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University of Sussex

Doctoral School



University of Sussex  
Doctoral School

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Brighton BN1 9QF



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# The Doctoral Researcher's Companion 2012-13 Edition

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# Get Connected

## *Connect with the Doctoral School*

**Telephone:** (01273) 87 7767

**Email:** [doctoralschool@sussex.ac.uk](mailto:doctoralschool@sussex.ac.uk)

**Website:** [www.sussex.ac.uk/doctoralschool/internal](http://www.sussex.ac.uk/doctoralschool/internal)

Your researcher portal for professional development activities, funding and other researcher resources (e.g. handbooks and factsheets).

**Blog:** [www.doctoralschool.wordpress.com](http://www.doctoralschool.wordpress.com)

Posts from Sussex researchers, updates include the latest calls for papers, conferences, funding opportunities, researcher activities, and research profiles. We welcome guest posts: if you have a research-related experience or event you would like to share, please contact Sarah ([S.L.Robins-Hobden@sussex.ac.uk](mailto:S.L.Robins-Hobden@sussex.ac.uk)).

**Facebook:** [www.facebook.com/SussexDocSchool](http://www.facebook.com/SussexDocSchool)

**LinkedIn:** <http://linkd.in/DocSchool>

**Twitter:** @SussexDocSchool [www.twitter.com/SussexDocSchool](http://www.twitter.com/SussexDocSchool)

**On Campus:** The Doctoral School is part of Research and Enterprise Services, and located in the south-west corner of Falmer House, on the first floor. Doctoral School Offices, Falmer House, BN1 9QF

## *Connect with other researchers*

We maintain an aggregated feed that brings together RSS alerts from (so far) 32 researcher blogs. Go ahead and have a read, engage with the successes and challenges experienced by the researcher community at Sussex, comment on the posts, and start a conversation.

[www.sussex.ac.uk/doctoralschool/internal/resources/researcherblogs](http://www.sussex.ac.uk/doctoralschool/internal/resources/researcherblogs)

Updates from the Researcher Blogs feed also appear on the Doctoral School blog, LinkedIn group and facebook page. If you'd like us to add your own blog to the feed, email Sarah ([S.L.Robins-Hobden@sussex.ac.uk](mailto:S.L.Robins-Hobden@sussex.ac.uk)).

# Supporting researchers at Sussex

The **Doctoral School** is your second home at Sussex, after your academic school. Our researcher community encompasses all disciplines and career stages: Junior Research Associates; Doctoral Researchers; Research Staff, Supervisors and Principal Investigators. We are your point of support for issues such as funding, professional development, and cross-disciplinary researcher activities & events.

What does the Doctoral School do for doctoral researchers?

- Coordinate central provision of researcher development;
- Interdisciplinary, university-wide academic and social events;
- Promote researcher-led events in schools and departments;
- Support and administer funding applications and studentships;
- Policy development and regulations, (e.g. attendance monitoring; electronic thesis submission.)

Further information and resources on the Doctoral School website:

[www.sussex.ac.uk/doctorschool/internal](http://www.sussex.ac.uk/doctorschool/internal)

## *Handbook for Doctoral Researchers*

The handbook is the definitive source for information & guidance on the University's requirements for your research degree. It covers:

- Responsibilities of doctoral researchers and supervisors;
- Supervision procedures;
- Registration and re-registration procedures;
- Research degree progress;
- Examination and completion;
- Appeals and complaints procedures.

The Doctoral School publishes the Handbook for Doctoral Researchers electronically. On our website you will also find shorter factsheets derived from the Handbook, on a range of relevant topics.

## *Accessibility*

*We endeavor to make all our downloadable information available in a variety of formats: PDF, MOBI and EPUB. If you require any of our publications in a different format, please contact Sarah (S.L.Robins-Hobden@sussex.ac.uk).*

## Doctoral School Staff



**Professor Vicky Lebeau**

Director of the Doctoral School (Arts & Humanities)

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V.A.Lebeau@sussex.ac.uk



**Dr Jon Mitchell**

Director of the Doctoral School (Social Sciences)

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J.P.Mitchell@sussex.ac.uk



**Paul Roberts**, Assistant Director of the Doctoral School

T: +44 (0)1273 877223 E: P.E.Roberts@sussex.ac.uk

Paul is the professional services lead for the Doctoral School, responsible for its development and making a key institutional contribution towards co-ordinating and enhancing the full range of services to prospective and current researchers (staff and doctoral).



**Sarah Robins-Hobden**, Doctoral School Officer (Researcher Development)

T: +44 (0)1273 877114 E: S.L.Robins-Hobden@sussex.ac.uk

Sarah co-ordinates researcher development at Sussex, Researcher Mentoring and the Researcher-Led Initiative (RLI) fund. She supports researcher projects, e.g. Excursions and the Research Staff Association; and develops the Doctoral School's online presence and resources.



**Julie Carr**, Doctoral School Officer (Funding & Recruitment)

T: +44 (0)1273 678036 E: J.L.Carr@sussex.ac.uk

Julie provides support for the growth of the University's doctoral researcher community and the development of the Doctoral School. Julie has a particular focus on supporting bids for and managing funding schemes and programmes for doctoral researchers.



**Caroline Cooper**, ESRC Doctoral Training Co-ordinator

T: +44 (0)1273 877376 E: C.J.Cooper@sussex.ac.uk

Caroline's role is to provide administrative support for doctoral funding. She is currently working on a £3.5m Economic & Social Research Council (ESRC) Doctoral Training Centre, including the administration associated with the MSc in Social Research Methods.



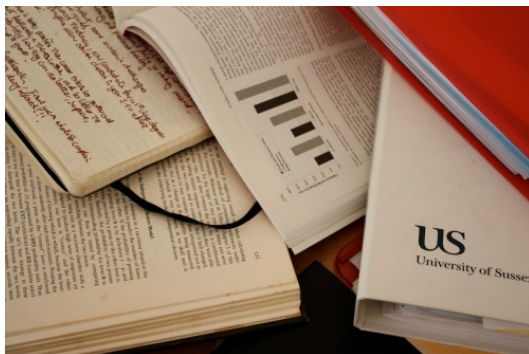
**Simone Robinson**, Doctoral School Administrator

T: +44 (0)1273 877767 E: Simone.Robinson@sussex.ac.uk

Simone provides administrative support to the Doctoral School team and a welcoming reception to all those who visit the Doctoral School in Falmer House.



# Academic Support



## *Supervision*

You will be provided (at a minimum) with a 'main' and additional (or 'second') supervisor. Where you have joint supervisors, one will be designated as the 'main' supervisor for administrative purposes, so that you have a clear point of contact in the event of difficulties.

Your 'second' supervisor will provide advice and support when your 'main' supervisor is not available. In the event of loss of a supervisor, your department and school are responsible for finding a suitable replacement, and ensuring that arrangements are in place to support you during any interim period.

Full details regarding doctoral supervision, including the responsibilities of the doctoral researcher and supervisor, can be found in the Handbook for Doctoral Researchers, and in the Doctoral Supervision Factsheet, both of which can be downloaded from the Doctoral School website.

## *School Support*

For academic-related issues that your supervisor may not be able to help with, in the first instance, you should always contact your school Research and Enterprise Coordinator (REC), who can deal with most queries related to your doctoral studies.

Responsibility for doctoral researchers in each school rests ultimately in the hands of a Director of Doctoral Studies (DODS), and you may find yourself referred to your School's DODS for some issues. Your school website will give contact information for your REC and DODS.

## *Support from the Doctoral School*

*If you are unsure of how to proceed, or wish to talk in confidence, then please remember you are always welcome at the Doctoral School.*

# Funding

Full details of these and other funding opportunities are available on the Doctoral School website:

[www.sussex.ac.uk/doctorschool/internal/funding](http://www.sussex.ac.uk/doctorschool/internal/funding)

## *Funding your doctorate*

Opportunities include Research Council studentships; University of Sussex studentships and School / subject studentships.

## *Researcher-Led Initiative (RLI) Fund*

Putting on a conference? Want to set up an interdisciplinary study group? Funds are available from the Doctoral School for researcher-led initiatives such as these. The money can be used for a wide variety of activities providing such events are open to researchers of different levels and across different disciplines.

## *Alumni Travel Grants*

The alumni travel grants support study visits and conference attendance abroad for doctoral researchers at Sussex. Funding is limited to £1,000 for any one student.

## *Santander Junior Entrepreneurship Associate bursary 2012*

The Doctoral School is pleased to announce the launch of the Santander Junior Entrepreneurship Associate Bursaries Scheme. The scheme offers five awards each year, up to a maximum of £2000 each, to University of Sussex Masters and Doctoral students intending to develop a business or social enterprise.

# The Researcher Development Programme

The programme consists of a range of activities from which you choose those that are right for you, at each relevant stage of your doctorate. Many skills are transferable and sought after by employers both within and outside of academia.

## *What does the Researcher Development Programme provide?*

The Doctoral School coordinates the researcher development programme, and the events and opportunities are delivered by the units that have the appropriate expertise. (Library, Careers & Employability Centre, Teaching and Learning Development Unit, IT Services, and others).

Activities cater for all levels of skill and experience, from those new to doctoral research, to those with considerable post-doctoral experience. Some activities are modified for discipline clusters (Arts & Humanities / Social Sciences / Sciences) and most are repeated throughout the year. We respond to demand as much as possible, so please make full use of the waiting lists.

This list illustrates just some example opportunities in the researcher development programme, presented broadly by domain of the Vitae Researcher Development Framework (RDF):

**Domain A Knowledge & Intellectual abilities:** SPSS, UNIX, Matlab, NVivo, Zotero, Wordpress, Evernote, Scrivener, Writing your thesis in Word, Literature review, Writing your thesis in Scrivener, Creativity in academic writing;

**Domain B Personal Effectiveness:** Profolio programme, Becoming an effective researcher, Managing your supervisor and professional relationships, Personal effectiveness, Career management, Applications and CVs, Preparing for your final year;

**Domain C Research Governance & Organisation:** Research ethics and integrity, Getting published, Winning research funding (for research staff), Getting research funded (for early career researchers), Preparing for the Viva;

**Domain D Engagement, Influence & Impact:** Presenting at conferences, Public engagement, Peer review, Media skills, Research impact & bibliometrics, Preparing a paper for publication, Poster presentations, Personal web pages, Open access publishing, Communicating research to non-specialists.

*You will find the full programme of events and activities, including booking information on the Doctoral School website:*

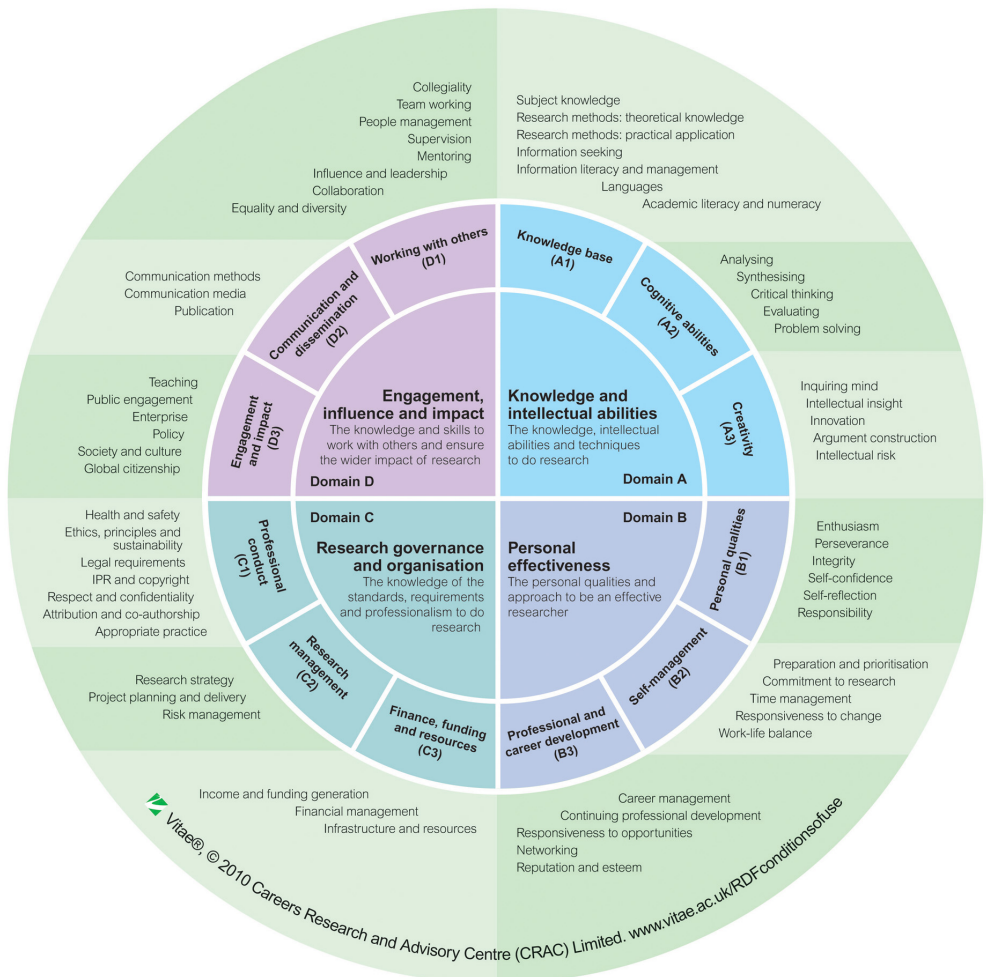
[www.sussex.ac.uk/doctorschool/internal/researcherdev/](http://www.sussex.ac.uk/doctorschool/internal/researcherdev/)



# Vitae Researcher Development Framework (RDF)

The RDF is a tool for planning, promoting and supporting the personal, professional and career development of researchers in higher education. It describes the knowledge, skills, behaviours and attributes of effective and highly skilled researchers.

The RDF originates from interviews with researchers at different career stages, and is structured into four domains. Within each of the domains are three sub-domains and associated descriptors, which describe different aspects of being a researcher. The RDF encompasses what researchers need to know: to do research; to be effective in their approach to research; to be effective when working with others; and to be effective in contributing to the wider environment



# Doctoral School Researcher Mentoring Programme

Take the opportunity to be mentored by a member of research staff over the course of an academic year. The programme spans the doctoral divide, giving doctoral researchers the opportunity to learn from postdoctoral researchers and research fellows from across a range of schools and disciplines.

Feedback from mentees in previous years:

*"[The programme] gave me the driving force solving and overcoming problems when I face some difficulties"*

*"Increased my confidence. Definitely."*

*"It provided me the opportunity to relate with a senior academic in a non-intimidating way "*

*"Tips about engaging with contacts from conferences and seminars will help me build a professional network and the opportunities around that."*

*"Regular contact with other people on the program and dynamic staff leading it."*

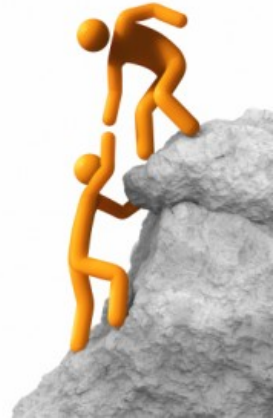
*"It resulted in a small but very significant change in my thesis focus. An independent view of my thesis structure, and a liberating environment to speak confidently."*

*"It really gave me an insight into school norms and cultures – they can be very different. And therefore, having a mentor in a different discipline has been a great advantage. To see things from a different perspective and ask 'why are you doing it like that?'"*

*Find out more...*

You will find full details of the Researcher Mentoring Programme on the Doctoral School website:

[www.sussex.ac.uk/doctorschool/internal/mentoring](http://www.sussex.ac.uk/doctorschool/internal/mentoring)



# Electronic resources for researchers

We provide a number of interactive multimedia modules, learning resources and several films and lectures through StudyDirect. These resources provide the opportunity to improve on and learn new research skills, at a time and place that suits you.

Resources are always being developed and improved in response to researcher feedback. Current topics include:

- Better presentations
- Building a website with Wordpress
- Communicating with your supervisor
- Document preparation with LaTeX
- Getting our book published
- Managing your research with Evernote
- Preparing for your viva
- Preparing for a conference
- Qualitative Data Analysis with NVivo
- Using Scrivener to write your thesis
- Using Zotero at Sussex
- Writing a literature review
- Writing an article
- Writing tips for researchers
- Writing your thesis

## *Short films:*

- The good presentation (video)
- The good supervision (video)
- The good viva (video)
- The viva-voce (video)



## Lectures

- Defeating Self Sabotage (guest speaker) - Hugh Kearns
- Turbocharge Your Writing (guest speaker) - Hugh Kearns
- What I learned about doing a PhD from trash fiction (guest speaker) - Inger Mewburn, the Thesis Whisperer

Access all these resources through StudyDirect:

<https://studydirect.sussex.ac.uk/login/>

Please send any queries about E-learning for Researchers to:  
[researcher-development@sussex.ac.uk](mailto:researcher-development@sussex.ac.uk)

## Turnitin for Doctoral Researchers



Turnitin, the text-matching service, is available to you as a doctoral researcher, on a dedicated Study Direct site.

This service enables you to check the text in chapters or sections of your thesis or research reports, to help you ensure that material from other sources has all been identified and referenced. Turnitin does this by comparing your submitted text with its enormous database of digital text from journals, books, conference proceedings, web pages, and archived student papers. You then have a confidential and detailed report on text similarities, which you can use to identify material taken from other sources.

Short workshops are provided throughout the year as part of the Researcher Development Programme, giving you hands-on experience of using Turnitin to your advantage.

The site provides links to helpful resources such as copyright and referencing information and guidance for researchers, from the Library's Research Liaison service. You can compare your experiences with Turnitin with other researchers and discuss topics of interest or issues that arise from using this service on the site's forum.



Turnitin website:

<https://studydirect.sussex.ac.uk/course/view.php?id=13311>

# Library – Research Support

The Library has a small team, Research Support, whose job it is to support researchers at Sussex. Our main roles are to make sure the Library's collections meet the needs of researchers and to provide support in using these resources effectively.

## *1-2-1 support*

We offer bookable 1-2-1 sessions to help you get the most from the Library's resources. These are tailored to your own research interests. We can assist with:

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



Book your session at:

[www.sussex.ac.uk/library/informationfor/postgraduates.html](http://www.sussex.ac.uk/library/informationfor/postgraduates.html)

## *InfoPlus*

InfoPlus is an online resource developed for researchers. It includes video and text tutorials to guide you in using resources, structuring a search, and referencing. It also highlights Library services that researchers may find useful.

[www.sussex.ac.uk/library/infoplus/](http://www.sussex.ac.uk/library/infoplus/)

## *Contact*

**Telephone:** (01273) 87 7941

**Email:** [library.researchsupport@sussex.ac.uk](mailto:library.researchsupport@sussex.ac.uk)

**Website:** [www.sussex.ac.uk/library](http://www.sussex.ac.uk/library)

**Twitter:** @SussexLibrary [www.twitter.com/SussexLibrary](http://www.twitter.com/SussexLibrary)

**Facebook:** [www.facebook.com/sussexlibrary](http://www.facebook.com/sussexlibrary)

## SAGE Research Hive in the Library



The Research Hive is a space on the top floor of the Library that is solely for researchers. With desk space, PCs, comfy chairs and sofas, the Hive is a popular place for researchers from all disciplines to work and meet. There are two bookable meeting rooms that are used for everything from mentoring meetings to reading groups.

Each year three Hive Scholars are appointed to work with the Library and Doctoral School on developing the Hive. Hive Scholars are current Sussex doctoral researchers who have regular shifts in the Hive during which they are available to answer enquiries and listen to suggestions.

Scholars also organise events and activities within the space that offer peer-led support for doctoral researchers – some of the most popular being visits from SAGE editors to give expert advice on how to get published, small discussion workshops where attendees shared experiences of being an Associate Tutor and a joint event with the Students' Union.

If you have any ideas for events or activities you would like to see in the Hive get in touch with the Hive Scholars.

### *Contact*

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

**Website:** [www.sussex.ac.uk/library/researchhive/](http://www.sussex.ac.uk/library/researchhive/)

**Blog:** <http://sussexresearchhive.blogspot.com/>

**Twitter:** @SussexResHive [www.twitter.com/SussexResHive](http://www.twitter.com/SussexResHive)

**On Campus:** The Research Hive is located on the top floor of the library.



# Teaching and Learning Development Unit (TLDU)

The TLDU works with academics, students and professional service colleagues to develop effective teaching and learning for all. TLDU provides events, courses and resources for staff and research students, and works with Schools to encourage innovation in the curriculum and in approaches to teaching.

The training provided by the TLDU for researchers who have a teaching role is designed to be flexible and focused on your needs and prior experience. You should discuss your opportunities for teaching with your supervisor, to identify what training is most appropriate for you. All researchers who teach are expected to undertake suitable training; this may be a formal requirement of your contract.

## *Preparing to Teach*

This is an online course that is open to all at the University. It will familiarise you with the structures of Sussex and Higher Education in the UK, the role and responsibilities of people who teach at Sussex and help prepare you for your first teaching sessions.

[www.sussex.ac.uk/tldu/events/at/ptt](http://www.sussex.ac.uk/tldu/events/at/ptt)

## *Starting to Teach*

Two Starting to Teach courses that reflect the teaching roles of Associate Tutors (ATs) in different disciplines. These courses are compulsory for ATs who have fewer than 3 years Higher Education teaching experience, and course attendance is paid.

[www.sussex.ac.uk/tldu/events/at/stt](http://www.sussex.ac.uk/tldu/events/at/stt)

## *Teaching and Learning Development Pathway (TLDP)*

This is a course for doctoral researchers with funded studentships, and other new researchers with teaching responsibilities. It consists of three modules:

- The first is a pre-teaching module designed to prepare you for teaching.
- The second module is designed to be taken while you are teaching, so that you can address arising issues and develop your skills.
- The third module will enable you to put a case together to gain Associate Fellow HEA status (See below).

[www.sussex.ac.uk/tldu/events/dr2events](http://www.sussex.ac.uk/tldu/events/dr2events)

## *Associate Fellow of the Higher Education Academy Pathway*

Researchers who teach, and who have successfully completed a 'Starting to Teach' or TLDP course, can go on to follow the Sussex AFHEA Pathway to achieve Associate Fellow status from the Higher Education Academy.

[www.sussex.ac.uk/tldu/events/at/ahea](http://www.sussex.ac.uk/tldu/events/at/ahea)

### *Teaching and Learning Development Events*

The TLDU organises a programme of events for people with a teaching role. There are short sessions of 1-2 hours right up to whole day workshops and days and times vary to allow as many as possible to participate.

[www.sussex.ac.uk/tldu/events/tldevents](http://www.sussex.ac.uk/tldu/events/tldevents)

### *Ideas and Guidance web pages*

These pages bring together material to support people teaching at Sussex and cover a wide range of topics including assessment, feedback and teaching methods.

[www.sussex.ac.uk/tldu/ideas](http://www.sussex.ac.uk/tldu/ideas)

### *Associate Tutors web pages*

These pages bring together information on policy, employment, training, resources and contacts.

[www.sussex.ac.uk/tldu/associatetutors](http://www.sussex.ac.uk/tldu/associatetutors)

### **RUSTLE** *RUSTLE blog*

Really Useful Stuff on Teaching, Learning Etc. The blog from the TLDU is also available as a termly paper summary containing news, case studies, interviews, teaching & technology tips and useful links.

<http://rustleblog.wordpress.com> or [www.sussex.ac.uk/tldu/resources/rustle](http://www.sussex.ac.uk/tldu/resources/rustle)

### *Teaching and Learning Web Links*

The TLDU also shares its extensive collection of bookmarks on a wide variety of teaching topics at

[www.sussex.ac.uk/tldu/resources/web](http://www.sussex.ac.uk/tldu/resources/web)

### *Contact*

**Telephone:** (01273) 67 8543

**Email:** [tldu@sussex.ac.uk](mailto:tldu@sussex.ac.uk)

**Website:** [www.sussex.ac.uk/tldu](http://www.sussex.ac.uk/tldu)

**Twitter:** @SussexTLDU [www.twitter.com/sussextldu](http://www.twitter.com/sussextldu)

**Facebook:** [www.facebook.com/SussexTLDU](http://www.facebook.com/SussexTLDU)

# Careers and Employability Centre

## *Career Guidance for Researchers*

The Careers and Employability Centre has professionally trained information staff and is open throughout the year. They provide reference and web information on career options, employers, training, study and funding, work and study overseas and more.

[www.sussex.ac.uk/careers/aboutus/phdresearchers](http://www.sussex.ac.uk/careers/aboutus/phdresearchers)

## *One-to-one short interviews*

15 minutes with a professionally qualified careers advisor; during University term time every weekday from 10 am. This service is also available outside of term time (see website for details).

Consultations of up to one hour are available on request – please email Jane Riley [j.f.riley@sussex.ac.uk](mailto:j.f.riley@sussex.ac.uk)

## *Self-appraisal*

If you are interested in finding out more about yourself you may want to use one of our personality tests which are available to Sussex staff and students. The Careers and Employability Centre has a licence to use a web-based assessment tool – ‘Profiling for success’. Feedback is emailed to you almost immediately and is full and detailed. (But do not use a Hotmail account as this will not work). Find the link at:

[www.sussex.ac.uk/careers/careerchoices/interests](http://www.sussex.ac.uk/careers/careerchoices/interests)

## *Events*

For events information and to enroll, see the Careers and Employability events listing:

[www.sussex.ac.uk/careers/newsandevents](http://www.sussex.ac.uk/careers/newsandevents)

## *Contact*

**Telephone:** (01273) 67 8429

**Email:** [careers@sussex.ac.uk](mailto:careers@sussex.ac.uk)

**Website:** [www.sussex.ac.uk/careers](http://www.sussex.ac.uk/careers)

**Twitter:** @SussexUniCareers [www.twitter.com/sussexunicareers](http://www.twitter.com/sussexunicareers)

**Facebook:** [www.facebook.com/SussexCareers](http://www.facebook.com/SussexCareers)

**On Campus:** Library, Floor 1

# Sussex Centre for Language Studies

## *Academic development support for international students*

SCLS runs a range of Academic Development workshops, courses and tutorials for international and overseas students.



The workshops throughout the academic year, and cover a range of topics related to good academic practice. Examples are:

- Referencing
- Giving Presentations
- Structuring an Essay
- Language for mitigation and hedging
- Critical thinking

These workshops provide useful revision for doctoral students, especially those returning to education after a period in the workplace.

The tutorial service also runs throughout the year. As tutorials are given on a one-to-one basis, they can be used to focus on your individual needs/concerns. Examples of tutorial use are:

- Preparing for a work-in-progress presentation
- Producing a Research Proposal
- Developing academic style

We also plan to run short writing courses for international/overseas doctoral students, focusing on specific aspects of the writing process.

For further information, to register and to book workshops and tutorials, visit the website.

## *Contact*

**Website:** [www.sussex.ac.uk/languages/acadevsyd](http://www.sussex.ac.uk/languages/acadevsyd)

This service is run by:

**Alison Chisholm**, English Language & Study Skills Officer  
[a.m.chisholm@sussex.ac.uk](mailto:a.m.chisholm@sussex.ac.uk)

**Rachel Cole**, English Language & Study Skills Tutor [r.s.cole@sussex.ac.uk](mailto:r.s.cole@sussex.ac.uk)

**Susan Blaylock**, Clerical Assistant [s.blaylock@sussex.ac.uk](mailto:s.blaylock@sussex.ac.uk)

# IT Services (ITS) for researchers

## *Research support*

The Research Support Team in ITS provides technical advice to researchers based at Sussex and operates a high performance system suitable for dealing with research data.

The team works closely with research groups and individuals, offering technical support and specialised training as well as Apollo, a centralised high-performance computing platform designed for intensive calculation and large data storage requirements.

**Website:** [www.sussex.ac.uk/its/services/research](http://www.sussex.ac.uk/its/services/research)

## *Software*

IT Services purchase and license a number of specialised software packages including: online survey tools; LabView; SPSS; ArcView; and Sibelius.

## *Training*

A range of practical IT training enables researchers to use the available technology with confidence and expertise, including courses in:

- Endnote
- Spreadsheets
- Giving presentations
- Word processing for your thesis
- Basic audiovisual training for lecture theatres and seminar rooms

## *Contact ITS Training*

**Email:** [its-training@sussex.ac.uk](mailto:its-training@sussex.ac.uk)

**IT Services Training website:** [www.sussex.ac.uk/its/training](http://www.sussex.ac.uk/its/training)

## *Other ITS Contacts*

**On Campus:** IT Services, Shawcross (ground floor). Open Monday-Friday 9am-7pm (term time) & 9am-5.30pm (vacations)

**Telephone:** (01273) 67 8090

**Website:** [www.sussex.ac.uk/its](http://www.sussex.ac.uk/its)

Help is available online at [www.sussex.ac.uk/its/help](http://www.sussex.ac.uk/its/help) or via Email: [support@its.sussex.ac.uk](mailto:support@its.sussex.ac.uk)

**Twitter:** @ITServices [www.twitter.com/ITServices](http://www.twitter.com/ITServices)

**Facebook:** [www.facebook.com/ITSSussex](http://www.facebook.com/ITSSussex)



*Excursions* presents you with a unique opportunity to work on a journal with an international outlook. In a competitive academic job market, it's vital to stand out from the crowd and build up an impressive portfolio of achievements - and *Excursions* can help you do just that. You'll acquire skills in editing and peer-review, excellent teamwork and managerial experience, and learn all about open access publishing in an electronic environment. Based in the University of Sussex's Doctoral School, *Excursions* is designed to offer doctoral and early career researchers from all disciplines the opportunity to join the editorial team. So whether you want to focus on peer-review and editing as an associate editor, or get hands on with central journal governance, there's something for everyone.

Excursions is an invitation to journey into the unfamiliar, a space in which to reflect upon the travels of concepts, beyond the boundaries of one's discipline. An on-line peer-reviewed journal, Excursions is designed to showcase high-quality, innovative and inventive postgraduate research. Run by doctoral researchers at the University of Sussex, we aim to encourage work that plays with the permeable nature of academic disciplines. As such, our interest lies in the interdisciplinary. Each issue of the journal has a theme which contributors can interpret as they see fit. We welcome critical papers or creative pieces and seek to place cultural, political, artistic and scientific discourses together in surprising combinations and illuminating moments of collision.

## *Contact*

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**Facebook:** [www.facebook.com/pages/Excursions-An-Interdisciplinary-Journal/122232164511970](https://www.facebook.com/pages/Excursions-An-Interdisciplinary-Journal/122232164511970)



# Vitae: Realising the potential of researchers

Vitae is the research council funded organisation that champions the careers of doctoral researchers & research staff.



Vitae's vision is for the UK to be world-class in supporting the professional development of researchers and their careers. It does this by championing the personal, professional and career development of doctoral researchers and research

staff in higher education institutions and research institutes, and by promoting best practice in researcher development. Vitae also provides resources, advice, and information for individual postgraduate researchers and members of research staff who are interested in their professional development and careers.

The Vitae website [www.vitae.ac.uk](http://www.vitae.ac.uk) provides useful information and guidance on many aspects of your doctorate:

- Why do postgraduate research?
- Managing your research project
- Developing as a researcher
- Managing yourself
- Premia- resources for disabled researchers
- Supervision and key relationships
- Completing your doctorate
- Raising your profile
- Rights and responsibilities
- Developing your career
- Help and support

## *Postgraduate researcher pages*

The postgraduate researcher pages of the Researchers' portal provide you with information and guidance for all aspects of your doctorate:

[www.vitae.ac.uk/pgr](http://www.vitae.ac.uk/pgr)

## *PGR tips*

A monthly email bulletin providing information to help you during your doctorate and when planning your career. It covers topics such as evaluating your skills, writing up, support & funding, and marketing yourself to employers. To receive PGR tips directly you will need to register with Vitae or go to

[www.vitae.ac.uk/pgrtips](http://www.vitae.ac.uk/pgrtips)

## *What's Up Doc?*

What's Up Doc is a blog dedicated to all aspects of being a postgraduate researcher. Articles and comments are invited by all postgraduate researchers and those interested in their development. Visit the blog at

[www.vitae.ac.uk/whatsupdoc](http://www.vitae.ac.uk/whatsupdoc)

## *Researcher Development Framework*

The Researcher Development Framework is a tool to help you identify strengths and prioritise your professional development. It enables you to consider the skills and experiences that will enhance your career prospects and to articulate your knowledge, behaviours and attributes to employers. The Framework and a downloadable planner to accompany it can be found at

[www.vitae.ac.uk/rdf](http://www.vitae.ac.uk/rdf)

## *Researcher booklets*

Vitae have produced a series of booklets that offer practical information about different topics in support of your personal, professional and career development: The Balanced Researcher, The Creative Researcher, The Engaging Researcher, The Leading Researcher and The Informed Researcher. More titles are in the pipeline.

[www.vitae.ac.uk/researcherbooklets](http://www.vitae.ac.uk/researcherbooklets)

## *Can we help further?*

The University of Sussex is the host institution for the Vitae South East Hub and actively supports its aims of building and strengthening local networks, and the dissemination of good practice, advice, resources and materials. Having explored the links on this page, if you would like more information about Vitae, contact our local SE Hub manager: Ross English ([sehub@vitae.ac.uk](mailto:sehub@vitae.ac.uk)) at TLDU.

# Students' Union

The Students' Union is an independent, democratic organisation run for and by students. The Union's focus is to make sure that postgraduate students get the most from their university experience. For comprehensive information our activities please visit the Students' Union in Falmer House or our website:



[www.sussexstudent.com](http://www.sussexstudent.com)

## *Postgraduate Student Representation*

The Union sees student representation as essential. There are various positions available for postgraduates on University and Union committees, and councils; Full Time Elected Officers, Part Time Elected Officers, and Union Councillors.

Student Representatives also play an important role liaising between students, staff and the University on academic matters (Elections for these positions are in Week 3, nominations close 2nd October 2012 at 4pm). For more information visit the website or contact Maria, our elected Education Officer who is also heavily involved with postgraduate student issues:

[www.sussexstudent.com/rep](http://www.sussexstudent.com/rep)

## *Postgraduate Association*

Following research to assess the needs of Postgraduates, the Student Union hopes to create a Postgraduate Association to serve as a space for PGs to come along to and raise issues specific to Postgraduates, organise campaigns around those issues, and create events to foster the Postgraduate Community on campus. Please contact Maria if you are interested in being involved or simply want to know more about it: Email [education@ussu.sussex.ac.uk](mailto:education@ussu.sussex.ac.uk) or telephone (01273) 87 3324.

## *Mature Students*

With around a quarter of students at Sussex over the age of 21, we acknowledge that students find their way into Higher Education through a range of routes and that mature students may have different needs to younger students. Further information on the website:

[www.sussexstudent.com/content/449013/home/support/mature](http://www.sussexstudent.com/content/449013/home/support/mature)

## *Part-time Researchers*

Part-time students can face different challenges to full-time students, especially in balancing research with other commitments. Info on support for part-time students:

[www.sussexstudent.com/content/448933/home/support/parttime](http://www.sussexstudent.com/content/448933/home/support/parttime)

## *Advice and Representation Centre*

The results of the Union Big Questionnaire in Summer 2010 showed that postgraduates were the highest users of the Union's Advice and Representation Service. The Advice & Representation Centre offers free, independent and confidential information, advice and support on a range of academic and non-academic issues. We have professional advisers and elected student officers and the service is completely confidential, independent from the University and no issue is too big or too small for us to deal with.

**Web:** [www.sussexstudent.com/advice](http://www.sussexstudent.com/advice) **Email:** [advice@ussu.sussex.ac.uk](mailto:advice@ussu.sussex.ac.uk)

## *Volunteering*

Volunteering is an enjoyable way to make a difference, whilst developing key skills for your future career. We offer you the opportunity to volunteer in a wide variety of locally based organisations and community projects, as well as for the Students' Union. There are lots of options to choose from and we will help you find the volunteering placement that is right for you.

[www.sussexstudent.com/volunteering](http://www.sussexstudent.com/volunteering)

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**Twitter:** @USSU [www.twitter.com/ussu](http://www.twitter.com/ussu)

**Facebook:** [www.facebook.com/thestudentsunion](http://www.facebook.com/thestudentsunion)

# Student Life Centre



We offer confidential one-to-one appointments with our professional Student Advisors. The Student Life Centre offers advice and guidance to the whole Sussex student community on issues including:

- Navigating University processes
- Personal concerns affecting study progress
- Signposting to other sources of help
- Student complaints and discipline
- Progression issues

The Student Funding Team are also based in the Student Life Centre and can assist with money matters including budgeting advice and discretionary support to students in financial difficulty. Help can include loans for short-term financial difficulty or Hardship funding for students in more severe financial difficulty.

Drop in to see us, make an appointment using our Sussex Direct on-line booking, or contact us:

## *Contact*

**Telephone:** (01273) 87 6767

**Email:** [studentlifecentre@sussex.ac.uk](mailto:studentlifecentre@sussex.ac.uk)

**Website:** [www.sussex.ac.uk/studentlifecentre](http://www.sussex.ac.uk/studentlifecentre)

**On Campus:** Chichester 1, Ci003. Open Monday to Friday, 09:00 – 17:00