



University of Sussex

# The School of Global Studies

Handbook for Doctoral Researchers

2012/2013



## **Welcome to the School of Global Studies**

The School is a large and lively academic community concerned with the analysis of key issues of contemporary culture and society – for example, issues of development and the environment, inequality and identity, migration and human rights, globalisation and international relations, regulation and risk and social and economic transformation.

We currently run research degrees across the four main subject areas of Anthropology, Development Studies, Geography and International Relations plus a number of smaller programmes, including Migration Studies and Human Rights.

This handbook is intended to fulfil three functions. First, it gives you the 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 an overview of the academic guidance that you will need during your time here. Finally, it provides information on the kinds of academic and pastoral support you can expect.

Within the School we aim to foster a sense of community – both socially and intellectually – so that you will feel you belong to a vibrant research community committed to cross-cultural and comparative research.

I do hope you enjoy the Global Studies School experience. On behalf of all of us working together in the Global Studies research community, I wish you a happy and successful time at Sussex.

**Richard Black**  
**Head of School**

## **What is the School of Global Studies?**

Global Studies is an interdisciplinary School with responsibility for all undergraduate, postgraduate taught and research degrees in the following departments and interdisciplinary areas:

[Anthropology](#)

[Geography](#)

[International Relations](#)

[International Development](#)

[Migration Studies](#)

We also support the following interdisciplinary research centres:

[Centre for Advanced International Theory](#)

[Centre for Global Health Policy](#)

[Centre for Global Political Economy](#)

[Sussex Climate Change Network](#)

[Coastal and Estuarine Research at Sussex](#)

[Centre for Colonial & Post-Colonial Studies](#)

[Sussex Centre for Migration Research](#), including the [Migrating out of Poverty Research Consortium](#)

[Justice and Violence Research Centre](#)

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# 1 Useful contacts

## 1.1 Main contacts in the School

Your first point of contact will normally be with your research supervisors.

Each PhD within Global Studies has a postgraduate **research convenor** (referred to below as the convenor) with an oversight of the associated administration and research supervision arrangements.

Anthropology	Dr Peter Luetchford (Arts C227) <a href="mailto:P.G.Luetchford@sussex.ac.uk">P.G.Luetchford@sussex.ac.uk</a>
International Development	Dr Evan Killick (Arts C225) <a href="mailto:E.Killick@sussex.ac.uk">E.Killick@sussex.ac.uk</a>
Geography	Dr Yi Wang (Chichester 152) <a href="mailto:Yi.Wang@sussex.ac.uk">Yi.Wang@sussex.ac.uk</a>
Migration	Professor Paul Statham (Arts B363) <a href="mailto:Paul.Statham@sussex.ac.uk">Paul.Statham@sussex.ac.uk</a>
International Relations	Dr Louiza Odysseos (Arts C355) <a href="mailto:L.Odysseos@sussex.ac.uk">L.Odysseos@sussex.ac.uk</a>

The School's **Director of Doctoral Studies (DDS)** approves all research outlines and annual reviews, applications to go away or remain on fieldwork, intermissions and recommendations of extensions to maximum periods of registration. Support for the DDS is provided by the **Research & Enterprise Co-ordinator** (referred to below as the REC) who is also the first point of contact for any queries.

Director of Doctoral Studies (DDS)	Dr Maya Unnithan is currently on research leave and will take up her post as DDS in early 2013. Until then, Prof Richard Black will take care of doctoral matters as Head of School.
Research & Enterprise Coordinator	Mrs Jayne Paulin (C129) <a href="mailto:J.E.Paulin@sussex.ac.uk">J.E.Paulin@sussex.ac.uk</a>

## **1.2 Central administration**

The [Student Progress and Assessment Office](#) in Sussex House has responsibility for the administration for all registration matters and thesis submission.

Official letters verifying your registration status (eg. for government agencies, sponsors etc) can all be obtained from the Student Progress & Assessment Office.

The relevant email address to use is as follows:

[spaenquiries@sussex.ac.uk](mailto:spaenquiries@sussex.ac.uk)

The SPA Office also deals with [Council Tax exemption](#).

The [Student Accounts Office](#) (also located in Sussex House) is responsible for all financial matters associated with your registration and student status.

## **2 Supervision**

### **2.1 Appointment of supervisors**

You should have a main supervisor and an additional supervisor.

In the case of joint supervision, one will be designated as the 'main' supervisor for administrative purposes, to make sure there is a clear point of contact in the event of difficulties.

The main supervisor is expected to provide you with advice at every stage in the planning and conduct of research as well as the writing of the thesis. They should also try to ensure that replacement supervision is available in the event of any significant period of absence.

An 'additional supervisor' (or the supervisor not designated the main supervisor in the case of joint supervision) should be able to provide advice and support when the main supervisor is not available.

In the event of loss of a supervisor, your department/centre is responsible for finding a suitable replacement, and ensuring that arrangements are in place to support you during any interim period.

Finally your supervisors have immediate general responsibility for your academic progress, so it is a good idea to tell them about any problems or difficulties you may encounter, even if they cannot help directly.

It is possible to change supervisors in exceptional circumstances but please bear in mind that we cannot guarantee to find a replacement with sufficient expertise to advise you on your specialist area.

External supervisors can also be appointed in certain exceptional circumstances. Please discuss this first with your supervisor, and then with the REC.

Further information is set out in the [Handbook for Doctoral Researchers](#)

## **2.2 Contact with supervisors**

You can find email addresses and all other contact details such as room numbers and telephone extensions by going to the University's Home page on the website and searching under 'people.'

Alternatively, most faculty should have office hours or timetables posted on their doors, so that you can easily tell when they are free. (Note – it will normally be appreciated if you do not interrupt work at other times, unless the matter is an urgent one.)

If you find you are having trouble contacting anyone, you can always ask the staff in the Global Studies School Office, C168.

You must arrange a **regular schedule of meetings** with your supervisor at the beginning of each term, so please make sure that you consult your convenor if you are unclear about your supervisory arrangements.

## **2.3 Sussex Direct**

The university now requires supervisory sessions to be arranged and logged using [Sussex Direct](#).

- From the main university website, go to "student internal" in the top left hand corner.
- Follow the Sussex Direct tab and then login (your usual username and password is required.)
- On your study pages, access the timetable and make sure it's set for the correct attendance period.
- Click the EVENT list button to show details of any meetings arranged by your supervisor.



## **3 Professional Development**

### **3.1 Vitae**

The University's training provision is in line with the national Researcher Development Framework (RDF), developed by [Vitae](#). Sussex hosts a Vitae regional hub, and through this, the Teaching and Learning Development Unit, the Library and the Careers and Employability Centre, Doctoral researchers are able to access a wide range of training to develop their skills in line with the RDF.

### **3.2 Profolio/Profolio Plus**

[Profolio](#) offers personal skills development courses and workshops for doctoral researchers across the University. This professional development programme is aimed at all first-years, while Profolio Plus is designed for PhDs at varying stages. Workshops include:

- Presenting and Networking at Conferences
- Setting up your Personal web pages at Sussex
- Managing Professional Relationships

### **3.3 Doctoral School**

The [Doctoral School](#) sits beside the University's Academic School structure, allowing doctoral researchers and research staff across all the university's Schools to come together, both academically and socially. The Doctoral School offers further information and helpful articles through the following social media channels:

Blog: <http://doctoralschool.wordpress.com>

Facebook page: <http://www.facebook.com/SussexDocSchool>

Twitter feed: <https://twitter.com/SussexDocSchool>

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

### **3.4 ESRC Doctoral Training Centre (DTC)**

Located within the Doctoral School, the [DTC](#) was established in 2011 and forms part of a national network to deliver postgraduate training in the Social Sciences. The DTC also coordinates the MSc in Social Research Methods. After consultation with your supervisor, please contact the DTC to enquire about availability of places on any research methods modules you might find useful: [esrcdtc@sussex.ac.uk](mailto:esrcdtc@sussex.ac.uk)

## 4 Registration matters

Please read this section in conjunction with the [Handbook](#) for Doctoral Researchers, which provides more detailed information.

### 4.1 Research degrees awarded

You will be registered for a PhD from the beginning of your research. It is possible to register for an MPhil, which is also a research degree, but involves a shorter period of registration and thesis. You can apply to switch from PhD to MPhil and vice versa.

### 4.2 Registration period

The maximum time allowed by the University regulations to complete a PhD is four years for full-time registration and six years for part-time registration.

It is essential that you take the four year deadline very seriously as *extensions will only be granted in exceptional circumstances*.

### 4.3 Registration categories and fieldwork

You should talk to your supervisor(s) and/or convenor before applying for any change of registration category, or deciding to go on fieldwork.

Although you can request to move between statuses at any time, remember that fees and registration normally operate in units of designated attendance periods.

### 4.4 Paperwork

You should be able to find most of the [standard forms](#) you need from the Student Progress and Assessment Office website.

## 4.5 Terminology

Fieldwork	<ul style="list-style-type: none"><li>• Apply to go on fieldwork after the completion and approval of your research outline.</li><li>• Make sure that you are adequately <a href="#">insured</a> for fieldwork and complete a <a href="#">risk assessment</a>.</li></ul>
Intermission	<ul style="list-style-type: none"><li>• Applications can be based on any personal, financial or medical reasons which <i>prevent an individual from working on their research</i>.</li><li>• No fees are payable whilst on intermission, but you will not have access to supervision or workspace. (Library and email accounts remain active.)</li><li>• When intermission is granted for medical or other reasons, the maximum period of registration is adjusted to take this into account.</li><li>• Check with your sponsor before making a formal application. If you are ESRC-funded you must first talk to the Doctoral Training Centre about suspension of the award.</li><li>• Approval of retrospective intermission is not available for attendance already completed.</li><li>• Students who have entered the UK on a Tier 4 Student Visa and apply for intermission must contact the University's Immigration Advisors before intermission is approved. Once intermission is approved the immigration authorities will require the student to return to their home country and the University will be obliged to report their intermission to the UKBA.</li></ul> <p><a href="mailto:immigration@sussex.ac.uk">immigration@sussex.ac.uk</a></p>

Distance learning	<ul style="list-style-type: none"> <li>• Available on an exceptional basis to students who are based abroad. You must have a base within an appropriate academic environment eg. partner university abroad, or as part of a university-funded research project.</li> <li>• Students are required to submit a learning plan each year setting out when they will be away, and when they are at Sussex.</li> </ul>
Continuation	<ul style="list-style-type: none"> <li>• FT student eligible after three full years (periods of intermission do not count) and part timers after five years.</li> <li>• Applications for continuation will be based on the case that the individual concerned is expected to be well into the writing up process, having already submitted or be just about to submit a full draft of the Thesis.</li> <li>• Nominal fee, reflecting the fact that the degree is nearly complete and that the individual concerned is not using substantial university resources. (Workspace is provided at the discretion of the School.)</li> </ul>

## 5 The First Year

You must submit an extended research outline during the first academic year before you can progress to the next stage of the PhD.

### 5.1 Purpose

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.

It does not constitute an absolute commitment from which you can in no way depart as you learn more. Of course, changes of plan will be discussed with your supervisors. (If these are significant a change of title or revised version of the outline should be submitted.)

### 5.2 Overview of the approval process

Outlines have to be approved by your supervisors, and then by your convenor (who is usually advised by a research panel or independent reviewer in the School.)

You will also be asked to make an oral presentation of your outline during the spring term, although precise regulations for this vary between departments and centres.

Please note that every outline must include a research timetable, and you will be required to make an application for ethical review if appropriate (see Appendix D below.)

### 5.3 Timetable

Knowing the timetable for obtaining approval of your research outline is crucial, so anyone starting the PhD in September should note the following key dates:

- When you arrive in the autumn, discuss the outline with your supervisors.
- Produce a draft of the outline for approval by your supervisors during the spring, for submission to your convenor.
- The outline will be read by independent reviewers in the summer, after which you may be asked to make further amendments on the basis of the feedback provided at that stage.

You must allow sufficient time for any amendments to be made before you plan to go on fieldwork. The outline should be finalised by the beginning of September in order for you to be permitted to progress to Year 2. We take this deadline very seriously, as experience shows that those who cannot produce an outline in their first year are unlikely to complete the PhD.

#### **5.4 MSc SRM Dissertations**

Students registered on a **1+3 programme** (MSc + PhD) have until the start of September of their MSc year to submit a dissertation, which can take the form of an extended research outline. You may then be able to go through a shortened outline approval procedure, based on review of the MSc dissertation. However, you should allow sufficient time to address any concerns raised by the examiners and so we suggest you should not plan to go on fieldwork immediately.

#### **5.5 Other entry points**

Anyone registering in January or May follows the above timetable, but over a corresponding period of time. If you are **part-time**, you will normally have one year to submit the first draft of the outline, and must complete the final outline review process within two years. Notes for guidance have been produced to summarise these instructions clearly and are included in the appendix to this handbook.

#### **5.6 Changing Schools**

Everyone is assigned to a School on the basis of the initial nature of his or her research. It is possible to arrange a transfer to another School, but if you are thinking of doing that you should discuss the matter carefully with your supervisor. You are also strongly advised to wait until your topic is finalised and the research outline has been completed, since that may determine the most appropriate course of action. A transfer can only be made with the approval of the Directors of both your present School and the proposed one.

### **6 Annual Review**

Around Easter, you will be required to write a detailed Annual Review report, outlining the progress made throughout the academic year. We normally expect supervisors and students to share their Annual Review reports before submission. However, if there is a special reason why you do not want your supervisor to see your report, you can submit it directly to the REC.

Reports form the basis on which decisions are made about the following year, for example about whether you will be permitted to re-register or to change registration status (eg from full-time to continuation.) They also allow us to monitor whether we are providing a good service and whether there are any ways we could do things differently.

## **7 Facilities for Doctoral Researchers**

### **7.1 Library – Research Liaison**

The Library has a small team (Research Liaison) whose job it is to support researchers at Sussex. They make sure the Library's collections meet the needs of researchers and provide support in using these resources effectively.

The team offer bookable one to one sessions to help you get the most from the Library's resources. Tailored to your research interests, these sessions can include:

- Useful online resources for your subject
- Effective searching for relevant results
- Keeping up to date with research in your area

Follow the [link here](#) to book a session.

### **7.2 Sussex Research Hive @ the Library**

The Library now has a designated area for researchers, open to all doctoral researchers. [The Sussex Research Hive](#) provides for the first time:

- Bookable meeting rooms
- Space for informal discussion and collaborative work
- Regular events for doctoral researchers and research staff

[researchhive@sussex.ac.uk](mailto:researchhive@sussex.ac.uk)

[www.twitter.com/sussexreshive](https://www.twitter.com/sussexreshive)

### **7.3 IT and printing**

You should be automatically registered as a computer user at registration and allocated an email address. Computing facilities are available in various locations across campus; the nearest [computer cluster](#) is next to the Global Studies School Office.

For all other aspects of IT support, see their [website](#).

### **7.4 Workspace**

The School's allocation policy is currently under review, but a copy of the draft policy can be found from the [research degrees section](#) of the School's internal website. Unfortunately due to pressure on space we cannot allocate desk space on demand, but if you want to join the waiting list please contact the Research and Enterprise Coordinator.

## **8 Financial assistance**

### **8.1 Conferences**

The School offers limited financial support for presentation of papers at conferences both in the UK and abroad, or to attend external training. The budget is reviewed annually, so it may not be possible to provide ongoing support for conference attendance and training in subsequent years.

Those wishing to benefit from conference support will be asked to provide the following information:

- Name, location and date of the conference/training session.
- Evidence that the paper has been accepted.
- Outline of the costs involved.
- Statement support from supervisor(s).
- Details of any presentation training already attended.

At the time of writing, it is anticipated that support in 2012/13 will be to a maximum of £100 for a conference in the UK or £200 for a conference overseas. You will be able to receive support for only one conference per financial year (runs from July to July) so choose your conference carefully.

Students who are in the final stages of writing up their thesis will need to assure the DDS that preparation for conferences does not have an impact on progress towards completion, which should be the main priority.

### **8.2 Associate Tutor vacancies**

Opportunities to teach undergraduates as an Associate Tutor do not normally arise until the second year of research, but this can vary from year to year and depends on a range of external factors such as existing faculty commitments. There is a formal system of application and opportunities are routinely circulated to PhD mailing lists. If you are interested you should give a copy of your CV to the Head of School's Coordinator Christina Oelgemoller.

[E.C.Oelgemoller@sussex.ac.uk](mailto:E.C.Oelgemoller@sussex.ac.uk)

### **8.3 The Careers and Employability Centre (CEC)**

[The Centre](#) offers a range of jobs both internal and external to the University as well as an advisory service. It is located in the library.

If you are thinking of working (including teaching) alongside your studies it would be wise to consult your supervisors as the time allowed to complete your academic obligations cannot be varied to take this into account, particularly if you are registered full-time.



You should also check the conditions of your funding body, which may also have its own rules. In particular, remember that if you are in receipt of funding and failure to complete within the prescribed time limit it may also jeopardise the chances of future applicants.

#### **8.4 Other sources of information**

An overview of possible sources of funding appears on the fees and funding section of the current [postgraduate prospectus](#).

Remember that learned societies sometimes offer small scale support. For example the British Academy has compiled a [Directory](#) of Subject Associations and Learned Societies in the Humanities and Social Sciences.

### **9 Need help or support?**

Arriving at Sussex should be an exciting time but you are also likely to be making a transition, perhaps from one country to another or from years of paid work to full-time or part-time study.

If you are making a transition from being a taught student to the more independent learning involved in doctoral research it can be hard as you settle into new ways of doing things, face the new challenges thrown up by your postgraduate studies and, often in a strange place, try to make friends. It's no wonder that new people experience degrees of homesickness and are sometimes lonely, anxious and confused about what is expected of them.

Without the immediate support of family and friends the first term especially can be unsettling. With this in mind, we have included some basic information on people who can help you ease that transition as well as offer ongoing support throughout your time at University.

#### **9.1 Personal concerns**

The [Student Life Centre](#) may be able to help with certain personal or financial concerns. The centre is located in Chichester 1 and open from Monday to Friday between 0900 and 1700.

#### **9.2 Chaplaincy**

There are also University chaplains, including Jewish, Quaker and a variety of Christian denominations on campus that 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 organised religion to take part in what is on offer.

### 9.3 International Students

If you are an international student, remember that the [International and Study Abroad Office](#) can give advice throughout your studies as well as during the induction and initial orientation period.

### 9.4 Language learning

[Sussex Centre for Language Studies](#) offers academic development workshops, writing workshops, individual tutorials and drop in sessions. The facilities are open to everyone, although there may be charges for some of its services. The centre also provides tuition in the usual range of European languages as well as the more distant languages, which can be useful for fieldwork or library research.

## 10 Communication

### 10.1 Email

The University will largely communicate with you via email, so please check your **Sussex email account** and the Sussex Direct pages frequently. If you prefer to use a hotmail or any other email account, you must set up an automatic forward facility to send your Sussex emails to that account. Instructions on how to do this plus other useful information about IT Services can be found from their [website](#).

Each Department/Centre has its own mailing lists which is used to disseminate items of general and specific interest, research seminar times and alterations, conferences etc. Your Sussex email address should be added to the list shortly after your arrival but if you are unsure please double check with the REC.

### 10.2 Post

Any internal or external post will be sent to the Global Studies “pigeon holes” (student mailboxes) located in the Dhaba café (near the School Office on the grounds floor of Arts C.) If you go on intermission or fieldwork, please arrange with the Global Studies School Office (C168) for your mail to be forwarded to your home address, unless you intend to visit the University to collect it on a regular basis. We may sometimes need to use your local home address or contact you when you are off campus, so if you change address and/or phone number it is your responsibility to update your contact details in Sussex Direct.

*If you are away on fieldwork or for any other reason you are expected to leave the R&E Coordinator with details of where/how we can contact you.*

## **11 Representation**

### **11.1 School of Global Studies**

Your representatives play an important role in Global Studies, providing a link between students and staff and ensuring that your views are heard. As part of this process, representatives sit alongside convenors on the School's Research Degrees Committee.

The committee is chaired by the Director of Doctoral Studies, and is the main forum for discussing all aspects of graduate research in Global Studies.

Nominations for representatives are sought at the start of the academic session in the autumn. An up to date list of representatives and a copy of the minutes from the most recent meeting can be found on the relevant section of the [School's website](#).

### **11.2 Students' Union**

As a student of the University you are automatically a member of the Students' Union, which represents all students collectively in the University. As a graduate student, you are also a member of the Postgraduate Association. The PGA exists to facilitate contact among graduate students from all parts of the university and can also provide an opportunity for mutual support in relation to academic, welfare and social problems.

Further information on the work of the Students' Union (including national societies and information on how to set up a new society) is available from [their website](#).

### **11.3 Activities**

We would also encourage students to organise their own activities. As far as specific reading groups, student-run seminars or workshops are concerned then your Department or Centre is the best starting point.

[Room bookings](#) can be made via the Student Systems Office, but the Global Studies [Resource Centre](#) (C175) can also offer flexible space for students and staff in the School.

The centre is managed by [Evelyn Dodds](#), who is happy to help with enquiries.

## Appendix A

### **Research outlines - further guidance**

These notes are intended to help and guide you in the preparation of your research outline. They are relevant to Global Studies in general irrespective of the discipline or research topic. Clearly you will interpret them in accordance with the specific demands of your own project and thesis.

The research outline has two functions and two audiences.

- For you, 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 and convenor plus the Director of Doctoral Studies) 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, 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.
- 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.

- 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 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.
- 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 you will be doing in the early stages of by way of reading around and defining and refining the 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.

#### Please remember

- 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
- Approvals of the research outline both by your supervisor and the convenor or chair of the relevant panel, and by the Director of Doctoral Studies, is a precondition for your continued registration.
- 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 the SPA Office.

To assist with planning your research outline, information on dates for 2012/13 and beyond can be found from the [governance website](#).

## Appendix B

### **The PhD Research Outline – points to remember**

- Revised, it may become part of your introduction and bibliography
- Should contain 7-8 sections, detailed below
- c. 20 pages double spaced?
- *\*Note, different criteria apply to MSc SRM 1+3 students*

### **Title of the Project**

- Provide a working title – this may change further down the line.
- The title of your project might be different from your central research question.

### **Aims and Scope**

- What is your central research question? What is the animating intellectual problem or paradox? (not only 'gap' in the field)
- What are the sub-questions that you need to ask to get at this central question?
- Why is your topic interesting and important?
- Demonstrate its originality, but take care to avoid the trap of over-claiming original contribution.

### **The Literature Review**

- Locate your question within the field.
- What are the debates with which you are engaging? What is the relevance of your research to these debates?
- Avoid over-derivative writing, over-referenced work, or exhaustive literary trawl.
- Organise the literature review around its relevance to your research question.
- Avoid 'clever' critique which raises unrealistic expectation of your own contribution.

### **Theoretical Framework (could be integrated into the literature review or separate if appropriate)**

Identify a framework for your research, by:

- Specifying and critically evaluating core concepts or categories helping to analyse the material, case studies etc.
- Engaging with recent theoretical approaches and contributions to the field in question.

## Methodology

- What research methods are you choosing?
- Why these most are appropriate to your research?
- How will you conduct your research (e.g. fieldwork, data collection, interviews, archival research, a mixture of the above)?
- What are your main sources of data/material?
- Are there any issues surrounding access to this material (issues of language, confidentiality, etc)

## Structure of Thesis\*

- Main elements of argument as you've developed it so far, or main working hypotheses
- Chapter outline and brief Chapter by Chapter descriptions

**Timetable of Work** - indicate a realistic timetable for completing the various elements of the research and drafting of the thesis

## Bibliography

### Structuring the Thesis

Every dissertation should contain 'orientating devices' (Dunleavy, P. *Authoring a PhD*, Palgrave, 2003, p.14). Chapters, and sections within chapters, function as these 'orientating devices'.

**Your thesis structure may look something like this:**

- Introductory chapter (your expanded research outline will serve as the basis for this; it sets out what you will do and how you will do it)
- Theoretical Chapter/Literature Review
- Methodological Chapter (if applicable)
- Substantive Chapters (3-4)
- Conclusion

<b>Total chapters:</b>	c. 6-8 (see above)
<b>Total Word Length:</b>	80,000 words
<b>Chapter Length:</b>	c. 10,000 words

**Chapter Structure** (derived from Dunleavy 2003, p. 79).

- |                      |                        |
|----------------------|------------------------|
| • Introduction       | (c. 2,000-1,000 words) |
| • First main section | (c. 2,000-2,500 words) |
| • Second section     | (c. 2,000-2,500 words) |
| • Third section      | (c. 2,000-2,500 words) |
| • Fourth section     | (c. 2,000-2,500 words) |
| • Conclusion         | (c. 2,000-1,000 words) |

## Appendix C

### **Research outline approval process in the School of Global Studies**

Approval is perhaps the most important aspect of a the first year at Sussex.

It involves a five stage process:

1. Completion of research outline, research ethics application and risk assessment, and submission to supervisor(s.)
2. Consideration of draft outline by research review panel, plus presentation of outline to Department/Centre (format and timing varies.)
3. Completion of revisions to research outline and submission of research outline and risk assessment to School Director of Doctoral Studies.
4. Submission of application for ethical review.
5. Formal approval by Director of Doctoral Studies.

Failure to complete the entire process within one year of initial registration (two years for part time registration) will lead to a refusal of permission to proceed with the PhD.

#### **Stage 1: Students submit the research outline to their supervisors**

The supervisors have a primary responsibility to advise you about the readiness of the outline for presentation to the research review panel. With this in mind, it is never too early to discuss the Research Outline, and drafts should be shared well ahead of the deadline. When the outline is completed, you will also need to submit a research ethics form and risk assessment. Documents and guidelines are available online from the School's internal [website](#).

Indicative submission deadlines (to supervisor) are as follows:

	<b>First registered in:</b>		
	<b>September</b>	<b>January</b>	<b>May</b>
FT	End spring	End summer	End autumn
PT	End summer	End autumn	End spring

The supervisor should then forward all documentation to the Convenor for the following stage.

\*Note that slightly different arrangements apply to MSc SRM students; for further information, please contact the Doctoral Training Centre.



## **Stage 2: Consideration of draft research outline by a research review panel**

This panel should consist of the convenor and at least one other member of faculty who is not a supervisor. They should read the draft Research Outline, discuss, and then forward agreed comments to both student and supervisor, indicating any revisions that are necessary before the outline can be agreed.

A research outline presentation seminar should also be held (this can occur either before or after submission of the Research Outline to the supervisor). Comments from this seminar should also be taken into account in Stage 3 below.

## **Stage 3: Completion of revisions to the research outline**

Complete any revisions required by the Review Panel, as well as addressing any further comments they think necessary. Once this is complete the Research Outline should be signed off by the supervisors plus the convenor/the chair of the review panel. The outline should then be sent to the Director of Doctoral Studies, via the Research and Enterprise Coordinator.

In addition to the Research Outline, the following documents should also be submitted as appropriate: (a) application to proceed to fieldwork (b) form requesting insurance cover for travel outside the UK as necessary and (c) risk assessment form.

## **Stage 4: Submission of Research Ethics Form to Ethics Committee**

At the same time as submitting their research outline, risk assessment and insurance form to the Director of Doctoral Studies, you should submit the online application to the Cross School Research Ethics Committee (or C-REC) for Social Sciences & Arts. For further information please see the relevant section of the [School's website](#).

*The committee considers applications on a monthly cycle. There is no formal meeting as such, because applications are circulated to reviewers. Any applications received by the regular deadline of the 20<sup>th</sup> of each month will receive a response by the 20<sup>th</sup> of the following month. You are strongly advised to keep these timescales in mind when confirming plans for fieldwork as research cannot proceed until approval has been granted.*

## **Stage 5: Formal approval by the Director of Doctoral Studies**

Once the ethical approval has been granted, the DDS will give final authorization for the research (including any fieldwork) to proceed. Remember that you **must** complete Stage 5 at the latest within one calendar year (two years if you are part time) of commencing the degree.

