DOCTORAL STUDIES

Research Student Handbook

UNIVERSITY OF SUSSEX

BUSINESS SCHOOL

Welcome!

Welcome to the University of Sussex Business School.

I am very pleased to welcome you into our PhD programmes. I hope that your time here helps you to develop your potential, both academically and as people who contribute significantly to society. We will do our best to help you on both fronts.

I hope you make the best use of our excellent modern dedicated spaces in the Jubilee Building for research students close to faculty offices. Our School has a strong research atmosphere, and we consider our PhD students an integral part of this.

You will be supported by our excellent administrative support team (see page 6). Each of our School's Departments: Accounting & Finance, Economics, Management, Science Policy Research Unit (SPRU) and Strategy & Marketing, also have doctoral programme convenors (see page 6), who you can contact for most of your academic queries. I am more than happy to address any issues that remain after you have consulted with your supervisors and departmental doctoral programme convenor. I also address issues raised by the School's community of PhD students at a University-wide level if needed.

I wish you a very successful academic year and look forward to getting to know all of you!

Dr Vikrant Shirodkar
Director of Doctoral Studies

From the Head of School

Welcome to the University of Sussex Business School. The Business School is among the largest schools of study at Sussex, with some 3,700 students and over 170 academic staff across the departments: Management, Accounting & Finance, Strategy & Marketing, the Science Policy Research Unit (SPRU) and Economics. As a research-led School, strong and vibrant doctoral programmes are central to our operations and I very much hope you will integrate yourself into our research community. During term, each department has at least one seminar series running, and there are other events such as workshops and conferences where we present and debate the latest work of our academics and PhD students. So work hard, but also take time to take advantage of all the School, University and broader community have to offer.

Professor Steve McGuire
Dean

Research webpages for Business School departments

- **Accounting and Finance**
  https://www.sussex.ac.uk/business-school/accounting-finance/research
- **Economics**
  www.sussex.ac.uk/economics/research
- **Management**
  https://www.sussex.ac.uk/business-school/management/research
- **SPRU – Science Policy Research Unit**
  www.sussex.ac.uk/spru/research
- **Strategy and Marketing**
  https://www.sussex.ac.uk/business-school/strategy-marketing/research

The Doctoral School

The Doctoral School is a University-wide structure supporting doctoral research across all Schools of Study. Sussex has over 900 doctoral students who play a vital role in developing our vibrant intellectual culture. The Doctoral School seeks to enable doctoral students to feel fully integrated as members of this wider research community. Its web pages provide information on diverse issues including training and funding opportunities as well as the University's regulations and codes of practice for PhD researchers (with which you should be familiar).

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

The Doctoral School, working with all Schools of Study, is committed to supporting the mental health and wellbeing of doctoral researchers at Sussex. Further details of the support available at Sussex and a number of online resources are available at:
http://www.sussex.ac.uk/internal/doctoralschool/wellbeing

A welcome week for new doctoral researchers with orientation events will be held on 23-27 September: http://www.sussex.ac.uk/internal/doctoralschool/new-doctoral-researchers

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1. Useful contacts

1.1 Main contacts in the School

Your first point of contact will normally be with your research supervisors. Each PhD/MPhil within the Business School has a postgraduate **research convenor** with an oversight of the associated administration and research supervision arrangements. The research convenors in each department are:

- **Accounting:**
  Professor Tobias Polzer
  E t.polzer@sussex.ac.uk
  T (01273) 873521

- **Economics:**
  Dr Sonja Fagernas
  E S.A.E.Fagernas@sussex.ac.uk

  T (01273) 606755 ext. 2266

- **Finance:**
  Professor Ranko Jelic
  E r.jelic@sussex.ac.uk,
  T (01273) 872597

- **Management and Strategy & Marketing:**
  Dr Michelle Luke
  E M.A.Luke@sussex.ac.uk
  T (01273) 872763

- **SPRU:**
  Professor Tim Foxon
  E t.j.foxon@sussex.ac.uk
  T (01273) 877832

The School's **Director of Doctoral Studies (DDS)** approves all research outlines and progression reviews, applications to go away or remain on fieldwork, intermission and recommendations for extensions to maximum periods of registration. Support for the DDS is provided by the **Research and Enterprise Co-ordinators** (referred to later in this document as RECs) who are also the first point of contact for any queries.

- **Director of Doctoral Studies**
  Dr Vikrant Shirodkar
  E V.Shirodkar@sussex.ac.uk
  T (01273) 872798

- **Research and Enterprise Coordinator**
  Joy Blake
  E business-research@sussex.ac.uk
  T (01273) 678063

- **Research and Enterprise Administrator**
  Gemma Farrell
  E business-researchstudents@sussex.ac.uk
  T (01273) 678169

- **Research and Enterprise Clerical Assistant**
  Tahir Beydola

E business-researchstudents@sussex.ac.uk
T (01273) 876713

1.2 Central administration

In the first instance you need to make contact with your School, i.e. your Research and Enterprise Administrator (REA), who is responsible for the administration of Doctoral Research Students in the School. However, the Research Student Administration Office in Sussex House has responsibility for the administration for all registration matters and thesis submission.

Official letters verifying your registration status (e.g., for government agencies, sponsors, etc.) can all be obtained from the Research Student Administration Office.

The relevant email address to use is as follows: researchstudentoffice@sussex.ac.uk

Council Tax exemption letters can be obtained from the Student Systems Office:
http://www.sussex.ac.uk/ssro/counciltax

The Student Accounts Office (also located in Sussex House) is responsible for all financial matters associated with your registration and student status:
www.sussex.ac.uk/finance/services/feesandincome/studentaccounts

2. Supervision

2.1 Appointment of supervisors

You will have a supervisory team of at least two supervisors to ensure that you are actively supported throughout the course of your study. One of them will be designated as the 'main' supervisor for administrative purposes, to make sure there is a clear point of contact in the event of difficulties.

While both supervisors are expected to provide you with advice at every stage in the planning and conduct of research as well as the writing of the thesis, your 'main' supervisor is expected to take a lead on this. They should also try to ensure that replacement supervision is available in the event of any significant period of absence.

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

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

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

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

Further information on responsibilities of research degree students and their supervisors (see Appendix 1) and on the stages of progress for the doctoral researchers is set out in the Handbook for Doctoral Researchers.

2.2 Contact with supervisors

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

Alternatively, your supervisors' contact details will be visible on your own Sussex Direct pages, including any office hours. Please ensure that you email to request a meeting rather than just knocking on doors. You must arrange a **regular schedule of meetings** with your supervisor at the beginning of each term, so please make sure that you consult your postgraduate research convenor (see page 6) if you are unclear about, or have difficulties with, your supervisory arrangements.

At minimum, there should normally be one formal meeting each month between student and supervisor(s). Doctoral Students are expected to engage with their supervisors at least once a month starting from their initial registration all the way up to the conferral on their degree, and to record these engagements on Sussex Direct. Supervisory meetings are considered the principal mode of engagement for PGR students so this should be the form of engagement that is entered most often. Students with pre-submission status should attend at least two formal supervisions every three months. Supervisions can take place via video call or even via email as long as it is a substantial discussion about the progress of your PhD. Your supervision records will create a useful history of discussions with your supervisors which you can refer to during your research. Notes must be provided on Sussex Direct for all formal supervision meetings, for international students these will be required in the event of a Home Office audit.

In addition to these meetings, PGR students may also make contact with the University in a way that supplements, or in some circumstances replaces, supervisory meetings. These will be meaningful contacts and should be sufficient for the PGR student to engage well and be able to progress in their discipline. These contacts must comprise formal academic or pastoral care activities. The University Attendance and Engagement Policy provides examples of other forms of engagement.
The University updated its policies concerning attendance and engagement in September 2018. Please see section 20 in the Doctoral Researcher Handbook for information applying to all Doctoral Researchers and section 21 for information specific to Doctoral Researchers on a Tier 4 Visa.

2.3 Sussex Direct

The University now requires the outcomes of all supervisory sessions to be logged using Sussex Direct:

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

You should enter the main outcomes of each meeting on Sussex Direct as soon as possible after each meeting. This contact record will be automatically transmitted to your supervisors, who will have the opportunity to confirm the outcomes and add any further comments. You should remind your supervisors to confirm the outcome of each meeting. If you are taking any taught courses you will also find details on your Sussex Direct pages.

Please contact the Business School Office on the ground floor of the Jubilee Building (room G08) in the event of any discrepancies.

3. Professional Development

3.1 Web presence

All research students should have an online researcher profile. Details of how to set this up can be found in Appendix 9 on page 32. It is important that you create this profile as soon as possible, and that you keep it up-to-date. The web is the first place that people find you and your areas of research interest.

3.2 Research Development Programme

Organised by the Doctoral School, the Researcher Development Programme provides year-round training and development for Sussex doctoral and early career researchers.

The professional skills you develop by participating in the programme will help you to:

- Successfully complete your research degree
- Aid your career progression beyond completion
- Share experiences and learn from your peers, as well as the tutor
- Develop your skills

The programme caters for all levels of experience – from those new to doctoral research to those with more experience. There are a range of options, and you can choose the activities which are right for you at each stage of your research journey.

The Researcher Development Programme provides workshops and online modules covering:

- Library & academic skills
- Personal effectiveness
- Doctoral process
- Communicating research
- Engagement & impact
- Technology for research
- Career development

Provision is guided by University strategy, Research Council expectations, and the Vitae Researcher Development Framework.

3.3 Doctoral School

The Doctoral School (www.sussex.ac.uk/doctoralschool) sits beside the University's Academic School structure, allowing doctoral researchers and research staff across all the University's

Schools to come together, both academically and socially. The Doctoral School offers further information and helpful articles through the following social media channels:

- **Facebook page**
  www.facebook.com/SussexDocSchool

- **Twitter feed**
  twitter.com/SussexDocSchool

- **Website**
  http://www.sussex.ac.uk/internal/doctoralschool/

3.4 ESRC Doctoral Training Centre (DTC)/Doctoral Training Partnership (DTP)

Located within the Doctoral School, the DTC was established in 2011 and forms part of a national network to deliver postgraduate training in the Social Sciences.

Sussex is now part of the South-East Network for Social Sciences (SeNSS) ESRC Doctoral Training Partnership (DTP), with a first intake of students in October 2017. Further training opportunities from across the SeNSS network of universities will be available, see http://senss-dtp.ac.uk/events. Please contact the ESRC Senior Doctoral Training Co-ordinator, Shelley Jenkins, for more information: esrcdt@sussex.ac.uk

4. Registration matters

Please note: *this section should be read in conjunction with the Handbook for Doctoral Researchers.*

4.1 Research degrees awarded

You will be registered for an MPhil or a PhD. An MPhil is also a research degree, but involves a shorter period of registration and thesis. You can apply to switch from MPhil to PhD and vice versa subject to University regulations.

4.2 Registration period

The maximum time allowed by the University regulations to complete an MPhil is nine terms (three years) of full-time registration and 12 terms (four years) for part-time registration. The maximum time allowed by the University regulations to complete a PhD is 12 terms (four years) for full-time registration and 18 terms (six years) for part-time registration.

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

Minimum and maximum dates of registration are as follows:

Degree	Minimum period	Maximum period	Typical completion
MPhil – full-time	Three terms (one year)	Nine terms (three years)	Two years
MPhil – part-time	Six terms (two years)	Twelve terms (four years)	Three years
PhD – full-time	Six terms (two years)	Twelve terms (four years)	Three years
PhD – part-time	Nine terms (three years)	Eighteen terms (six years)	Four years

4.3 Registration categories and fieldwork

You should talk to your supervisor(s) and/or convenor before applying for any change of registration category, or deciding to go on fieldwork. Please remember that you cannot go on fieldwork until you have had your research proposal accepted.

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

Any change in registration status should also be notified to your Research and Enterprise Administrator in Jubilee 149C. There is usually a form to be completed and these can be obtained by emailing business-researchstudents@sussex.ac.uk.

4.4 Papers style thesis

As an alternative to the traditional monograph format of a PhD thesis, students may choose to present a 'papers style thesis'. This consists of a number of academic papers, together with an Introduction and Conclusion which bind these together into a coherent whole (see Appendix 7). Whilst there are some advantages to this route, particularly for PhD students aiming to pursue an academic career, you should be aware that it takes time to develop the skills needed to write an academic paper, and you should discuss carefully with your supervisors at an early stage if you intend to pursue this route.

4.5 Paperwork

There are a number of forms to accompany the various stages of your study. Please email your Research and Enterprise Co-ordinator on business-researchstudents@sussex.ac.uk in the first instance.

4.6 Terminology

Fieldwork	• You can only apply to go on fieldwork after the completion and approval of your research proposal at your first year progression review. • The University will arrange insurance for your fieldwork; you will also need to complete a risk assessment. Once completed, both the insurance form and the risk assessment should be returned to your REA for processing. Please see the following links for further information:

	Insurance www.sussex.ac.uk/finance/services/corporateaccounting/insurance **Risk assessments** http://www.sussex.ac.uk/hso/policies/subject_areas/transport_fieldwork
Intermission (properly called temporary withdrawal)	• Intermission will be granted on a monthly basis, starting on the first of any month. • ***No retrospective intermission will be granted***. • You are only permitted to have 12 months of intermission over the period of your degree. This can be taken in any format, i.e., 12 x 1 months up to 1 x 12 months. Exceptions to this rule will be considered by the Chair of the Doctoral Studies Committee (DSC), i.e., the decision is not made in the School. • Applications can be based on any personal, financial or medical reasons that *prevent an individual from working on their research.* • No fees are payable whilst on intermission, but you will not have access to supervision or workspace. (Library and email accounts remain active.) • When intermission is granted the maximum period of registration is adjusted to take this into account. • Check with your sponsor before making a formal application. If you are ESRC-funded you must first talk to your Research and Enterprise Administrator. • Students who have entered the UK on a Tier 4 Student Visa and apply for intermission must contact the University's Immigration Advisors before intermission is approved. Once intermission is approved the immigration authorities will require the student to return to their home country and the University will be obliged to report their intermission to the UKBA. immigration@sussex.ac.uk
Pre-submission	• Pre-submission status will only be granted a maximum of one year prior to submission. • Pre-submission status will only be granted when the applicant produces a detailed timetable to submission. • Status will only be granted for a maximum of one year. • If the thesis is not submitted after one year on pre-submission status, the student will be required to transfer back to FT/PT status or permanently withdraw from the University. • Applications for pre-submission will be based on 1) Fieldwork is complete, 2) Data gathering is complete and 3) 50% of thesis has been produced in at least draft format • Nominal fee, reflecting the fact that the degree is nearly complete and that the individual concerned is not using substantial university resources. (Workspace is provided at the discretion of the School.)
Submission	• You should give at least two months' notice of your intention to submit your thesis or portfolio to the Research Student Administration Office by completing the Intention to Submit Thesis form, available here: https://www.sussex.ac.uk/rsao/forms/ • As part of the examination process you will be required to attend a viva-voce examination in defence of your thesis. Further information

	about the examination process is available here: https://www.sussex.ac.uk/rsao/examination/
Extensions	• If you need extra time at the end of your maximum date of registration to complete your thesis, you may apply for an extension. • A fee will be charged if you make such a request. • Extensions are available only in quarters, i.e., three month periods. • A maximum of one year of extension is permitted in total for both FT and PT students. • Exceptional extensions to be approved by the Chair of DSC only, i.e., the decision is not made by the School. • Students who have not submitted by the end of their extension will be permanently withdrawn.

5. The First Year and your Progression review

5.1 Training

All PhD students in the Business School are required to take one or more training modules in their first year. Please refer to appendix 2 for more detailed information on the modules offered by the five departments.

5.2 Teaching – Doctoral tutor vacancies

Registered University of Sussex PhD students employed as tutors are known as Doctoral Tutors.

Opportunities to teach undergraduates as a Doctoral Tutor do not normally arise until the second year of research, but this can vary from year to year and depends on a range of external factors such as existing faculty commitments. For example, in the Departments of Management, Accounting & Finance and Strategy & Marketing, first year students typically shadow teach with the module convenor on a module that they will teach in their second and third years (for more information about teaching duties available to Management, Accounting & Finance, and Strategy & Marketing Doctoral Tutors see appendix 3). There is a formal system of application and opportunities are routinely circulated to PhD mailing lists.

Tutors are employed at Grade 5 (if a member or the teaching staff is present; normally for first year PhD students who shadow teach; £13.67 per hour) or Grade 6 (normally, second and subsequent years PhD students; £15.83 per hour) of the University's grading structure, in accordance with the requirements of the role.

Doctoral Tutors are employed on a fractional contract and not on a zero-hours basis; contracts are fixed-term. To be issued a contract, a doctoral student must first complete the online Doctoral Tutor application form and second, be interviewed by the convenors of the module(s) they will be teaching or, if the modules are not known, by their PhD supervisor or the Director of their PhD programme. Students who worked last year and are interested in teaching again still need to complete the form and indicate when prompted that they had a previous contract.

Information for Doctoral tutors can be found at the following webpage, with a link to the online application form: https://www.sussex.ac.uk/business-school/internal/staff/doctoral-tutors

A Doctoral Tutor will not be required to teach and/or demonstrate as part of any doctoral scholarship or bursary he/she receives from the University. This is also true when a research scholarship is externally funded (except when the external funder requires an element of teaching).

The tasks that can be allocated to Doctoral Tutors include:

a. Teaching (face-to-face contact with groups of students): this excludes lecturing but includes class teaching, seminar (workshop) teaching and laboratory demonstrating. Face-to-face contact with students must not exceed 6 hours per week (or 5 hours per week if on a tier 4 visa).

b. Preparation: As a rule of thumb, a multiple of 4 applies to each face-to-face contact teaching hour to allow for scheduled group sessions with students, preparation for these sessions, post-class (seminar, workshop) queries and some marking. The seminar/workshop queries may be addressed in office hours, but Doctoral Tutors will not be paid extra for office hours. For example, a Doctoral Tutor teaching 5 contact hours is paid for 20 hours' work. Doctoral Tutors are not required to carry out academic advising.

c. Assessment and marking. Payment for marking is dependent upon the number of scripts marked weighted by how much the assessment is worth towards the final grade for the module.

5.3 Progression reviews

In accordance with School procedures, you are required to prepare a research proposal during your first year of study. This proposal sets out the overall plan, objectives and timetable for your research. It is recommended practice that your research outline be confirmed as part of your progression review process at the end of your first year, before being formally approved by the Director of Doctoral Studies. In subsequent years your progress will be reviewed annually and must be satisfactory before re-registration is permitted. Please refer to Appendices 4, 5 and 6. These are normally held in May or June. Therefore, please speak to your supervisor and the convenor of your PhD programme before you arrange for any travel during these months.

5.4 Annual PhD Conferences

Each year, PhD students are required to give a presentation at either their department's annual PhD conference or in their subject group's research presentation days. These events are often held before the progression reviews. They are informal and give you the opportunity to present your work in a friendly environment.

6. Facilities for Doctoral Researchers

6.1 Library – Research Liaison

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

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

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

To book a session, please complete the online form at:
www.sussex.ac.uk/library/informationfor/postgraduates.html

6.2 Sussex Research Hive @ the Library

The Library now has a designated area for researchers, open to all doctoral researchers. The Sussex Research Hive (www.sussex.ac.uk/library/researchhive) provides for the first time:

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

You can contact the Hive in the following ways:

- Email
  researchhive@sussex.ac.uk

- Twitter
  www.twitter.com/sussexreshive

6.3 IT and printing

You should be automatically registered as a computer user at registration and allocated an email address.

For all other aspects of IT support, see their website: www.sussex.ac.uk/its

6.4 Workspace

Research student workspace within the Jubilee Building has been allocated so that, where possible, research students are close to staff within their department. A ‘hot desk’ arrangement is in place in all workspace areas. Students should not, therefore, expect to work at the same desk on each visit to the University. Lockers are available within these workspaces for you to store personal or valuable items.

Research student workspaces are in rooms 223, 230, 243 and 258 of the Jubilee Building (see also Appendix 8).

7. Financial Assistance/Sources of Income

7.1 Conferences

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

Those wishing to benefit from conference support should ask the REA for an application form. This should be completed as fully as possible showing the following:

- Name, location and date of the conference/training session.
- Evidence that the paper has been accepted.
- Outline of the costs involved.
- The amount of support already supplied, if any.

You should ask your supervisor to sign the form as their agreement that the conference fits with your research area, then bring the form back to the REA for processing. Once a decision has been made, the REA will inform the student that their request has been granted or denied. If granted, students should complete an expense claim form, sign and pass to the REA for processing. **All** receipts for the claim must be attached to the form.

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

7.2 Doctoral Tutor vacancies

Please refer to section 5.2 for more information.

7.3 The Careers and Employability Centre (CEC)

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

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

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

For more information, please visit the CEC website: www.sussex.ac.uk/careers

7.4 Other sources of information

An overview of possible sources of funding appears on the fees and funding section of the current postgraduate prospectus:

http://www.sussex.ac.uk/study/money/scholarships

Remember that learned societies sometimes offer small scale support.

8. Need help or support?

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

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

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

8.1 Personal concerns

The Student Life Centre may be able to help with certain personal or financial concerns. The centre is located in Bramber House and open from Monday to Friday between 9.00am and 5.00pm. For more information, please see the Student Life Centre website:
www.sussex.ac.uk/studentlifecentre

8.2 Chaplaincy

There are also University chaplains, including Jewish, Quaker and a variety of Christian denominations on campus that can also offer general support and counselling and can be contacted via the Meeting House, as well as contacts with Islamic, Baha'i and Buddhist centres in Brighton. You do not have to be involved with organised religion to take part in what is on offer.

Further information can be found at www.sussex.ac.uk/chaplaincy

8.3 International Students

If you are an international student, remember that the International and Study Abroad Office (www.sussex.ac.uk/International) can give advice throughout your studies as well as during the induction and initial orientation period.

8.4 Language Learning

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

8.5 Doctoral School

The Doctoral School, working with all Schools of Study, is committed to supporting the mental health and wellbeing of doctoral researchers at Sussex. Further details of the support available at Sussex and a number of online resources are available at:
http://www.sussex.ac.uk/internal/doctoralschool/wellbeing

9. Communication

9.1 Email

The University will largely communicate with you via email, so please check your Sussex email account and the Sussex Direct pages frequently. Please note that we will only communicate using your Sussex email address, and it is this address that is added to the departmental mailing lists.

Each Department has its own mailing lists that are used to disseminate items of general and specific interest, research seminar times and alterations, conferences, etc. You can also send messages to your own departmental email group.

9.2 Post

Any internal or external post will be sent to the Business School “pigeon holes” (student mailboxes) located on the Second Floor in Room 245, Jubilee Building. There are a series of pigeonholes for research students by family name.

9.3 Web Profile

We may sometimes need to use your local home address or contact you when you are off campus. If you change address and/or phone number it is your responsibility to update your contact details in Sussex Direct.

You should also remember to keep your web profile up-to-date; see details in Appendix 9 on how to do this.

10. Representation

10.1 Business School – Student Representatives

Your representatives play an important role in the School, providing a link between students and staff and ensuring that your views are heard. As part of this process, representatives sit alongside convenors on the School’s Research Committees. Nominations for representatives are sought at the start of the academic session in the autumn.

10.2 Students' Union

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

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

10.3 Activities

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

Appendix 1

Extract from Handbook for Doctoral Researchers

Responsibilities of Doctoral Researchers and their Supervisors

- Doctoral Researchers and Supervisors are asked to reflect, clarify and agree on the roles, responsibilities and expectations of supervision at the start of every year and complete a questionnaire to help establish a common understanding of this (see section 4.3 and 23 of the Doctoral Researcher Handbook for more information)
- Doctoral Researchers and Supervisors are asked to engage in a discussion to reflect on how supervision is working at the mid-point of each year as a part of the standard cycle of supervision (see section 4.4 of the Doctoral Researcher Handbook)
- and importantly, to record this discussion/supervision in the usual way through Sussex Direct.

The responsibilities that must be observed by Doctoral Researchers are as follows:

- Maintaining regular contact with the main supervisor.
- Within 3 months of first registration, to organise a meeting with the supervisor to discuss the Researcher Development Framework.
- To prepare a research plan (or School equivalent) which must be approved by the supervisor and Director of Doctoral Studies; your School will inform you of specific requirements and timing but this must be completed by the end of the second term of study at the latest. The research plan must include your most recent Training Needs Analysis.
- Discussing with the supervisor/s the type of guidance and comment which will be most helpful, and agreeing upon a schedule of meetings.
- Keeping a record of supervisory meetings using the online system.
- Taking the initiative in raising problems or difficulties, however elementary they may seem.
- For the safety of themselves and others, students working in a potentially hazardous research environment must take the initiative to ensure that they are competent in any relevant research techniques to be used. Those travelling to potentially unsafe areas for fieldwork need to obtain insurance accordingly.
- Planning a research project which is achievable within a schedule consistent with the normal expectations of the University, and maintaining progress in line with that schedule.
- 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.
- Providing annually a brief formal report to the Director of Doctoral Studies as part of the progression review process.
- Deciding when to submit the thesis, taking due account of the supervisor/s advice, and of University requirements regarding the length, format and organisation of the thesis.
- Taking responsibility for their own personal and professional development.
- Agreeing their development needs via the Training Needs Analysis with the main supervisor at the outset of the programme, reviewing these on an annual basis, and attending any relevant development opportunities so identified.
- Being familiar with institutional regulations and policies that affect them, including the regulations for their qualification.
- Being familiar with funding arrangements, terms and conditions, including length of funding and funder requirements should any changes to study be made.
- Being aware of the University's Code of Practice for Research and adhering to the requirements and observing the principles contained therein.

- Being aware of the University's Open Access policies and the copyright implications of publishing their thesis in the institutional repository.

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 and/or Research Convenor 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.

A short guide has been developed, in response to the feedback that some Doctoral Researchers felt they cannot raise issues without compromising their supervisory relationship, progress or career prospects. The guide notes typical issues that might arise, how matters can be handled in confidence and suggests three ways in which a Doctoral Researcher could seek help. For more details, please refer to section 22 of the Doctoral Researcher handbook.

Responsibilities of research degree 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. The main supervisor (or co-supervisor in the case of joint supervisions) 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, through the Director of Doctoral Studies, 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:

- Maintaining regular contact with the student
- Within 3 months of first registration, to organise a meeting with the student to discuss the researcher development framework
- To complete an Expectations Questionnaire at the start of registration
- To reflect at the mid-point of each year on how supervision is working
- To keep a record of supervisory meetings using the online system
- To approve and pass on to director of doctoral studies a research plan (or school equivalent*) produced by the student, which must be approved by the supervisor and director of doctoral studies; schools will have specific requirements and timing but this must be completed by the end of the second term of study at the latest
- To complete an annual report on the student's progress for consideration within the framework of the school and/or department's progression review procedures, for later submission to the director of doctoral studies
- 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
- To request written work as appropriate, and return such work with constructive criticism and within reasonable time
- If working in a potentially hazardous research environment, ensuring and monitoring that the student possesses adequate technical competence in any relevant research techniques, so that he or she presents no undue risk to themselves, others, and/or university facilities
- To give detailed advice on the necessary completion of successive stages of work so that the whole may be submitted within the scheduled time
- To ensure that the student is made aware of inadequacy of progress or of standards of work below that generally expected
- To identify prospective examiners.

- Acting as Chair or panel member for PhD student annual reviews. (Department of Management)

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

- 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.
- To be accessible to the student at other appropriate times when he or she may need advice.
- To give 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.
- To be familiar with the standard expected of research degree examiners, consistent with the guidance laid down by relevant research councils.
- To arrange 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.
- To provide clarification on the guidance or comment that will be offered on the student's written submissions.
- To ensure that the student is aware of the university's code of practice for research and that he or she adhere to the requirements and observe the principles contained therein.
- To ensure that the student is aware of the university's open access policies and the copyright implications of publishing their thesis in the institutional repository.
- To advise on the need for 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.
- To ensure that the student is aware of institutional-level sources of advice, including careers guidance, health and safety legislation and equal opportunities policy.
- To maintain and develop the necessary skills and expertise in order to perform all facets of the role effectively (including taking up appropriate continuing professional development opportunities).

Appendix 2

Training

2.1 Training - PhD in Accounting (first-years only)

Continuation into the second year of the PhD programme is contingent on passing **60 credits** from the module list below and passing your **progression review**. Students must take at least one qualitative and one quantitative module. The modules should be chosen in consultation with your supervisors based on your TNA. This document address training needs only; your annual review is addressed elsewhere.

All modules have formal assessments and a pass is a final result of 50%+ in these modules. Students need to be aware of the term in which modules are taken and keep an eye on the examination timetable during University assessment periods for sits (and re-sits if necessary). All modules below are for *15 credits*.

List of Modules

- 513X8 Introduction to Qualitative Methods (Autumn)*

- 532X8 Introduction to Quantitative Methods (Autumn)
- 829N1 Introduction to Statistical Research Methods (Spring)
- 770N1 Research Methods (Finance, Accounting and Banking) (Spring)
- 502X8 Research Design and Ethics (Spring)
- 519X8 Discourse Analysis (Spring)

Notes:

Students and supervisors should liaise with module convenors to obtain permission, in advance, for students to attend MSc modules. Students are also advised not to choose modules with overlap in content. Students must ordinarily sit all formal assessments for the chosen module and pass them in order to progress to the second year.

Alternative to 513X8, students can take 934N1 Research Methods 1 (SPRU) (Autumn). However, there are no formal credits attached to 934N1. Therefore, students need to obtain permission from their departmental research convenor if they wish to take 934N1.

2.2 Training - PhD in Management (first-years only)

Continuation into the second year of the PhD programme is contingent on passing **60 credits** from the module list below and passing your **progression review**. Students must take at least one qualitative and one quantitative module. Other modules should be chosen in consultation with your supervisors based on your TNA. This document address training needs only; your annual review is addressed elsewhere.

All modules have formal assessments and a pass is a final result of 50%+ in these modules. Students need to be aware of the term in which modules are taken and keep an eye on the examination timetable during University assessment periods for sits (and re-sits if necessary). All modules below are for *15 credits*.

List of Modules

Compulsory -

- 513X8 Introduction to Qualitative Methods (Autumn)

Any *one* from the following options *(see the notes below for further info)* -

- 532X8 Introduction to Quantitative Methods (Autumn)
- 829N1 Introduction to Statistical Research Methods (Spring)
- 824L1 Econometric Methods 1 (Autumn)

Any *two* from the following options

- 307C8 Research Skills in Psychology (Autumn)
- 304C8 Psychological Methods for Marketing and Consumer Research (Spring)
- 825L1 Econometric Methods 2 (824L1is a pre-requisite) (Spring) *(see below for info)*
- 839N1 Quantitative Methods for Science, Technology and Innovation Studies (Spring)
- 510X8 Action Research (Spring)
- 519X8 Discourse Analysis (Spring)
- 507X8B Ethnographic Methods of Data Collection (Spring)
- 511X8 Policy and Programme Evaluation Research (Spring)

- 568X8 Research, Professions and Power (Spring)
- 585X8 Researching Childhood and Youth (Spring)
- 573X8 Socio-legal Research Methods (Spring)

Notes:

- The modules Econometric Methods 1 and 2 (824L1 & 825L1) are suggested for students who plan to have a primarily *quantitative* approach in their methodology in their PhD project. Students who plan to have a primarily *qualitative* approach in their PhD project, but wish to study quantitative methods are advised to take the module 532X8 Introduction to Quantitative Methods.
- Students and supervisors should liaise with module convenors to obtain permission, in advance, for students to attend MSc modules. Students are also advised not to choose modules with overlap in content. Students must ordinarily sit all formal assessments for the chosen module and pass them in order to progress to the second year.

All PhD students in Management will be required to take a series of Doctoral Training workshops run by Dr Dimitra Petrakaki. PhD students from other departments are also invited.

Overview

This is a series of workshops that will run throughout the academic year and are compulsory for all first year students registered in the PhD programme. Second and third year students are also invited to attend. There is no formative assessment for these seminars but students are expected to share and reflect on experiences and talk about their projects or papers. This PhD training is not intended to substitute existing workshops offered to all doctoral students in the University but to complement them by offering a disciplinary perspective to academic practice. This Doctoral training has two aims. First, to build a community of doctoral students in our department by offering a regular informal venue where matters related to academic practice will be discussed in a relaxed and friendly atmosphere. These workshops are not intended to interfere with the regular supervision all students get although it is expected that students will be discussing their research projects. Second, to increase students' exposure to academic practice that may or may not be sufficiently covered during regular supervision.

The Workshops

There will be six workshops throughout the academic year (two per term). Content of the workshop will be formed on the basis of students' needs and interests and will change annually. The workshops will also be informal venues where students present their work and get feedback. Faculty from the Departments of Management, Accounting & Finance, and Strategy & Marketing will also be invited to talk about some of these topics that will be covered during the year.

2.3 Training – PhD in Finance (first-years only)

Continuation into the second year of the PhD programme is contingent on passing **30 credits** from the module list below and passing your **progression review**. The modules should be chosen in consultation with your supervisors based on your TNA. This document address training needs only; your annual review is addressed elsewhere.

All modules have formal assessments and a pass is a final result of 50%+ in these modules. Students need to be aware of the term in which modules are taken and keep an eye on the examination timetable during University assessment periods for sits (and re-sits if necessary). All modules below are for *15 credits*.

Module List

- 824L1 Econometric Methods 1 (Autumn)
- 761N1 Essential Quantitative Finance (Autumn)
- 854G1 Financial computing with MATLAB (Autumn)
- 898F3 Programming in C++ (Autumn)
- 890F3 Data Analysis Techniques (Autumn)
- Literature review (Spring) (see below for further info)
- 934G5 Machine Learning (Spring) (see below for further info)
- 770N1 Research Methods (Finance, Accounting and Banking) (Spring)
- 839N1 Quantitative Methods for Science, Technology and Innovation Studies (Spring)
- 774N1 Advanced Financial Modelling (Spring)
- 825L1 Econometric Methods 2 (Spring) (824L1 is a pre-requisite)
- Classic Paper Seminars (Spring) (see below for further info)
- 765N1 Portfolio Management (Spring)
- 932N1 Financial Derivatives (Spring)
- 968G5 Advanced Natural Language Processing (Spring)

Notes

Students and supervisors should liaise with module convenors to obtain permission, in advance, for students to attend MSc modules. Students are also advised not to choose modules with overlap in content. Students must ordinarily sit all formal assessments for the chosen module and pass them in order to progress to the second year.

Exceptionally, students may audit a module (with the permission of supervisors and module convenor) and some of the lectures on **ARME (Advanced Research Methods for Economists)** may be relevant. ARME is a comprehensive series of seminars on a diverse range of research methods. The seminars run during both TB1 and TB2.

Classic Paper Seminars (15 credits)
This 15-credit module is run by Prof. Ranko Jelic. One student presents a 1-hour seminar (40 mins presentation, 20 mins comments and questions) every two weeks (or more regularly depending on the number of students taking this module for credit). The topic will be selected by the student, in consultation with supervisor, and approved by the module convenor. All finance PhD students must attend the seminars but only those taking the module for credit should present. The module convenor gives a mark for the presentation and some written feedback for the student. Students must make 2 presentations of different classic papers and the mark for each counts 50% towards the final grade.

Literature Review (15 credits)
The convenor of this module, Prof. Carol Alexander, provides basic instruction on how cover how to conduct a literature search (using, for example, Scopus and ISI Web of Knowledge) and how to write a literature review. Thereafter, the student works on the review with their supervisors in close collaboration, with weekly meetings to discuss progress and next steps. The literature review should be approximately 10,000 words and the final draft is submitted at least 2 weeks prior to the annual review. It must be marked independently by the module convenor and the PhD Finance convenor. Where the module convenor and/or the PhD convenor are supervisors of the student, another suitable independent assessor is selected by the HoD.

934G5 Machine Learning
There is a pre-requisite for this module: Mathematics & Computational Methods for Complex Systems (817G5) or equivalent mathematical module / prior experience.

2.4 Training – PhD in Economics (first-years only)

In the first year, PhD candidates should complete the **Advanced Research Methods in Economics** (ARME) module or equivalent. ARME is a module providing PhD candidates with a range of tools that will be useful during the course of their research.

Topics covered fall into three broad areas: (1) advanced microeconomics, (2) advanced econometrics, and (3) software and data handling. In addition, the generic research and career training provided by the Doctoral School may be supplemented by some additional sessions tailored more specifically to Economics.

The individual sessions offered vary from year to year. Topics could include:

Advanced microeconomics
- Revealed preference
- Social choice
- Risk

Advanced econometrics
- Discrete choice models
- Spatial econometrics
- Non-parametrics

Software and data handling
- Stata
- GIS
- LaTeX

Attendance is mandatory for first year students and will be monitored. Assessment is via either (1) a detailed critique of an appropriate paper or (2) a replication study, to be agreed in either case with the supervisor. The ARME lectures are also open to students further along in their studies.

Individual training needs will be discussed with students once they start and are reviewed annually. If first year students would benefit from acquiring skills taught on specific MSc Economics modules, they can be asked to take such modules, in consultation with the student and the supervisors. Some modules from other Departments, or Schools can also be available on an auditing basis, based on individual needs.

2.5 Training – SPRU (first-years only)

All first year PhD students in SPRU are required to take the SPRU Research Methods course in the first term. This will be run by Prof. Tim Foxon. They are also required to take the Introduction to Statistical Research Methods in the second term, covering techniques for quantitative analysis, unless they have already taken a similar module.

Overview of SPRU Research Methods course
The aim of this course is to provide a set of building blocks or basic elements for conducting research at the professional level in the field of science and technology policy studies. This course will systematically introduce some of the key issues in research methodology as well as the key skills that are needed to conduct a successful research effort and build your early career as a researcher. The course addresses three issues. First, theoretical insights into the area of research methodology – e.g. by comparing various research methodologies and by discussing research design. Second, methodologies for gathering data, observations and evidence and for

organising them in ways that can be used for quantitative analysis and for critical and qualitative analyses. Third, specific skills and tools that are part of the professional repertoire that every researcher should master will be introduced – e.g. seminar presentation, professional publication, public engagement, time management, and organisational skills for managing research projects (e.g. bibliographic management).

Course schedule

Session Date	Lecture	Seminar
Session 1 7 October	Introduction to the course and participants Comparative Research Methods: An Introduction	Discussion of SPRU-type research paper. [Starting the research questions exercise]
Session 2 14 October	Research Questions and Answers	Discussion of candidate research questions (1/2)
Session 3 21 October	Literature Review and Work Habits	Discussion of candidate research questions (2/2)
Session 4 28 October	Research Design and Case Studies	Discussion of issues in research design and the application of case study methods [Interview and questionnaire project specification for Session 8 presentation.]
Session 5 4 November	No lecture	
Session 6 11 November	Uncertainty and Ambiguity (Guest lecture by Andy Stirling)	
Session 7 18 November	Questionnaires and Interviews	Discussion of candidates survey questions and conduct of mock interviews (1/2)
Session 8 25 November	Qualitative Analysis Methods	Discussion of candidates survey questions and conduct of mock interviews (1/2)
Session 9 2 December	Summary and next steps	Discussion of preparing research proposal
Session 10 9 December	No lecture	

A further session will be held in January 2020 to provide feedback on students' draft research proposals.

Appendix 3

Teaching Duties

Teaching Duties for PhD students in Management, Accounting, and Finance

All second, third and final year PhD students in Management, Accounting, and Finance may engage in the teaching duties described in section 5.2.

Normally, first year PhD students will be involved in a number of teaching related activities. These activities are designed to support PhD students in learning to become an effective university teacher as well as control the amount of teaching work during the important period when doctoral students are starting their doctoral studies and learning research methods. The first three activities are normally compulsory for anyone wanting to teach in the department; the fourth activity is optional but allows students to supplement their income from teaching in this first year:

i) Take the 'Starting to Teach' 15-credit module offered by the Academic Development and Quality Enhancement Unit in TB1 (http://www.sussex.ac.uk/adqe/enhancement/devawardsrecognition/stt). The Department will pay the fees to take the 'Starting to Teach' module, so it is expected that PhD students who take this module commit to some form of teaching activity in the subsequent years of their PhD. This module is the first part of the PGCertHE and doctoral students who want to continue with this programme will be supported to do this in subsequent years, provided there are spaces available on the programme.

ii) Shadow teaching. This involves attending weekly lectures (if any) and one class (seminar, workshop) a week for one module, usually a first-year undergraduate module in TB2; amounting to 3 hours per week of direct classroom time. You are meant to observe rather than teach or lead a specific activity, although the module convenor may ask you to help him/her run an activity. First year Doctoral Tutors that do this shadow teaching are paid a maximum of 99 hours (3 face-to-face contact hours a week for 11 weeks, plus a multiplier of 3 to cover discussions with the module convenor before and after the sessions and some marking). This option is intended for Doctoral students with limited teaching experience.

iii) Supervised marking of assessments on the module that is shadowed: as discussed in 7C above.

iv) Supervising MSc dissertation students in term 3 (over the summer term). Normally, this will involve supervising around 10 structured dissertations.

Appendix 4

Progress Monitoring – PhD in Management, Accounting and Finance

4.1 Informal Arrangements

Primary responsibility for the progress of research students lies with students themselves and their supervisors. During the induction process, the importance of the students' own project planning and progress monitoring is stressed by the Director of Doctoral Studies. Frameworks to help deal with this aspect of project management are outlined.

4.2 Formal Arrangements: Annual Progress Review

It is a requirement of the University of Sussex that all students' progress is reviewed annually. In the departments of SPRU, and Departments of Management, Accounting, Finance, and Strategy & Marketing, this involves a meeting with a minimum of two members of departmental faculty. The meeting is normally chaired by the Research Convenor or appointed nominee (who report to the Director of Doctoral Studies); each research student and at least one of their supervisors is required to attend. It is mandatory in the Department of Management that at least one supervisor attends his/her first year student's annual review. The annual review draws on the following reports:

- A 15-20 page research proposal (submitted by first year students, studying full-time) or 3-5 page progress report plus a copy of the research proposal that was submitted for the first year progression review (submitted in subsequent years). This progress report should outline how the student has addressed issues raised in their previous annual review (in the style of a revise and submit letter to an editor of a journal) and discuss what progress has been made since the previous annual review. It should also include a timeline with the remaining task for completion. Please do not submit full dissertation chapters.

- A review report of supervision and programme report submitted by all students

- A corresponding review report submitted by the supervisors.

The role of the Progression Review Committee is not simply to monitor the adequacy of progress being made, but also to give students constructive comments about the development of their work. This is then summarised in writing for students.

Students are informed about the timetable for progression review meetings in February/March of each year. At that point the REA will send out emails informing students of the timing for the committees, distributing the forms for completion and giving return dates for all the necessary paperwork.

In outline, the procedure for progression reviews is as follows:

i) First Year

The research proposal is usually reviewed at the end of the summer term in May/June. In *exceptional* circumstances the review may be deferred to September. Part-time students are recommended to try and meet the same deadline, but may defer submission of their proposals until September.

The Progression Review Committee may reach any of the following conclusions:

- the proposal is approved;

- the proposal is approved, but minor clarification is required;

- the proposal is not approved, and the student is requested to submit a major clarification or a totally revised proposal by a specified date. (The time allowed for such clarification and revision varies, depending on the circumstances. For students reviewed in May/June, major revisions will usually have to be submitted on a date before the start of the next academic year in September);

- the proposal is not approved, the student is asked to withdraw from the University, or should not be permitted to re-register with the University. The Progression Review

Committee will very rarely proceed to this conclusion before first providing a student with the opportunity to submit a revised proposal as outlined above.

In addition, the committee may recommend that students currently registered for an MPhil degree be permitted to register for the PhD, or vice versa.

Appeal against a decision of the committee is possible only with respect to recommendations about (1) transfer between MPhil and PhD registration, and (2) discontinuing registration with the University.

Students are informed about the procedure and the conclusions that may be reached by the Progression Review Committee when they first arrive. They are reminded about these issues again in January when guidelines about the proposal format are circulated. Examples of approved proposals from previous years are made available in the SPRU library.

ii) Second and Subsequent Year(s)

The 3-5 page report on the progress of students' research is normally required by May/June in each year. This report should not only review the progress of work over the past year, but also outline the planned activities and their timing over the remaining period until the submission of the thesis. It should also address the issues that were raised in the previous annual review. Students will again be interviewed by a Progression Review Committee, with their supervisor(s) present. The student should also submit a copy of their proposal that they submitted in their first year. This is to help the reviewers gauge how the student progressed over the year and is especially useful to your reviewers who haven't had a chance to review your work in the previous year.

It is a requirement of the University that **all** students have a Progression review, both full and part-time. In the case of part-time students, their progress report would reflect the fact that they are studying part-time and therefore their progress would not be as far advanced as a full-time student.

The timing of this progression review in the second and third years may vary to take account of the *exceptional* circumstances of individual students, for example their fieldwork arrangements or periods of intermission. In such cases, the review may be brought forward or deferred from the normal May/June timing.

The Progression Review Committee may make the same set of recommendations as in the first year. It may also recommend that a student should complete specified pieces of written work within a particular period. Major revisions or large pieces of written work will normally have to be submitted before the start of a particular term, with registration for that term being permitted only if the Committee considers the work to have been completed satisfactorily.

Appeal against a decision of the Committee is possible only with respect to recommendations about (1) transfer between MPhil and PhD registration, and (2) discontinuing registration with the University.

iii) Final Year

Students in their final year may be required to follow the standard procedure for Year 2 and subsequent year(s). However, students who are close to submitting their theses *may* be required only to submit the written reports. On the other hand, the Research Convenor may ask students to provide a report on their progress at other points during the year, particularly in connection with requests for transfer to Continuation status.

Please note that MPhil and PhD students in Management will have their annual reviews the week commencing 1 June 2020. Students should try to avoid making any travel plans for this week until the date of their annual review has been confirmed. Also, it is expected that those who supervise an MPhil or PhD student will be required to sit on the annual review panels either as a chair (senior lecturer level and above) or panel member (any staff with a PhD). However, supervisors must not be part of the review panels for their own students.

Appendix 5

Progress Monitoring (Economics)

5.1 Informal Arrangements

Primary responsibility for the progress of research students lies with students themselves and their supervisors. During the induction process, the importance of the students' own project planning and progress monitoring is stressed by the Director of Doctoral Studies. Frameworks to help deal with this aspect of project management are outlined.

5.2 Formal Arrangements: Progression Review

It is a requirement of the University of Sussex that all students' progress is reviewed annually. All students and supervisors will be required to fill in Progression Review forms annually. First year students are expected to produce a draft of their first paper and present it to faculty at the beginning of their second year. Students in subsequent years are required to produce a progress report of their research by May/June of the academic year and to attend a progress review meeting with at least one member of faculty who is not your main supervisor. Second and third year students are also expected to present research in progress at a PhD conference event/seminar session in May.

Progression Review – First-years

First year students are required to present the initial results of their research at a seminar as part of their progression review. This will be arranged by the Research Convenor. The presentations will take place in October of the second year, or in March of the second year for students who started in February. Students will also be expected to pass coursework in ARME for progression.

Part-time students are strongly encouraged to meet these same deadlines, but under *exceptional* circumstances may delay their presentations by one term. These dates are important as you will not be permitted to register for the following academic year until your research proposal has been presented and approved. Until then, registration will be on provisional status.

Once the Thesis Outline has been approved, the REA will notify the Student Progress and Assessment office; you will then be able to register fully for the next academic year.

Thesis Outline - notes for guidance

The thesis outline process consists of three elements. First, the candidate should produce a draft paper. More details about how such draft paper is expected to be are provided below. Second, the candidate should do a presentation to the members of the Department. The presentation should highlight the research question(s) analysed in the draft paper along with a discussion of the relevant literature, data, methodology and preliminary findings. Third, the draft paper should be sent shortly after the presentation to the outline thesis committee that will decide whether candidates may be progressed to the subsequent part of the PhD programme/trajectory. The committee comprises the Department's PhD Convenor (chair), the candidate's supervisors, and at least one other member of permanent faculty. The latter is typically chosen right after the outline presentation among those present on the basis of affinity and knowledge of the research question(s) analysed by the candidate.

The outline process should establish, and so the outline thesis committee should deliberate upon, two things:

1. Evidence of a viable draft that can be developed into a potentially publishable paper.
2. A demonstration of the ability to conduct independent high-quality research.

Note that given some candidates co-author papers with faculty, which is by no means discouraged, the presentation is helpful in establishing the degree of intellectual contribution and understanding of the research question(s) analysed which is required under 2.

The draft paper should consist of an introduction stating the key research question(s), why the question(s) is interesting as well as how and why the answer(s) provided in the paper are innovative and valuable. The draft paper should also include a relevant literature survey, a discussion of the methodology used and preliminary results. In the case of empirical papers, it should include a description of the data set used and how it was prepared and cleaned and descriptive statistics.

The outline thesis committee should meet shortly after the outline presentation and deliberate on the progression of the candidate. The outcome of the process should be officially communicated to the candidate by the Department's PhD Convenor along with a report containing the key issues and suggestions the committee has about the draft paper as well as other minor elements. The outcome of the process and a written report that is agreed by all members of the committee should be communicated to the candidate at most 4 weeks after the presentation.

In case of failing to demonstrate criteria 1 and 2 at the first attempt a candidate will be offered to re-sit the full outline process in the subsequent semester. In such a case the candidate should demonstrate again to meet criteria 1 and 2. In case of submission of a revised version of the original draft paper, the candidate should demonstrate to have tackled all of the key issues and suggestions the committee had about the draft paper and contained in the report passed to the candidate.

In case the candidate fails also the second attempt he/she will be out of the PhD trajectory and the outline thesis committee will provide recommendations about whether to award the MPhil.

In case of any doubts or questions about the outline procedures or outcome the candidate should contact the Department's PhD Convenor. It is the Department's PhD Convenor's responsibility to best direct/advice the candidate concerning outline procedures and practices in view of the best possible outcome for the candidate.

Progression Review: subsequent years

Students in subsequent years will be required to complete a Progression Review Report Form and a 3-5 page progress report on their research. The report should provide a summary of research produced so far and of future research plans. Supervisors will also be asked to complete a Review Form. As part of the review process, second and third year students will be expected to present research in progress to faculty at a PhD conference/seminar session in May. The content should be agreed with the supervisor(s).

A review meeting will be conducted after the presentations in May/June and notes from the meeting will be forwarded to the Research Convenor. REA will contact all students and supervisors asking them to complete a Progression Review Report Form around April. All paperwork should be returned to the REA as requested.

The process forms the basis for decisions made about the following year, for example whether students will be permitted to re-register or to change registration status from full-time to continuation, etc. A decision regarding satisfactory progress, and therefore approved registration for the following academic year, will be made following the progress review meetings.

The review process provides students with the opportunity to reflect on their PhD experience, but also to identify any obstacles that may have prevented them from progressing, if necessary. It also allows us to monitor whether we are providing a good service to research students, and whether there are any areas where we could do things differently. The presentations provide an opportunity for students to receive feedback from a range of faculty members as well as to gain experience in presenting.

Appendix 6

Progress Monitoring – SPRU

6.2 Informal Arrangements

Primary responsibility for the progress of research students lies with students themselves and their supervisors. During the induction process, the importance of the students' own project planning and progress monitoring is stressed by the Director of Doctoral Studies. Frameworks to help deal with this aspect of project management are outlined.

6.3 Formal Arrangements: Annual Progress Review

It is a requirement of the University of Sussex that all students' progress is reviewed annually. In the Departments of Management, Accounting & Finance, Strategy & Marketing, and SPRU, this involves a meeting with a minimum of two members of departmental faculty. The meeting is normally chaired by the Research Convenor or appointed nominee (who report to the Director of Doctoral Studies); each research student and at least one of their supervisors is required to attend. It draws on the following reports:

- A 15-20 page research proposal (submitted by first year students) or 2-3 page progress report, together with a literature review or draft paper (submitted in subsequent years)
- A review report of supervision and programme report submitted by all students
- A corresponding review report submitted by the supervisors.

The role of the Progression Review Committee is not simply to monitor the adequacy of progress being made, but also to give students constructive comments about the development of their work. This is then summarised in writing for students.

Students are informed about the timetable for progression review meetings in February/March of each year. At that point the REA will send out emails informing students of the timing for the committees, distributing the forms for completion and giving return dates for all the necessary paperwork.

In outline, the procedure for progression reviews is as follows:

i) First Year

The research proposal is usually reviewed at the end of the summer term in May/June. In *exceptional* circumstances the review may be deferred to September. Part-time students are recommended to try and meet the same deadline, but may defer submission of their proposals until September.

The Progression Review Committee may reach any of the following conclusions:

- the proposal is approved;

- the proposal is approved, but minor clarification is required;

- the proposal is not approved, and the student is requested to submit a major clarification or a totally revised proposal by a specified date. (The time allowed for such clarification and revision varies, depending on the circumstances. For students reviewed in May/June, major revisions will usually have to be submitted on a date before the start of the next academic year in September);

- the proposal is not approved, the student is asked to withdraw from the University, or should not be permitted to re-register with the University. The Progression Review Committee will very rarely proceed to this conclusion before first providing a student with the opportunity to submit a revised proposal as outlined above.

In addition, the committee may recommend that students currently registered for an MPhil degree be permitted to register for the PhD, or vice versa.

Appeal against a decision of the committee is possible only with respect to recommendations about (1) transfer between MPhil and PhD registration, and (2) discontinuing registration with the University.

Students are informed about the procedure and the conclusions that may be reached by the Progression Review Committee when they first arrive. They are reminded about these issues again in January when guidelines about the proposal format are circulated. Examples of approved proposals from previous years are made available in the SPRU library.

ii) Second and Subsequent Year(s)

The 2-3 page report on the progress of students' research, together with a literature review or draft paper, is normally required by May/June in each year. This report should not only review the progress of work over the past year, but also outline the planned activities and their timing over the remaining period until the submission of the thesis. Students will again be interviewed by a Progression Review Committee, with their Supervisor(s) present.

It is a requirement of the University that **all** students have a Progression review, both full and part-time. In the case of part-time students, their progress report would reflect the fact that they are studying part-time and therefore their progress would not be as far advanced as a full-time student.

The timing of this progression review in the second and third years may vary to take account of the *exceptional* circumstances of individual students, for example their fieldwork arrangements or periods of intermission. In such cases, the review may be brought forward or deferred from the normal May/June timing.

The Progression Review Committee may make the same set of recommendations as in the first year. It may also recommend that a student should complete specified pieces of written work within a particular period. Major revisions or large pieces of written work will normally have to be submitted before the start of a particular term, with registration for that term being permitted only if the Committee considers the work to have been completed satisfactorily.

Appeal against a decision of the Committee is possible only with respect to recommendations about (1) transfer between MPhil and PhD registration, and (2) discontinuing registration with the University.

iii) Final Year

Students in their final year may be required to follow the standard procedure for Year 2 and subsequent year(s). However, students who are close to submitting their theses *may* be required only to submit the written reports. On the other hand, the Research Convenor may ask students to provide a report on their progress at other points during the year, particularly in connection with requests for transfer to Continuation status.

Appendix 7

Papers Style Thesis

From the Handbook for Doctoral Researchers:

You may incorporate, as an integral part of the thesis, any of your work published before the submission of the thesis, provided that the greater proportion of the work for the thesis has been carried out after registration for the degree and under supervision. Candidates submitting a ‘papers style’ thesis are required to include a declaration confirming their contribution to each paper, especially in cases where the co-author is a supervisor. Examiners will be asked to pay particular attention to consistency or otherwise in the quality of those parts of the thesis which have not been submitted for publication (linking chapters).

Please note that in preparing a ‘papers style’ thesis you should bear in mind that the examiners will be judging the overall contribution of the research project in addition to the quality or impact of the individual papers. You should therefore include a section in the introduction to your thesis which explains how your project represents a significant contribution to knowledge. The introduction should also be expanded to include a short description of each chapter or paper and their contribution to the overall project. You should also prepare a final chapter bringing the papers and chapters together into a conclusion.

Please note that you may amend the original papers for inclusion in your thesis, even if they have already been published elsewhere. For example, a single set of appendices containing your data, and a single bibliography, will aid the examiners in reading and evaluating the overall thesis.

Appendix 8

Shared Working Space and Hot Desking Guidance

Due to space limitations it has not been possible to allocate each research student or Associate Tutor their own dedicated working area, however, there are shared working areas in the Jubilee Building to be used on the basis of hot desking.

The shared working areas for PhD students are rooms 223, 230, 243 and 258a in the Jubilee building.

PhD students are not allocated a specific desk. Due to space constraints it has been agreed that all PhD students should have access to all work areas.

Associate Tutors have a shared working space in 201. Lockers have been provided to store personal effects. Filing cabinets have been provided for the secure storage of teaching materials and exam scripts. Bookcases have also been provided as additional storage.

When working in a shared office area, please give consideration to other users and when discussions are required, please move to an appropriate area.

This means that if you are away from your desk for a short period of time, e.g. to make a drink or collect your post, you are not expected to vacate the desk.

However it is not acceptable to leave desks and PCs in a state that means they cannot be used by others for any significant period of time. Lockers have been provided in order for users of the shared work areas to store their personal effects and to avoid desks becoming reserved or personalised.

Therefore, if you are going to be away from a work area for a period of time, please:-

- Log out of the PC
- Take coats, bags, papers, etc., with you

Please avoid being logged into more than one PC at a time.

Many thanks for your cooperation.

This situation will be monitored and reported at the relevant meetings.

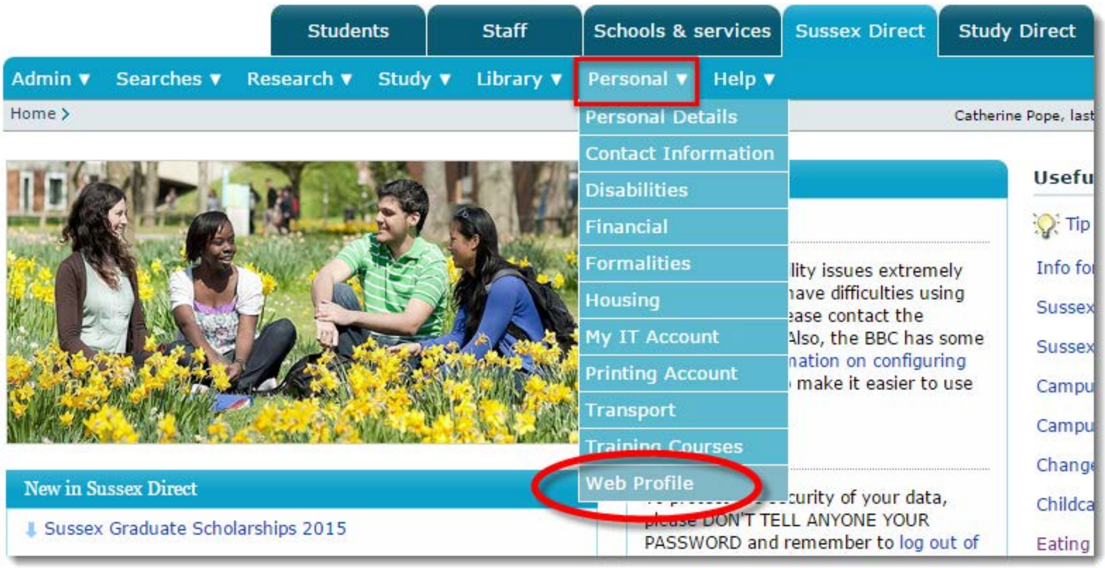
Appendix 9

Creating a Sussex Online Researcher Profile

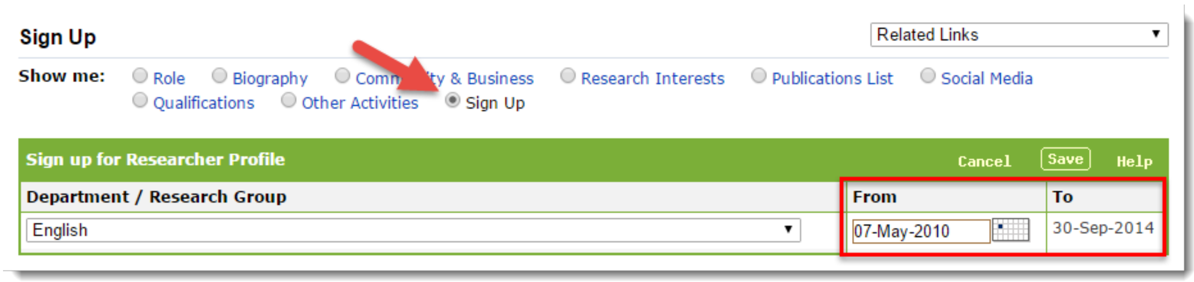
Your researcher profile appears alongside other doctoral researchers in your departmental webpages. It is also automatically included in the [Directory of Doctoral Researchers](). Once you've signed up for a profile, your role (Research Student/Associate Tutor) and email address are displayed, along with your student ID photo (see below for how to change or remove it).

9.1 Signing up for a Researcher Profile

If you don't already have a profile, you'll need to sign up for one. Log in to **Sussex Direct** from the University homepage. Now go to the **Personal** tab and select **Web Profile** from the drop-down list.



Click the **Sign Up** button at the top of the screen. The Department/Research Group field defaults to the department in which you are registered as a research student.

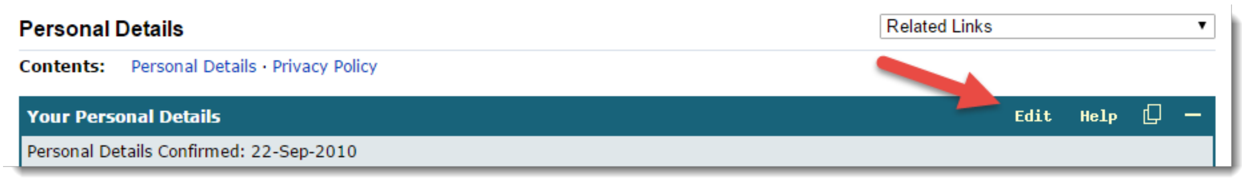


Use the **From** field to specify the date on which your profile will appear online. The default is set to one week from the day on which you sign up for your profile. This allows you time to develop the content. You can change it to today's date if you'd prefer your profile to be immediately visible. The **To** field is the date after which your profile is deactivated and no longer available online. The default is set to 3 months after your programme ends.

Click **Save** in the green bar to proceed to the next step.

9.2 Managing your photo

If you don't want to display a photo in your profile, go to the **Personal** tab under **Sussex Direct**, then click **Personal Details**. Now scroll down to the **Privacy Policy** section and click **Edit**. You can now choose to 1) never show your photo 2) show your photo 3) or show it only to internal users. Make your selection and click **Save**.



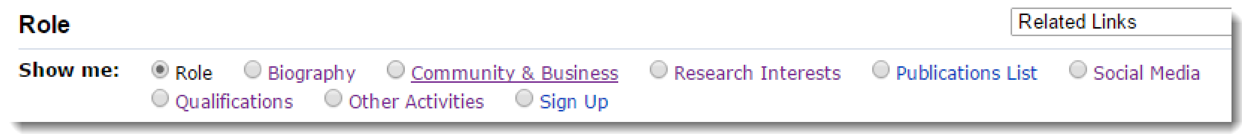
To change your photo, click **Edit** on the **Your Personal Details** bar. Underneath your existing image, click **Choose file** and locate the image on your computer. It needs to be in jpeg format. As the message explains, the University reserves the right to delete any images it deems inappropriate. In fact, there is a 24-hour delay (sometimes longer during peak times) before your new photo is displayed to allow time for it to be checked.

9.3 Editing your profile

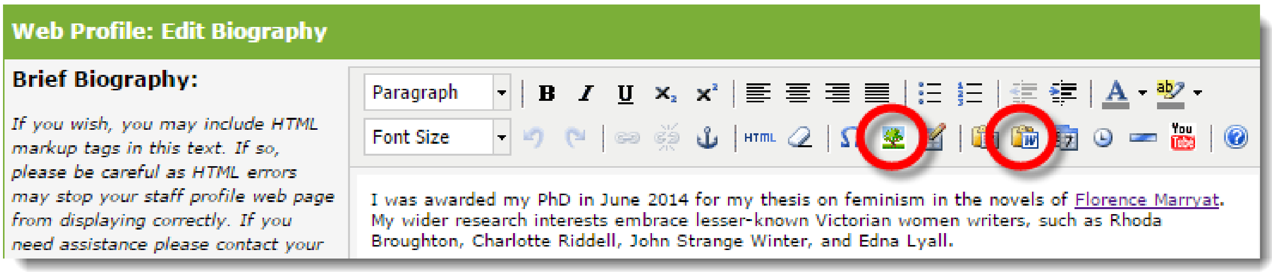
OK, now you're ready to start building your profile. In **Sussex Direct**, go back to **Web Profile** from the drop-down menu as before. There are 8 sections available for you to complete, although you can leave any of them blank. Blank sections aren't displayed. Here's what they cover:

- **Role** – if you have another role at Sussex in addition to being a doctoral researcher, give details here. Otherwise, leave it blank.
- **Biography** – this is a brief introduction to you and your research. 2-3 paragraphs are enough.
- **Community & Business** – here you can describe any business or community activities related to your research.
- **Research Interests** – you might want to include a short paragraph outlining your research interests, or simply provide a bullet list.
- **Publications List** – this list is automatically generated from Sussex Research Online, the University's digital repository.
- **Social Media** – under this section you can provide a link to your blog, if you have one, and also display your latest tweets.
- **Qualifications** – this should comprise a simple list of your HE and professional qualifications.
- **Other Activities** – here you can add anything that doesn't fit into the other sections.

To edit any of these sections, select it from the **Show Me** area, then click **Edit** on the dark blue bar.



You'll now see an editing screen. The toolbar should be familiar to anyone who has used MS Word. To find out what each button does, simply hover over it with your mouse. There are a few features that are particularly useful.



If you're pasting content from Word, click the **Paste from Word** button (a clipboard with the Word symbol) and paste it into the window. This function strips out Word formatting that can yield unexpected results. To insert an image, click the button that resembles a tiny tree.

It's important to use hyperlinks to point your visitors to your web presence elsewhere. Select the text you want to link, then click the link button (it looks like a chain). Now simply type your URL into the box.

For users familiar with HTML, you can actually edit the code directly. Just click the HTML button on the toolbar. Only use this feature if you know what you're doing, else your profile might not work.

Please remember to click **Save** on the green bar before moving to another section, or you'll lose your work. You can preview your profile at any time using the link below the editing screen. Any changes to your profile are only visible to others 24 hours after saving.

Tips

- **Keep it brief** – write in short sentences, make the information relevant, and be succinct.
- **Avoid jargon** – it won't be just other experts who read your profile
- **Keep it up to date** – make sure you include all your achievements
- **Check for typos** – this page is visible to everyone, so make a good impression

If you have any queries, please email researcher-development@sussex.ac.uk