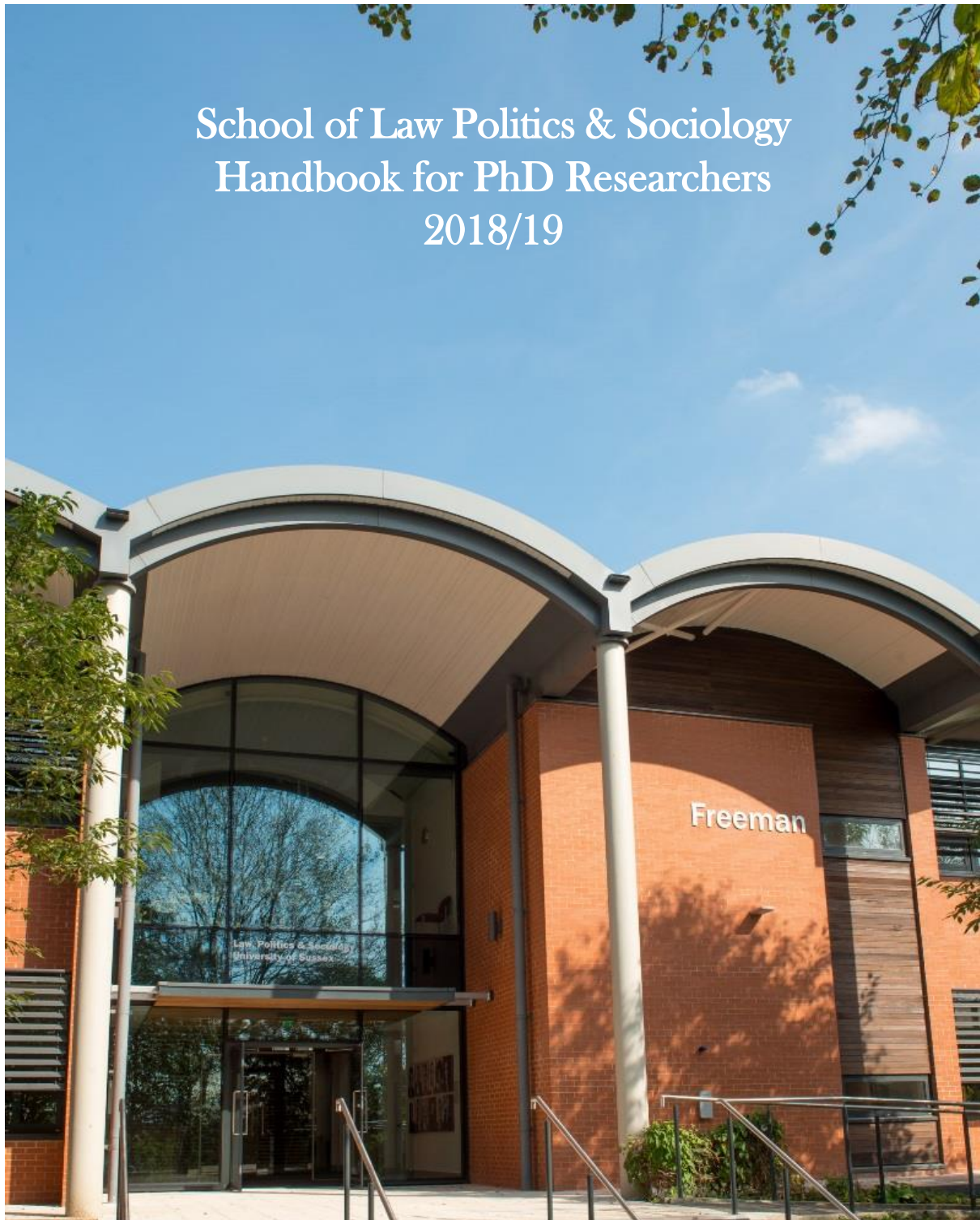


School of Law Politics & Sociology Handbook for PhD Researchers 2018/19



This handbook has been prepared for postgraduate research students in LPS for 2018-19. While every effort has been made to include definitive details for students' benefit, please ensure that you are aware of any updates that will be communicated to you via email by either the School (Research and Enterprise Co-ordinators), the Research Student Administration Office (RSAO), or the Doctoral School.

Please also refer to the Handbook and Regulations for Doctoral Researchers for University-level rules
<http://www.sussex.ac.uk/rsao/regulations/>

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Welcome to Sussex

A Message from the Director of Doctoral Studies

As Director of Doctoral Studies (DDS) in the School of Law, Politics and Sociology (LPS), I would like to extend a very warm welcome to all new and returning students. You join a dynamic, growing and truly international environment for doctoral and advanced research in the University.

A vibrant research environment

The research students in LPS represent a large and lively community concerned with the analysis of key issues of contemporary law, politics, culture and society. The School is home to national and international expertise on issues including: environmental law; corporate governance and social responsibility; criminology, criminal law and criminal justice; international law; information technology law; law and society; European politics and law; commercial law; representative and party politics; social theory; and political sociology. Cross-disciplinary areas of research expertise include: corruption and governance, ethnicity, citizenship and migration; European integration; gender and inequality; human rights; medicine and health; comparative public policy; and criminology. Advanced doctoral research is being carried out in each of these fields and several others.

We currently run twenty five undergraduate courses; eight LLM in Law courses all of which cover international and transnational issues; MA courses in Corruption and Governance, and Criminology and Criminal Justice; an MA in Gender Studies; and five postgraduate research degrees.

The School hosts five research centres in areas where we have particular strengths: the Sussex European Institute; the Centre for Gender Studies; the Sussex Centre for Human Rights Research; the Crime Research Centre; and the Centre for the Study of Corruption, the only such centre that currently exists in the UK.

Postgraduate researchers are integral to the School's research activity and we encourage you to present your work at national and international conferences. We also have a vibrant programme of research seminars in which doctoral students are encouraged to present alongside faculty and externally invited specialists.

Sussex also boasts an ESRC supported Doctoral Training Centre and is a member of the new ESRC South East Network for Social Sciences (SeNSS) Doctoral Training Partnership Consortium and the Consortium for the Humanities and the Arts Southeast England (CHASE) Doctoral Training Partnership with the AHRC. These are prestigious indicators of the quality of doctoral research at Sussex and a valuable opportunity for PhD students to gain access to systematic research skills training alongside funding, publication, career development, knowledge exchange and research dissemination issues.

The University also has a Doctoral School with lead responsibility for developing the skills and competencies of doctoral students and the early career development of post-doctoral fellows and academic researchers. You will see material from time to time publicising Doctoral School events and initiatives. <http://www.sussex.ac.uk/doctorschool>

This handbook

This handbook is intended to fulfil three functions.

First, it gives you practical information that you will need – especially for those of you who are in the first few weeks of studying at Sussex.

Second, it offers academic guidance, including a summary of key rules and regulations, and annexes containing important documents that you will need during your time here.

Thirdly, it provides information on the kinds of academic and pastoral support you can expect. As a research student, your first point of contact will normally be with your research supervisors.

However, each Department also has a research course convenor responsible for maintaining the strength of doctoral supervision within that particularly research community.

I am always happy to receive suggestions about how we might improve the quality of the research experience. The Schools hold termly meetings of its Research Degree Committee (RDC) and you are encouraged to get involved either directly or via your PhD student representative. Up-to-date information will be sent to you by email and also published throughout the year on the LPS School website at <http://www.sussex.ac.uk/lps/research>

Within LPS we aim to foster a sense of community – both socially and intellectually – so that research students feel they belong to, and are partners in creating, a vibrant research community committed to cross-cultural and comparative research. I hope you enjoy the graduate research experience. On behalf of all of us working together in the LPS research community, I wish you a happy and successful time at Sussex.

Professor Aleks Szczerbiak
Director of Doctoral Studies
School of Law, Politics and Sociology
September 2018

1. The School of Law Politics and Sociology

1.1 About LPS

The School of Law, Politics and Sociology was established in 2009. There are approximately 1,300 undergraduate, 240 MA/MSc/LLM and approximately 100 post graduate research students (PGRs).

Departments

Law

Politics

Sociology

Interdisciplinary programmes

Contemporary European Studies, in the Sussex European Institute (SEI)

Gender Studies, in the Centre for Gender Studies (CGS)

1.2 People

The Director of Doctoral Studies (DDS) in LPS is Professor Aleks Szczerbiak.

The Research and Enterprise Co-ordinators (RECs) are Lindsey Allen-Cavell and Mike J Davy.

Each PhD programme within LPS has a research course convenor. These members of faculty have general administrative responsibility for students within that programme, and an oversight of the research supervision.

Law:

Prof Nuno Ferreira

(Ext. 8952, F42)

N.Ferreira@[sussex.ac.uk](mailto:N.Ferreira@sussex.ac.uk)

Dr Marica Moscati

(Ext. 2573, F57)

M.Moscati@[sussex.ac.uk](mailto:M.Moscati@sussex.ac.uk)

Dr Aisling O'Sullivan (Autumn Term only)

(ext. 7991, F29)

A.O-Sullivan@[sussex.ac.uk](mailto:A.O-Sullivan@sussex.ac.uk)

Dr Matthew Garrod (Spring Term only)

(Ext. 7337, G24)

M.Garrod@[sussex.ac.uk](mailto:M.Garrod@sussex.ac.uk)

Dr Helen Dancer (Spring Term only)

(G12)

H.E.Dancer@[sussex.ac.uk](mailto:H.E.Dancer@sussex.ac.uk)

Politics and Contemporary European Studies:

Dr Rekha Diwakar
(Ext. 8496, F21)
R.Diwakar@sussex.ac.uk

Sociology and Gender Studies:

Dr Catherine Will (Autumn Term only)
(Ext. 8449, G44)
C.Will@sussex.ac.uk

Dr June Edmunds (Autumn Term Only)
(Ext. 3249, G33)
j.a.edmunds@sussex.ac.uk

Prof Dean Wilson (Spring Term only)
(Ext. 2515, room G29)
Dean.Wilson@sussex.ac.uk

In addition, the University Doctoral School has responsibility to organize support activities for doctoral students across the board and for leading academic policy towards improvements in doctoral student performance.

1.3 Student representation

LPS representatives

Student representatives play an important role in LPS, providing a link between students and staff and ensuring that student views are heard. Student representatives from each department or interdisciplinary area sit alongside research convenors on the School's Research Degrees Committee. This committee meets once each term, is chaired by the LPS Director of Doctoral Studies, and is the main forum for discussing all aspects of graduate research in LPS.

There is also a termly Student Forum meeting, chaired by School's Director of Student Experience to which student representatives are also invited and where a wide range of matters are discussed: academic, welfare and other issues concerning the postgraduate student body. Other members of this forum include the LPS Head of School, Student Advisors and School Administrative Manager.

Postgraduate research student representatives are elected from each department. This year the elections will be co-ordinated by the School but backed by the Students' Union and the University. Nominations (you can nominate yourself or others) will take place from the beginning of term. For further information go to <http://www.sussexstudent.com/> and look out for the publicity. We really do want you to stand for election and, it is as important to vote for your preferred candidates.

1.4 Contacting academic staff

All academic staff should have office hours or timetables posted on their on-line personal profile and/or on their office doors. The most convenient way of contacting any staff member is by email (you can find them by going to the University's Home page and searching under

‘people’). **You should arrange a regular schedule of monthly meetings with your supervisor, ideally at the beginning of each term.** If you find you are having trouble contacting a member of staff, then please contact your research convenor, the REC team ipsrec@sussex.ac.uk or the LPS School Office ips@sussex.ac.uk

Research students are required to maintain an electronic log of monthly supervision meetings or significant meetings on Sussex Direct. This is required to comply with the University’s policy for monitoring research student attendance. You will be given details of how and when to do this during induction and/or at your first supervision session.

1.5 Administration

The most important administrative units for the postgraduate research students are the REC team based in the LPS School Office in Freeman and the Research Student Administration Office (RSAO) based in Sussex House. The Research and Enterprise Co-ordinators (RECs) in the School Office process research outline submissions, the annual review and general doctoral researcher administration including intermission, fieldwork and other changes of study pattern. The RSAO is responsible for central university administration, particularly submission of theses and the award of research degrees. **Student finance matters relating to registration are dealt with by the Student Accounts Office in Sussex House** <http://www.sussex.ac.uk/finance/services/feesandincome/studentaccounts>

If you have a query regarding an academic matter, please contact your supervisor. If you feel the matter needs further clarification, you can contact your research convenor or in turn the DDS in LPS. If your query is to do with IT issues, you should contact ITS by emailing support@its.sussex.ac.uk or visiting Shawcross building. If you have a query relating to your registration status, or official rules about examinations, you can email your REC team on ipsrec@sussex.ac.uk or the Research Student Administration Office in Sussex House researchstudentoffice@sussex.ac.uk If you have a personal issue, you can see contact Student Advisors at the Student Life Centre (see section on Student Advisors).

1.6 The Doctoral School

The Doctoral School is a University-wide structure supporting doctoral research across all Schools of Study. Sussex has over 1000 doctoral researchers who play a vital role in developing our vibrant intellectual culture. The Doctoral School seeks to enable doctoral researchers to feel fully integrated as members of this wider research community. Its web pages provide information on diverse issues including training and funding opportunities as well as the university's regulations and codes of practice for doctoral researchers (with which you should be familiar).

The Doctoral School organises a number of University-wide events, including general induction activities for all new doctoral researchers and a programme of training events throughout the year. Please check the Doctoral School internal website for updates: <http://www.sussex.ac.uk/internal/doctoralschool/new-doctoral-researchers>

<http://www.sussex.ac.uk/doctoralschool>

The Doctoral School offers further information and helpful articles through the following social media channels:

Blog: <https://doctoralconnections.com/>

2. Academic matters

2.1 Guidance for all research students

The maximum time allowed by the University regulations to complete a PhD is four years for full-time students and six years for part-time students. Extensions to thesis submission will only be granted in exceptional circumstances. It is essential that full-time students take the four year deadline very seriously to avoid the risk of de-registration, which means denial of the opportunity to submit your thesis.¹ It is possible to submit early subject to the minimum research date. It is worth noting that funding agencies do not necessarily calculate time in the same way the University does; in particular, they may – or may not – count time spent doing an MSc in research methods as part of your research time. It is your responsibility to check this with your funding agency.

Research outline approval procedures

All* doctoral researchers must submit an extended research outline during their first academic year, which has to be approved in order for you to progress (or re-register for the next academic year). All full time students have **seven months** to submit their outline from their start date (**14 months part time**). The purpose of the research outline is to ensure that you clarify your topic and plan your time sensibly, and that what you propose to do is intellectually appropriate and practically feasible with the time and other resources available.

***Details of the research outline approval process and guidance notes for procedures in each department are set out in Annexes 1 - 4 of this handbook.**

The timetable for obtaining approval of your research outline is important. Key milestones are as follows for **full-time** doctoral researchers starting the full-time PhD in Autumn:

In the autumn term:

Discuss your outline with your supervisors, and make sure you know any special arrangements for your department.

In the spring term:

A draft of your outline should be submitted to your supervisors by the end of February and following liaison and revisions, approved by your supervisors by the end of the April. It is possible that you will be asked to make an oral presentation of your outline at some point during this or next term *depending on your department*. If ethical approval is required for your research, you must demonstrate that you have applied for, or obtained approval.

<http://www.sussex.ac.uk/staff/research/governance/checklist>

Once approved by your supervisors, the outline (word/pdf) should be submitted via email to the LPS REC team lsprec@sussex.ac.uk and the completed outline approval form <http://www.sussex.ac.uk/lps/internal/students/research/outline-approval-form>

In the summer term

¹ If 'Intermission' is granted for medical or other reasons, the thesis submission date is adjusted accordingly.

The research outline documents will be read by independent reviewers (chosen for their expertise and experience by your departmental course convenor) and a report produced. This may, depending on your department's practice, be made following a meeting with the research outline approval panel. The outcome of the panel report may indicate the need for minor or major corrections. All requested amendments must be completed and the outline formally approved by the course convenor and Director of Doctoral Studies by the end of your first year of registration. **You will not be allowed to fully re-register in the next academic year without completing the research outline process.** We take this deadline very seriously, as experience shows that those who cannot produce an outline in their first year are extremely unlikely to complete the PhD.

***Please note that current ESRC 1+3 students who are moving directly into first year PhD following MSc Social Research Methods course do not need to take part in the above process, but may need to participate informally in some aspects. Please see relevant department requirements in Annex 1-4**

Research Outline Ethical Review

All postgraduate students planning to undertake research where human subjects form part of their research must complete the University's Application for Ethical Review online <http://www.sussex.ac.uk/staff/research/governance/checklist>

Please note that the ethical review process takes some time, and you may be asked to make some revisions and resubmit your application. The C-REC works on a monthly cycle: if you submit your form by the 20th of a month, you should receive a reply by the 20th of the following month. If your application is successful, you will receive a certificate of approval from the C-REC.

Please do not begin your data collection or undertake fieldwork until you have received approval.

Annual Review

The Annual Review is an important exercise carried out by the School on behalf of the University to ensure the proper monitoring of research student progress against key milestones. **You cannot be fully re-registered for the next academic year unless you have completed the annual review process successfully.** The annual review is your opportunity to receive independent feedback on your progress and for you to comment on the supervision, services and facilities available. You can discuss your career options and any additional training that you feel you may need.

In the second half of the Spring term all students and supervisors are required to complete independent and confidential Annual Review reports. Details, deadlines and relevant links will be emailed to you by the REC team on behalf of the Director of Doctoral Studies. The reports should detail the progress made throughout the academic year and identify any obstacles that may have prevented you from progressing in your work.

Arrangements for the review meeting will be organised at department level led by the relevant research course convenor.

Information for doctoral researchers wishing to take modules from the MSc in Social Research Methods.

Doctoral researchers can take modules from the MSc as part of their programme. Please discuss with your supervisors which courses are appropriate or required for you. **Once you have agreement from your course supervisor** please email REC team ipsrec@sussex.ac.uk and your request will be considered with colleagues in the School of Global Studies where these courses are based. Please note we cannot always guarantee availability of places in any given year.

Timetable arrangements will be available via Sussex Direct once a module has been added to your records.

Registration status and fieldwork

The majority of students register as either full-time or part-time. However, there are other statuses that might be important to you as you go through your degree. You should talk to your supervisor(s) before applying to go onto any of these alternative registration categories:

Fieldwork – you can apply to go on fieldwork after the completion and approval of your research outline. Fieldwork is normally approved for a minimum of one term, and a maximum of three terms. Self-funded students are eligible to apply for a fee reduction if their fieldwork involves them working outside of the UK.

Intermission – you may be permitted to intermit for personal, financial or medical reasons. If you feel that you are not making progress with your doctoral studies due to any of these factors then you should discuss the possibility of taking a period of intermission with your supervisors as soon as possible. You may also go on intermission whilst you learn a foreign language. Intermission is available in periods of months, up to a maximum of one year in total (during the period of your doctoral studies) for full-time doctoral researchers and two years in total for part-time doctoral researchers. Approval for further periods of intermission will only be granted in exceptional circumstances by the Chair of the University Doctoral Studies Committee. You do not pay fees whilst on intermission², but you will not have access to supervision or University facilities. Please note that if you are ESRC-funded you should first talk to the Doctoral School about suspension of your ESRC award, before requesting a University intermission form.

Pre-Submission Status

A transfer to pre-submission status will only be approved if you have submitted a well worked first draft of your thesis to your supervisor along with a detailed timeline and plan for the period to submission. A transfer to pre-submission status is not normally approved before completion of three years full-time study or five years part-time study. Those on pre-submission status are charged a nominal fee, reflecting the fact that you are expected to have nearly completed your degree, and so are not using substantial University resources.

² An exception to this rule is ESRC-funded doctoral researchers on intermission to learn a language. In approved cases, fully-funded ESRC doctoral researchers continue to pay fees to Sussex, a portion of which can be put towards the cost of language learning.

Supervisors

Your supervisors have immediate general responsibility for your academic progress and for advice on how to conduct your research; they should also act as your personal tutor and as a first port of call if you have a welfare problem.

If you cannot discuss a particular problem with your supervisor or if you have issues regarding one of your supervisors, you should arrange to see your departmental research student convenor, or the Director of Doctoral School. You should not approach other faculty members directly to discuss this. In exceptional circumstances, it may be possible to change supervisors.

Changing Schools

Every doctoral researcher is assigned to a School on the basis of the initial nature of his or her research. It is possible for you to arrange a transfer to another School, but if you are thinking of doing this, you should discuss the matter carefully with your supervisor. You are strongly urged to wait until your topic is finalised with the completion of your research outline, since that may determine what is most appropriate. A transfer can only be made with the approval of the DDS from both your present School and the proposed one. Please contact lpsrec@sussex.ac.uk if you are considering this.

2.2 Information for overseas students

The main source of information for all overseas students including queries relating to immigration and visas, banking and other non-academic international student queries is the International Student Support Office based in Bramber House
<http://www.sussex.ac.uk/internationalsupport/index>

Academic and English language support

Please contact Sussex Centre for Language Studies <http://www.sussex.ac.uk/languages/> for further information.

3. Academic support

3.1 The Library

The University of Sussex Library has a wide range of resources and support services, and you will find it helpful to explore these as early as possible. The Library's introductory tours and drop-ins are recommended to help you familiarize yourself with the way the Library works. The best way to find information about the Library, its services, facilities and resources is to visit the library website at: www.sussex.ac.uk/library

3.2 Sussex Research Hive

The Sussex Research Hive is the Library's designated area for researchers, open to all doctoral researchers and research staff. It provides private study areas, bookable meeting rooms and space for informal discussion and collaborative work. SAGE Publications have given funding to support both the Research Hive and the Library's innovative work in

engaging with the research community at Sussex. Further information is available here: <http://www.sussex.ac.uk/library/research/hive>

Three Research Hive Scholars support the area and to engage with and foster the research community at Sussex. The Scholars will be on hand in the Hive to talk about the support available to researchers and to find out what users want from their research community. These hours are advertised in the Research Hive, the University's online events system and on the Doctoral School blog <https://doctoralconnections.com/>

As part of their roles, the Research Hive Scholars will evaluate the use of space and make recommendations for its future development. Please send any feedback about the area to the Scholars: researchhive@sussex.ac.uk Follow the Research Hive on Twitter to find out about the latest events and when the Scholars are available.

For key resources in your particular subject click on 'Subject Resources' and select your subject. All the key resources are listed in the order of relevance. An increasing number of resources are now available off-campus. Journals are increasingly available electronically and in full text. Click on 'Electronic Journals' or the Library's home page for access to journal collections, and journals by individual title.

There are a number of help desks in the Library if you encounter difficulty with any of the resources and services on offer. For general enquiries, go to the Enquiries/Reception desk at the Library entrance. For help with research and advanced enquiries, see staff on the Enquires/Helpdesk on the first floor.

3.3 Student Life Centre

Student support

The Director of Student Experience has overall responsibility for ensuring that the LPS School offers you appropriate support during your period of study at the University. The School embraces students from a wide range of countries and from a diversity of cultural and social backgrounds. Working with the support team the Director of Student Support is committed to creating a welcoming and supportive learning environment for all students.

If you would like some advice from a Student Life Advisor on a range of issues including settling into University life, managing time or study problems, you can get in touch with the Student Life Centre. This is based in Bramber House and can be contacted via phone: (01273) 876767 or email: studentlifecentre@sussex.ac.uk

General information on available services can be found on the following page: <http://www.sussex.ac.uk/students/support/>

3.4 University-wide support services

Beyond the School and the support offered by Student Life Advisors, there are also a number of specialist services available to you. The Student Advice Centre run by the Students' Union and based in Falmer House offers confidential advice on welfare, legal and financial matters, including advice about loans, awards, immigration, childcare, state benefits, and housing.

The Student Support Unit <http://www.sussex.ac.uk/studentsupport/> in Bramber House, Ground Floor, provides support for students with disabilities and learning difficulties,

including dyslexia. A Psychological and Counselling Service (PCS) <http://www.sussex.ac.uk/counselling/> is available and based in the Health Centre. There are also University chaplains, including Jewish, Quaker and a variety of Christian denominations on campus who can also offer general support and counselling and can be contacted via the Meeting House, as well as contacts with Islamic, Baha'i and Buddhist centres in Brighton. You do not have to be involved with an organised religion to take part in what is on offer. Student Life Centre <http://www.sussex.ac.uk/studentlifecentre/>

3.5 Information and communication

Workspace

There are three dedicated workspace areas available for doctoral researchers in Freeman in room G01, F38 and the PhD 'pod' located to the far left of the building of the first floor (opposite F11). The workspace and PCs are available to all doctoral researchers registered in LPS on a 'hot-desking' basis (desks/computers are not assigned to individuals and can be used by any PhD student). Lockers are available in the nearby PhD social space, F30.

Please visit School Office reception for details. If you have any special requirements, please let us know. There are also facilities in the Library set aside for doctoral researchers in the Research Hive area on the top floor.

Email

The most frequently used form of communication at the University is email on your Sussex account. Your supervisors, LPS REC team, and other people in the University will contact you via your official Sussex University email. Please ensure that you check your email on a daily basis. If you principally use a Hotmail or any other email account, it is imperative you set up a forwarding facility to automatically send your Sussex emails to that account.

The REC team administer mailing lists for doctoral researchers in Law, Politics and Sociology departmentally and across the School. These lists are updated at the start of each term. If you think you are not receiving relevant emails, please contact lbsrec@sussex.ac.uk

Research Centres based in the School and beyond also hold mailing lists. To be added to these lists, please contact the relevant research centre directly.

Websites

Each department and centre in the School has a website, and we encourage all departments and centres to include information about doctoral researchers on their websites. However, to do this, we need your cooperation. Please consider providing a short description of your research and any photographs that can be used on the web to your research convenor. In addition, all LPS doctoral researchers are expected to apply for their own University webpage. You can use this to keep people updated about your research; some students have gone further, creating interactive websites that are part of their research project.

Mail and contact addresses

Any post received for you will be placed in the LPS pigeonholes in the student common room G15. The postal address for this School, should you need it is: School of Law, Politics & Sociology, Freeman Building, University of Sussex, Falmer, Brighton, BN1 9QE.

It is your responsibility to keep your current contact address up to date on Sussex Direct. You can update your details on Sussex Direct under 'personal tab' and 'contact information'.

3.6 Resources and facilities

Computing

IT Services (ITS) offers a variety of courses on a range of software programmes at different levels of ability at various points across the academic year. You can register for these by contacting the ITS directly. Computing facilities are available in various locations across campus. For more information see the online information <http://www.sussex.ac.uk/its/help/>

You should be automatically registered as a computer user at registration and allocated an email address. There are also group emails for LPS doctoral researchers and for each Department. You should not to send advertisements for personal events, or personal emails to group emails.

3.7 Support for research-related activities

Conferences and Training

We encourage students to offer papers at conferences. It is good experience and you receive feedback on your work and get to meet others with similar and related interests. Your supervisors should be able to advise on suitable conferences and they are frequently advertised by email. If you are not ready to offer a paper, it can still be well worth attending. Some conferences, in particular those run by learned societies, are regular annual events, while others are one-off occasions.

The School can offer financial support for conference attendance in 2019-20 to a maximum of £150 in the UK, or £300 overseas per student per academic year. There is an application form for these funds that must be completed and support must be obtained from your supervisor.

3.8 Employment

Teaching opportunities

Opportunities to teach undergraduates do not normally arise until the second year of research and are not guaranteed. There is a formal system of application for Associate Tutors via Sussex Direct and doctoral researchers are emailed a link to information about teaching opportunities during the year.

If you are a native speaker of a foreign language, and are trained to teach it, enquire at the Sussex Centre for Language Studies about language teaching opportunities

<http://www.sussex.ac.uk/languages/>

Working whilst you study

Please refer to the following links for guidance on working whilst studying. **It is particularly important for Tier 4 visa holders to read.**

<http://www.sussex.ac.uk/internationalsupport/working/workingduringstudies>

<http://www.sussex.ac.uk/academicregistry/academic-registrars-office/compliance/working>

Annex I: Research Outline Approval Process – General Information

The research outline approval is perhaps the most important aspect of a doctoral researcher's first year at Sussex. **All doctoral researchers have seven months to submit their outline from their start date (14 months part time).** It generally involves all of the following stages:

- Completion and submission of the research outline;
- Consideration of the outline by a review panel;
- *Completion of any necessary revisions to the research outline;*
- Formal approval of outline by School Director of Doctoral Studies.

The process also may include an oral presentation of the research outline, the format and timing of which varies according to department. There may also be a panel interview to discuss work, depending on the relevant department. **Please see relevant annex for specific requirements for your department.**

Doctoral researchers must submit their research outlines broadly within 7 months of their initial registration (precise dates will be circulated by the Research and Enterprise Co-ordinator) and secure approval of their research outlines in order to proceed to the next year of their studies. Part-time doctoral researchers submit their research outlines approximately 7 months later than full time doctoral researchers (again precise dates will be circulated). Your supervisor and School RECs will advise you of submission deadlines for the research outlines (taking into account when you started your course and whether you are full time or part time).

The stages work as follows:

Stage 1: Doctoral researchers submit the research outline

Supervisors have a primary responsibility to advise the doctoral researcher about the readiness of their outline for presentation to the research review panel. Some doctoral researchers may also need to apply online for ethical approval for the research outline to be formally approved <http://www.sussex.ac.uk/staff/research/governance/checklist>

Once the research outline has been approved by your supervisor, email the word/pdf documents to lpsrec@sussex.ac.uk and complete the online Research Outline Approval and Confirmation of Degree Registration Form here: <http://www.sussex.ac.uk/lps/internal/students/research/outline-approval-form>

You will be sent an automatic copy of the text you have submitted using this web form. If you have made an error, you can amend and re-send.

Stage 2: Consideration of research outline by a departmental approval panel

The composition of the panel will be determined by the course convenor and will comprise faculty who are not the doctoral researcher's supervisors. They will read the research outline and online research outline approval form. Depending on your department's practice, you may be contacted to attend an interview to discuss your work. The panel will complete a panel report form which will indicate one of the following recommendations:

1. Pass
2. Pass with minor corrections
3. Major revisions required

4. Fail (which may include a recommendation to switch to MPhil registration)

Recommendations 1 and 2 require no further formal action from the doctoral researcher.

Stage 3: Completion of revisions to the research outline

In the case of recommendation 2 (minor revisions) these would be made following discussion with the supervisors and do not need to be returned to the panel for approval.

In the case of recommendation 3, the doctoral researcher will require addressing the recommended amendments before the outline can be approved. The outline must be resubmitted to lbsrec@sussex.ac.uk. Your departmental doctoral research convenor will liaise with you and your supervisors to agree the requirements and timeline for corrections, normally, within four weeks from when the doctoral researcher receives a copy of their written report. The approval panel will then check the required amendments before making a final recommendation. Once the corrections have been made, a further report will be made by the panel.

Stage 4: Formal approval by the Director of Doctoral Studies

The Director Doctoral Studies will consider the documentation forwarded and formally confirm or not confirm approval as appropriate. If doctoral researchers do not satisfactorily complete the research outline process they cannot progress to the next stage of their studies and will not be able to re-register. Depending on the approval panel's recommendation, they may be given the option to switch registration to the MPhil course.

Approval of the research outline by your supervisors, panellists, research course convenor and the Director of Doctoral Studies, is a precondition for your continued registration.

Please note that the formal administration of this process is co-ordinated by the School's REC team lbsrec@sussex.ac.uk

ESRC MSc 1+3 students

ESRC funded students following the 1+3 study mode, do not need to undertake the formal process above or submit a new research outline as progression is automatic based on the successful outcome of the MSc dissertation. However, you may be asked to present your work at a work in progress seminar in Spring Term. Your departmental convenor will contact you and your supervisors) with details.

Annex II: Research Outline guidance notes for Law

These notes are intended to help and guide you in the preparation of your research outline. They are relevant to doctoral researchers in the Department of Law only. Clearly you will interpret them in accordance with the specific demands of your own project and thesis.

The research outline has two functions:

1. it is a clear statement of intent. In it you define your research topic in such a way as to give you confidence that you do indeed have a topic worth pursuing. You also create an intellectual framework and define a practical course of action.
2. it is a demonstration of your ability to write a substantial piece of work at the doctoral level of study. It is evidence of your capacity both to undertake academic research at the appropriate level and to complete a thesis on time.

There are two parts to the outline, Parts A and B.

Part A: you must provide a clear statement of what you intend to do, why you intend to do it, how you will locate the research, how you intend to do it, the shape of the thesis, and when you intend to complete it. In short, it should be a clear and authoritative plan of action, incorporating your topic, its rationale, your theoretical framework, your methodology, the structure of the thesis, and your timetable.

Part A has a maximum 2,000 word length, and should contain the following seven sections:

1. **title of the thesis**-project
(this can be changed subsequently, but any changes need to be formally notified with supervisors' approval, through REC team and central records updated).
2. **discussion of the rationale** for pursuing such a topic, its aims and scope - locating your research within a given field, discourse or set of theoretical debates; it will demonstrate that what you propose is both original and relevant in the context you have defined.
This may well be a more detailed and more fully considered version of the original proposal, but it needs to be sufficiently specific to indicate the distinctiveness of what you hope to do, bearing in mind that the criteria for the award of research degrees specify an 'original' (MPhil) or 'substantial original contribution to knowledge or understanding' (PhD).
3. **short summary** of the theoretical framework within which your research is located.
4. brief discussion of how you propose to pursue your topic: outline your methodology; you will have to show that the material that will support the main elements of the argument has been properly selected and that the procedures you are adopting to advance your argument are appropriate to your enquiry.
5. **outline of the structure or main elements** of the argument of the thesis.
(This can take the form of a table of contents or chapter headings).
6. **timetable for completion**. This must attempt to be realistic, showing, term by term, how you expect to complete all the phases of the work within the period of registration (maximum four years full-time, maximum six years part-time). Your timetable should allow for the final stage before submission, which entails submitting a complete draft, allowing sufficient time for your supervisors to read and give comments, as well as revising, checking and if necessary pruning the final version.
7. **specimen bibliography** (not included in the word count) formally arranged and presented according to the OSCOLA format. Care should be to guard against even minor inconsistencies or inaccuracies (including spelling mistakes).

Part B: a substantial piece of written work which has reached the standard required of doctoral researchers. Doctoral researchers are encouraged to submit their first full chapter. (you may instead wish to submit a literature review or any other piece of work which has

been written for inclusion in the thesis). Decisions about what content to include in Part B should be discussed with the supervisor.

Part B has a maximum word limit of 10,000 words. There is no specified format for this part.

You should discuss your outline with your supervisor well before the date of submission in order to allow them sufficient time for reading and commenting and for possible revisions. Once a final version of the outline is agreed with your supervisor, it should be emailed (word/pdf) to lbsrec@sussex.ac.uk (cc supervisors). The content of the online research outline approval form <http://www.sussex.ac.uk/lps/internal/students/research/outline-approval-form> should also be agreed with your supervisors.

You are reminded that any subsequent changes to **your research topic or the title of your thesis must be formally approved** and you must obtain the relevant forms for this purpose from lbsrec@sussex.ac.uk

If your research is to involve fieldwork, either in this country or abroad, you must obtain formal approval for the period of fieldwork in advance. A form for this purpose can be obtained from lbsrec@sussex.ac.uk No fieldwork involving human subjects can be undertaken without ethical approval or formal approval of outline <http://www.sussex.ac.uk/staff/research/governance/checklist>

The research outline review process

Two independent reviewers will read and assess the work. A formal meeting is then arranged between the two reviewers and the doctoral researcher to discuss their outline. This meeting is an opportunity for doctoral researchers to explain their work to members of the Faculty, outside of those who are supervising them. The reviewers will provide verbal feedback on Parts A and B during this meeting, while doctoral researchers may also wish to ask the reviewers general questions about their progress.

After the meeting, the two reviewers send a written report to the PhD Convenor for Law via lbsrec@sussex.ac.uk. As part of this report they will jointly make one of the four recommendations set out in Appendix 1. The rest of the research outline approval process will then follow the procedure set out in Appendix 1.

Annex III: Research Outline guidance notes for Politics and Contemporary European Studies

These notes are intended to help Politics and Contemporary European Studies doctoral researchers in the preparation of the research outline.

The research outline has two functions and two audiences. For you, the doctoral researcher, it is a clear statement of intent. In it you define your research topic in such a way as to give you confidence that you do indeed have a topic worth pursuing. You also create an intellectual framework and define a practical course of action. For others (your supervisors, the DDS) it is evidence of your capacity both to undertake academic research at the appropriate level and to complete a thesis on time.

Your research outline therefore must be a clear statement of what you intend to do, why you intend to do it, how you will locate the research, how you intend to do it, the shape of the thesis, and when you intend to complete it. In short, it should be a clear and authoritative plan of action, incorporating your topic, its rationale, your theoretical framework, your methodology, the structure of the thesis, and your timetable.

The research outline should normally be approximately 20-30 pages in length, and should contain the following sections:

- the title of the thesis-project (this can be changed subsequently if necessary, but any changes need to be formally notified, on a form and with supervisors' approval, through LPS REC team, so that formal records can be updated);
- a brief discussion of the rationale for pursuing such a topic, its aims and scope. This involves locating your proposed research within a given field, discourse or set of theoretical debates; it will demonstrate that what you propose is both original and relevant in the context you have defined. (This may well be a more detailed and more fully considered version of the original proposal submitted with your application, but it needs to be sufficiently specific to indicate the distinctiveness of what you hope to do, bearing in mind that the criteria for the award of research degrees specify an 'original' (MPhil) or 'substantial original contribution to knowledge or understanding' (PhD);
- an exposition of the theoretical framework within which your research is located;
- a brief discussion of how you propose to pursue your topic: this is a discussion about methodology; you will have to show that the material that will support the main elements of the argument has been properly selected and that the procedures you are adopting to advance your argument are appropriate to your enquiry;
- an outline of the structure or main elements of the argument of the thesis (this can take the form of a table of contents or chapter headings);
- a timetable for completion. This must attempt to be realistic, showing, term by term, how you expect to complete all the phases of the work within the period of registration (maximum four years full-time, maximum six years part-time). Your timetable should allow for the final stage before submission, which entails submitting a complete draft, allowing sufficient time for your supervisors to read and give comments, as well as revising, checking and if necessary pruning the final version;
- a specimen bibliography formally arranged and presented according to the required format. Care should be taken here, as in the text of the thesis proper when it is finally submitted, to guard against even minor inconsistencies or inaccuracies (including spelling mistakes).

The above formalises what doctoral researchers will be doing in the early stages of their work by way of reading around and defining and refining their subject. It should highlight any

particular difficulties in the proposed project at an early stage, allowing plenty of time for discussion, reconsideration and refocusing if necessary. Revised portions of the research outline may eventually feed into the Introduction and Bibliography of the thesis proper.

You should discuss with your supervisor an agreed date of submission that allows your supervisor sufficient time for reading and commenting and for possible revisions. Once a final version of the outline is agreed with your supervisor, it should be emailed (word/pdf) to lbsrec@sussex.ac.uk (cc supervisors). The content of the online research outline approval form <http://www.sussex.ac.uk/lps/internal/students/research/outline-approval-form> should also be agreed with your supervisors.

The research outline review process

Two independent reviewers will read and assess the work. The process will follow the procedure set out in Appendix 1.

You are reminded that any subsequent changes to your research topic or the title of your thesis must be formally approved and you must contact LPS REC team for this to be officially administered.

If your research is to involve fieldwork, either in this country or abroad, you must obtain formal approval for the period of fieldwork in advance. A form for this purpose can be obtained from lbsrec@sussex.ac.uk No fieldwork involving human subjects can be undertaken without ethical approval or formal approval of outline <http://www.sussex.ac.uk/staff/research/governance/checklist>

Annex IV: Research Outline guidance notes for Sociology and Gender Studies

The purpose of the research outline is to ensure that by the end of your first year you have a clear plan for a well-defined PhD project, that is intellectually appropriate and practically feasible with the time and other resources available. If you have not completed the MSc Social Research Methods, you are required have your outline approved before you can be cleared to progress to your second year of PhD study and commence your fieldwork.

There are two parts to the outline:

Part A: A research proposal. (max. 2,000 words)

This should include:

- Title of the thesis;
- Rationale for topic, including aims and research questions;
- A summary of the theoretical framework and/or bodies of literature within which your research is located;
- A discussion of the proposed methodology, including any ethical issues relevant to the research (ethics approval must also be applied for separately);
- An outline of the structure of the thesis, with a breakdown of proposed chapters;
- A timetable for completion;
- Bibliography.

Part B: A piece of written work (max. 10,000 words)

This may be either:

- A literature review covering which bodies of literature will be relevant to your work, and identifying unanswered questions or gaps your research will answer or fill; or
- A piece of writing setting out the theoretical framework for your thesis, indicating key concepts and theorists and exploring how you will put them together to facilitate your analysis

Total word limit for Parts A and B: 12,000 words

The Outline Submission Process

Before you submit your outline, your supervisor needs to approve Parts A and B. You should then send the outline to the departmental PGR convenor and Lindsey Allen-Cavell, together with an outline approval form (obtained from Lindsey Allen-Cavell or on school research pages, <http://www.sussex.ac.uk/lps/internal/students/research>)

You should also submit your application for ethics approval via Sussex Direct (if possible include their reference along in your outline). All the information you need regarding research ethics can be found here: www.sussex.ac.uk/staff/research/governance/apply

The Review Process

Your outline will be read by two independent reviewers. You may be invited to a meeting to discuss any feedback, especially if we are recommending any revisions or amendments. Once your outline has been approved by the Doctoral Convener and you have ethical

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approval, you can apply to the School Director of Doctoral Studies for permission to proceed to fieldwork (another form: www.sussex.ac.uk/lps/internal/students/research)

Annex V: Health, Safety, Wellbeing and Lone Working

Health and safety is about preventing people from being harmed at work or becoming ill from the work that they do. The law says that we must not put ourselves, other workers or the public in danger. Health and safety law applies to all employees, full or part-time, temporary or permanent; the self-employed; young people, including students; apprentices; contractors; mobile workers; homeworkers and temps or agency workers. The information on the Health, Safety and Wellbeing web pages will help you and the University to meet their responsibilities and ensure that the campus is a safe and healthy place to work. Please see the following sites and noticeboard:

- <http://www.sussex.ac.uk/hso/healthandsafety/policies> ;
- Health & Safety noticeboard in the Student Common Room G15;
- For any emergency, incident or accident call the Emergency hotline on extension 3333 (from a mobile or external line call (01273) 873333);
- Do NOT dial 999 as the emergency services get lost on campus and need to be guided in from the entrance by security staff;
- The Emergency Hotline is staffed 24 hours a day, all year round 3333;
- Floor fire wardens list in the entrance to Freeman.

Fire

If you discover a fire, never put yourself at risk. Operate the nearest emergency call point, and then call the Emergency Hotline on 3333 from a place of safety. The Security Office will call the Fire Brigade. Leave the building by the nearest exit, and go to your local building control point. Do not stop to collect personal belongings.

If You Hear The Alarm:

Leave the building by the nearest exit, do not use the lift. Do not stop to collect any personal belongings, go to the local building Fire Assembly Point. The Assembly Point for Freeman is outside the main front entrance on the corner by the field. Fire wardens will ensure that all rooms are vacated. You must never go back into the building until the Fire Brigade, or a member of Security, or the Emergency Team say it is safe to do so.

Guidance on Lone and Out-of-Hours Working

The University acknowledges that there may be an increased risk to the health and safety of its employees, students and third parties when working alone and is committed to making adequate provision for the health and safety of lone workers. Lone and Out-of-Hours working on campus should be undertaken, having made reference to the University Lone Working Policy, with appropriate steps taken to ensure safety and security of persons and property <http://www.sussex.ac.uk/hso/wellbeing/lworking>

Out of hours working means hours worked outside of normal operating hours, which for the Freeman Building are from Monday – Friday 8.30am to 5.30pm. When lone and out of hours working, please consider making someone else aware of where you are and when you may be expected to return home. If you live alone, then consider letting Security know when you are working late and confirm to them when you leave the building so that they are aware and can check if they become concerned. Always use well-lit paths and entrances to buildings.

When using car parks ensure that you leave your car in an area that is well-lit. Consider coordinating working out of hours with others to avoid working alone whenever possible.

In an emergency : to summon the emergency services (Fire, Ambulance and Police) or if you need **first aid assistance**, **dial 3333** using an internal phone to contact University Security, and tell them :

- your location (Freeman Building, room number or other identifier);
- the nature of the emergency;
- how you can be contacted – landline or mobile number.

If an alarm sounds, or there is an emergency in the Freeman Building, either working alone, or out-of-hours, **you must leave the building** by the nearest available exit. If you are unable to evacuate, you must telephone Security (**3333**) to tell them where you are and the assistance you may need.

In all cases where lone or out-of-hours working takes place, access to a telephone is required.

It is useful to store the University Security numbers in your mobile phone:

Non-emergency: +44 (0)1273 678234

Emergency: +44 (0)1273 873333

Contacts

Administration



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This handbook has been prepared for postgraduate research students in LPS for 2018-19. While every effort has been made to include definitive details for students' benefit, please ensure that you are aware of any updates that will be communicated to you via email by either the School (Research and Enterprise Co-ordinators), the Research Student Administration Office (RSAO), or the Doctoral School.

Please also refer to the Handbook and Regulations for Doctoral Researchers for University-level rules
<http://www.sussex.ac.uk/rsao/regulations/>