

SCHOOL OF MEDIA, ARTS AND HUMANITIES

# Postgraduate Research Handbook 2020/21

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OF SUSSEX

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## Welcome!



For those research students who are joining us for the first time: a warm welcome to the School of Media, Arts and Humanities, and congratulations on obtaining a place to study on one of our PhD or MPhil research courses. You have joined a cosmopolitan community, with an international reputation for research in the humanities and a culture driven by interdisciplinary problem-solving. As members of the School, your contribution is vital to the spirit of critical inquiry at the heart of the Sussex tradition.

For those of you who are part way through your PhD journey with us, welcome back! You will be aware that the School of Media, Arts and Humanities (MAH) launched very recently; and has been created through the merging of the previous Schools of English, History, Art History & Philosophy, Media, Film & Music, and the Sussex Centre for Language Studies. Our vision is that being one School will lead to greater collaboration between researchers across subject areas, and will foster rich opportunities for interdisciplinary research and teaching.

Please take some time to read through this handbook in preparation for the new academic year ahead. There is a more general handbook produced by the University's Doctoral School, which can be found here: <https://www.sussex.ac.uk/rsao/regulations/>, and this will also be a useful reference point throughout your research degree.

We very much look forward to working with you, and learning from you, throughout this year.

PROFESSOR CAROL WATTS  
ASSOCIATE DEAN FOR RESEARCH

### **A note about the ongoing effects of Covid-19**

As we start this new academic year we are obviously still in an uncertain time as regards the ongoing Covid-19 pandemic and the implications it has on shared spaces and the health and safety of our student and staff community at Sussex. Whilst at the time of writing, campus is being made 'Covid-secure' with the view to open up as many spaces to students as possible in time for the start of term, we are aware that things may change at very short notice, depending on infection levels and government guidelines. Please be assured that the safety of our students and staff are of paramount importance in this matter. There is a dedicated webpage on the Student Hub which will be kept up to date with the policies and procedures relating to the pandemic and its implications for the University:

<https://student.sussex.ac.uk/coronavirus/autumn-term>

## At a Glance: Key Information and Contacts for Research Students

<b>Information and Communication</b>	<p><b>Canvas site</b> for Media, Arts and Humanities Postgraduate Researchers. This is a virtual repository for useful documents, an archive of the emails we've sent you so you can refer to them if needed, and other information to help you at the different stages of your doctorate. You will be sent an invitation to join this Canvas site at the start of the academic year.  <a href="https://canvas.sussex.ac.uk/">https://canvas.sussex.ac.uk/</a></p>
	<p><b>Sussex Email Account:</b> you will be set up with a Sussex email account once you have registered. This is the account we will send correspondence to, so it's a good idea to check it regularly</p>
	<p><b>Sussex Direct</b> is an online record of your student registration, contact details, supervision records, and attendance records for completed courses. You can access Sussex Direct using your Sussex username and password.  <a href="https://direct.sussex.ac.uk/">https://direct.sussex.ac.uk/</a></p>
	<p>The Media, Arts and Humanities <b>internal website</b> has up to date information on School events and useful links to other University units and services <a href="http://www.sussex.ac.uk/schools/media-arts-humanities/internal/">www.sussex.ac.uk/schools/media-arts-humanities/internal/</a></p>
	<p>The Media, Arts and Humanities <b>Research Team</b> – we are here to help! Email us at <a href="mailto:MAH-PGR@sussex.ac.uk">MAH-PGR@sussex.ac.uk</a> and we will get back to you as soon as possible. We are still in the process of working out where we will be physically located on campus, so in the meantime, contacting us by email is best</p>
	<p><b>The Doctoral School</b> has lots of helpful information on its website, including dedicated pages for new research students  <a href="http://www.sussex.ac.uk/internal/doctoralschool/">www.sussex.ac.uk/internal/doctoralschool/</a></p>
	<p><b>The Research Student Administration Office</b> has a helpful website with access to the main University Doctoral Handbook, and information on doctoral policies and procedures. This is also the place to contact if you need a letter confirming your student status (contact <a href="mailto:researchstudentoffice@sussex.ac.uk">researchstudentoffice@sussex.ac.uk</a>). The office is situated in Sussex House and the reception is open from 9-5 on weekdays.  <a href="http://www.sussex.ac.uk/rsao">www.sussex.ac.uk/rsao</a></p>
<b>Welfare and Support</b>	<p><b>The Student Life Centre</b> has a dedicated team of advisers to help with any welfare, health, financial and personal issues that are affecting you.  <a href="http://www.sussex.ac.uk/studentlifecentre/">www.sussex.ac.uk/studentlifecentre/</a></p>
	<p><b>The Student Support Unit</b> can offer advice and support for long term disabilities or health issues that may affect your studies.  <a href="http://www.sussex.ac.uk/studentssupport/">www.sussex.ac.uk/studentssupport/</a></p>

	<p>The Doctoral School run a scheme that allocates research students to small peer groups, with the aim of providing mutual support during your time at Sussex. <a href="http://www.sussex.ac.uk/internal/doctoralschool/wellbeing/supportgroups">www.sussex.ac.uk/internal/doctoralschool/wellbeing/supportgroups</a></p>
	<p><b>The International Student Support team</b> is for research students who come to study at Sussex from overseas. The team can help with issues to do with visas, post-study options and opening UK bank accounts. <a href="https://student.sussex.ac.uk/international/">https://student.sussex.ac.uk/international/</a></p>
<b>Training and Development</b>	<p>The Doctoral School's <b>Researcher Development Programme</b> runs regular workshops, seminars and webinars to support your doctorate and your professional development <a href="http://www.sussex.ac.uk/internal/doctoralschool/researcherdev/">www.sussex.ac.uk/internal/doctoralschool/researcherdev/</a></p>
	<p>The School of Media, Arts and Humanities <b>Lecturer Training Programme</b> is a course designed to train and equip research students for teaching at Undergraduate level. The LTP can be taken alongside the central University 'Fundamentals in Teaching and Learning' course. See page 9 of this handbook for more detailed information about teacher training provision for research students.</p>
	<p><b>CHASE</b> (Consortium for the Humanities and the Arts in the South East) is an AHRC funded programme of scholarship, funding and training opportunities for research students across the 9 Universities (including Sussex) that make up the consortium. <a href="https://www.chase.ac.uk/">https://www.chase.ac.uk/</a></p>
<b>Space and Resources</b>	<p><b>IT support</b> and the location of printers and PCs on campus can be found here <a href="http://www.sussex.ac.uk/its">www.sussex.ac.uk/its</a> or you can drop in to their help desk in Shawcross Building on campus. Printing credit can be uploaded via your Sussex Direct account or topped up at the Printing Account Banking Stations (PABS) in the main Library.</p>
	<p><b>The Library:</b> <a href="https://www.sussex.ac.uk/library/research">https://www.sussex.ac.uk/library/research</a>, and the Research Hive (top floor of the Library): <a href="https://www.sussex.ac.uk/library/research/hive">https://www.sussex.ac.uk/library/research/hive</a>, are both open seven days a week</p>
	<p><b>The Keep</b> houses the University's archives and special collections, including the Mass Observation Archive. It is found just over the road from campus. <a href="https://www.thekeep.info/">https://www.thekeep.info/</a></p>
	<p><b>Postgraduate Research Student Workspace</b> is available across the main campus buildings that make up the School of Media, Arts and Humanities (Arts A, Arts B and Silverstone), including some dedicated spaces for creative practice PhDs such as music or drama. There is also quiet space for research students to work in the Research Hive in the main library</p>
	<p><b>The Sussex Digital Humanities Lab</b> is a virtual and physical space (in Silverstone building) that seeks to strengthen the connections between digital technology and research in the arts and humanities <a href="https://www.sussex.ac.uk/research/centres/sussex-humanities-lab/index">https://www.sussex.ac.uk/research/centres/sussex-humanities-lab/index</a></p>

<b>Funding and Finance</b>	<b>Funding opportunities</b> to support your research are outlined on the Doctoral School website: <a href="http://www.sussex.ac.uk/internal/doctoralschool/funding">www.sussex.ac.uk/internal/doctoralschool/funding</a>
	A small Media, Arts and Humanities <b>PGR Support Fund</b> is available for help with, for example, conference fees and associated expenses. Contact <a href="mailto:MAH-PGR@sussex.ac.uk">MAH-PGR@sussex.ac.uk</a> for an application form
	<b>Student Accounts</b> is the team to contact for queries with tuition fees. Email <a href="mailto:studentaccounts@sussex.ac.uk">studentaccounts@sussex.ac.uk</a> or see <a href="http://www.sussex.ac.uk/finance/services/feesandincome/studentaccounts">http://www.sussex.ac.uk/finance/services/feesandincome/studentaccounts</a>

If you're not sure who to contact about a question or issue, drop us a line at [MAH-PGR@sussex.ac.uk](mailto:MAH-PGR@sussex.ac.uk) and we'll point you in the right direction.

## Doctoral Leadership, Support and Resources

The Associate Dean for Research, Carol Watts, oversees a team of people whose roles are designed to provide support and guidance for you throughout your time at Sussex.

### Directors of Doctoral Studies

The School has three Director of Doctoral Studies (DDS), who have oversight of PhD courses, PhD Supervision and the development and well-being of our doctoral community. If you would like to contact them, please get in touch with the relevant DDS for your PhD course (see below):



**Dr Natalia Cecire**, Senior Lecturer in American Studies

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

Arts B272

Natalia specialises in American literature since 1880 and the theory of subordinated knowledges. Her research areas include history of science, poetics, gender and sexuality, childhood, and media theory. Natalia oversees the following PhD courses: **English, American Literature, Creative and Critical Writing, Linguistics; and Drama, Theatre & Performance.**



**Dr Gerhard Wolf**, Senior Lecturer in History

[g.wolf@sussex.ac.uk](mailto:g.wolf@sussex.ac.uk)

Arts A172

Gerhard's research focusses on Modern German and European history, in particular the history of European population policies, migration, National Socialism, the Holocaust and genocide. Gerhard oversees the following PhD courses: **American History, Art History, Contemporary History, History, Intellectual History, Philosophy, Social and Political Thought**



**Dr Malcolm James**, Senior Lecturer in Media and Culture

[malcolm.james@sussex.ac.uk](mailto:malcolm.james@sussex.ac.uk)

Silverstone SB320

Malcolm's research interests are in postcolonial and critical race approaches to youth, urban culture, migration, music and sound. Malcolm oversees the following PhD courses: **Creative and Critical Practice, Cultural Studies, Digital Media, Film Studies, Gender Studies, Journalism Studies, Media and Communications, Media, Film and Music by Published Works, Music, Musical Composition, Musical Theatre**

### Research Degree Conveners

Conveners of the different PhD courses are on hand if you need advice about your PhD and you think it would be helpful to talk to someone outside your supervisory team. They have oversight of the structure of the PhD courses and the thesis submission requirements.

<b>Creative and Critical Practice</b>	Cecile Chevalier	c.chevalier@sussex.ac.uk
<b>Film Studies</b>	Dolores Tierney	d.m.tierney@sussex.ac.uk
<b>Cultural Studies</b>	Malcolm James	malcolm.james@sussex.ac.uk
<b>Gender Studies (Humanities)</b>	Naaz Rashid	n.rashid@sussex.ac.uk
<b>Media and Cultural Studies/Communication/Digital Media</b>	Ben Highmore	b.highmore@sussex.ac.uk
<b>Journalism</b>	Marina Dekavalla	m.dekavalla@sussex.ac.uk
<b>All Music degrees</b>	Thor Magnusson	t.magnussen@sussex.ac.uk
<b>Media, Film and Music by Published Works</b>	Malcolm James	malcolm.james@sussex.ac.uk
<b>History</b>	Joanne Paul	j.paul@sussex.ac.uk
<b>Art History</b>	Francesco Ventrella	f.ventrella@sussex.ac.uk
<b>Philosophy</b>	Gordon Finlayson	j.g.finlayson@sussex.ac.uk
<b>English, America Lit, Drama and Linguistics</b>	Natalia Cecire	n.cecire@sussex.ac.uk

### **MAH Research Support Team**

There is a small team of administrators in the School of Media, Arts and Humanities, working with the Directors of Doctoral Studies to support our research students. They are there to advise you if you have questions and provide information and support for the many different aspects of your PhD journey: from application through to your Viva. The best way to get in contact with the team is to email [MAH-PGR@sussex.ac.uk](mailto:MAH-PGR@sussex.ac.uk) and one of the team will get in touch with you.

### **Your Supervisory Team**

You will normally have a supervisory team of two faculty members, usually made up of a primary supervisor and a secondary supervisor. Some PhD students have joint supervisors (with a 50/50 supervision ratio). Your primary supervisor will take the lead in overseeing your research project, and you will have regular meetings with them (in person and online) to discuss your research aims, review work you have submitted and explore what training and development resources would benefit your research. Your secondary supervisor will also be available to meet with you, on a less regular basis, and will normally conduct your annual progress review.

**Please see page 13 of this handbook, plus appendices, for more information on PhD supervision.**

### **Research Centres, Groups and Networks**

There is a vibrant research culture in the School of Media, Arts and Humanities, with a number of research centres, reading groups and networks. As you settle into life at Sussex and find out more about these groups, we would encourage you to join one or more, as they are a great way to meet other researchers. Some groups are specifically for the research student community, and are a good place to practice presenting your research ideas to a small audience.

### **Research Student Representatives**

PGR Reps are elected each year across the University, to represent each School of Study and to act on issues that are affecting their doctoral peers. Nominations for representatives are usually sought at the start of the academic year, and elections are run by Sussex Student Union.



## Teacher Training and Teaching Opportunities

In the School of Media, Arts and Humanities we are committed to excellence in teaching. We recognise that many researchers are interested in taking on undergraduate-level teaching alongside their PhD, both as a means of gaining experience of higher education pedagogy and as a way to support themselves financially.

The School's **Lecturer Training Programme** (LTP) is designed to offer discipline-based and generic skills to those wishing to gain theoretical and practical experience of teaching at undergraduate level, and to support postgraduate entry into teaching careers in higher education.

Through a series of seminars led by members of faculty throughout the academic year, LTP participants will study a variety of ways to define and create an effective learning environment, and through a teacher shadowing placement in the Spring term they will gain practical experience of the classroom environment.

The LTP is open to all research students in their 2<sup>nd</sup> year or beyond (both full-time and part-time). On successful completion of the LTP, research students will be invited to apply for a place in the School's Doctoral Tutor 'pool'. Further details about the LTP and how to apply will be circulated at the start of the Autumn Term.

In addition to the School-run Lecturer Training Programme, the University runs a course called **Fundamentals in Teaching and Learning**, which is open to all research students in any year of registration. Successful completion of FTL can lead to an accreditation with the Higher Education Academy (Associate Fellow status). It is not compulsory to take this course if you wish to take on paid teaching as a Doctoral Tutor in the School of Media, Arts and Humanities. Rather, it can be taken in addition to or alongside the LTP, as a way of furthering your training and experience in higher education pedagogy. More information can be found at [www.sussex.ac.uk/adqe/enhancement/devawardsrecognition/fundamentals](http://www.sussex.ac.uk/adqe/enhancement/devawardsrecognition/fundamentals)

## University-wide Support, Training and Resources

In addition to the support and resources offered by your School of Study, the University of Sussex has a dedicated Doctoral School, whose aim is to provide advice, training and development to the University's 2,000-strong doctoral research community.

### **Researcher Development Programme**

The Doctoral School runs a Researcher Development Programme to support your professional development throughout your degree, and enable you to develop your own tailored research profile. Workshops cover everything from how to hone your academic writing to preparing for your viva; and are both in person and online.

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

### **Research Student Administration Office**

This office is responsible for overall administrative support for the University's research student cohort, and can assist with queries such as council tax exemption letters, official records of registration, University regulations, and the final submission of your thesis.

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

### **Sussex University Library**

The Library has a team called **Research Liaison**, whose job it is to support researchers at Sussex. Their main roles are to make sure the Library's collections meet the needs of researchers and to provide support in using these resources effectively. Research Liaison 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 and includes such topics as useful online resources for your subject and effective searching for relevant results.

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

### **CHASE**

Sussex is a founding member of CHASE (Consortium for Humanities and Arts in the South East) and as such is able to both offer a number of PhD scholarships in the Arts and Humanities each year (including to those research students who have already begun their PhD), as well as access a range of training and development events and networks (open to all research students, regardless of funding status). [www.chase.ac.uk/](http://www.chase.ac.uk/) and in particular [www.chase.ac.uk/essentials](http://www.chase.ac.uk/essentials)

### **The Research Hive**

The Hive is a designated space for postgraduate researchers in the Library, offering bookable meeting rooms, space for informal discussion and collaborative work, and areas for quiet work. The Hive also hosts regular social events for researchers and the online Research Hive community is a great place to connect with other PhD students

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

### **Research Ethics**

You should check whether your research may need ethical approval by going through the checklist found on the University's website:

[www.sussex.ac.uk/staff/research/governance/checklist](http://www.sussex.ac.uk/staff/research/governance/checklist), and if it does then you should apply for this through Sussex Direct. The Research Ethics team will ensure you get the appropriate approvals so you can feel confident in your methodology.

### **Fundamentals in Teaching and Learning Course**

[www.sussex.ac.uk/adqe/enhancement/devawardsrecognition/fundamentals](http://www.sussex.ac.uk/adqe/enhancement/devawardsrecognition/fundamentals)

A teaching in higher education course open to all research students at the University, which can lead to an accreditation with the Higher Education Academy (Associate Fellow status). It is not compulsory to take this course if you wish to take on paid teaching in the School of Media, Arts and Humanities, but it can be a useful complement to the School's Lecturer Training Programme. See page 8 of this handbook for detailed information about teaching opportunities for research students.

### **The Careers and Employability Centre**

This is based in the main Library and has a student employment office which offers a range of short-term jobs both internal and external to the University, as well as advice about careers post-graduation. If you are combining your PhD with employment, we recommend you discuss with your supervisor the possible implications of this for your studies. You should also check the conditions of your funding body, which may also have its own rules on this: most funding councils limit the amount of paid work a full-time sponsored student can work to 16 hours a week. If you are an international doctoral student on a Tier 4 visa you are able to work up to 20 hours per week alongside your studies. [www.sussex.ac.uk/careers](http://www.sussex.ac.uk/careers)

### **The Student Life Centre**

The Student Life Centre is there to support any student who is experiencing personal, health or financial difficulties during the course of their studies. It has advisers who are specifically trained to support postgraduate research students. [www.sussex.ac.uk/studentlifecentre](http://www.sussex.ac.uk/studentlifecentre)

### **The Student Support Unit (SSU)**

The Student Support Unit is the University's team of specialist advisers who work with students who may need additional support and resources due to a long-term physical or mental health condition. [www.sussex.ac.uk/studentssupport/](http://www.sussex.ac.uk/studentssupport/)

### **International Student Support**

Sussex is home to over 3,000 international students and they are a highly valued part of the student body and culture of the University. Sussex has a dedicated International Student Support Office, which offers a broad range of advice on matters relating to living in the UK, visa and immigration processes, family and dependents, and financial information. You can visit the team in person at their office on the 2<sup>nd</sup> floor of Bramber House or you can email them at [international.support@sussex.ac.uk](mailto:international.support@sussex.ac.uk). For specific immigration related queries you can email their

dedicated immigration/visa advisors at [immigration@sussex.ac.uk](mailto:immigration@sussex.ac.uk) to make an appointment.  
[www.sussex.ac.uk/internationalsupport/index](http://www.sussex.ac.uk/internationalsupport/index)

For students for whom English is a second language, a helpful resource might be **English Language for Academic Study** (ELAS), which provides workshops, 1:1 tutorials and other study sessions for any student who has English as an additional language. ELAS encompasses Academic English, academic culture and study skills development. Further information can be found here: <http://www.sussex.ac.uk/languages/english/elas>

### **University IT Services**

IT Services offers a variety of courses on a range of software programmes at different levels of ability at various points across the academic year. You can register for these on the ITS website, where you will also find information about computing and printing facilities on campus, how to link to the University Cloud system and WIFI network, and more. [www.sussex.ac.uk/its](http://www.sussex.ac.uk/its)

### **Student ID Cards**

Your student ID card will also act as your library card, and you will be able to collect this soon after registering – details of this are still being worked out in line with social distancing guidelines. If you lose your card or you need a replacement one you can go to the Print Unit on campus: [www.sussex.ac.uk/sef/services/print/id-cards](http://www.sussex.ac.uk/sef/services/print/id-cards)

### **The Sussex Student Union**

As a Sussex student you will automatically become a member of the Sussex Student Union, with access to its wide range of clubs, societies, support and advice services. There is a dedicated Student Union officer for Postgraduate Students. <https://sussexstudent.com/>

# Doctoral Supervision

## **What is it?**

Supervision should include regular meetings between the researcher and supervisor(s), at which academic advice is given (sometimes in both directions), and progress monitored. Supervision may include the discussion of key concepts or key texts, resources and field trips, feedback on pieces of writing or drafts of chapters, or reflection on a conference or seminar attended. In addition to meetings, feedback on work is often given via email and in the form of annotations and notes.

## **How often?**

The University's policy is that doctoral researchers are expected meet regularly with their supervisor(s), at least once per month. This includes the University vacation periods, although it is understood that there will be some months when either the supervisor or research student is away or on leave. Meetings can take place in-person or online via Zoom or another communication platform.

## **How does it work?**

You should have your first meeting with your supervisor(s) within your first two weeks after registration. This meeting should include a discussion of the schedule of supervisory meetings and clarify your, and your supervisors' expectations of supervision. In Appendix B of this handbook you can find a Supervisory Expectations Questionnaire, which, if helpful, you can use with your supervisor to clarify your roles and responsibilities. You can also use it as a guide to help structure a conversation around the same theme.

## **Recording Supervisory Meetings**

When you meet with your supervisor it is useful to have a written record of the meeting and its purpose, along with any agreed goals and deadlines. Records of supervisory meetings should be made by the research student through Sussex Direct, as soon as possible after the meeting takes place, and should include a brief summary of the purpose of the meeting and any agreed aims and objectives. Once you have added this record your supervisor will then approve the record and add any comments of their own. This includes face to face meetings and significant interaction online. In order to add and view meeting records, log in to Sussex Direct (<https://direct.sussex.ac.uk/login.php>) and go to the 'study' tab at the top of the screen. Select 'timetable' and then go to 'events bookings'. See Appendix C of this handbook for a step by step guide to uploading supervisory records.

**Joint Supervision (with an internal or external Supervisor)** Where the researcher is supervised jointly, it is advisable to commit to writing an outline statement of the different responsibilities of each Supervisor. Regular sessions must be set up for the researchers to meet both supervisors, and for all three to meet together. Records must be provided for both supervisors of all supervision sessions.

## Annual Progress Review

Every year, apart from their final year, postgraduate research students will undergo a Progress Review, where both student and supervisor reflect on the past academic year and the progress that has been made on research and writing. Students may be asked to attend a 'Thesis Panel', where they will present an excerpt from their thesis to their secondary supervisor or another member of faculty. The Progress Review is the basis on which approval is given for the student's progression to the next academic year of study.

## What happens if the supervisory relationship is not working well?

If you feel that the working relationship between you and your main supervisor isn't functioning as well as it could be, we would encourage you to make an appointment to meet with the Research Degree Convener for your particular PhD course (see page 8 of this handbook) to talk this through in confidence. It may be that the balance between your primary and secondary supervisor can be adjusted, or that other measures can be put in place to improve things and ensure you have the best supervision for your project. You may also require a different supervisory team. The Annual Progress Review is also a helpful place to discuss any concerns you may have regarding your supervision.

## Example Supervision Schedule for a Full-Time Research Student

First Year	
First meeting	<ul style="list-style-type: none"> <li>• Agree a schedule of regular meetings (usually one per month)</li> <li>• Fill out Supervisory Expectations Questionnaire together (see Appendix C of this handbook) or use it as a basis for discussion</li> <li>• Agree aims for the first term</li> </ul>
Within the first three months	<ul style="list-style-type: none"> <li>• Discuss the Researcher Development Framework (<a href="http://www.sussex.ac.uk/internal/doctoralschool/researcherdev/yourdevelopmentneeds">http://www.sussex.ac.uk/internal/doctoralschool/researcherdev/yourdevelopmentneeds</a>) and what workshops or seminars to prioritise attending in the first year</li> <li>• Research Student should apply for ethical review if needed</li> </ul>
December	<ul style="list-style-type: none"> <li>• Submission of Research Plan to Supervisor (for full time research students; part time research students have until the following March)</li> </ul>
February	<ul style="list-style-type: none"> <li>• Discuss any upcoming training courses or workshops</li> <li>• Discuss any opportunities to present at a conference or symposium</li> <li>• Agree plan for submission of Research Paper in early Summer</li> </ul>
May	<ul style="list-style-type: none"> <li>• Submit Research Paper (full time and part time students)</li> <li>• Discuss upcoming annual progress review</li> <li>• Student attends progress review panel</li> </ul>
June	<ul style="list-style-type: none"> <li>• Reflect on the annual progress review</li> </ul>

	<ul style="list-style-type: none"> <li>• Discuss plans for the summer months, particularly if there will be periods when the supervisor or student are on leave</li> </ul>
<b>Second Year</b>	
Within first three months	<ul style="list-style-type: none"> <li>• Reflect on the Supervisory Expectations Questionnaire (see appendix C) and whether things have changed or evolved over the course of the first year</li> <li>• Agree aims for the second year and the timing of the submission of further written work</li> <li>• Agree whether student will participate in the Lecturer Training Programme this year</li> <li>• Discuss useful Researcher Development Programme workshops or courses to attend this year (<a href="http://www.sussex.ac.uk/internal/doctoralschool/researcherdev/">http://www.sussex.ac.uk/internal/doctoralschool/researcherdev/</a>)</li> <li>• Discuss any upcoming conferences or symposia student could attend/present at</li> </ul>
May	<ul style="list-style-type: none"> <li>• Submission of at least another draft chapter</li> <li>• Student attends progress review panel</li> </ul>
June	<ul style="list-style-type: none"> <li>• Reflect on the annual progress review</li> <li>• Reflect on completion of the Lecturer Training Programme and teaching placement</li> <li>• Discuss plans for the summer months and deadlines for submission of work</li> </ul>
<b>Third Year</b>	
Within first three months	<ul style="list-style-type: none"> <li>• Reflect on the Supervisory Expectations Questionnaire (see appendix C)</li> <li>• Discuss aims for the third year, how progress so far has aligned with the aims of the Research Plan, and goals for the submission of written work this year</li> <li>• Discuss any paid undergraduate teaching the student will undertake this year</li> <li>• Think about which Researcher Development Programme courses or workshops may be beneficial (<a href="http://www.sussex.ac.uk/internal/doctoralschool/researcherdev/">http://www.sussex.ac.uk/internal/doctoralschool/researcherdev/</a>)</li> <li>• Discuss any upcoming conferences or symposia to get involved in</li> </ul>
May	<ul style="list-style-type: none"> <li>• Reflect on progress of written work so far and if writing goals have been met</li> <li>• Student attends progress review panel, normally led by secondary supervisor</li> </ul>
June	<ul style="list-style-type: none"> <li>• Reflect on the annual progress review</li> </ul>

	<ul style="list-style-type: none"> <li>• Discuss transfer to pre-submission status at the start of the 4<sup>th</sup> year of study</li> <li>• Discuss plans for the summer months and deadline for submission of draft thesis</li> </ul>
<b>Fourth Year</b>	
Within first three months	<ul style="list-style-type: none"> <li>• Agree revisions to draft thesis and timetable for the final year (for full time students)</li> <li>• Discuss any Researcher Development Programme sessions to attend this year (e.g. Preparing for your viva).</li> <li>• Discuss any concerns about meeting the thesis submission deadline and what measures can be put in place to mitigate these</li> </ul>
Six months before submission	<ul style="list-style-type: none"> <li>• Discuss potential internal and external examiners for the thesis</li> </ul>
Two months before submission	<ul style="list-style-type: none"> <li>• Student completes 'Intention to Submit' Form and submits this to the Research Student Administration Office.</li> <li>• Discuss any other forms that may be needed – e.g. Change of Thesis Title form, Over-length thesis approval form</li> </ul>
After submission	<ul style="list-style-type: none"> <li>• Discuss and plan for the Viva.</li> <li>• Reflect on next steps after the doctorate is complete</li> </ul>
Post-viva	<ul style="list-style-type: none"> <li>• Plan schedule for minor corrections to thesis, if any are recommended by the examiners</li> <li>• Student submits Thesis Embargo form if applicable</li> </ul>

This is only a suggested guide for the rhythms of researcher/supervision interaction, and you will find that through good and open communication with your supervisor you will work out a rhythm that suits you both and fits your schedule and style.



# First Year Formal Submissions: The Research Plan and the Research Paper

Your first year at Sussex will include the completion of two pieces of formally assessed work: the Research Plan and the Research Paper.

## THE RESEARCH PLAN

All first-year doctoral students in the School of Media, Arts and Humanities are required to submit a Research Plan to their Supervisor, within three months (for full time students) or six months (for part time students) of starting their degree. The Research Plan and provisional title must be approved by the Supervisor and the Director of Doctoral Studies. The Research Plan formalises what a research student will be doing and defines the project. It should highlight any particular difficulties at an early stage, allowing plenty of time for discussion, reconsideration and refocusing if necessary. Revised portions of the Research Plan may eventually feed into the introduction and bibliography of the thesis proper.

A **Cover Sheet** must be attached to the Research Plan to enable your Supervisor and Director of Doctoral Studies to approve the Research Plan and provisional title. The MAH Research Team will e-mail out the cover sheet at the start of the new academic year.

There is no set length for the Research Plan, but it should not normally comprise more than twenty or less than six A4 pages. It should address the following areas:

1. The **title** of the thesis (this can be changed subsequently if necessary, but any changes need to be formally notified on a form and with the Supervisor's approval).
2. A **statement of the scope, aims and basic approach of the thesis** (though you should bear in mind the possibility that your accumulated evidence and/or your matured thinking may suggest a change of direction or emphasis as the work proceeds). This may well be a more detailed and more fully considered version of the original proposal submitted with your application. 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' (PhD) 'contribution to knowledge or understanding'.
3. An **indication of how the proposed project relates to existing work in the field** or, if there is no immediately relevant work, to work in adjacent areas or parallel investigations, or more general accounts of this sector of the disciplines involved.
4. An **indication of the resources**, published or unpublished, images, artefacts, questionnaires, interviews and so on, on which the thesis will be based, together with a statement of how you have gained or expect to gain access to these, particularly if they are in private hands or remote libraries or archives.
5. A list and description of **proposed chapters (and practice, if applicable), and a realistic timetable, term by term**, showing how you expect to complete all the phases of the work within your period of registration; allowing both for writing draft-chapters and developing practice

(where applicable) as you go along (this is generally regarded as good practice), and for revising, checking and if necessary pruning when you have a complete draft.

6. A **specimen bibliography and a list of relevant works**, including where appropriate unpublished materials, formally arranged and presented according to a standard form. Care should be taken here, as in the text of the thesis proper when it is finally submitted, to guard against even minor inconsistency or inaccuracy (including spelling mistakes).

### Research Plan Submission Dates for 2020/21:

*Your Research Plan should be submitted in hard copy, with the cover sheet attached, to your main supervisor by the date shown below, and an electronic copy of your research plan (not the cover sheet) should also be e-mailed to your supervisor and to [MAH-PGR@sussex.ac.uk](mailto:MAH-PGR@sussex.ac.uk)*

Registration Status	Date of initial registration	Deadline for Research Plan submission
Full Time	September 2020	Friday 8 <sup>th</sup> January 2021
Part Time	September 2020	Friday 2 <sup>nd</sup> April 2021
Full Time	January 2021	Friday 2 <sup>nd</sup> April 2021
Part Time	January 2021	Friday 4 <sup>th</sup> June 2021
Full Time	May 2021	Friday 24 <sup>th</sup> September 2021
Part Time	May 2021	Friday 26 <sup>th</sup> November 2021

### THE RESEARCH PAPER

The test of an effective Research Plan is whether it can be put to work. Evidence of this is to be demonstrated by the completion of a Research Paper. This comprises a substantial piece of work towards the thesis, of a standard indicated as acceptable by your supervisor. It is usually a draft chapter or section of a chapter, the draft of the thesis introduction, an interim report, position paper, or practice and reflection on practice. **There is no Cover Sheet required for this piece of work.**

An exact length is not specified, but for full-time students around 5,000 words is recommended for written PhDs. For a practice thesis a mixture of practice and written reflection is admissible, and the proportions for that should be agreed with your supervisors. It is expected that students on part-time registration will normally submit shorter research papers than those on full-time registration. For example, part of a chapter or introduction, amounting to 2,500 words, or a smaller practice piece and shorter reflective response.

For those students who begin their research degree in September, the Research Paper will be considered by the 'Thesis Panel' as part of the Annual Progress Review for doctoral students; for students starting in January or May this will happen the following year.

You should submit your research paper directly to your supervisor.

**The Research Paper Submission Dates for 2020/21:** (to be submitted directly to your supervisor. Please speak to them if you need some flexibility with the deadline).

<b>Registration Status</b>	<b>Date of initial registration</b>	<b>Deadline for Research Paper submission</b>
Full Time	September 2020	Friday 14 <sup>th</sup> May 2021
Part Time	September 2020	Friday 14 <sup>th</sup> May 2021
Full Time	January 2021	Friday 24 <sup>th</sup> September 2021
Part Time	January 2021	Friday 24 <sup>th</sup> September 2021
Full Time	May 2021	Friday 10 <sup>th</sup> December 2021
Part Time	May 2021	Friday 11 <sup>th</sup> February 2022

## Frequently Asked Questions

### Q: What is the registration timeframe for my degree?

A:

Programme	Status	Minimum Registration	Maximum Registration
PhD	Full time	2 years	4 years
PhD	Part time	3 years	6 years
MPhil	Full time	1 year	3 years
MPhil	Part time	2 years	4 years

Please note that for part-time students the maximum period of registration will be different if you have combined full-time and part-time registration. Distance Learner students are considered Full Time.

### Q: What is the word length of a PhD and MPhil thesis?

A: The maximum word length for a PhD is 80,000 words – this includes the footnotes and bibliography, but does not include appendices. For an MPhil thesis, the maximum length is 40,000. You can apply for an extension to the word length of your thesis, but you must have the support of your supervisor. For practice based PhDs there will be both a written and practice component – please see the Handbook for Doctoral Researchers here: [www.sussex.ac.uk/rsao/regulations](http://www.sussex.ac.uk/rsao/regulations) (the section entitled ‘Submission’) for specific information on practice based research degrees.

### Q: What is the criteria for the award of a PhD or MPhil?

A: For written theses, the award of the Master of Philosophy (MPhil) is given if the thesis makes an adequate original contribution to knowledge or understanding; or is a valuable presentation or interpretation of material put together in an original manner. For the award of Doctor of Philosophy (PhD) the thesis should make a substantial original contribution to knowledge or understanding.

The award criteria for practice based research degrees (such as Musical Composition, Music Theatre Performance, Media Practice, Creative and Critical Writing, and Drama, Theatre and Performance) is different: please see University Regulation 23 point 67: Degrees of Master of Philosophy and Doctor of Philosophy (<http://www.sussex.ac.uk/ogs/govdocuments/regulations>) for more information.

### Q: Can I change from Part-time to Full time or vice-versa?

A: Yes, it is advisable to discuss it with your supervisor first if you wish to change your registration status, and if you want to go ahead you can obtain a form from the website: <http://www.sussex.ac.uk/rsao/forms/>. The Director of Doctoral Studies will approve the transfer. If you are funded by a UK Research Council you will need to inform them of your change in registration, via the Doctoral School.

**Q: Can I apply for intermission (temporary withdrawal) from my degree?**

A: Intermission in the period of registration can be granted by the Director of Doctoral Studies, provided that:

- (i) the student can show good cause for the application – exceptional circumstances, authenticated evidence of illness and so on, which will prevent you from being able to work on your research for a fixed amount of time;
- (ii) the supervisor has been consulted and agrees, and supports the application in writing. Fees already paid in relation to terms for which intermission has been granted are normally carried forward as a credit against future fees. If the student is funded by a Research Council such as the AHRC, the terms and conditions of the Council with regards to intermission should be adhered to.
- (iii) if you are on a Tier 4 (overseas) study visa, you cannot take intermission without your current study visa being curtailed. Tier 4 students are able to take a period of authorised absence (up to 60 days) without affecting their visa, and there is a specific form for this.

If you wish to apply for a period of intermission you should contact the Research Coordinator for your School. An application form is available from the website:

<http://www.sussex.ac.uk/rsao/forms/>

**Q: How do I transfer to Pre-Submission Status?**

A: After a minimum of three years (or five, in the case of part-time students) doctoral students may apply to change to pre-submission status, which carries a much lower tuition fee (currently £500 per year). Pre-submission status is only granted if the student and Supervisor can show that the research has been completed and the thesis fully roughed out – in other words you are in the 'writing up' stage. Computing and library access will remain the same for students on pre-submission status and you are still entitled to supervisory support. A form to apply for pre-submission status is available from the website: <http://www.sussex.ac.uk/rsao/forms/>

**Q: Can I apply for an extension to my degree registration?**

A: Extension of the maximum permitted period of registration is possible, but only in exceptional circumstances, and the student must (i) show good cause and secure the Supervisor's written support, and (ii) must also write a formal letter stating what has prompted the need for the extension, providing a detailed account of research and writing completed to date, and a realistic outline of the work still to be done, together with estimated dates for the completion of each phase in the work remaining. The decision will be made by the Director of Doctoral Studies. Extensions are granted in months and normally a maximum of 12 months is permitted.

Guidelines for the application to extend registration and a form is available from the website:

<http://www.sussex.ac.uk/rsao/forms/>

**Q: Does the University have a Complaints and Appeals policy for Postgraduate Research Students?**

A: Students have the right to appeal against decisions of the Research Degree Examination Board or against a decision not to continue the student's registration. Details of the appeals procedure can be obtained from the Research Student Administration Office ([researchstudentoffice@sussex.ac.uk](mailto:researchstudentoffice@sussex.ac.uk)). Complaints other than those relating to examination or registration decisions should be referred to the Director of Doctoral Studies. According to good

practice, the Director will investigate these complaints in full and will present a confidential report to the appropriate authorities within the University, and to the academic staff member(s) and student(s) who are involved in the case. Complaints and investigations are of course treated and conducted with utmost confidentiality.

**Q: I am going to a conference/visiting an archive – can I apply for funding to offset the costs of this?**

A: We do have a small budget available each year to support our doctoral students who are undertaking trips to conferences or specialist library visits, provided that it directly relates to your research and that your supervisor is in support. There are also funding opportunities overseen by the Doctoral School ([www.sussex.ac.uk/doctoralschool/internal/funding](http://www.sussex.ac.uk/doctoralschool/internal/funding)) such as the Sussex Overseas Conference Grant, for international conferences.

**Q: Can I have my own desk and computer to work at in the School of Media, Arts and Humanities?**

A: We are not able to provide individually allocated desk space and computer access to students, but we do have several communal workspace areas spread across Arts A, Arts B and Silverstone, specially designated for research students. The system is one of 'hot-desking', whereby students can use any free desk in the workspace room for the day or part of the day. We do ask, however, that books, personal items etc. are not left on the desks overnight. There are shelves and lockers in some of the rooms which can be used for storage.

## Appendix A

### ROLES AND RESPONSIBILITIES OF RESEARCH STUDENTS AND SUPERVISORS (TAKEN FROM THE SUSSEX UNIVERSITY DOCTORAL RESEARCHER HANDBOOK)

- 1 All research students should be provided at minimum with a 'main' and 'additional' supervisor. In the case of joint supervision, one of the supervisors will be designated as the 'main' supervisor for administrative purposes, and so that you have a clear point of contact in the event of difficulties.
  
- 2 An 'additional supervisor' (or the supervisor not designated the 'main' 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 and school are responsible for finding a suitable replacement, and ensuring that arrangements are in place to support you during any interim period.
  
- 3 Where a student has joint supervision (50/50) with 2 members of faculty, it is advisable to draw up an agreement at the start of the research degree as to the different responsibilities of each supervisor. Regular sessions must be set up for the student to meet both supervisors, and for all three to meet together.
  
- 4 Your responsibilities as a research degree student, and the responsibilities of those involved in your supervision, are outlined in the following two sections.

### RESPONSIBILITIES OF RESEARCH STUDENTS

The responsibilities that must be observed by research degree students are as follows:

- (1) maintaining regular contact with the main supervisor and recording meetings and agreed deadlines on Sussex Direct. (<https://direct.sussex.ac.uk/login.php>)
  
- (2) discussing with the supervisor/s the type of guidance and comment which will be most helpful, and agreeing upon a schedule of meetings;
  
- (3) taking the initiative in raising problems or difficulties, however elementary they may seem;
  
- (4) ensuring that any research which involves human subjects (interviewing etc) goes through the correct ethical review procedures before the research commences.

- (5) preparation of a research plan, to be approved during the student's first year of study;
- (6) planning a research project which is achievable within a schedule consistent with the normal expectations of the relevant Research Council (if you are funded by one), and maintaining progress in line with that schedule;
- (7) maintaining the progress of work in accordance with the stages agreed with the main supervisor, including in particular the presentation of written material as required in sufficient time to allow for comments and discussion before proceeding to the next stage;
- (8) providing annually a brief formal report to the Director of Doctoral Studies as part of the annual review process;
- (9) deciding when he or she wishes to submit the thesis, taking due account of the supervisor/s opinion, which is however advisory only, and of the need to take account of University requirements regarding the length, format and organisation of the thesis;
- (10) taking responsibility for their own personal and professional development;
- (11) agreeing their development needs with the main supervisor at the outset of the programme, reviewing these on an annual basis, and attending any relevant development opportunities so identified;
- (12) being familiar with institutional regulations and policies that affect them, including the regulations for their qualification;
- (13) being aware of the University's Codes of Practice for Research and Intellectual Property and adhering to the requirements and observing the principles contained therein.
- (14) For students who are funded by a research council (such as the AHRC), being aware of and abiding by the relevant studentship guidelines and regulations set by that council.

A student who considers that his or her work is not proceeding satisfactorily for reasons outside his or her control should discuss the matter with the supervisor/s and, failing satisfaction, with the Director of Doctoral Studies concerned who will advise on any grievance procedures. In particular, the student should ask to meet the Director of Doctoral Studies if the student feels that he or she is not establishing an effective working relationship with the supervisor/s, bearing in mind that the alleged inadequacy of supervisory or other arrangements during the period of



study would not constitute grounds for an appeal against the result of a research degree examination unless there were exceptional reasons for it not having come to light until after the examination, in which case it might be considered.

#### RESPONSIBILITIES OF SUPERVISORS

The *main* supervisor is directly responsible in their role as supervisor to the Director of Doctoral Studies and, through that officer, to the Head of School and then to Pro-Vice-Chancellor (Research). The main supervisor is expected to provide the student with advice at every stage in the planning and conduct of research and in the writing of the thesis and to ensure that replacement supervision is available in the event of any significant period of absence. The more specific responsibilities of the *main supervisor* are as follows:

- (1) to complete an annual report on the student's progress for consideration within the framework of the School's annual review procedures, for later submission to the Director of Doctoral Studies;
- (2) to provide advice and support to the student on the preparation of a suitable thesis research outline during the first year of their study, in accordance with School procedures;
- (4) giving detailed advice on the necessary completion of successive stages of work so that the whole may be submitted within the scheduled time;
- (5) ensuring that the student is made aware of inadequacy of progress or of standards of work below that generally expected;
- (6) identifying prospective external examiners.

**The more general responsibilities of those involved in the student's supervision are as follows:**

- (1) to agree a schedule of regular meetings with the student, in accordance with School policy and in the light of discussion of arrangements with the student;
- (2) being accessible to the student at other appropriate times when he or she may need advice;

- (3) giving guidance about the nature of research and the standard expected, the planning of the research programme, literature and sources, attendance at taught classes, requisite techniques (including arranging for instruction where necessary), and the problem of plagiarism;
- (4) being familiar with the standard expected of research degree examiners, consistent with the guidance laid down by relevant Research Councils;
- (5) requesting written work as appropriate, and returning such work with constructive criticism and in reasonable time;
- (6) arranging as appropriate for the student to talk about his or her work to faculty or graduate seminars, and to be well briefed about the procedures involved in oral examinations;
- (7) providing clarification on the guidance or comment that will be offered on the student's written submissions;
- (8) ensuring that the student is aware of the University's Codes of Practice for Research and Intellectual Property and that he or she adhere to the requirements and observe the principles contained therein;
- (9) providing training in the ethical, legal and other conventions used in the conduct of research, and supporting the student in the consideration of these as appropriate.
- (10) initial assessment, and ongoing review, of the student's training and skills development needs, in accordance with the Vitae Researcher Development Framework, and taking account of the training provision available at Sussex;

## Appendix B

### SUPERVISORY EXPECTATIONS QUESTIONNAIRE

An aid to clarify the roles and responsibilities of Doctoral Researchers and Supervisors

**Guidance:**

Complete the questionnaire separately, share, and then meet to discuss. OR, work through it together. For each pair of statements below, estimate your position. For example, for the first statement, if you believe very strongly that it is the supervisor's responsibility to select a research topic you should circle "1", if you think both the supervisor and Doctoral Researcher share the responsibility to select a research topic, circle "3"; or if you think it is the Doctoral Researcher's responsibility, circle "5"

1 = Supervisor's responsibility (high)

5 = Doctoral Researcher's responsibility (high)

It is the supervisor's responsibility to select a research topic	<b>1 2 3 4 5</b>	The Doctoral Researcher is responsible for selecting his/her own topic
The supervisor decides which theoretical framework or methodology is most appropriate	<b>1 2 3 4 5</b>	The Doctoral Researcher should decide which methodology or theoretical framework they wish to use
The supervisor should develop an appropriate programme and timetable of research and study for the Doctoral Researcher	<b>1 2 3 4 5</b>	The supervisor should leave the development of the programme of study to the Doctoral Researcher
The supervisor is responsible for ensuring that the Doctoral Researcher is introduced to the appropriate services and facilities in the department and the University/HEI	<b>1 2 3 4 5</b>	It is the Doctoral Researcher's responsibility to ensure that he/she has located and accessed all relevant services and facilities for research
Supervisors should only accept Doctoral Researchers when they have specific knowledge of the Doctoral Researcher's chosen topic	<b>1 2 3 4 5</b>	Supervisors should feel free to accept Doctoral Researchers, even if they do not have specific knowledge of the Doctoral Researcher's topic
A warm, supportive relationship between supervisor and Doctoral Researcher is important for successful candidature	<b>1 2 3 4 5</b>	A personal, supportive relationship is inadvisable because it may obstruct objectivity for both parties

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The supervisor should insist on regular meetings with the Doctoral Researcher	<b>1 2 3 4 5</b>	The Doctoral Researcher should decide when he/she wants to meet with the supervisor
The supervisor should check regularly that the Doctoral Researcher is working consistently and on task	<b>1 2 3 4 5</b>	The Doctoral Researcher should work independently and not have to account for how and where time is spent
The supervisor is responsible for providing emotional support and encouragement to the Doctoral Researcher	<b>1 2 3 4 5</b>	Personal counselling and support are not the responsibility of the supervisor - Doctoral Researchers should look elsewhere
The supervisor should insist on seeing all drafts of work to ensure that the Doctoral Researcher is on the right track	<b>1 2 3 4 5</b>	Doctoral Researchers should submit drafts of work only when they want constructive criticism from the supervisor
The supervisor should assist in the writing of the thesis if necessary	<b>1 2 3 4 5</b>	The writing of the thesis should only ever be the Doctoral Researcher's own work
The supervisor is responsible for decisions regarding the standard of the thesis	<b>1 2 3 4 5</b>	The Doctoral Researcher is responsible for decisions concerning the standard of the thesis

*Ingrid Moses, 1985, Higher Education Research and Development Society of Australasia.*

*Adapted by Margaret Kiley and Kate Cadman, 1997, Centre for Learning & Teaching, University of Technology, Sydney*

## Appendix C

### ADDING RECORDS OF SUPERVISORY MEETINGS ON SUSSEX DIRECT

Research students should document their supervision contact time on Sussex Direct, as this provides a useful record of student/supervisor discourse throughout the duration of the PhD and is helpful for recording key agreed objectives and aims.

1) Log in to **Sussex Direct** (<https://direct.sussex.ac.uk/login.php> )

> Click on **Study**

> Click on **Study Timetable**

> Click on **Contact Records**

2) Click on **Record Contact**

3) Add **details of the meeting** – these do not have to be lengthy although you might find it helpful to record any agreed objectives/deadlines etc.

**Record Contact** Related Links

Contents: [Record Contact](#)

Cancel Save Help

<b>Student:</b>	
<b>Supervisor:</b>	<input type="text" value=""/> <span style="color: red; font-size: small;">3.</span>
<b>Title:</b>	<input type="text" value="Meeting with"/>
<b>Type:</b>	Record Contact
<b>Purpose:</b>	
<b>Date:</b>	<input type="text" value="14-Oct-2013"/> <input type="button" value="calendar"/>
<b>Start Time:</b>	<input type="text" value="00"/> <input type="text" value="00"/>
<b>End Time:</b>	<input type="text" value="00"/> <input type="text" value="00"/>
<b>Location:</b>	<input type="text"/>
<b>Purpose of Meeting:</b>	<div style="border: 1px solid #ccc; height: 40px;"></div>
<b>Outcome of Meeting:</b>	<div style="border: 1px solid #ccc; height: 40px;"></div>
<b>Supervisor's Comments:</b>	

?

4) Click on the **SAVE** button at the top of the screen. This will save the record and generate an email to your supervisor, who will then approve the record of the meeting comments of their own.