervisor can be found under “Responsibilities of Supervisors” within the University code of good practice. The role of the second supervisor is to provide additional project specific expertise and additional intellectual input. The role of the mentor differs from that of the academic supervisors and includes matters of pastoral care, full details of which are defined in “Responsibilities of Mentors” within the University code of good practice.

Postgraduate research students and supervisors must keep in regular contact. While by the very nature of Bioscience research, you will often be in daily contact with their supervisor or a senior researcher, it is expected that informal meetings/discussions will take place very regularly for full time students working within Biosciences, especially during the first year (e.g. at least once per fortnight when supervisor and student are both present).

You are expected to produce a record of your supervisory contact using MyPGR – at least 10 contact events (for full-time students, 6 for part-time students and 3 for continuation status students) per year must be recorded, though additional records can be added.

You can access MyPGR via the student record tab on MyExeter³.

2.3 Attendance & Period of Study

Full-time research students should work full-time on their research work i.e. as you would for a full-time job. Students may not normally undertake more than 6 hours per week of other paid work directly related to their training (and in all cases no more than 180 hours per week for full-time students). Students who wish to undertake paid work not directly related to their training must seek permission from Biosciences and their financial sponsor. Students should present evidence of their work to their supervisor at regular intervals and upon reasonable demand. Absence for holidays should be discussed in advance with your supervisory team and if you are Research Council funded must comply with their guidelines.

Full-time students will be expected to complete an MPhil in two to three years and a PhD in three to four years. Part-time students will be expected to complete an MPhil in four to five years and a PhD in six to seven years. You can view your current completion deadline on MyPGR. For entrants from 2011/12: all MPhil/PhD students in Biosciences will be registered initially for an MPhil and will be expected to upgrade to a PhD. Upgrading to a PhD will not increase the overall period of study, though your completion deadline will be updated accordingly. Within these periods you may be permitted to transfer to continuation status, i.e. once your laboratory research is completed, reflecting the reduction in use of University resources during the later stages whilst writing up your thesis. You can only have a maximum of 12 months on continuation status. For entrants since 2009/10: If you

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¹ http://admin.exeter.ac.uk/academic/lts/tqa/Part%207/7Epgsuper.pdf
² http://admin.exeter.ac.uk/academic/lts/tqa/Part%207/7Epgsuper.pdf
³ https://www.exeter.ac.uk/myexeter/
transfer to continuation status, there will be no tuition fees payable in Term 1, but fees of £200 (2011/12) in each subsequent term until you submit.

2.4 Assessment of Training Needs and Individual Learning Agreements
Within the first 6-8 weeks of the start of your programme, you and your supervisor(s) must complete a Postgraduate Research Student Learning Agreement form (see Appendix 2). This is to identify the expectations of both supervisor and student, and highlight areas where students will require specific and generic training, and how this training will be implemented. These forms will also include an agreement of the frequency and nature of supervisory contact and procedures for dealing with urgent problems, which must be signed by both supervisor(s) and student. You should keep the original but must also upload the final version of the form to MyPGR by 8 weeks after your initial registration date.

The Learning Agreement form, including your training needs, should be reviewed on at least an annual basis. Amended forms should again be signed with the original kept by the student and uploaded to MyPGR.

2.5 Research Training
There are several compulsory events/courses to be taken as part of the induction and subsequent training of research postgraduate students. The majority of students start in October and for these a large portion of the events take place within the first month. If you are a recent Exeter MSc graduate you may have already completed the Health and Safety lab training and Fire training so will not need to repeat this, but please inform the CLES Postgraduate Research Team in advance.

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 ‘Reseacher Development Statement’ (RDS) that doctoral research students would be expected to develop during their PhD research training and beyond. In other words, this is almost like a job description and personal specification for a research student. The RDS sets out the knowledge, behaviours and attributes of effective and highly skilled researchers appropriate for a wide range of careers. For more information on the Researcher Development Framework and associated Statement go to www.vitae.ac.uk/rdf

The University runs the Researcher Development Programme (RDP) which will help you to enhance your skills. You are expected to attend at least one of the training events delivered by RDP.

Skills training is high on the Research Council UK (RCUK) agenda as less than 10% of PhDs actually progress into academia. As RCUK are emphasising training and employability, entrants from 2009/10 are part of a more formalised skills training process by being involved in supporting some teaching activities. Our training aims to give you experience in teaching related activities, an opportunity to understand the broader career options available to you, provide an insight into how the academic system works and underline the importance of time management. Students will normally be associated with one taught module/year. At no stage will you be directly involved in teaching and any demonstrating will be paid. If you wish to demonstrate then you are obliged to attend the LTHe course and Biosciences “in house” demonstrator training run by Sara Burton in Exeter. This training counts toward your compulsory generic training and teaching support duties. All demonstrators must abide by the Biosciences Code of Conduct for Demonstrators. For entrants prior to 2009/10: Bioscience students must attend 4 days of training in generic skills per year, which may be part of the ERDP or other appropriate training as agreed by the Director of Postgraduate Research.

1 http://as.exeter.ac.uk/support/development/researchstudents/erdp/
In addition, Bioscience specific seminars aimed to improve your subject specific skill base will be run. Details of these will be circulated throughout the year.

You will need to record all training events that you attend on the ePDP\(^1\) (electronic personal development plan) 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. Details of this can then be viewed by your supervisor on your MyPGR record. Your training records will be formally reviewed at the Annual Review.

**Transferable Skills**

There are a number of events, workshops and sessions that cover compulsory transferable skills during the first months of your postgraduate training. These include the following:

Various aspects of safety (e.g. fire safety, radioisotope use, genetically modified organisms, first aid) are taught during the first weeks. A Basic First Aid Course is compulsory for any postgraduates doing fieldwork and will be arranged by Margaret Grapes (for Exeter students). Contact her by email for further details (M.A.Grapes@exeter.ac.uk).

Quantitative Biology Training: This includes attendance in lectures and participation in practical workshops covering experimental design and statistical analysis. This will be appropriate for students requiring the basic elements of statistics and will be run during Term 1. Students requiring more advanced statistical analysis will have the opportunity to attend a more advanced course. Please see your supervisor for further details.

Demonstrator Training: Both the Biosciences Demonstrator training and the University LTHe courses must be attended prior to undertaking demonstrating. Some remaining parts of the compulsory transferable skills training within Biosciences (Research Awareness, Communicating Science, etc.) take place at various times within the first year and you will be notified in advance of the various times/dates for the relevant training sessions. In addition further generic training is provided by the RDP courses run centrally by the University.

The research awareness component of your training requires (within reason) attendance at all seminars and postgraduate symposia within Biosciences. These include research seminars, the internal speaker seminar series and the (new) annual postgraduate research conference. Attendance at these research seminars should be documented on your ePDP record.

Specific training associated with e.g. microbiological techniques, radioisotopes, and genetically modified organisms will be run only for those students expected to use these techniques. Dates for these courses will be announced by the organisers by email.

There are also a number of optional courses that you are encouraged to attend if appropriate for your research training or useful for the development of transferable skills. These may include relevant modules within the Biosciences undergraduate or postgraduate taught programmes\(^2\) or training\(^3\) provided by the University more widely to students – including language and study skills, employability skills, maths/stats skills. Biosciences is also gradually building up a portfolio of lecturers/workshops on topical methods or techniques relevant to the Biosciences. These courses will be advertised

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1. http://as.exeter.ac.uk/support/development/researchstudents/personaldevelopmentplanningpdp/
2. http://biosciences.exeter.ac.uk/current/modules/
3. http://as.exeter.ac.uk/support/development/researchstudents/
throughout the year. In addition, all Research Council funded students are required to attend Research Council GRADschools\(^1\) courses in their 2nd or 3rd year. There is no fee for Research Council funded students - the cost of accommodation, meals and course materials are covered. However you will have to pay your own travelling expenses which you should budget with your supervisor from your Research Council training support grant (RTSG).

2.6 Conferences
An integral part of your training as a postgraduate research student should be your involvement in both national and international conferences relevant to your discipline. Along with the publication of papers in scientific journals, conferences form the main forum for communicating research results to the scientific community. Supervisors should encourage and support you in attending and presenting your work at suitable external scientific conferences. It is expected that you will attend at least one national conference per year, and present your data at least once during your programme, ideally at an international conference. In your 2\(^{nd}\) and 3\(^{rd}\) year you will also need to give short presentations to your colleagues and staff as part of your training and practice in presentation skills and as preparation for communicating your work at conferences.

2.7 Monitoring of Progress
(a) Progress during the year
You are expected to keep a record of your supervisory contact using MyPGR – at least 10 contact events (for full-time students, 6 for part-time students and 3 for continuation status students) per year must be recorded, though additional records can be added.

You can access MyPGR via the student record tab on MyExeter\(^2\).

Whilst MyPGR should be used to keep a record of all supervisory contact events, it is important that you take the time to regularly review overall progress, recording the discussion and any outcomes in MyPGR. This should take place at least three times per year for full-time and twice per year for part-time students.

(b) Annual Review
Each year you will be assessed to make sure you are progressing with your research satisfactorily. The College will send you a form in April/May which must be completed and returned by the due date. Your comments on this form, together with the comments received from you supervisor on a similar form will be considered by a panel to assess your progression for the next academic year. Please refer to the Code of Practice: Annual Research Student Monitoring. The Annual Review Procedures are currently under review. Staff and students will receive emails with the revised process during the academic year.

(c) Learning Agreement
- **6-8 weeks:** You will need to complete and submit a 4-5 page learning agreement outlining key progress targets for the duration of the PhD, with particular emphasis on the first 6 months. This should be uploaded to MyPGR.

- **6 months:** You will have a review meeting with your supervisor and an allocated assessor from within Biosciences to review progress against your targets. A decision on your progress will be made. If sufficient progress has not been made you will receive an initial warning, under the TQA Manual ‘Unsatisfactory Academic Progress Procedures’ and new target dates

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\(^1\) [http://www.vitae.ac.uk/researchers/15672/GRADschools.html](http://www.vitae.ac.uk/researchers/15672/GRADschools.html)

\(^2\) [https://www.exeter.ac.uk/myexeter/](https://www.exeter.ac.uk/myexeter/)
would then be set. If progress remains unsatisfactory, you would receive a Final Warning, which could lead to withdrawal from the programme.

The reviewers should assess that the student
- knows what the background to their project is
- has a clear set of aims and objectives
- has developed methods
- can write and communicate verbally using coherent English
- is attending relevant training
- has made adequate progress against the objectives in the learning agreement

(d) MPhil-PhD upgrade
After 18 months from the start of your programme you will need to complete and submit an MPhil/PhD upgrade report. This 5,000 word (maximum) document should clearly outline your progress and your ability to critically evaluate your own work against the wider literature and should include a detailed thesis plan giving dates for expected completion of labwork and writing. It is envisaged that the content of this report will constitute one or more chapter(s) in the final thesis. You will be able to get direct help with the preparation of this report directly from your supervisory team, who will oversee the scientific content of the report, and for students in Exeter from the Teaching Fellow (PGR).

The report will be reviewed and a viva will be held by an upgrade panel to include 1-2 assessor(s) appointed from within Biosciences and the supervisory team (2nd supervisor attendance optional)

The upgrade panel may recommend one of the following options:
1. that the candidate be upgraded to the PhD programme
2. that the candidate be upgraded to the PhD programme, subject to minor modifications of the upgrade materials (the modifications should be approved by the Chair of the panel)
3. that the candidate be allowed to 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. that the candidate not be upgraded, but be allowed to work towards the submission of an MPhil.
5. that the candidate not be upgraded, and is issued with an initial warning of unsatisfactory progress.

The decision of the upgrade panel should be communicated verbally to you 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 your performance.

The objectives of assessment are listed below:
- Review progress and assess status of project and feasibility of experimental targets
- Is student on track for completion of laboratory work by end of year 3?
- Can student write scientific reports?
- Can the student effectively analyse and interpret their experimental work?
- Review student’s awareness of the significance of their work in the wider field

(e) Biosciences Postgraduate Research Student Conference
Final year PhD students will be expected to give an oral presentation at this new annual event, to take place in May/June. All research students are expected to attend this event, and are encouraged to submit a poster.

2.8 Responsibilities of students
In enrolling for a PhD or MPhil programme, students are undertaking to follow it properly and safely to its conclusion. They should make sure in advance that they are capable of doing so, and undertake
any preliminary study that may be necessary. The responsibility for working appropriately rests with the student; if guidance is needed students should talk to their supervisor(s), mentor or the Director of Postgraduate Research. Students should all read the University “Responsibilities of Students” within the University code of good practice.

2.9 Interruptions and Changes to Mode of Attendance

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. For absences under six days students should complete a personal sickness certificate. 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 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. An interruption to your studies may also be appropriate for a variety of reasons, for example, maternity leave, financial reasons, personal reasons. Interruption of studies means an entire cessation of academic work for a specified period. If the application is successful an extension will be given to your completion deadline that takes into account this period of interruption.

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 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.

2.10 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 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 Postgraduate Research.

2.11 Thesis Submission and Examination (Viva)

PhD theses must be submitted within 4 years of full time registration (3 years for MPhil theses). As of 2009/10 the University has adopted a policy that theses should be completed (examined, and any
corrections complete) within 4 years and the Biosciences strongly encourages students to adopt this target.

Supervisors play a crucial role in the writing of the thesis by reading and providing feedback on chapters in a timely fashion (normally within 2 weeks of receiving a chapter, provided you give advanced notice of expected chapter completion dates). Around 3 months before you intend to submit your thesis, your supervisor will need to nominate your examiners (normally one internal examiner and one external examiner). Examiners are expected to read the thesis and write separate preliminary reports on the thesis itself, prior to holding an oral examination (viva) with you. Rules concerning the conduct and procedures for the viva are available.

Further to item 7.1 in the Code of Good Practice: Boards of Examiners for Degrees by Research, 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.

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

3. BIOSCIENCES

3.1 General Information
Biosciences is housed in two buildings at the Exeter campus - the Geoffrey Pope Building and Biocatalysis Centre, and the Hatherly Laboratories - and in one building, the Centre for Ecology and Conservation at the Tremough campus. All buildings contain teaching and research rooms/laboratories, offices and staff rooms.

3.2 Academic Staff
Please see the Biosciences website for staff profiles and research groups.

3.3 Health and Safety
In Biosciences, all members of staff have a responsibility for the health and safety of themselves, for those with whom they work and for their students. The Biosciences Code of Safety Practice sets out policy and practice and all individuals working in Biosciences should be familiar with its recommendations as they apply to them. A copy of the Code of Safety Practice is available in all laboratories. Additional health and safety information is posted on notice boards around the buildings. If you have a safety-related query, please contact Margaret Grapes on the Streatham Campus (tel +44 (0)1392 264678) or Anna Leonard (tel +44 (0)1326 371857) on the Cornwall Campus. Biosciences and the University carry out regular health and safety inspections/audits. All individuals working in the College are expected to be familiar with the Fire Regulations which are posted on noticeboards in buildings.

1 http://admin.exeter.ac.uk/academic/tls/tqa/Part%208/8fresrcexa.pdf
2 http://admin.exeter.ac.uk/academic/tls/tqa/Part%208/8fresrcexa.pdf
3 http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7pgthesis.pdf
4 http://biosciences.exeter.ac.uk/staff/academic/
No one is allowed to work alone in any laboratory during University closure days. When the University is officially closed (e.g. Christmas), experimental work may only be carried out if a second person qualified in the experimental techniques and familiar with the safety procedures is present at all times in the same laboratory.

Lone working outside normal University hours is discouraged. **After hours all workers must sign in and out of the building** (as detailed in section 3.7). Postgraduate students working late, especially females, are warned to be particularly careful when traversing the campus after they leave. Whenever possible, they should keep to well-lit main thoroughfares and leave as part of a group. The Estate Patrol (at Exeter campus) can be contacted by telephone (01392 723999) or Night Security (at Tremough campus) number 07768557779 if there is any problem.

Biosciences has qualified First-Aiders who, in the event of an accident, should be consulted first:

**EXETER CAMPUS**

Geoffrey Pope and Biocatalysis Centre  
Anna Ames (Stores, Ext 01392 723478)  
Gwen Batten (4th floor, Ext 01392 725175, mobile 07907933839)  
Nick Elliott (Lab 301, Ext 01392 723482)  
Heather Ford (Lab 104, Ext 01392 722386)  
Margaret Grapes (GP321a, Ext 01392 725160)  
Steve Michell (GP416, Ext 01392 725524)  
Peter Splatt (Bioimaging Suite, 1st floor, Ext 01392 725176)  
Nick Tongue (GPL03, Ext 01392 725161)

Hatherly  
Jan Shears (B13/A15-17, Ext 01392 724389)  
Phil Shears (B12a, Ext 01392 722350/01392 724677)

In addition, Estate Patrol can provide First-Aid.

**TREMOUGH CAMPUS**

Anna Leonard (3027, Ext 1874, 0796 187 2178)  
Corrina Lowry (0772 7136360)  
Michelle Hares (0794 676 0471)

Further information on health and safety and laboratory safety can be found on the intranet¹ 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.

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¹ [http://intranet.exeter.ac.uk/lifesciences/healthsafetyrisk/](http://intranet.exeter.ac.uk/lifesciences/healthsafetyrisk/)
3.4 Ethical Issues
If your research has ethical implications you must make sure that you read the College’s Ethics Policy\(^1\) 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.

3.5 Conduct in Biosciences Buildings
Food and drink may only be consumed in designated refreshment rooms, in areas adjacent to vending machines or in private rooms. Laboratory coats should not be worn in these areas.

On the Exeter campus, tea and coffee are available in the morning and afternoon in Hatherly (B14) and GP Building (419) during weekdays with tea/coffee breaks at 11am and 4pm. At Tremough coffee is available in the coffee room or at the cafeteria, with breaks at 10.30am and 3.30pm. The University operates a no-smoking policy in public areas (includes within 5 metres of any building).

The presence of children in laboratories is discouraged. If it is necessary for a child to enter a laboratory building the child must be supervised at all times by an adult. All responsibility for accidents involving a child will be that of the parent or person in charge.

3.6 Access and Security
To access Geoffrey Pope Building/BioCat you will need to swipe your ID card and enter your pin number (issued by Robin Batten).

All the rooms of the Hatherly are locked after normal hours. Keys to the cupboards and drawers of laboratories and rooms are normally in the charge of the technician allocated to the Academic Supervisor.

Keys/security lock codes are for the use of the person to whom they are issued, and must not be loaned/passed on to others. The issue of keys to postgraduates is a privilege and not a right and may be withdrawn if it, or use of the Biosciences facilities out of hours, is abused. All keys issued for the Exeter campus must be returned to Mr. Phil Shears at the end of the programme. A charge of £5 will be levied for each key not returned.

Users of all Biosciences buildings between the hours of 6.00pm and 7.30am must sign in as they enter the building, or if they remain in the building after 6.00 p.m., and sign out as they leave. The Estate Patrol is authorised to enter any of the Biosciences buildings when they are closed and to challenge occupants of the buildings for their identity and, where necessary, authorisation to be in the building at that time. The Estate Patrol may report to the Head of Biosciences any person who is in a Biosciences building after hours and who has not signed the appropriate book. The main signing-in/out books are sited as follows:

- Hatherly: Inside basement entrance
- GP/BioCat Centre: Inside entrance
- Tremough: Main entrance, CEC foyer

Access to the Hatherly after 6.00pm is via the basement entrance under the main steps using a key. All users must ensure that, after 6.00pm on weekdays and at weekends, all building entrance doors are kept locked, and not left unlatched.

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\(^1\) [http://intranet.exeter.ac.uk/lifesciences/healthsafetyrisk/ethics/](http://intranet.exeter.ac.uk/lifesciences/healthsafetyrisk/ethics/)
Access to Tremough is via a swipe card to the appropriate entrance. If you have difficulty there is a manned Night Security number 07768557779 which can be rung for assistance.

No unauthorised person may be admitted to any building after hours. In case of difficulty where visitors request admittance after hours, telephone the Estate Patrol on 01392 723999 (Exeter campus) or Night Security (at Tremough campus) number 07768557779.

3.7 Lockers
Personal lockers are available in the Hatherly basement. Keys to these lockers are available from the Laboratory Superintendent (Mr Phil Shears). Locker arrangements for students in the Geoffrey Pope/Biocatalysis Building are provided within each research group. There are a limited number of lockers at Tremough but you have to provide your own padlock.

3.8 Stationery
Some stationery is available through the Stores. Supervisors will normally provide PhD/MPhil students with basic stationery from this source. At Tremough there are stationery cupboards in the Biosciences Office Room 3.038 however you may require a code from your supervisor depending upon which items of stationery you require.

3.9 Photocopying
Photocopiers are sited, in B Annex of Hatherly, 3rd floor landing and reception area in the GP building, and at the end of the Biosciences corridor in Tremough. Photocopying cards are issued from the stores (for Exeter students). At Tremough photocopiers require a code available from your Supervisor. These cards are not for use at the Library - photocopying cards can be purchased from the Library for use with their photocopies.

3.10 Postal Arrangements
Incoming Mail is sorted into pigeonholes located outside office B5 in Hatherly and third floor in GP, and in the Athenaeum at Tremough. Outgoing mail should be placed in the appropriate box or tray.

3.11 Telephones
University telephones must only be used for business relating to your programme of study. Phone usage is monitored by the Finance Office.
3.12 E-mail
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’ message on your email.

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

<table>
<thead>
<tr>
<th>Exeter</th>
<th>Cornwall</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:bios-pgr@exeter.ac.uk">bios-pgr@exeter.ac.uk</a></td>
<td><a href="mailto:biot-pgr@exeter.ac.uk">biot-pgr@exeter.ac.uk</a></td>
</tr>
</tbody>
</table>

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

3.13 Fax
Fax machines are sited outside Office B7 in Hatherly (01392 723700), the reception in Geoffrey Pope Building (01392 723434), and in the Biosciences Office, Room 3.038 at Tremough (01326 253638).

Documents transmitted by fax are more expensive than by post and fax should be used only when very rapid transmission is essential and scanning documents to send by email is not possible. The use of fax to send messages to some countries is more expensive at certain times so faxing at these times should be avoided where possible.

3.14 Computers
In Exeter PhD/MPhil students should have access to PCs within the location of their research laboratories. If needed, students may also be able to access the PCs in the computer room B12 in Hatherly though this room will be booked for teaching classes. At Tremough PhD students will be allocated a PC in the post-graduate room and Wi-Fi service is also available (see Anna Leonard, ext 1874). There are public access clusters in the Tremough MSc labs (next to the Sports Centre) and in the library.

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 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.

3.15 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.

3.16 Insurance

1 http://www.ex.ac.uk/its/email/forward.shtml
2 http://intranet.exeter.ac.uk/lifesciences/structure/staff/collegeemailgroups/
3 http://www.exeter.ac.uk/email/
4 http://www.ex.ac.uk/its/clusters/
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. 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 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.

4. THE UNIVERSITY OF EXETER

4.1 Administration

The College has a Postgraduate Administration team that deals with all research students registered in the College. The University’s Postgraduate Administration office, 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. The Postgraduate Administration office is based in Northcote House in Exeter and for Tremough students, the Registry Services in the ASU, Peter Lanyon Building provides an equivalent service. The Registry will deal with enquiries relating to registration and records, as well as Council Tax certificates, changes of programme and personal details, medical certificates, etc. You can contact them at registry@exeter.ac.uk.

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1 http://www.exeter.ac.uk/staff/internationaltravel/
3 http://as.exeter.ac.uk/support/admin/research/
You **must** keep the University informed of any changes to your contact details. Please do this via MyExeter.

### 4.2 Access to the campus
Maps and directions are available of both the [Streatham campus](http://www.exeter.ac.uk/visit/directions/streathammap/) in Exeter and the [Cornwall campus](http://www.exeter.ac.uk/visit/directions/cornwallmap/) 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](http://www.exeter.ac.uk/campushelp/minibus/) service from Exeter St David's railway station to Streatham Campus for students and staff. For travel from/to the Tremough campus bus [timetables](http://www.cornwallpublictransport.info/bus_timetables.asp) 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](http://www.exeter.ac.uk/staff/stafflife/carparking/paymentoptionsandrates/) 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.

### 4.3 Library
The [Academic Support Consultant](http://as.exeter.ac.uk/media/level1/academicserviceswebsite/library/documents/guides/ASC.pdf) at the [Library](http://as.exeter.ac.uk/library/) for Biosciences 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.

### 4.4 Students' Guild
The University of Exeter [Students’ Guild](http://www.exeter.ac.uk/university/guild/) is the students’ union of the University of Exeter. Students based at Tremough represented by [FXU](http://www.exeter.ac.uk/university/guild/fxu/) is the shared union between the University of Exeter and University College Falmouth (who both share the campus).

The [Postgraduate Union](http://as.exeter.ac.uk/media/level1/academicserviceswebsite/library/documents/guides/ASC.pdf) (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.

### 4.5 Academic Year & Closure dates
The University’s [calendar](http://as.exeter.ac.uk/university/calendar/) provides details of term dates

<table>
<thead>
<tr>
<th>2011-12</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Term</td>
<td>Mon 3 October - Fri 16 December</td>
</tr>
<tr>
<td>Spring Term</td>
<td>Mon 9 January - Friday 30 March</td>
</tr>
<tr>
<td>Summer Term</td>
<td>Mon 30 April - Fri 15 June</td>
</tr>
</tbody>
</table>

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.

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1 http://www.exeter.ac.uk/visit/directions/streathammap/
2 http://www.exeter.ac.uk/visit/directions/cornwallmap/
3 http://www.exeter.ac.uk/campushelp/minibus/
4 www.cornwallpublictransport.info/bus_timetables.asp
5 http://www.exeter.ac.uk/staff/stafflife/carparking/paymentoptionsandrates/
6 http://as.exeter.ac.uk/media/level1/academicserviceswebsite/library/documents/guides/ASC.pdf
7 http://as.exeter.ac.uk/library/
4.6 Student Health And 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 Biosciences 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 Director of Postgraduate research. The Students’ Guild Advice Unit¹ (for Exeter students) and the FXU² (for Cornwall students) has a wealth of information about sources of support.

4.7 Disability and Special Educational Needs (SENDA)
The University warmly welcomes and supports students with disabilities. There is a team of specialists at AccessAbility³ (Exeter) or the Accessibility Service⁴ (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.

Please also consult the University Counselling Service⁵: for advice if experiencing any problems.

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

¹ http://www.exeterguild.org/advice/
² http://www.fxu.org.uk/content/746643
³ http://as.exeter.ac.uk/support/disability/exeter/
⁴ http://as.exeter.ac.uk/support/disability/cornwall/
⁵ http://www.services.ex.ac.uk/counselling/
Appendix 1

College of Life and Environmental Sciences

Biosciences

Code of Good Practice for Supervision of Postgraduate Research Students

This document describes guidelines within Biosciences that cover the duties and expectations of supervisors and their postgraduate research students. It is intended as a supplement to the University code of good practice which is available in the University Teaching Quality Assurance (TQA) manual. All students and supervisors should be familiar with both the University and Biosciences codes of good practice. This document gives further guidelines only for those details that are specific to Biosciences.

General

It is the responsibility of the student to update MyExeter with any changes in address and to inform the CLES Postgraduate Research Team of any changes of study that take place during the year. During the first few weeks all postgraduate students will undergo an induction course which provides an introduction to the running of Biosciences. This course also outlines the compulsory courses available for postgraduate students and procedures for addressing any problems. Attendance at the induction course is compulsory for all students (including part-time). Additional compulsory induction activities include fire and safety training. No student may undertake any research without having first attended these courses.

Facilities

Biosciences is housed in three separate buildings. At Exeter Biosciences occupies the Hatherly Laboratories and the Geoffrey Pope Building & Biocatalysis Centre. At the Tremough Campus Bioscience activities are in the Centre for Ecology and Conservation. Students will be provided with keys or card access to one or more of these buildings (as required). Within these building(s) students will have access to at least one research laboratory and any of the appropriate shared facilities (e.g. IT clusters, glass-houses, constant temperature rooms, freshwater and marine aquaria, instrument rooms, molecular biology preparation labs etc.). Students will each be allocated a desk. This is usually located in an ‘office area’ within their specific research laboratory which will normally be shared with other PhD students and/or technical staff. Within these areas students will also have access to a computer from which they will have access to the Biosciences and University computing facilities (e.g. email and WWW access, word-processing, spreadsheet, graphical and statistical software etc.). Students will also have access to the photocopiers and fax machines within the various buildings.

Supervision and Training

Each student will have a primary supervisor and a secondary supervisor, usually from within Biosciences but increasingly interdisciplinary research necessitates supervisors from other Colleges or Institutes/Industries. In addition all students are allocated a mentor. The primary supervisor is the main person responsible for overseeing the student’s work and progress on a regular basis. Full details of the role of the primary supervisor can be found under “Responsibilities of Supervisors”¹ within the University code of good practice. The role of the second supervisor is to provide additional project specific expertise and additional intellectual input. The role of the mentor differs from that of the academic supervisors and includes matters of pastoral care, full details of which are defined in “Responsibilities of Mentors”² within the University code of good practice.

Within the first 8 months of the start of their postgraduate study, the student and supervisor(s) must complete a Postgraduate Research Student Learning Agreement form. This is to identify the areas where students already have sufficient skills and define those that may require further training (e.g. IT skills, specific research techniques, statistics etc.) and the mechanism by which this training is to be implemented. These assessment forms will also include an agreement of the frequency and nature of supervisory contact and procedures for dealing with urgent problems, which must be signed by

¹ http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Epgsuper.pdf
² http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Epgsuper.pdf
both supervisor and student. Students will keep the original but must also upload the final version of the form to MyPGR by 8 weeks after their initial registration date.

Postgraduate research students and supervisors should keep in regular contact. While by the very nature of Bioscience research, students will be often in daily contact with their supervisor or a senior researcher, it is expected that informal meetings/discussions will take place very regularly for full time students working within Biosciences, especially during the first year (e.g. at least once per fortnight when supervisor and student are both present). Students are expected to produce a record of their supervisory contact using MyPGR – at least 10 contact events (for full-time students, 6 for part-time students and 3 for continuation status students) per year must be recorded, though additional records can be added.

There are a number of compulsory taught courses which must be attended during the first year. These provide training in general areas such as safety (fire and first aid), statistics, management of science, communicating science, science in industry, demonstrator training and a Grad Skills programme. Students are required to keep an ePDP record information about these taught courses, the induction, rules, advice etc. In addition, all postgraduate students are required, within reason, to attend all Biosciences Research Seminars (including external and internal speakers). Second and third year post-graduates are required to give short presentations to their colleagues and staff as part of their training and practice in presentation skills and as preparation for communicating their work at conferences. Supervisors are expected to provide constructive feedback.

All Research Council funded students must attend a GRAD SCHOOL course during their PhD tenure.

There are also a number of optional courses which students are encouraged to attend (e.g. undergraduate or postgraduate taught modules, Research Council business courses, language courses and outreach programmes). Many of these can be identified as the need arises during supervision meetings. In addition, supervisors should encourage and support students in attending and presenting their work at suitable external scientific conferences. It is expected that students will attend at least one national conference per year, and present their data at least once during the degree, ideally at an international conference.

**Monitoring of Progress**

(a) Progress during the year
Students are expected to keep a record of their supervisory contact using MyPGR – at least 10 contact events (for full-time students, 6 for part-time students and 3 for continuation status students) per year must be recorded, though additional records can be added.

(b) Annual Review
Each year students will be assessed to make sure they are progressing with your research satisfactorily. The College will send out annual review forms in April/May to students and supervisors, and the completed forms will be considered by a panel to review progression for the next academic year.

(c) Learning Agreement

- **6-8 weeks:** Students will need to complete and submit a 4-5 page learning agreement outlining key progress targets for the duration of the PhD, with particular emphasis on the first 6 months. This should be uploaded to MyPGR.

- **6 months:** Students will have a review meeting with their supervisor and an allocated assessor from within Biosciences to review progress against your targets. A decision on their progress will be made. If sufficient progress has not been made students will receive an initial warning, under the TQA Manual ‘Unsatisfactory Academic Progress Procedures’ and new target dates would then be set. If progress remains unsatisfactory, students would receive a Final Warning, which could lead to withdrawal from the programme.

The reviewers should assess that the student

- knows what the background to their project is
- has a clear set of aims and objectives
- has developed methods
• can write and communicate verbally using coherent English
• is attending relevant training
• has made adequate progress against the objectives in the learning agreement

(d) MPhil-PhD upgrade
After 18 months from the start of the programme students will need to complete and submit an MPhil/PhD upgrade report. This 5,000 word (maximum) document should clearly outline the student’s progress and the student’s ability to critically evaluate their own work against the wider literature and should include a detailed thesis plan giving dates for expected completion of lab work and writing. It is envisaged that the content of this report will constitute one or more chapter(s) in the final thesis.
Students will be able to get direct help with the preparation of this report directly from their supervisory team, who will oversee the scientific content of the report, and for students in Exeter from the Teaching Fellow (PGR).

The report will be reviewed and a viva will be held by an upgrade panel to include 1-2 assessor(s) appointed from within Biosciences and the supervisory team (2nd supervisor attendance optional)

The upgrade panel may recommend one of the following options:
   6. that the candidate be upgraded to the PhD programme
   7. that the candidate be upgraded to the PhD programme, subject to minor modifications of the upgrade materials (the modifications should be approved by the Chair of the panel)
   8. that the candidate be allowed to resubmit revised upgrade materials, within a three month period (an additional viva will take place if deemed necessary by the Chair of the panel)
   9. that the candidate not be upgraded, but be allowed to work towards the submission of an MPhil.
  10. that the candidate not be upgraded, and is issued with an initial warning of unsatisfactory progress.

The decision of the upgrade panel should 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 the students’ performance.

The objectives of assessment are listed below:
• Review progress and assess status of project and feasibility of experimental targets
• Is student on track for completion of laboratory work by end of year 3?
• Can student write scientific reports?
• Can the student effectively analyse and interpret their experimental work?
• Review student’s awareness of the significance of their work in the wider field

(e) Biosciences Postgraduate Research Student Conference
Final year PhD students will be expected to give an oral presentation at this new annual event, to take place in May/June. All research students are expected to attend this event, and are encouraged to submit a poster.

Attendance

Full-time research students should work full-time on their research work. Students may not normally undertake more than 6 hours per week of other paid work directly related to their training. Students who wish to undertake paid work not directly related to their training must seek permission from Biosciences and their financial sponsor. Students should present evidence of their work to their supervisor at regular intervals and upon reasonable demand. Absence for holidays should comply with the details laid out in the appropriate Research Council handbook or for non-Research Council funded students should be agreed in advance with the supervisory team.

Demonstrating

For entrants prior to 2009/10: Biosciences encourages students to undertake demonstrating activities. Full-time postgraduate research students are expected to act as paid teaching demonstrators for the practical classes in at least one, and usually two, undergraduate modules per year. This can be up to about 17 hours of practical demonstrating per module, plus preparation time. To demonstrate you are
required to attend the LTHE Level 1 training course (http://as.exeter.ac.uk/support/development/researchstudents/learningandteachinginhighereducationprogrammelthe/) and have attended the Bioscience Demonstrating course, both which are provided as part of the Induction training. Students are obliged to follow our Demonstrator Code of Conduct and attend specific training sessions or demonstrator meetings called by the practical co-ordinator(s). These should not last more than 1 hour per practical.

For entrants from 2009/10: As RCUK are emphasising training and employability, entrants from 2009/10 are part of a more formalised skills training process by being involved in supporting some teaching activities. Our training aims to give students experience in teaching related activities, an opportunity to understand the broader career options available, provide an insight into how the academic system works and underline the importance of time management. Students will normally be associated with one taught module/year. At no stage will students be directly involved in teaching and any demonstrating will be paid. If you wish to demonstrate then students are obliged to attend the LTHE course and Biosciences “in house” demonstrator training run by Sara Burton (in Exeter). This training counts toward your compulsory Generic training and teaching support duties. All demonstrators must abide by the Biosciences Code of Conduct for Demonstrators. In addition, all research students are expected to attend at least one event from the University’s Researcher Development Programme each year.

**Thesis submission and chapter feedback from supervisors**

The supervisor should provide guidance on the writing and preparation of the thesis, including commenting on at least one draft of every chapter. For the first 2-3 chapters to be written it is expected that supervisors will normally give written feedback on several versions of each chapter to ensure appropriate training in thesis writing (specifically for succinct and accurate writing of materials and methods, results, and discussion with appropriate referencing etc.). It is normally expected that the supervisor will return feedback on each chapter within 1 week, and not more than 2 weeks, of the chapter being submitted for comment. It is the student’s responsibility, not the supervisor’s, to ensure the final editing and proof reading of the thesis. Note that the extent of and time taken for any minor corrections (typographical, spelling, grammar, scientific format) recommended by the PhD examiners will determine the minimum period required prior to resubmission. This in turn can have an impact on the starting salary for the first postdoctoral positions.
Appendix 2

College of Life and Environmental Sciences

Biosciences

Postgraduate Research Student Learning Agreement Form

<table>
<thead>
<tr>
<th>Postgraduate Research Student:</th>
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</thead>
<tbody>
<tr>
<td>Supervisor 1:</td>
<td></td>
</tr>
<tr>
<td>Supervisor 2 (if applicable):</td>
<td></td>
</tr>
<tr>
<td>Supervisor 3 (if applicable):</td>
<td></td>
</tr>
<tr>
<td>Mentor:</td>
<td></td>
</tr>
<tr>
<td>Programme of Study:</td>
<td></td>
</tr>
<tr>
<td>Project Running Title:</td>
<td></td>
</tr>
<tr>
<td>Location if the student is based off-campus:</td>
<td></td>
</tr>
</tbody>
</table>

Each postgraduate student will have either one or more supervisors within Biosciences. All students will also be allocated a mentor. The primary supervisor is the main person responsible for overseeing the student’s work and progress on a regular basis. The role of the mentor differs from that of the primary academic supervisor and includes matters of pastoral care. Full details of each role can be found within the University code of good practice[^1].

The Learning Agreement form should be completed within the first 8 weeks of study, following discussion between student and supervisor. It is a required progress target which will be used to decide on progress to the second year of study and should be considered as a useful tool to facilitate completion of a successful research project and degree programme.

This Learning Agreement should be considered as complementary to Biosciences Postgraduate Handbook and the University "Code of Good Practice for Supervision of Postgraduate Research Students" and does not replace or supersede it.

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

[^1]: [http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Epgsuper.pdf](http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Epgsuper.pdf)
Approach to Research (include aims, objectives and key milestones for the first 6 months and for the research programme overall):

General Roles of postgraduate researcher and supervisor:

Topic Specific Roles:

Research Support:

Research Training (Project Specific):

Research Training (Generic):

Consultation & Reviews:

Role of/interaction with collaborating organisation (if applicable):

Ethical aspects of the research:

Intellectual Property Rights issues:

This Learning Agreement is made on ........................................ (date)

between ........................................ (Postgraduate Research Student Name) and .......................................................... (Supervisor(s) Names)
Learning Agreement Questions
The questions listed below are designed to initiate useful discussions between student and supervisor about the Learning Agreement. The list is by no means exhaustive, and you are likely to come up with further questions as part of your discussions, and many of these may specific to your particular situation and/or research project. You should feel free to add extra headings as required.

Approach to the Research
- What is the nature of the supervised postgraduate research?
- What are the objectives of the research project as a whole?
- What are the critical milestones for the research?
- How are creativity and conceptual understanding going to be stimulated?
- How are enquiry and critical thinking going to be stimulated?

6 month review
- What are the critical milestones for the first 6 months?
- How will success in reaching these agreed targets be measured?

General Roles of Postgraduate Researcher and Supervisor(s)
- What are the responsibilities of the student and supervisor?
- Are both parties fully aware of the University regulations and procedures that relate to the degree? Have they both read the Biosciences Postgraduate Handbook and the University "Code of Good Practice for Supervision of Postgraduate Research Students"?
- How will a realistic programme of work be created and monitored?
- How will liaison with a second supervisor (if applicable) operate?
- How will liaison with the mentor operate?
- What opportunities are provided by the wider postgraduate community (in your laboratory, within Biosciences, within the University, or outside)?
- How, and how soon, will the student achieve academic independence?
- How will Intellectual Property Rights (IPR) be allocated?
- Does the student have any individual needs, which must be taken into account in providing him/her with the means to complete the research? (N.B. It is the duty of the supervisor to encourage the student to inform the Disability Resource Centre (Exeter) /Accessibility Service (Cornwall) of their needs in order for appropriate support to be organised).

Topic Specific Roles
- What are the key characteristics of the field of study, including relevant theories and related literature?
- Who are the most appropriate first contacts in the field?
- Are there any particular ethical considerations for this research project?
- How will a suitable end point be determined for the research?
- How does the postgraduate student's research relate to the interest of the supervisor?

Research Support
- What specific techniques and/or equipment and facilities are necessary for this research project?
- What research and/or technical training requirements are associated with this research?
- Are there any health and safety concerns, and how will they be addressed?
- Will it be necessary to carry out any fieldwork, and if so how will the associated costs be met?
• How will supervision be organised if extended periods of research are to be carried out at remote sites (e.g. fieldwork or collaborative placements)?

Consultation and Reviews
• How often will research student and supervisor(s) meet and what mode will the meetings take place e.g. face to face, telephone, skype?
• Who is responsible for arranging meetings or other formal contact?
• What is the procedure for dealing with urgent problems?
• What are the expectations regarding preparation for, attendance of and MyPGR records of, meetings?
• Does the student require training in keeping a lab book? Will the lab book need to conform to GLP? And/or will the supervisor wish to inspect and sign off the lab book at regular intervals?
• Who will develop and review the programme of work?
• What are the expectations about provision of feedback on written work?
• Are there any other outputs and if so, what are the expectations for these?
• What requirements are there for the assessment of progress by the various parties (e.g. Supervisor, Biosciences, University, Sponsors, Collaborators)?
• What will be the arrangements for any publications?
• How will the examiners (for final thesis examination and vivas) be selected and appointed?

Relationship with Collaborating Organisation (if appropriate)
• What are the agreed areas of mutual interest or benefit for all parties?
• How will the postgraduate student arrange to work in conjunction with the company/partner?
• What should the postgraduate student's objective be in relation to the company/partner?
• How will the interests of the collaborating company/partner be protected?
• How will liaison with the company/partner and their supervisor(s) operate?

USEFUL INFORMATION

Descriptor for qualifications at Doctoral (D) level: Doctoral degree

Doctorates are awarded to students who have demonstrated:

i) the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;

ii) a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;

iii) the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;

iv) a detailed understanding of applicable techniques for research and advanced academic enquiry.

(The framework for higher education qualifications (FHEQ) in England, Wales & N. Ireland)