Research Student Handbook
Welcome!

Welcome to the School of Business, Management and Economics.

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 on both fronts.

You arrive at the School at a very exciting moment. The School began in 2009 and we moved into the Jubilee Building in September 2012. There are excellent modern dedicated spaces for research students close to faculty offices. We are now well settled into the building and a strong research atmosphere has developed, with our PhD students being an integral part of this. We look forward to your contribution.

Each of the School's Departments: Business and Management, Economics, and SPRU, have doctoral programme convenors, and these are the people who you will deal with for the most part, while my role is to field queries and address any issues that remain after you have consulted with your departmental doctoral programme convenor (identified below). 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 Shqiponja Telhaj
Director of Doctoral Studies

From the Head of School

Welcome to the School of Business, Management and Economics (BMEc). The School is among the largest schools of study at Sussex, with some 3,700 students and over 170 academic staff across the departments (Business and Management, Economics and SPRU, the Science Policy Research Unit). 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
Head of School

Research webpages for BMEc departments

- **Business and Management**
  [http://www.sussex.ac.uk/bam/research](http://www.sussex.ac.uk/bam/research)

- **Economics**
  [www.sussex.ac.uk/economics/research](www.sussex.ac.uk/economics/research)

- **SPRU – Science Policy Research Unit**
  [www.sussex.ac.uk/spru/research](www.sussex.ac.uk/spru/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/
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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 School of Business, Management and Economics 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 Iqbal Khadaroo  
  E i.khadaroo@sussex.ac.uk  
  T (01273) 872605

- **Economics:**
  Professor Gio Mion  
  E g.mion@sussex.ac.uk  
  T (01273) 877598

- **Finance:**
  Dr Mike Osborne  
  E m.j.osborne@sussex.ac.uk  
  T (01273) 872694

- **Management:**
  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 annual 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 Shqiponja Telhaj  
  E s.telhaj@sussex.ac.uk  
  T (01273) 673359

- **Research and Enterprise Co-ordinator (REC)**
  Ana Pereira  
  E bmec-pgr@sussex.ac.uk  
  T (01273) 678169

1.2 Central administration

In the first instance you need to make contact with your School, ie, your REC. 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 (eg, 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 main supervisor and an additional supervisor.

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

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

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

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

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

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

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

Further information is set out in the Handbook for Doctoral Researchers.

2.2 Contact with supervisors

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

Alternatively, your supervisors’ contact details will be visible on your own SussexDirect 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.
2.3 SussexDirect

The University now requires supervisory sessions to be arranged and logged using Sussex Direct:

- From the main university website, go to “student internal” in the top left hand corner and follow the SussexDirect 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.

Preferably this should be done with your supervisors during your supervisory meetings.

If you are taking any taught courses you will also find details on your SussexDirect pages.

Please contact the BMEC 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 8 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](http://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**

- **Twitter feed**
  [twitter.com/SussexDocSchool](https://twitter.com/SussexDocSchool)

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

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. Please contact the ESRC 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 a PhD or an MPhil. An MPhil is also a research degree, but involves a shorter period of registration and thesis. You can apply to switch from PhD to MPhil and vice versa subject to University regulations.

4.2 Registration period

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:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Minimum period</th>
<th>Maximum period</th>
<th>Typical completion</th>
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<td>PhD – full-time</td>
<td>Six terms (two years)</td>
<td>Twelve terms (four years)</td>
<td>Three years</td>
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<tr>
<td>PhD – part-time</td>
<td>Nine terms (three years)</td>
<td>Eighteen terms (six years)</td>
<td>Four years</td>
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<td>Three terms (one year)</td>
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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 Co-ordinator in Jubilee 149A. There is usually a form to be completed and these can be obtained by emailing bmec-pgr@sussex.ac.uk.

4.4 Paperwork

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

4.5 Terminology

| Fieldwork | • You can only apply to go on fieldwork after the completion and approval of your research proposal at your first year annual 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 REC for processing. Please see the following links for further information:  
|           |   Insurance  
|           | www.sussex.ac.uk/finance/services/corporateaccounting/insurance  
|           | Risk assessments  
|           | www.sussex.ac.uk/hs0/1-2-16.html  
| 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, ie, 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), ie, 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 Co-ordinator.  
|           | • Students who have entered the UK on a Tier 4 Student Visa and apply for intermission must contact the University’s Immigration  

| MPhil – part-time | Six terms (two years) | Twelve terms (four years) | Three years |
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.) |

| 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, ie, 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, ie, 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 Annual Review

5.1 Training

All PhD students in School of Business, Management and Economics 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 three 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 Department of Business and Management, first year students typical 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 Accounting, Finance and Management 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; £13.16 per hour) or Grade 6 (normally, second and subsequent years PhD students; £15.25 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 a Doctoral Tutor form (available from Ana Pereira / Tahir Beydola; email: bmec-pgr@sussex.ac.uk) 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. Continuing doctoral students registered already as Doctoral Tutors at the University of Sussex need not complete a new application each academic year.

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 Annual 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 annual 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.

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 by the following means:

- 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.

The table below indicates research workspace in the Jubilee Building.

<table>
<thead>
<tr>
<th>Room</th>
<th>Department</th>
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</thead>
<tbody>
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<td>Business and Management</td>
</tr>
<tr>
<td>230</td>
<td>Business and Management</td>
</tr>
<tr>
<td>223</td>
<td>SPRU</td>
</tr>
<tr>
<td>301</td>
<td>SPRU</td>
</tr>
<tr>
<td>243</td>
<td>Economics</td>
</tr>
<tr>
<td>258A</td>
<td>Economics</td>
</tr>
</tbody>
</table>

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 REC 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 REC for processing. Once a decision has been made, the REC 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 REC 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 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 failure 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 Chichester 1 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.

9. Communication

9.1 Email

The University will largely communicate with you via email, so please check your Sussex email account and the SussexDirect 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 BMEC “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 SussexDirect.

You should also remember to keep your web profile up-to-date; see details in Appendix 8 on page 32 on how to do this.
10. Representation

10.1 School of Business Management and Economics – 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 research degree students and their supervisors

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

- maintaining regular contact with the main supervisor;

- within three months of first registration, to organise a meeting with the supervisor to discuss the Researcher Development Framework, and to complete a Training Needs Analysis;

- 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;

- 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;

- preparation of a research outline to be approved during the student’s first year of study;

- planning a research project which is achievable within a schedule consistent with the normal expectations of the relevant Research Council, 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 annual 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 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 aware of the University’s Codes of Practice for Research and Intellectual Property and adhering to the requirements and observing the principles contained therein.

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.
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:

within 3 months of first registration, to organise a meeting with the student to discuss the Researcher Development Framework;

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 annual 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 external examiners.

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 Codes of Practice for Research and Intellectual Property and that he or she adhere to the requirements and observe the principles contained therein;

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

1. Training – Department of Business and Management

1.1 Training for first-years

All first-year PhD students in the Department of Business and Management are required to take research methods training modules, two modules per term, unless you have a MSc or MRes in research methods. Please note that there will be no other exemptions from taking these research methods modules.

First year Management PhD students will be registered with the University’s Doctoral School to take the following compulsory modules from the University’s MSc in Social Research Methods:

Autumn term:
- Introduction to Quantitative Methods 532X8 (15 credits)
- Introduction to Qualitative Methods 513X8 (15 credits)

Spring term:
- Research Design and Ethics 502X8 (15 credits)
- Plus one other 15 credits research methods module of your choosing

Continuation into the second year of the PhD programme is contingent on achieving at least a ‘pass’ in all four modules. Each module comprises a series of taught sessions as well as self-directed learning, and the assignments for each module are oriented around your own research topics.

Further information about the modules offered in the Social Research Methods MSc can be found at the following link:

http://www.sussex.ac.uk/study/masters/courses/education-and-social-work/social-research-methods-msc/2017

There are also modules available on the Psychology Research Methods MRes that might better suit your requirements. Details of the modules offered in the Psychology Research Methods MRes can be found here:

http://www.sussex.ac.uk/study/masters/courses/psychology/psychological-methods-mres/2017

Other modules are available within BMEc. Please discuss with your supervisor before you request a place on any of these modules.

1.2. Training for all PhD students

All PhD students in the Department of Business and Management will be required to take a series of Doctoral Training workshops. These will be run by Dr Dimitra Petrakaki.

Overview
This is a series of workshops that will run throughout the academic year and are compulsory for all first students registered in the PhD in Management 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. The PhD
training for Management students 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. Doctoral training for Management 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 which 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 Business and Management department will also be invited to talk about some of these topics that will be covered during the year.

Workshop 1:
Introductions. Purposes of the workshop. Discussion on research projects. Nature of PhD thesis and of academic work. Support offered within and outside the Department. Familiarization with B&M research (groups, seminars etc.) and with School research. Significance of interdisciplinary and multidisciplinary research. Being a part of academic communities (associations, memberships, mailing lists etc.). Academic careers.

Workshop 2:
Familiarisation with PhD Handbook, expectations for PhD students, expected outcomes. Discussion on research proposals and theses. Strategies and tactics for reading and writing academic papers (including research proposals, reviews of the literature etc.).

Workshop 3:
Writing-up papers for good quality conferences and journals. Discussion of journal rankings for each discipline. Overview of relevant conferences for each management discipline.

Workshop 4:
Handling feedback (from different sources) and responding to it. Providing feedback to peers. Reviewing process - becoming a referee for conferences and journals in specific academic disciplines. Process, expectations, examples.

Workshop 5:
Presenting to academic audiences (conferences, annual reviews etc.). Short presentations of research proposal and feedback (preparation for annual reviews).

Workshop 6:
Contributions to theory and making impact. Putting together a job application package for academic positions.

2. Training – Economics (only for 1st-years)

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 number of maths, stats, editing, etc tools that will be useful during the course of their studies. ARME is very much application-oriented and lecturing is typically based on a number of concrete example from which more general principles are discussed and elaborated.
Topics covered include:

1. Stata
2. Advanced Stata
3. Being an Effective Researcher
4. PhD Job Market Strategy
5. Reading technical papers
6. Field Experiments
7. Matlab
8. Questionnaire Design & Survey Methods
9. Journal Strategy and Refereeing Skills
10. Computer On-line Surveys
11. Lab Experiments
12. Web Scraping & Text Handling
13. Experimetrics
14. Identification & Causality
15. Evaluation methods
16. Discontinuity regression
17. TFP Models
18. Non-parametrics
19. Applications of GIS
20. Maximizing Research Impact, Twitter etc.
21. Creating your own Research Websites
22. Latex Problem Solving

3. Training – SPRU (only for 1st-years)

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

<table>
<thead>
<tr>
<th>Session Date</th>
<th>Lecture</th>
<th>Seminar</th>
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<tbody>
<tr>
<td>Session 1 2 October</td>
<td>Introduction to the course and participants</td>
<td>Discussion of SPRU-type research paper.</td>
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<tr>
<td>Session</td>
<td>Date</td>
<td>Topic</td>
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<tr>
<td>Session 2</td>
<td>9 October</td>
<td>Epistemology, Ontology and Knowledge Claims</td>
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<tr>
<td>Session 3</td>
<td>16 October</td>
<td>Uncertainty and Ambiguity (Guest lecture by Andy Stirling)</td>
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<tr>
<td>Session 4</td>
<td>23 October</td>
<td>Research Questions and Answers</td>
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<tr>
<td>Session 5</td>
<td>30 October</td>
<td>Literature Review and Work Habits</td>
</tr>
<tr>
<td>Session 6</td>
<td>6 November</td>
<td>Research Design and Case Studies</td>
</tr>
<tr>
<td>Session 7</td>
<td>13 November</td>
<td>Questionnaires and Interviews</td>
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<tr>
<td>Session 8</td>
<td>20 November</td>
<td>Qualitative Analysis Methods</td>
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<tr>
<td>Session 9</td>
<td>27 November</td>
<td>Consultancy, Public Engagement and Impact (Guest Lecture by Professor Joanna Chataway)</td>
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<tr>
<td>Session 10</td>
<td>4 December</td>
<td>Quantitative Analysis Methods</td>
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<tr>
<td>Session 11</td>
<td>11 December</td>
<td>Conclusion</td>
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Appendix 3

Teaching Duties Available to Accounting, Finance and Management Doctoral Tutors

All second, third and final year PhD students in the Department of Business and Management may engage in the teaching duties described in 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:

1. 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.

2. 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 132 hours (3 face-to-face contact hours a week for 11 weeks, plus a multiplier of 4 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.

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

4. Supervising MSc dissertation students in term 3 (over the summer term). Normally, this will involve supervising around 10 structured dissertations.
Appendix 4

Progress Monitoring – Business and Management

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.

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 Business and Management, 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 plus a copy of the research proposal that was submitted for the first year annual review (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 Annual 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 Annual Review meetings in February/March of each year. At that point the REC 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 Annual 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 Annual 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 Annual 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 Annual 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 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 an Annual 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 an Annual 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 annual 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 Annual 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 Degree 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 5

Progress Monitoring (Economics)

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.

2. Formal Arrangements: Annual Progress Review

It is a requirement of the University of Sussex that all students’ progress is reviewed annually. In the Department of Economics, all students will be required to attend a progress review meeting with at least one member of faculty who will be nominated by the Director of Doctoral Studies and who is not your main supervisor. Students are informed about the timetable for the progress review meetings in March/April of each year. At that point the REC 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. The meeting usually takes place at the end of the summer term in May/June.

Annual Review – First-years

First year students are also required to present their proposal at a seminar as part of their annual review. This will be arranged by the Research Degree Convenor. The timing of this seminar is the middle of the autumn term of their second year.

Part-time students are strongly encouraged to meet these same deadlines, but under exceptional circumstances may delay their presentations by one term only. 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.

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

Research proposal - notes for guidance

These notes are intended to help and guide you in the preparation of your research proposal. They are relevant to all research students in Economics irrespective of their research topic. Clearly these will be interpreted in accordance with the specific demands of your own project and thesis.

The research proposal has two functions and two audiences. For you, the research student, it is a clear statement of intent. In it you define your research topic in such a way as to give you confidence that you do indeed have a topic worth pursuing. You also create an intellectual framework and define a practical course of action. For others (your supervisors, the Director of Doctoral Studies) it is evidence of your capacity both to undertake academic research at the appropriate level and to complete a thesis on time.

Your research proposal therefore must be a clear statement of what you intend to do, why you intend to do it, how you will locate the research, how you intend to do it, the shape of the thesis, and when you intend to complete it. In short, it should be a clear and authoritative plan of action, incorporating your topic, its rationale, your theoretical framework, your methodology, the structure of the thesis, and your timetable.

The research proposal should normally be approximately 20-30 pages in length, and should contain the following sections:
• the title of the thesis-project (this can be changed subsequently if necessary, but any changes need to be formally notified, on a form and with supervisors’ approval, through the BMEc REC to RSA, so that records can be updated);

• a brief discussion of the rationale for pursuing such a topic, its aims and scope. This involves locating your proposed research within a given field, discourse or set of theoretical debates; it will demonstrate that what you propose is both original and relevant in the context you have defined. (This may well be a more detailed and more fully considered version of the original outline submitted with your application, but it needs to be sufficiently specific to indicate the distinctiveness of what you hope to do, bearing in mind that the criteria for the award of research degrees specify an ‘original’ (MPhil) or ‘substantial original contribution to knowledge or understanding’ (PhD).);

• an exposition of the theoretical framework within which your research is located;

• a brief discussion of how you propose to pursue your topic: this is a discussion about methodology; you will have to show that the material that will support the main elements of the argument has been properly selected and that the procedures you are adopting to advance your argument are appropriate to your enquiry;

• an outline of the structure or main elements of the argument of the thesis. (This can take the form of a table of contents or chapter headings.);

• a timetable for completion. This must attempt to be realistic, showing, term by term, how you expect to complete all the phases of the work within the period of registration (maximum four years full-time, maximum six years part-time). Your timetable should allow for the final stage before submission, which entails submitting a complete draft, allowing sufficient time for your supervisors to read and give comments, as well as revising, checking and if necessary pruning the final version;

• a specimen bibliography formally arranged and presented according to the required format. Care should be taken here, as in the text of the thesis proper when it is finally submitted, to guard against even minor inconsistencies or inaccuracies (including spelling mistakes).

The above formalises what research students will be doing in the early stages of their work by way of reading around and defining and refining their subject. It should highlight any particular difficulties in the proposed project at an early stage, allowing plenty of time for discussion, reconsideration and refocusing if necessary. Revised portions of the research proposal may eventually feed into the introduction and bibliography of the thesis proper.

Two copies of your research proposal, together with the accompanying registration form, and the research ethics statement and risk assessment duly completed, must be submitted to your supervisor in advance of the above-stated deadline in order for your supervisor to submit a copy to your Research Convenor or Head of Department by the due date. (You should discuss with your supervisor an agreed date of submission that allows your supervisor sufficient time for reading and commenting and for possible revisions.)

If your research is to involve fieldwork, either in this country or abroad, you must obtain formal approval for the period of fieldwork in advance. A form for this purpose can be obtained from the website. You are not permitted to go on fieldwork until your research proposal has been approved.

Approval of the research proposal both by your supervisor and the Research Convenor or Chair of the Research Proposal Approval Panel, and by the Director of Doctoral Studies, is a precondition for your continued registration.
**Annual Review: subsequent years**

Students in subsequent years will be required to complete an Annual Report Form plus a 4-5 page report on their progress in the year. Supervisors will also be asked to complete an Annual Report Form. All paperwork will then be forwarded to the Research Convenor and a decision regarding satisfactory progress, and therefore approved registration for the following academic year, will be made following the Progress Review meeting.

In the spring term, the REC will contact all students and supervisors asking them to complete an Annual Review report form, outlining the progress you have made throughout the academic year. You will also be required to produce an annual report on your research progress. This will give you the opportunity to identify any obstacles that may have prevented you from progressing in your work. All paperwork should be returned to the REC as requested.

These reports form the basis on which decisions are made about the following year, for example about whether you will be permitted to re-register or to change registration status from full-time to continuation, etc. They also allow us to monitor whether we are providing a good service to research students, and whether there are any areas – either specific to you or general for all students – where we could do things differently.
Appendix 6

Progress Monitoring – SPRU

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.

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 Business and Management, 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 (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 Annual 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 Annual Review meetings in February/March of each year. At that point the REC 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 Annual 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 Annual 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 Annual 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 Annual 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 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 an Annual Review committee, with their Supervisor(s) present.

It is a requirement of the University that all students have an Annual 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 annual 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 Annual 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 Degree 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

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 as follows:

- 137 Accounting, Finance and Management
- 230 Accounting, Finance and Management
- 223 SPRU
- 301 SPRU
- 243 Economics
- 258A Economics

PhD students are allocated to a work area but 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 and if there is not space available in the allocated area then students can find alternative space in another work area.

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, eg 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 mean 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 8

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).

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.

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.

### 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