

Welcome

DOCTORAL SCHOOL / RESEARCH STUDENT ADMIN OFFICE

September 2020

us
UNIVERSITY
OF SUSSEX

About the Doctoral School

The Doctoral School is a University-wide structure supporting doctoral researchers.

With over 1200 doctoral researchers at Sussex, we are keen to help you become a part of the wider research community.

www.sussex.ac.uk/internal/doctorschool/

- **Training** through our popular [Researcher Development Programme](#)
- Wider **research community** beyond your School, to meet other researchers at Sussex
- **Funding** opportunities for during your doctorate

Doctoral School

www.sussex.ac.uk/internal/doctorschool/



[Accessibility](#) | [A-Z](#) | [Staff search](#) | [Contact us](#) | [Email](#) | [External website](#)

☒ Site ☐ People (by surname)

Search for...

Students

Staff

Schools & services

Sussex Direct

Canvas

Schools

ITS

Library

Professional services

[Schools and services](#) > [Doctoral School](#) > [Home](#)

> Home

News and events

Researcher development

Funding

Your mental health and wellbeing

Help and support

ESRC Doctoral Centre

New doctoral researchers

AHRC / CHASE

Doctoral Researcher Forum

People and contacts

Doctoral connections

PGR Open Forums

Sussex Scholarship Extension
ool/scholarship-extension

Doctoral School



Welcome to The Doctoral School

Doctoral researchers play a vital role in Sussex's vibrant intellectual culture. We support all doctoral researchers across the University to become part of our research community. The information below can help you make your time here as productive and stimulating as possible.

New researchers are encouraged to explore [our welcome pages](#).

Keep up to date with the latest news on our [Doctoral Connections](#) blog and follow us on Twitter [@SussexDocSchool](#).

If you cannot find what you are looking for get in touch with us at doctorschool@sussex.ac.uk.

Quick Links

[Funding](#)
[Training](#)
[Handbooks & forms](#)
[Information for new students](#)
[DS external site](#)
[Your career](#)
[Sussex Research Hive blog](#)
[Doctoral Connections](#)

See also

• [Festival of Doctoral Research](#)

Latest events

8 October 2020
[Introduction to Lecture Series and Overview](#)

[View all events](#)

Researcher Development Programme

Our [Researcher Development Programme](#) offers year-round training and development opportunities to help you successfully complete your doctorate and prepare for your future.

Operating online currently, we run over 100 workshops each year.

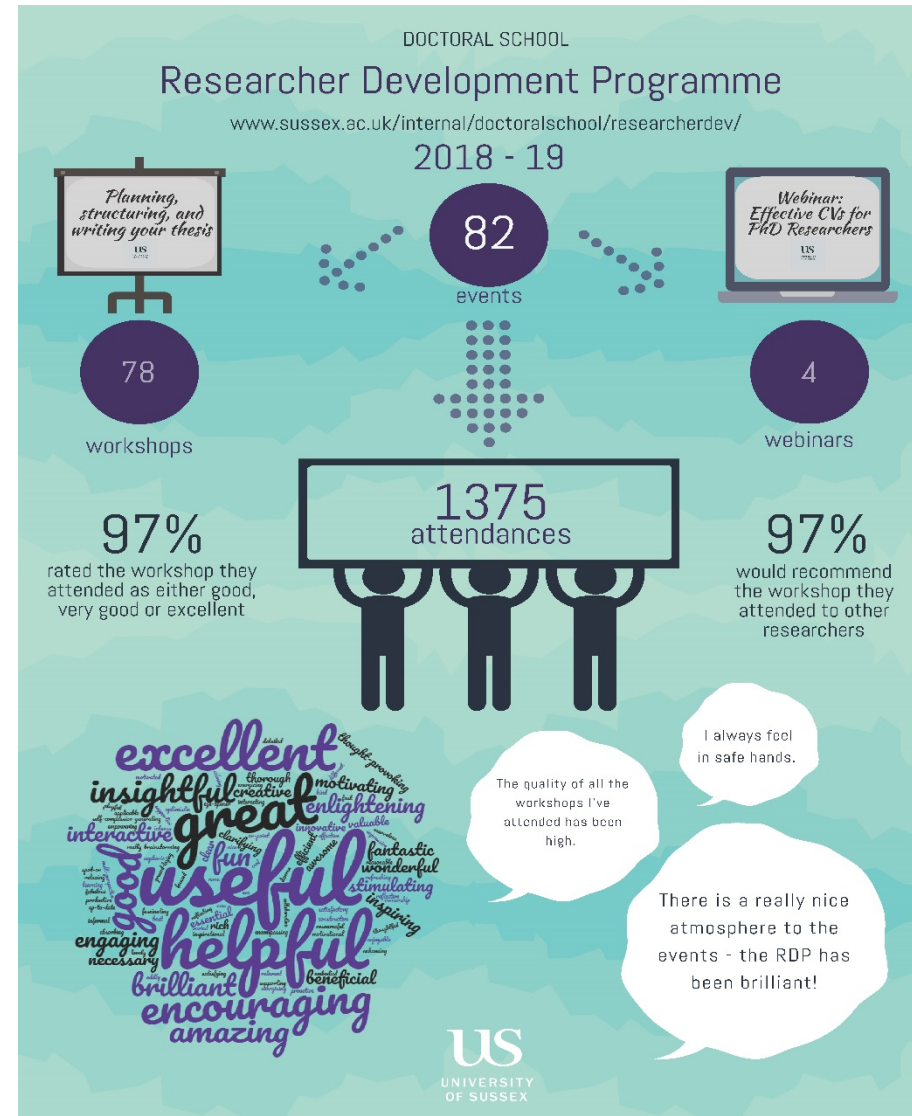
Recommended for new Doctoral Researchers:

- Introduction to the Library
- Undertaking a literature review
- Literature searching using Scopus and Web of Science
- Becoming an effective researcher
- Working with your supervisor
- Introduction to ethics

www.sussex.ac.uk/internal/doctoralschool/researcherdev

“I’ve been starting to get a bit stressed out but each of the workshops I have been to makes me feel more and more excited about doing my research.”

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Research community



The Doctoral School organises a number of University-wide events throughout the year, which are open to all doctoral researchers:

- Welcome events for new researchers – September, February, and May
- Three Minute Thesis and the Festival of Doctoral Research – June
- Doctoral Connections blog for latest PhD news and opportunities

www.doctoralconnections.com/

Doctoral Connections blog

www.doctoralconnections.com

Doctoral Connections

News, events and resources for doctoral researchers at the University of Sussex

[Home](#)

[About](#)

[Useful links](#)

**Doctoral
School**

UEA Online Training Series for PGRs 2020-21: details online now



Search ...

RECENT POSTS

- [UEA Online Training Series for PGRs 2020-21: details online now](#)
- [The Postgraduate Network is recruiting PGR Ambassadors, apply now](#)
- [Looking for volunteering opportunities? Join the Language Café or Buddy mentoring scheme](#)
- [Call for papers: \(Re\)Connect, Excursions Journal issue 11.1](#)
- [LPS doctoral researchers discuss professional development at 'virtual away day'](#)

ARCHIVES

- [September 2020](#)
- [August 2020](#)
- [July 2020](#)

Funding opportunities

Funding opportunities available via the Doctoral School include:

- **Doctoral (online) Conference Grants**
Doctoral Conference Grants support Sussex doctoral researchers who are presenting their research at conference. You can apply for up to £1,000 during the period of your registration.
- **Alternative Guide to PG Funding**
A guide on applying to alternative sources of funding (normally charities) regardless of subject or nationality.

www.sussex.ac.uk/internal/doctoralschool/funding

Funding your doctorate

The resources below provide information and opportunities for funding your doctorate and your research at Sussex.

PhD Scholarships and funding

Research Professional

The Alternative Guide to Postgraduate Funding

Funding your professional development

The following funds are designed to support your professional development as a researcher at Sussex. Opportunities include funding to present your research at an overseas conference; to deliver a public engagement initiative; and to organise your own professional development activity for researchers.

You can also use the the [Alternative Guide to Postgraduate Funding](#) and [Research Professional](#) database to find external funding for conferences and travel.

Researcher-Led Initiative Fund

Public Engagement Fund

Sussex Fund Doctoral Overseas Conference Grants

Lyle awards

Kindness UK Doctoral Conference Awards

Santander Travel Grants

The Adam Weiler Doctoral Impact Award

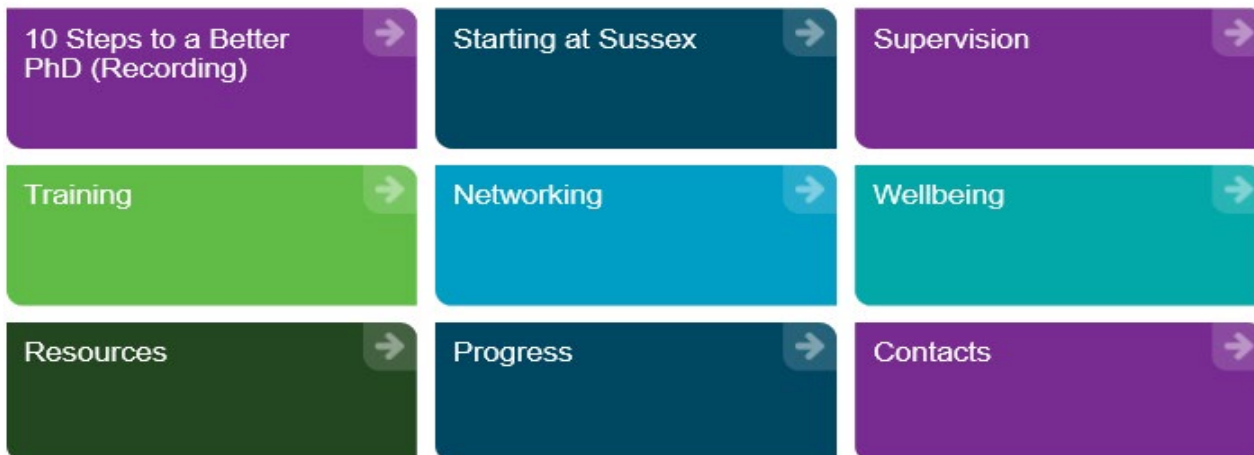
Online resource for new researchers

www.sussex.ac.uk/internal/doctoralschool/new-doctoral-researchers/induction



Navigating through the webpages for new doctoral researchers

Click on the boxes below or use the left-hand sidebar to skip to the different sections of webpages for new doctoral researchers. Once you have selected a section, you can navigate through the relevant sub-pages using the list on the sidebar on the left.



Mental health and wellbeing

www.sussex.ac.uk/internal/doctoralschool/wellbeing



WORKPLACE OR PROFESSIONAL SELF-CARE

- Allow for breaks during the workday
- Plan enjoyable activities for after the workday and at weekends
- Engage with peers and colleagues
- Create a calm environment to complete tasks
- Participate in projects or tasks that are exciting and rewarding
- Practice ability to set limits/boundaries and say “no” to extra responsibilities
- Arrange work space for comfort
- Negotiate academic and non-academic needs
- Participate in peer support groups



- Self-care strategies
- RDP workshops on stress, resilience and strengths, e.g. ‘Looking out for each other during the PhD’

- Online peer support groups



‘We share research ideas and resources, discuss challenges and offer advice and solutions to one another. My Skype group makes me feel that I am part of a research community and that I am not alone in my PhD journey.’

Imelda, part time PhD researcher

Research Student Admin Office

We are here to help you through the stages of your doctorate at Sussex, your annual registration, your progress and....one day soon....your viva and award.

Contact **RSAO** if you want to,

- Ask any general questions about your PhD
- Change mode of attendance
- Change course or degree
- Intermit
- Go on fieldwork
- Extend your visa
- Attend a graduation ceremony
- Require any student correspondence such as Bank Letter, Council Tax letter, To Whom it May Concern Letter etc.



Handbook and Regulations for Doctoral Researchers – www.sussex.ac.uk/rsao



[Accessibility](#) | [A-Z](#) | [Staff search](#) | [Contact us](#) | [Email](#) | [External website](#)

☒ Site ☐ People (by surname)

Search for...

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[Sussex Direct](#)

[Canvas](#)

[Schools](#) | [ITS](#) | [Library](#) | [Professional services](#)

[Schools and services](#) > [Research Student Administration Office](#) > [Homepage](#)

Research Student Administration Office



[Covid-19 information](#)

[About these webpages](#)

[Throughout your research degree](#)

[The submission and examination process](#)

[Regulations and policies](#)

[Information for supervisors](#)

[Information for examiners](#)

[Forms and letter requests](#)

Contact

Email: researchstudentoffice@sussex.ac.uk

Telephone: [+44 \(0\)1273 878550](tel:+44(0)1273 878550)

If you would like to talk with the Research Student Administration Office in-person, please [email](#) to make an appointment.

Miles Willey
Head of Research Student Administration

M.Willey@sussex.ac.uk

[+44 \(0\)1273 878427](tel:+44(0)1273 878427)

[→ Contacts list](#)

Keep in touch

The Doctoral School

doctoralschool@sussex.ac.uk

Research Student Admin Office

Ground Floor, Sussex House
(email to book an appointment)

01273 876550

researchstudentoffice@sussex.ac.uk



@SussexDocSchool

#SussexPGR

Welcome to the

Careers and Employability Centre

We're here to support you
throughout your time at Sussex



PhD Researchers – Career Provision

Career
Exploration

CVs

Interviews

Networking

Online
Resources

1-1 support

Top Tip – Remember the 3 pillars

- Research
- Teaching
- Administration



To find out more....

Careers and Employability Centre



PhD researchers

We support PhD researchers during and up to three years after graduation. We can help you explore your career ideas and the pathways available to you both within and outside academia

We work closely with the [Doctoral School](#) and our workshops are part of the [Researcher Development Programme](#) here at Sussex.

<http://www.sussex.ac.uk/careers/services/researchers>

Stay in touch

Follow us on social media for the latest news and updates, events details and job listings:



- @SussexCareers



- @SussexUniCareers



- @SussexUniCareers

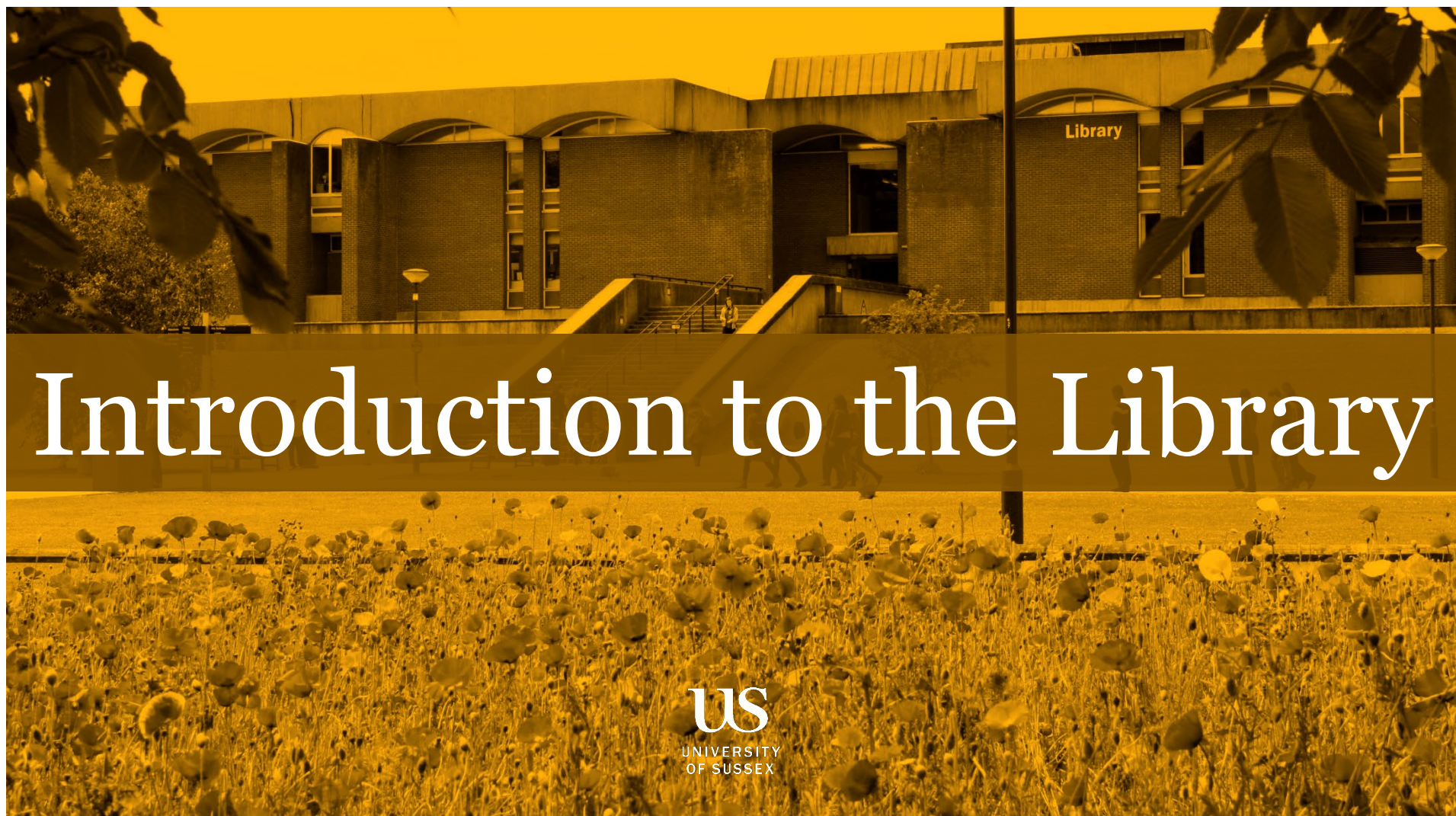
Or visit our websites –

www.sussex.ac.uk/careers

Careerhub.sussex.ac.uk



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Introduction to the Library

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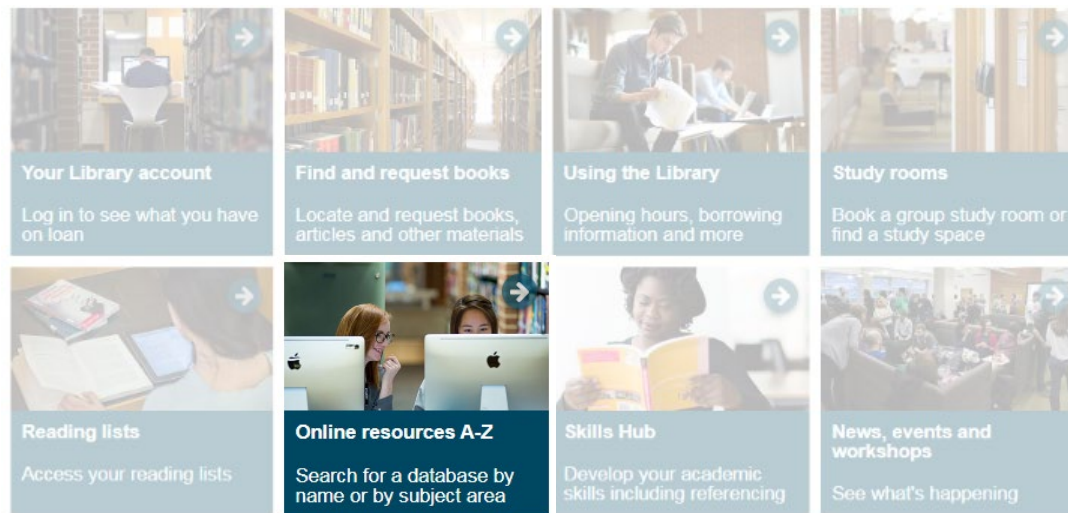
1. The Stuff

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Use **Library Search** to look for books and other resources.



Library Subject Guides



guides.lib.sussex.ac.uk/resources

guides.lib.sussex.ac.uk/resources

Online Resources: Home

[Home](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Search by title for resources such as Scopus or Westlaw using the A-Z tabs above

Search for resources by subject using the links below

A
[American Studies](#)
[Anthropology](#)
[Art History](#)

B
[Biology and Environmental Sciences](#)
[Business, Management and Economics](#)

C
[Chemistry and Biochemistry](#)
[Childhood and Youth Studies](#)

G
[Gender Studies](#)
[Geography](#)

H
[History](#)

I
[Image, Film and Sound](#)
[Informatics](#)
[International Relations](#)

N
[Newspapers](#)

O
[Open Educational Resources \(OERs\)](#)
[Official Publications](#)

P
[Philosophy](#)
[Physics and Astronomy](#)
[Politics](#)
[Psychology](#)



2. The Scene



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Click & Study

Click and Study Service

Book a study space in the Library
from 10am-4pm, Monday-Friday



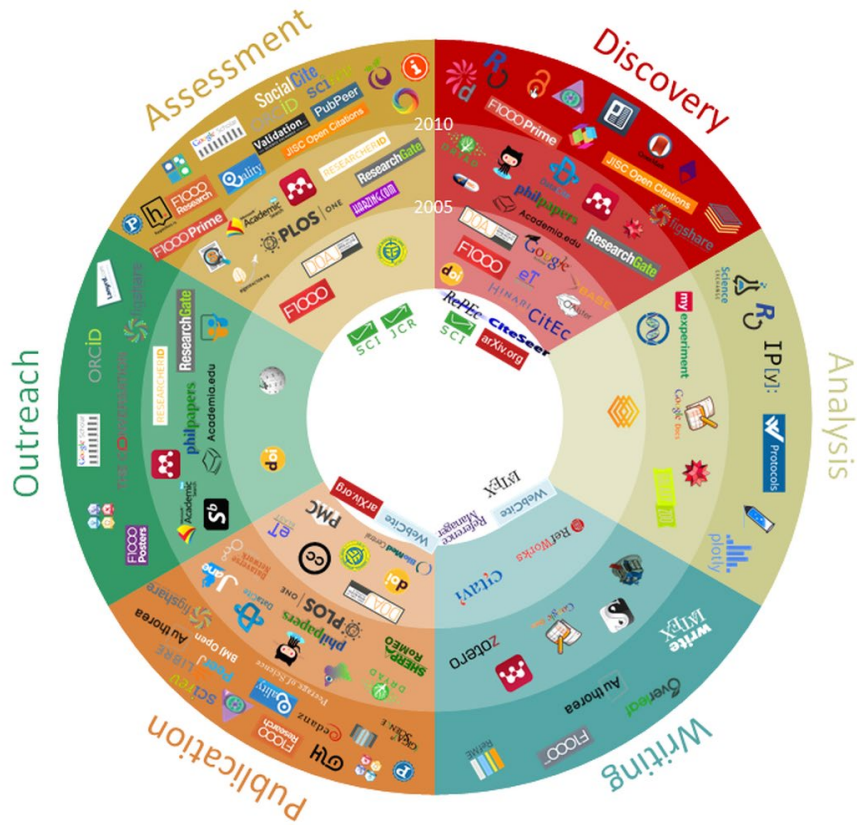
Click and Collect Service

Request items showing as
available in the Library; to collect
from 10am-4pm, Monday-Friday



Click & Collect

Research Tools

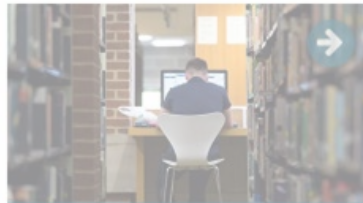


- Literature databases
- Data repositories
- Word processing
- Analysis software
- Cloud storage solutions
- Reference managers

A person is seen from behind, sitting at a desk and looking at a tablet. On the desk, there is an open book, a closed book titled 'MEDIA AND COMMUNICATION TECHNOLOGIES A Critical Introduction' by Stephen Lox, and a small metal container. The entire scene is overlaid with a semi-transparent blue filter.

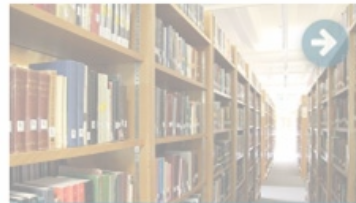
3. The Support

Research Support



Your Library account

Log in to see what you have on loan



Find and request books

Locate and request books, articles and other materials



Using the Library

Opening hours, borrowing information and more



Support for researchers

What's on offer to doctoral researchers and academics



Making your research available

SRO, FigShare & Elements



Special collections

Archival, manuscript and rare book collections

sussex.ac.uk/library/research

Research Support

Book one-to-one support



Access the Researcher Development Programme



Add your research to Elements



Find out about Open Access for researchers



Register for your ORCID



Manage your research data



Discover Sussex Research Hive



Learn about seminars and events



Suggest a journal to purchase



Suggest a book to purchase



sussex.ac.uk/library/research

Research Support

Book one-to-one support



Access the Researcher Development Programme



Add your research to Elements



Find out about Open Access for researchers



Register for your ORCID



Manage your research data



Discover Sussex Research Hive



Learn about seminars and events



Suggest a journal to purchase



Suggest a book to purchase



sussex.ac.uk/library/research

www.sussex.ac.uk/library

Contact us

library@sussex.ac.uk



We greatly value your feedback, if you have any comments or suggestions please get in touch.



Chat with Library Staff

**CUSTOMER
SERVICE
EXCELLENCE**



The background image is a monochromatic, golden-yellow photograph. The upper portion shows a large, modern building with a series of arched windows and a central entrance. A sign on the right side of the building reads "Library". In the foreground, there is a field of tall, thin plants with large, dark, circular leaves, possibly poppies. The overall tone is warm and academic.

Thanks for listening

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Meet the Research Hive Scholars

Aanchal Vij



Devyn Glass



Louise Elali



sussex.ac.uk/internal/doctoralschool/researcherdev

Doctoral School

Researcher development

For the latest information on how coronavirus may impact your research, see the University's [Autumn 2020 advice page for doctoral researchers and supervisors](#), which will be updated as the situation continues to develop.

In addition, the Student Hub has specific [advice for international PhD students](#) (scroll down to Research Students section) and guidelines have been issued for anyone approaching a [Distant \(Online\) Viva](#).

Our Researcher Development Programme provides year-round training and development opportunities to help you successfully complete your doctorate, and prepare for your future.

99% of our face-to-face workshop participants would recommend our programme to other researchers.

Scheduled workshop
and event listings

List of all RDP
workshops

Your professional
development

New doctoral
researchers

Further development
opportunities

Online resources

Thesis Boot Camp

Three Minute Thesis

Wellbeing

sussex.ac.uk/counselling

Book an appointment (via Sussex Direct)

What is counselling?

Self-help resources

Workshops and events

Our service, team, and
placements

Sussexsport



Students	Staff	Public and alumni	News and events
Facilities and services	Children's activities	Book online	People and contacts

sussex.ac.uk/sport



sussexresearchhive.wordpress.com

SUSSEX RESEARCH HIVE PRESENTS

Quaran-time Tea & T

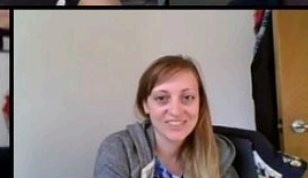
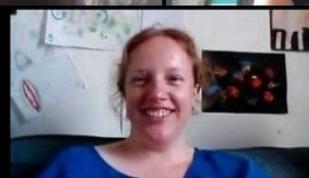
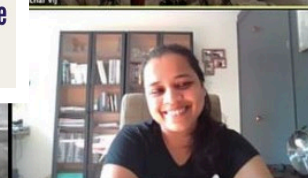
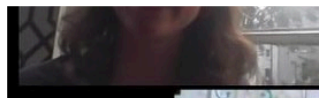
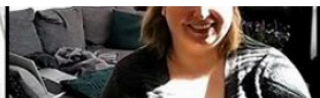
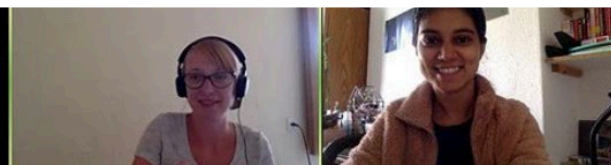
io-new PGRs, join The Hive to
ne another with our fun game....

**'Lie to the
Hive'**



... on Zoom on
Wednesday 23rd September
from 3pm-4pm

Sign up here:
bit.ly/Meet_the_Hive





SUSSEX STUDENTS' UNION

A super-speedy run-down



Overview

Who We Are

Democracy

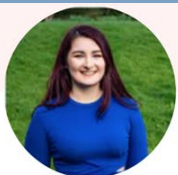
Services

Why it matters (we think).

What is an SU then?



- Democratic
- Independent
- Student-led
- Hard-won!
- Of political importance
(sometimes)



Annie O'Connor

Sports, Societies and Events Officer

annie.oc@sussexstudent.com



Nehaal Bajwa

Diversity, Access and Participation
Officer

nehaal.b@sussexstudent.com



Connor Moylett

Education and Employability Officer

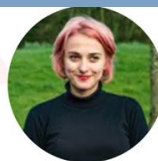
connor.m@sussexstudent.com



Paris Palmano

Wellbeing Officer

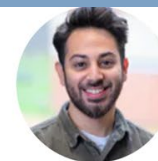
paris.p@sussexstudent.com



Roseanne Steffen

Student Living and Sustainability
Officer

roseanne.s@sussexstudent.com



Ijlal Khalid

International Officer

ljlal.k@sussexstudent.com



Yasser Kosbar

LGBTQ+ Students'
Part-time Officer



Matt Pritchard

Students with
Disabilities Part-time
Officer



Jing Sun

Women Students'
Part-time Officer



Dany Uyanik

BAME Students' Part-
time Officer



Ray and Vallerie

Trans and Non-
binary Students'
Part-time Officers

One of you could
soon be the PGR part
time officer?!



Platforms for Decision-Making

Referenda

Direct vote of 450 students - binding, can pass policy

Members' Meetings

Meeting of 450 students with a vote - binding, can pass policy

Elections (Student Reps, Full-Time/Part-Time Officer)

Students voting - binding

Union Council

Highest decision-making body, a wide range of student representatives overseeing the Union

Executive Committee

*10 elected representative Officers
Day-to-day decisions*

Trustees

FT Officers, 3 Students and 3 externals - responsible for overseeing Union governance

Enlightened app., Surveys, Polls, Focus groups

Reflects students' opinion and influences decisions

Committees, Steering Groups, Working Groups

Reports up to one of the groups above

Campaigns

Organising and lobbying strategically to create real change



Services

- Shops & Bars
- Advice
- Student lettings



But I'm a PGR why
should I care about
the SU?



Some of our priorities
this year include:

- SARA
 - Renters Union
 - Political Education
- Come get involved!



Contact us

WEBSITE

sussexstudent.com

EMAIL ADDRESS

fulltimeofficers@sussexstudent.com

PHONE NUMBER

(01273) 456 7890



Introduction to International Student Support

International
Student
Support



Who we are

We are a team of international student support specialists including immigration and visas

**Helen Quin - International Student
Support Officer**

Jo Chee - International Student Advisor

**Eileen Laffan - International Student
Support Assistant**

**Jennifer Raper - International
Student Advisor**

**Kirsten Ferrari - International Student
Support Assistant**

**James Gordon - International
Student Advisor**



**Nicola Short - International Student
Assistant Advisor**

What we do

- Specialist confidential immigration and visa advice
- Meet and Greet services from the airports
- Adapting to UK social and academic culture
- Advice on opening UK bank account, council tax, healthcare, childcare and travel
- Virtual trips and events including One World Sussex
- Collaboration with the Students' Union Buddy Scheme



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Top tips

- Attend the 'Protecting your Tier 4 visa status' session run by our Immigration and Visa team - details TBC
- Keep your BRP safe at home and whilst travelling –it costs a lot of money and time to replace
- If you want to get a job, make sure your visa allows you to work and that you work under the permissions and conditions that your visa allows

Also, it can take a long time to obtain a National Insurance Number, so if you need one, apply as soon as possible

How to contact us

website: student.sussex.ac.uk/international/

email: international.support@sussex.ac.uk

facebook: [InternationalStudentSupportUniversityOfSussex](https://www.facebook.com/InternationalStudentSupportUniversityOfSussex)

instagram: [intlsupport.sussex](https://www.instagram.com/intlsupport.sussex)

