

SCHOOL OF PSYCHOLOGY

Doctoral Studies Handbook

2015/2016 entrants

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Welcome

Welcome to the School of Psychology at the University of Sussex. Sussex is a great place to carry out research in Psychology and Brighton is a vibrant place to live. We hope you will find your time here both exciting and stimulating. We have over 80 doctoral students working in the School with a wide range of interests and from a variety of countries and backgrounds.

This Handbook applies to those students who are commencing their studies during the academic year 2015/16 and should be read in conjunction with the “*Handbook for Doctoral Researchers*” produced by the Doctoral School at Sussex. Different arrangements apply to students who commenced their studies in earlier years.

We hope you have a good year and enjoy your time studying at Sussex!



Tom Ormerod

Head of School of Psychology



Jamie Ward

Director of Doctoral Studies

The university

The University of Sussex was founded in the 1960s and has grown to become a leading teaching and research institution in the UK. We currently have over 14,000 students of which a third are postgraduates. There are 3,000 staff and an annual turnover of £180m. Sussex is highly international, with links with every continent, over 2,300 international students from 120 countries, and teaching staff from 40 nations.

Sussex is a leading research university, as reflected in the 2014 Research Assessment Exercise. Over 75 per cent of Sussex research activity is rated as world-leading (4*) or internationally excellent (3*). The School of Psychology was ranked in the top ten out of nearly 100 psychology units in this exercise.

Sussex has one of the most beautiful campus locations in Britain. Situated in rolling parkland on the edge of Brighton,

The Doctoral School

The Doctoral School is a University-wide structure supporting doctoral research across all Schools of Study. Sussex has over 900 doctoral students who play a vital role in developing our vibrant intellectual culture. The Doctoral School seeks to enable doctoral students 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 PhD researchers (with which you should be familiar).

You will be able to find the Handbook for Doctoral Students and the Code of Practice through the link below:

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

The Doctoral School will also be organising a number of university-wide events, including a 'Welcome' for all new PhD students and a programme of speakers through the year. Please check the Doctoral School internal website for updates: <http://www.sussex.ac.uk/doctoralschool/internal/>

Researchers need the very best subject specific skills training in methodologies and techniques to carry out and complete their work to the highest standards. Increasingly, potential employers and research councils have also stressed the importance of transferable skills, entrepreneurship and personal development crucial to professional life and to securing the optimal career path for doctoral graduates.

The Doctoral School seeks to ensure that additional specific training needs for research can be met, as well as coordinating skills training to enhance doctoral researchers' personal and professional development. In addition to a number of tailored courses, Sussex runs the *Researcher Development Programme* which provides you with a single gateway to access development resources and opportunities on campus, online, and beyond.

The School of Psychology

The School of Psychology is located at the heart of the campus in the Pevensey Buildings. The School was ranked 10th in the UK in the 2014 Research Excellence Framework. Full details of can be found at <http://www.sussex.ac.uk/psychology>.

There is a vibrant research culture within the School that is based around four research groups. These are:

1. Behavioural and Clinical Neuroscience
2. Cognitive Psychology
3. Developmental and Clinical Psychology
4. Social and Applied Psychology.

The School offers a highly rated undergraduate degree accredited by the British Psychological Society and six Masters programmes. The School has a thriving group of postgraduate research students. Most members of the School are located in the Pevensey Buildings. Almost all our office and laboratory space was refurbished in 2003-4, and included establishing major new facilities such as a Human Psychophysiology Laboratory and a Human Psychopharmacology Unit. An imaging centre housing MRI and PET/CT scanners was opened in 2007, in association with the Brighton and Sussex Medical School (BSMS). The School of Psychology also has access to behavioural laboratories that are well equipped for studies with

rats and mice. We also share, with the School of Life Sciences, laboratories for molecular biology and electrophysiological studies.

Some key people in the School are:

- (1) Director of Doctoral Studies (DoDS) – Jamie Ward
- (2) Other Member of the Doctoral Studies Team – Matt Easterbrook (Associate Tutors), Dan Campbell-Miekeltjohn (postdocs), and Kate Lester (admissions and professional development)
- (3) Head of School (HoS) – Tom Ormerod
- (4) School Administrator – Lee Thompson
- (5) Research and Enterprise Coordinator (REC) – Lene Hyltoft
- (6) Specialist Coordinator – Pennie Ingram

The role of the DoDS is to ensure that the School maximises the potential of all doctoral students. Within the School of Psychology we greatly value the excellent, often internationally recognised, work conducted by our doctoral researchers. The DoDS has strategic responsibility for the management of doctoral and postdoctoral research within the School. They work directly with the Research and Enterprise Coordinator who manages everyday issues and administration of doctoral and postdoctoral matters.

The School Administrator is responsible for the School Office, Health and Safety, Office Space and also the main point of contact for Associate Tutors and GTAs in relation to teaching allocation and teaching payments.

The Research and Enterprise Coordinator (REC) is responsible for all administrative matters related to the PhD in Psychology programme including funding, attendance monitoring and processing Annual Review assessments.

The Specialist Coordinator processes forms for experiments, handles money as well as expense queries (handing in claim forms / receipts and ordering things / paying for conferences and flights using the Visa card).

Research Training

Induction

The School provides induction for all doctoral students. At the beginning of the academic year we also run a Doctoral Poster Conference at which new students can meet current doctoral students and learn about their work. The conference gives current students the opportunity to present posters they plan to submit to future conferences or re-present posters they have already presented externally. Prizes are presented by the Head of School.

Your Supervisor

All doctoral students in Psychology have a main supervisor, who is the most important person for the management of your doctoral programme. You and your main supervisor are responsible for managing your work so that you complete your thesis within an agreed period of funding (e.g., the funded period or within 4 years for self-funded students and 6 years for part-time students). You will be expected to provide

an annotated report of your spending each year which will be authorised by your main supervisors before being presented to the DoDS (see below).

Meetings with Your Supervisor

Students will receive very regular supervision in face-to-face, email or telephone meetings. Formal face-to-face supervision meetings should occur at least once every month. The university requires that **all** such formal supervision meetings between doctoral students and their supervisors are recorded using the 'Event Booking System' via SussexDirect. Your supervisor can explain this process to you and you can read about this system [here...](http://www.sussex.ac.uk/its/downloads/businessapplications/sd_eventbookingsystem.doc)

http://www.sussex.ac.uk/its/downloads/businessapplications/sd_eventbookingsystem.doc

Some doctoral students make an audio recording of each supervision session so they do not forget key guidance.

Some students have second supervisors who complement the expertise of their main supervisor. Supervision arrangements with second supervisors are coordinated by main supervisors.

Problems with your Supervisor

Very occasionally, problems arise in a supervisory relationship. For example, if a student's interests change or, for other reasons, the assignment of a supervisor no longer seems suitable. In such circumstances, the possibility of changing supervisor should be discussed by student and supervisor and with the Director or Deputy Director. It is not good practice to discuss such problems with other faculty members. For example, you should not discuss problems with a main supervisor with a second supervisor and such problems should *not* be raised with assessors (see below). Initially, any such problems should be explicitly discussed with your supervisor in supervision time. Areas of agreement and disagreement should be listed and, ideally, agreed upon in writing. If problems persist, the doctoral student should discuss these with the Director or Deputy Director. You may also find it helpful to make an appointment with a Student Advisor at the Student Life Centre.

Your Assessor

Your assessor is not a supervisor and has no supervision responsibilities. Your assessor's role is to assess your progress at the end of each year and advise the DoDS on the most appropriate re-registration decision. Your assessor will, however, provide you with feedback once a year on your progress and on the piece of work you submit for assessment.

Coursework

All doctoral students graduating from the School of Psychology must meet minimal training standards and must take research methods and statistics courses during their doctoral studies. Some doctoral students (e.g. those with Research Council accredited MSc qualifications) who have already achieved these training competencies can be exempted from taking these courses. Part time students may also be offered exemptions. Those who have taken non-accredited masters programmes may be offered exemptions. Conversion courses, such as the MSc in Experimental Psychology at Sussex, are not exempt because they are based on the undergraduate curriculum.

The standard, recommended 45-credit coursework for a student who is not exempted would consist of three 15-credit modules taken from the following:

- Linear Models in Statistics (15 credits, Autumn Term)

- Ethics, Philosophy and Methods of Research (15 credits, Autumn Term)
- Structural Equation Modelling (15 credits, Spring Term)
- Advanced fMRI (15 credits, Spring Term)
- Advanced Techniques in Neuroscience (15 credits, term to be confirmed)
- Advanced Research Methods in Psychology (15 credits, Summer Term): 3 workshops chosen from...
 - Discourse analysis
 - Experiment Generators: Use of EPrime
 - Eye Tracking
 - Item Response Theory
 - Longitudinal data analysis
 - MatLab programming
 - Meta-analysis
 - Multilevel modelling
 - Service User Involvement in Clinical Res
 - Structural Equation Modelling
 - Transcranial Magnetic Stimulation
 - Voice Analysis and Resynthesis

These can be taken over several years but with an expectation of 30 credits in year 1. The above modules are available to all PhD students, including those who already have an accredited MSc and want to further their skills training.

Other courses have also been accredited by the School. These include Medical Research Council and British Pharmacology Society, Translational Pharmacology training (15 credits), Home Office training to practice in accordance with the Animal Scientific Procedures Act 1986 (10 credits), Microscopy training (5 credits), Food Hygiene Training (5 credits) and accredited phlebotomy training (5 credits).

The list is not closed and others can potentially be considered (but attending regular conferences will not be counted). Within this guidance, main supervisors can design a coursework training programme that meets their student's training needs and ensures that each doctoral student accumulates 45 credits overall.

Supervisors must submit a signed form clarifying their approved training course for doctoral students in students' first term of study. If the main supervisor and student agree that the training plan should be changed, this form can be resubmitted, finally, (in electronic and hard copy) to the Research and Enterprise Coordinator by the end of the second term of the student's second year of study.

In addition, *ALL* full-time doctoral students (without exception) must take at least two courses offered by the *Doctoral Researcher Development Programme* in year 1. Part-time students must complete these within the first 2 years. These are not pass/fail courses but require formal University accreditation of completion. These must be listed in main supervisor end-of-year reports for first year students. Completion of such courses is a prerequisite of re-registration for year 2 for full-time students or year 3 for part-time students. See here for course details...

<http://www.sussex.ac.uk/doctorschool/internal/researcherdev/events/alSeminars and Colloquia>

Seminars and Colloquia

The School supports a high level of research activity of various kinds that is related to psychology and this is reflected by several regular meetings and talks. The School works well when its members are not only getting on well with their own particular endeavours but also taking an active interest in what others are doing. New ideas and insight about one's own research problem can arise from understanding ideas from a different area in psychology or related discipline. Consequently research students are expected to attend all research seminars organised by the school, and by the relevant research group within the school, which are held regularly – usually weekly in term time. PhD students are encouraged to go for drinks or dinner with visiting colloquia speakers when the speaker's talk is related to their research area. Students will normally be invited by their supervisor.

Presentations and Publishing

Award of a doctorate degree indicates that a researcher has developed advanced skills in conducting and communicating specialised research. Researchers are expected to be able to present and discuss their research. The best way to become an accomplished presenter is to begin with a small, supportive and familiar audience of the kind provided by supervisors, supportive faculty and fellow postgraduates. It is recommended that you present your work to a specialist research group (or “laboratory meeting”) at least once a year and that you present a paper to your research group at least once during your doctoral programme. In addition, you are asked to submit a poster to the annual *Psychology Doctoral Poster Session* at the end of Year 1 and an oral presentation to the *Psychology Doctoral Conference* at the end of Year 2.

You should also present your work at one or two national or international conferences. You may need to apply for additional funding to do this. Your main supervisor can identify appropriate sources and help you make such applications. For example, the Experimental Psychology Society runs a “Grindley Fund” to enable research students to take part in their conferences and the BPS Division of Health Psychology provides student bursaries for doctoral students to attend their annual divisional conference. Sussex students have been awarded support from both of these sources.

Prior practice is very important when writing a thesis. You should begin writing in your first year. You are strongly encouraged to submit your work to relevant journals from your second year onwards. It is usual practice to include your supervisor as a co-author and learn from his/her approach to publishing research papers. Discussing reviewers’ comments (and how to respond to them) with your supervisor is an especially useful learning experience in preparing yourself to defend your thesis. Adding published (or “in press”) to your curriculum vitae before you finish your doctorate will also help you compete for postdoctoral positions (see Future Employment – below).

Teaching Opportunities

Seminars and practical classes play a large part in the undergraduate psychology programmes. All students are strongly encouraged to contribute to undergraduate teaching as part of their professional development by acting as an Associate Tutor (AT). This primarily involves demonstrating on 1st and 2nd year research methods and statistics modules. This is an excellent way of honing your own stats skills. Being able to teach statistics and having a wide knowledge of statistical tests is very much valued by employers within and outside academia. Students may, for example, teach seminars, practical classes, or co-supervise undergraduate projects with their supervisor/s. Having teaching experience can be very helpful later in your career, when applying for academic positions. Doctoral students teaching hours are monitored to

ensure that their teaching workload does not compromise their research progress. All teaching work over 90 hours must be approved by main supervisors.

If you act as an AT then you will be expected to take part in the 'Starting to Teach' workshops that are run termly.

Doctoral Away Day

PhD students and postdoctoral researchers in Psychology are expected to attend an annual 'Away Day'. The topics covered will vary from year to year but all will relate to research, teaching and professional development. This is typically held in January.

Research Governance

Annual Assessment

Your main supervisor will continually review your progress and the DoDS assesses progress of all doctoral students each year during the Summer Term. This assessment determines the appropriate registration for the following year. For most students, the recommendation will be to continue with their current status. For some, who have completed their empirical work and are writing up their thesis, the recommendation will be to move to continuation status (see below). However, exceptionally the recommendation will be to terminate the student's doctoral programme.

Entry into the next year of a doctoral programme is conditional on evidence that the student is engaging successfully with doctoral study and likely to submit a high quality thesis within the period of maximum registration indicated in your original offer letter. To make such a recommendation the DoDS must be assured that the quantity and quality of your work over the academic year is commensurate with the award of a doctoral degree.

In making this assessment, the DoDS will draw on six sources of evidence:

- Your completion of required coursework.
- Your report on work completed during the academic year.
- Your main supervisor's report.
- The piece of work you submit to demonstrate the ongoing doctoral standard of your work.
- The report your assessor submits to the DoDS.
- Your statement of research expenditure.

In each summer term, you are required to submit a piece of work completed during the last year which will be assessed by *your assessor*. For example, as a first-year student you may choose to submit a literature review or theoretical analysis, or as a second-year student you may decide to submit a good draft of one of your thesis chapters or a draft journal manuscript. The exact form of this piece of work should be agreed with your supervisor and if necessary with the DoDS. It should be between 3,000 and 8,000 words (including all pages). *The key criterion for choosing a piece of work is that it demonstrates the doctoral level quality of your research during this academic year.*

Further details of the annual assessment process can be found here...

<http://www.sussex.ac.uk/psychology/internal/students/researchstudents/annualreview>

School Research Degrees Committee

The School Research Degrees Committee meets each term and is chaired by the DoDS. Issues that concern doctoral students and postdoctoral researchers are discussed by this committee and this is one of the major meetings in which School policy in relation to doctoral study is developed. Minutes of these meetings are available on Sussex Direct (under “searches” – committees).

Where necessary, this committee will discuss individual issues, in confidence. Student representatives are asked to leave when such individual issues are discussed.

The committee includes a doctoral representative and post-doctoral representative. If you wish to add something to the agenda then please contact your representative in the first instance.

Ethical Approval

All research requires ethical approval before it begins. The British Psychological Society have provided useful guide for research ethics, which you are required to read...

http://www.bps.org.uk/sites/default/files/documents/code_of_ethics_and_conduct.pdf

Your main supervisor will advise you on the university procedures involved in applying for ethical approval for research at the University of Sussex. In most cases, you will be able to go online via Sussex Direct and complete the University's Application Form for Ethical Review and submit to your School's Ethics Committee (C-REC).

Details of the procedures involved in ethical approval of research at Sussex can be found here...

<http://www.sussex.ac.uk/res/1-6-12-5.html>

Examiners

When you are nearing completion of your doctoral programme the School will appoint examiners. You will have at least one internal and one external examiner. Please see the BPS Guidance (see below) for further details. Assessors may be internal examiners where their contact has not exceeded their minimal responsibilities. Your main supervisor will advise on appropriate examiners but proposed examiners will be evaluated and approved by the DoDS.

Alternative Thesis Format

The University has agreed that an alternative form of PhD thesis in Psychology is allowable. This allows a student to submit manuscripts of papers that are published, submitted to journals, or prepared for publication combined with introductory and concluding material in a form closer to that used in European Universities. Please see separate guidelines for details.

Online Thesis Publication and Embargoes

It is University policy that all PhD theses are now publishable online (in addition to holding a paper copy in the library which has always been done). You cannot request to 'opt out' of online publication but you can request an embargo for a limited period of time (presently set to 2 years, but extendable for a limited time afterwards). One reason for a thesis embargo is that it holds data that could be exploited in some way (e.g. with a commercial partner). This would normally be agreed in advance with the partner. There is also an issue with reproducing copyrighted material in the thesis. This includes certain images that may be under copyright, or published papers in journals. With regards to the latter, it is typically the case that an author has the right to publish online the original submitted version of the manuscript (after a limited period, 12 months) but cannot place the final (post-review or typeset) version online (at any time). An

alternative to applying for a thesis embargo is to submit to the library an 'edited' version of the thesis in which placeholders are used to replace copyrighted material. For instance, a published chapter could be replaced with an abstract and a link to where the whole article can be found. (Obviously, the version submitted to your examiners would be the full version rather than the edited one!). In general, our advice is to avoid embargoing your thesis unless strictly necessary but to take other reasonable steps to avoid copyright infringement.

Continuation

We expect doctoral students to submit their theses within their funded period. So, for example, a School-funded Studentship beginning in September should submit his/her thesis by the end of September in his/her third year. Part-time students should submit their thesis by the end of their sixth year. This is important to your future employment prospects. It is not in students' or the School's interests for students to be late in submitting their theses. However, sometimes the writing up of a thesis can take a little longer than anticipated and a student may need a few weeks or months to complete the work. In these cases continuation status may be appropriate. It is extremely important to be aware that according to university regulations continuation status can only be granted once all empirical work has been completed, and the student requires only minimal supervision in order to finish writing chapters. If these conditions are met then continuation status may be granted by the DoDS, and the student will be required to pay continuation fees. Otherwise full registration (and the full fee) will be required. Any research funds left over will be frozen and students will not automatically have access to these funds (e.g. attending conferences whilst on continuation need to be agreed in advance and there is an expectation that external funds will be used in addition).

Approval of continuation by the Psychology DoDS is dependent on two conditions:

First, completion of the continuation status request form by the main supervisor, who must attest to the fact *all empirical work* to be included in the student's thesis has been completed. If this is not the case the student can only continue with his/her doctoral programme by registering as a full-time or part-time student.

Second, submission by the doctoral student of a one-page document, approved by the main supervisor, outlining a plan of action during the continuation period leading to thesis submission.

Sick Leave

If you are off sick for a few days then you do not normally need to do anything beyond a courtesy email or phone call to your supervisor and your teaching partners. You should also put an 'out of office' notification on your email. Multiple or prolonged periods of sickness can clearly interfere with your research. In such cases, it is important that you get a note from your doctor (on each occasion) and we can keep this on your file. This can be used as evidence to apply for an extension to your hand-in date (note: an extension of time, not money!). The notes are now officially called 'fit notes' and not 'sick notes'. That is, being sick doesn't automatically mean unfit for work and the letter from the doctor must specify whether certain work-related activities can be carried out or not.

Intermission

If you are ill for a prolonged period, you may need to withdraw from your doctoral programme temporarily. This is known as "intermission". If you wish to apply for a period of intermission you should consult your main supervisor. Intermission is granted in monthly units. It differs from sick leave in that your study is completely interrupted – this includes access to most university facilities, and also suspension of bursary

payments to you (but these are shifted forwards in time rather than lost completely). If your main supervisor supports your request then your supervisor will make a recommendation to the DoDS. It is extremely important to be aware that according to university regulations intermission is not a right and *cannot* be granted retrospectively under any circumstances; it can be considered only when there is clear evidence that your studies in the forthcoming period will be compromised by external factors. For further details see the Doctoral School *Handbook for Research and Professional Doctorate Students*.

BPS Guide to Postgraduate Research

It is important that you discuss all aspects of doctoral work with your main supervisor in the first few weeks of study. The *British Psychological Society* has provided useful guidance on preparation of doctoral theses the examination process. You are advised to read this document and discuss any issues that arise with your supervisor within six weeks of beginning your studies. You can find this guidance at



<http://www.sussex.ac.uk/psychology/internal/students/researchstudents>

Practical Matters

Term Dates

University term dates can be found here...

<http://www.sussex.ac.uk/ogs/governance/termdates>

It is recommended that doctoral students have 30 days of annual leave each year (15 days for part-time students). These should be negotiated explicitly with your main supervisor.

Health and Safety

The health and safety of staff and students is of paramount importance to the university. Please read the university's guidance on health and safety which can be found here...

<http://www.sussex.ac.uk/hso/1-2.html>

The institution's policy on health and safety can be found here...

<http://www.sussex.ac.uk/hso/healthandsafety/policies>

Emergency. For any emergency, incident or accident call the **emergency hotline on extension 3333**. From a mobile or external line call (01273) 873333.

If you require further advice and guidance, please contact the University Health and Safety Office on (87) 7116 or, e-mail safety@sussex.ac.uk

IF YOU HEAR THE FIRE ALARM:

Make your work area safe e.g. close windows and doors

Leave the building by the nearest exit

Do not stop to collect any personal belongings

Go to the local building assembly point

NEVER PUT YOURSELF AT RISK

Harassment and Bullying

While some bullying and harassment may involve verbal abuse and physical violence, it can also be subtle intimidation such as inappropriate comments, or unrealistic, embarrassing or degrading demands. Harassment is always linked to Anti-discrimination Laws and thus will focus on gender, race, ethnic background, colour, religion or belief, sexual orientation or disability. Harassment may be a single incident or a series of incidents. Bullying is repeated inappropriate behaviour, direct or indirect and by one or more persons which undermines an individual's right to dignity. For further details see...

<http://www.sussex.ac.uk/equalities/faq/harassmentandbullying>

Working Out of Hours

Out of hours are considered to be before 9am or after 5.30pm weekdays, at weekends or during University closure days. See further details here...

<http://www.sussex.ac.uk/psychology/internal/students/researchstudents>

Restrictions on who should work out of hours: Doctoral students, non-student research assistants, technicians, postdocs, faculty and administrative staff are able to conduct research out of hours. Where possible, we would encourage doctoral students not to work alone out of hours. In the case of doctoral students and postdocs it is the responsibility of the main supervisor to ensure that the individual has received training to be able to conduct research safely out of hours and that they are familiar with emergency procedures.

Restrictions on the type of work that can be done out of hours: If possible, research should not be conducted out of hours, although it is understood that this may be necessary based on the nature of the research (including pressure on equipment, subject recruitment). All research conducted out of hours should have undergone a risk assessment by your main supervisor. The assessment should initially allocate the activity to one of the following three categories low risk, medium risk or high risk activities (review the policy which can be found at the links above).

Logging of out of hours work: All out of hours work should be logged in books to be found at the entrance to all university buildings.

Resources and Research Expenses

Conducting research and research training is expensive. The School is fully committed to supporting the work of all doctoral students and every effort is made to support realistic research plans. Problems in relation to funding or resources should be first raised with your main supervisor who may then consult the DoDS or Head of School.

The School will provide each doctoral student with a desk, general stationery such as A4 pads, biros, envelopes, staples etc), a desktop computer and access to a telephone and a network printer. Please enquire at the School Office to obtain stationery. Please note that large telephone bills such as those involving frequent calls to mobiles, or excessive printing costs, may incur additional charges. Your computer can be used to access the University Library catalogue and is networked for internet access. Data should be saved to your N drive so that it is backed-up by the University. Some storage space will be provided but if you have additional needs please discuss these with your main supervisor. Doctoral research students will be given a card to access the photocopier and kitchen.

Each student's funding is different. For example, some students are partly or wholly funded by research councils, while others are funded by the School through Graduate Teaching studentships, and increasingly students have joint funding from research councils and teaching studentships. The amount of funding available to you and the regulations that govern expenditure of those funds depend on the particular funding arrangements for your support.

You have your own funding account which is linked to, but separate from, your main supervisor's account. You will be able to view your account online and track your own expenditure through *Agresso*, a financial management software application (see <http://www.sussex.ac.uk/finance/newfinancesystem>). To access your Agresso account, you shall need your standard ITS username and a temporary password which is listed in a document of personal information supplied during induction (note; the Client field should be filled with the value 'SU'). Once logged into the Agresso system, select 'Reports' from the left hand menu plane and expand G. All expenditure must be approved by main supervisors.

You will be required each year, as part of your Annual Review assessment, to submit a report on the use of your account. This will consist of a list of all amounts spent and a short note explaining each item of expenditure, which can be taken from an Excel spreadsheet or Word Table that you update during the year. If non-legitimate expenditure has occurred, this will be recharged to your main supervisor's personal devolved account by the School.

The research expenses available to a student will be determined by their funding arrangements. However all students, including those who are self-funded will receive a minimum of £600 each year. You will receive individual information about the amount of your research expenses and the way in which it has been calculated. It is also possible, especially in high costs research areas, that your supervisor will supplement the funds available to you through other sources.

Unspent funds can be carried over to subsequent years until students leave or take up continuation status.

Research funds (external and School) cannot be used to purchase personal possessions for postgraduates, or items that will become personal possessions at the end of the period of research training. Below are some general guidelines which, for externally-funded students, should be read in the context of the regulations governing your specific funding.

Sona: In order to recruit participants for your research, you can use Sona, an online database. This allows you to recruit adult participants and pay them in either course credit or cash.

New postgraduate research students will be provided with login details when they begin their course.

Detailed information about using Sona and recruiting your participants can be found here:

<http://www.sussex.ac.uk/psychology/internal/staff/technicalsservices/sonasystems/sona-2>

Advertising for Participants: Where special groups of participants are required, who might otherwise be difficult to recruit, payments for advertisements in appropriate media may be considered a legitimate expense.

Payments/Gifts to Participants: Payments to participants in experiments, small gifts to schools that allow research work to be carried out, etc. are regarded as legitimate expenses. Participants are not usually paid more than £5 per hour. Guidance on gifts to schools, and working in Schools generally should be sought from the School of Psychology's School Liaison Officer (Robin Banerjee).

Payments to Helpers: We expect a degree of collegiality in the research postgraduate community with people helping each other out over small matters. However, it is legitimate to pay fellow postgraduates or others to do transcription or to check coding reliability and similar activities.

Large Print Runs: Large print runs (of 100 pages or more), of questionnaires and the like, should be carried out by the Print Unit. Request forms are available from the Psychology admin office.

Equipment: Small items of equipment specifically needed for a project may be purchased, though often these can be provided by your supervisor or purchased as part of your supervisor's ongoing research. In certain cases, payment for the production of equipment (or other items required for research, such as specialised drawings) may be allowable. Any equipment purchased remains the property of the School at the end of your doctoral training.

Books: Books are not normally covered by research funding as these should be accessible through the library. Ask your main supervisor if you think you will need the library to purchase a specialist text. Technical manuals required to conduct research are considered a legitimate expense but normally these can be purchased by your main supervisor as part of ongoing laboratory costs. As with all equipment such manuals are School property and must remain in the School when you complete your research.

Consumables: Consumables of all kinds that are needed specifically for a piece of research count as legitimate expenditure.

Summer Schools: Summer schools closely related to a student's interest can be a legitimate expense (travel, accommodation, course fee). Many summer schools provide direct or indirect subsidies for students and represent excellent value for money. Additional funding may be available from main supervisors or through external applications for support.

Conferences: It is part of a research postgraduate's research training to learn to give presentations to academic audiences. All students should give at least one poster or a paper at a conference before they complete their research training. Students should also seek external support for conference attendance (see above).

Travel: Students working off-campus in connection with research may claim from their research accounts provided this has been agreed with their main supervisor in advance. Public transport should be used and all original receipts must be provided.

Post and Postage: Letters sent in connection with research will be covered by the School without additional charges. If you need to send something **please hand it to the School Office staff to put in the post tray**. There will be a charge for any SAE's required in your study. You can also post personal mail, if you put a stamp on it. There is also an internal mail system on campus, but E-mail or telephone may be quicker. Pigeonholes for Postgraduate students are on level 2 near the Psychology Office in PEV1.

Where to Get Advice

The *School Office* staff will be able to give you a response to any query or direct you to someone else who can. You will soon get to know the office staff. If your query cannot be answered immediately then you will be asked to complete a query form and one of the office staff will get back to you.

Office staff can provide you with a confirmation of status letter (also known as a “To Whom it May Concern” letter) if you need to confirm your status as a doctoral student at Sussex.

Where? Psychology Office, Pevensey 1 room 2A13

Tel: 01273 876638,

psychology@sussex.ac.uk

When? Open 9.00 am – 5.00 pm

You can consult the *Director of Doctoral Studies* with queries about any matter that may impact directly on your doctoral research. However, you should initially approach your main supervisor.

Finally, the buck stops with your *Head of School* – Tom Ormerod. If you have a problem that no one can resolve, then see the Head of School. His office hours are open to all students within the School and his Coordinator can make appointments outside these times.

If your problem is administrative, and you find you are getting nowhere or you wish to make a complaint about administrative matters then please contact the *School Administrator* – Lee Thompson.

Students with a first language other than English need language instruction. Even those with good skills in reading and writing English may find academic and scientific English challenging. Students who wish to improve their English can find help at the

Sussex Centre for Language Studies

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

If you are interested in registering for Academic Development Support, this service/support is available free of charge to all full-time international/overseas students completing a full degree at the University of Sussex.

According to your individual needs, the Sussex Centre for Language Studies can provide:

- Academic development workshops
- Writing workshops
- Tutorials
- Drop-in Sessions

If you are interested in registering for Academic Development Support, you can follow the link below to register online:

<http://www.sussex.ac.uk/languages/english/acadev/register>

Once you have registered, you will see details of how to book workshops and tutorials.

Other problems may be appropriately raised with the *Student Life Centre*. See here for details...

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

Doctoral Student Reps

The Postgraduate Research (PGR) representatives represent you at various meetings including the School meeting, the Research Degrees Committee, the School Student Experience Group, and the Health, Safety and Environment Committee.

The PGR reps also organise a number of social events, including First Thursday (monthly pub sessions!), the Christmas Party and the Summer BBQ. The representatives for 2015-16 are...

Abigail Wright (aw395@sussex.ac.uk)

James Livermore (J.Livermore@sussex.ac.uk)

Meike Sieburg (M.Sieburg@sussex.ac.uk)

The Associate Tutor (AT) representatives provide teaching support in the School (e.g. Starting to Teach, training sessions on marking) and represent ATs at the School meeting and the Teaching and Learning Committee. The AT representatives for 2015/16 are:

Anne Templeton (a.templeton@sussex.ac.uk)

Rachel Latham (r.latham@sussex.ac.uk)

Feel free to approach your representatives for help and advice!

Website and Forum

Information for Doctoral research students including links to handbooks and other guidelines can be found at...

<http://www.sussex.ac.uk/psychology/internal/students/researchstudents>

In addition, the School provides a *Psychology Postgraduates Research Students Forum* on *Study Direct*. We encourage you to check this internal website for news items and events, including research colloquia within the school. This site can also be used by all PGRs as an open forum, where you can upload documents and engage in discussions with other postgraduates.

Forms

Templates of various research forms you may need can be found at...

http://www.sussex.ac.uk/spa/researchstudentprogress/research_forms

Future Employment

You are strongly advised to discuss your plans for postdoctoral employment with your main supervisor at least by the end of the second year. You should also consult the Careers and Employability centre – see the *Doctoral Researcher's Companion* produced by the Doctoral School for further details.

Jobs for postdoctoral researchers are advertised on jobs.ac.uk

Other useful sources of information are the job supplement sections published in each month's *Psychologist*, the *Times Higher Education*, and the education sections of the *Guardian*, (on Tuesdays), *The Independent*, *Nature* and *New Scientist*. Many jobs are also advertised on mailing lists or internet sites accessible by your main supervisor.