

# Handbook for Visiting Doctoral Researchers 2019-20

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## 1 INTRODUCTION

### 1.1

The University of Sussex has long benefitted from a collaborative research environment in which doctoral mobility is key, and we welcome visits from Doctoral Researchers registered for an award elsewhere.

### 1.2

The purpose of a visit to the University of Sussex, whether for a week or a year, is to enrich the Doctoral Researcher experience, to help Doctoral Researchers build a network of professional contacts in their field, and to provide temporary access to the world class facilities and supervision provided by the University.

### 1.3

The purpose of this handbook is to provide guidance and relevant information to help you through the University's requirements for your research visit. It is intended to complement handbooks and other sources of advice that may be available to you at a more local level via your School and department.

### 1.4

Your main point of contact will be your supervisor or sponsor in one of our eleven academic Schools. Another useful source of information is the Research Student Administration Office (RSAO) in Sussex House. The reception desk is open from 9am-5pm Monday to Friday and contact can be in person, via email on [researchstudentoffice@sussex.ac.uk](mailto:researchstudentoffice@sussex.ac.uk) or by telephone on 01273 876550.

## 2 KEY SOURCES OF SUPPORT FOR VISITING DOCTORAL RESEARCHERS

### 2.1

Postgraduate education in the University of Sussex is largely organised within Schools and departments, the Doctoral School and the Research Student Administration Office. Responsibility for Doctoral Researchers within each School rests in the hands of a Director of Doctoral Studies (listed below).

### 2.2

Most day-to-day contact will be at the local level and provided via your department or School. Your primary source of academic support will be your main research degree supervisor or academic sponsor. In addition, each School will have an administrator with overall responsibility for research degree students within that unit, the Research and Enterprise Co-ordinator (REC).

### 2.3

The Research Student Administration Office publishes annually the Handbook and Regulations for Doctoral Researchers and the Handbook for Research Supervisors and Directors of Doctoral Studies. While these are primarily intended for Doctoral Researchers who are registered for their degree at Sussex, a visiting Doctoral Researcher may find that they contain useful information in addition to that contained here. The handbooks are available for download from the Research Student Administration Office website: [www.sussex.ac.uk/rsao](http://www.sussex.ac.uk/rsao)

### 2.4

The arrangements for general student welfare are set out in the Student Handbook which is available at: [www.sussex.ac.uk/studenthandbook](http://www.sussex.ac.uk/studenthandbook)

### 2.5

The Doctoral School supports all Doctoral Researchers across the University. Information about the Doctoral School and its services is available at: [www.sussex.ac.uk/internal/doctoralschool/index](http://www.sussex.ac.uk/internal/doctoralschool/index)

### 2.6

Visiting Doctoral Researchers who require a visa for their visit will find useful information on the International Student Support website: [www.sussex.ac.uk/internationalsupport/](http://www.sussex.ac.uk/internationalsupport/)





3 USEFUL SCHOOL CONTACTS

DIRECTORS OF DOCTORAL STUDIES

SCHOOL	DIRECTOR	LOCATION	EMAIL	TELEPHONE
BMEC & SPRU	Dr Vikrant Shirodkar	Jubilee 209	<a href="mailto:V.Shirodkar@sussex.ac.uk">V.Shirodkar@sussex.ac.uk</a>	01273 872798
EDUCATION & SOCIAL WORK	Prof Charles Watters	Essex House 231	<a href="mailto:C.Watters@sussex.ac.uk">C.Watters@sussex.ac.uk</a>	01273 873364
ENGINEERING & INFORMATICS	Dr Martin White	Chichester 1 CI126	<a href="mailto:m.white@sussex.ac.uk">m.white@sussex.ac.uk</a>	01273 678958
ENGLISH	Dr Richard Adelman	Arts B B222	<a href="mailto:R.Adelman@sussex.ac.uk">R.Adelman@sussex.ac.uk</a>	01273 678721
GLOBAL STUDIES	Dr Katie Walsh	Arts C 239	<a href="mailto:K.Walsh@sussex.ac.uk">K.Walsh@sussex.ac.uk</a>	01273 877667
HISTORY, ART HISTORY & PHILOSOPHY	Dr Paul Davies	Arts A A021	<a href="mailto:P.Davies@sussex.ac.uk">P.Davies@sussex.ac.uk</a>	01273 606755
LAW, POLITICS & SOCIOLOGY	Prof Aleks Szczerbiak	Freeman Centre F56	<a href="mailto:A.A.Szczerbiak@sussex.ac.uk">A.A.Szczerbiak@sussex.ac.uk</a>	01273 678443/ 01273 678578
LIFE SCIENCES	Dr Frances Pearl	JMS 4D8	<a href="mailto:F.Pearl@sussex.ac.uk">F.Pearl@sussex.ac.uk</a>	01273 876631
MATHEMATICAL & PHYSICAL SCIENCES	Dr Sebastian Jaeger	Pevensey 2 4A12	<a href="mailto:S.Jaeger@sussex.ac.uk">S.Jaeger@sussex.ac.uk</a>	01273 678115
MEDIA, FILM & MUSIC	Dr Malcolm James	Silverstone SB 320	<a href="mailto:Malcolm.James@sussex.ac.uk">Malcolm.James@sussex.ac.uk</a>	01273 872968
PSYCHOLOGY	Dr Sarah King	CRPC 5.20	<a href="mailto:S.L.King@sussex.ac.uk">S.L.King@sussex.ac.uk</a>	01273 873190

DEPARTMENT HEADS

DEPARTMENT	DEPARTMENT HEAD	EMAIL	TEL
RESEARCH STUDENT ADMINISTRATION OFFICE	Miles Willey	<a href="mailto:M.Willey@sussex.ac.uk">M.Willey@sussex.ac.uk</a>	01273 678427
INTERNATIONAL STUDENT SUPPORT	Sara Dyer	<a href="mailto:S.E.Dyer@sussex.ac.uk">S.E.Dyer@sussex.ac.uk</a>	01273 877489
STUDENT LIFE CENTRE	Rachel Gould	<a href="mailto:R.Gould@sussex.ac.uk">R.Gould@sussex.ac.uk</a>	01273 678423
DOCTORAL SCHOOL	Prof George Kemenes	<a href="mailto:G.Kemenes@sussex.ac.uk">G.Kemenes@sussex.ac.uk</a>	01273 872762

RESEARCH & ENTERPRISE CO-ORDINATORS

SCHOOL	CO-ORDINATORS	LOCATION	EMAIL	TELEPHONE
BMEC & SPRU	Gemma Farrell	Jubilee 149C	<a href="mailto:business-researchstudents@sussex.ac.uk">business-researchstudents@sussex.ac.uk</a>	01273 678169
EDUCATION & SOCIAL WORK	Deeptima Massey	Arundel 305	<a href="mailto:eswpgradmin@sussex.ac.uk">eswpgradmin@sussex.ac.uk</a>	01273 672774
ENGINEERING & INFORMATICS	Luke Scott	Chichester 1 007	<a href="mailto:L.Scott@sussex.ac.uk">L.Scott@sussex.ac.uk</a>	01273 678367
ENGLISH	Laura Vellacott	Arts B B133	<a href="mailto:L.Vellacott@sussex.ac.uk">L.Vellacott@sussex.ac.uk</a>	01273 673429
GLOBAL STUDIES	Clare Brown	Arts C 119	<a href="mailto:Clare.Brown@sussex.ac.uk">Clare.Brown@sussex.ac.uk</a>	01273 877107
HISTORY, ART HISTORY & PHILOSOPHY	Paige Thompson	Arts A 010	<a href="mailto:P.Thompson@sussex.ac.uk">P.Thompson@sussex.ac.uk</a>	01273 876612
LAW, POLITICS & SOCIOLOGY	Lindsay Allen-Cavell	Freeman CTR G41	<a href="mailto:Lindsey.Cavell@sussex.ac.uk">Lindsey.Cavell@sussex.ac.uk</a>	01273 873256
LIFE SCIENCES	Emma Chorley	JMS 3B12	<a href="mailto:elc38@sussex.ac.uk">elc38@sussex.ac.uk</a>	01273 873670
MATHEMATICAL & PHYSICAL SCIENCES	Thomas Rowe	Pevensey 2 3A20	<a href="mailto:mpsresearchsupport@sussex.ac.uk">mpsresearchsupport@sussex.ac.uk</a>	01273 877773
MEDIA, FILM & MUSIC	Jaime Huxtable	Silverstone SB 228	<a href="mailto:J.C.Huxtable@sussex.ac.uk">J.C.Huxtable@sussex.ac.uk</a>	01273 877215
PSYCHOLOGY	Anna Hobbs	Pevensey 2 385	<a href="mailto:psychologyphdadmin@sussex.ac.uk">psychologyphdadmin@sussex.ac.uk</a>	01273 678940

DEPARTMENT MAIN RECEPTIONS

DEPARTMENT	MAIN RECEPTION EMAIL	TEL
RESEARCH STUDENT ADMINISTRATION OFFICE	<a href="mailto:researchstudentoffice@sussex.ac.uk">researchstudentoffice@sussex.ac.uk</a>	01273 876550
INTERNATIONAL STUDENT SUPPORT	<a href="mailto:International.support@sussex.ac.uk">International.support@sussex.ac.uk</a>	01273 678422
STUDENT LIFE CENTRE	<a href="mailto:studentlifecentre@sussex.ac.uk">studentlifecentre@sussex.ac.uk</a>	01273 876767
DOCTORAL SCHOOL	<a href="mailto:doctoralschool@sussex.ac.uk">doctoralschool@sussex.ac.uk</a>	01273 877767

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#### 4 TYPES OF RESEARCH STUDENT VISIT (SEE ALSO APPENDIX 1)

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##### 4.1 DOCTORAL RESEARCHER INFORMAL VISIT

Doctoral Researchers who wish to visit Sussex in order to attend a conference or seminar, to meet students and faculty, to observe specific methodological practice, and/or to plan a future collaboration or supervised visit, may visit for a maximum of two weeks. Such visits are to be arranged locally within the School and the Head of School is expected to maintain details of any such visits. The visitor would be insured to be in laboratories, but not to work independently. No formal application is required and no fee will be charged. Students who require a visa should apply for a Standard Visitor visa.

##### 4.2 DOCTORAL RESEARCHER PLACEMENT

Doctoral Researchers who do not require any academic supervision but who wish to visit the University in order to independently use laboratory equipment or consult archives or other holdings, may visit for a maximum of three months. The fee for a Doctoral Researcher placement is £550 and visits may not be extended or repeated. The visitor would be insured to work independently under standard safety guidelines and practices. The application must be made via the online application system PG Apply. Where appropriate the Postgraduate Admissions Office will provide documentation to support your visa application.

##### 4.3 DOCTORAL RESEARCHER SUPERVISED VISIT

Doctoral Researchers requiring academic supervision by a member of Sussex faculty may visit for a maximum of 12 months. Visits may not be extended or repeated. Doctoral Researchers will be charged the full tuition fee for the course based on the length of their visit. The level of supervision provided will be the same as a graduating Doctoral Researcher. The application must be made via the online application system PG Apply. Where appropriate the Postgraduate Admissions Office will provide the appropriate documentation to support your visa application.

##### 4.4 DOCTORAL RESEARCHER SUPERVISED VISIT (UNDER PARTNERSHIP MOU)

Doctoral Researchers studying at a partner institution who require academic supervision by a member of Sussex faculty may visit for a maximum of 12 months. Visits may not be extended or repeated. Such visitors will not be charged a fee for their visit, and will receive the same level of academic supervision where a fee arrangement is explicitly agreed in the terms of the partnership, as a graduating Doctoral Researcher. The application must be made via the online application system PG Apply. The application must be made via the online application system PG Apply. Where appropriate the Postgraduate Admissions Office will provide the appropriate documentation to support your visa application. Please contact the Postgraduate Admissions Office if you are unsure whether a partnership MoU exists with your home University.

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#### 5 APPLICATION

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##### 5.1

An application for a Doctoral Researcher visit should be made via the online PG Apply system:  
[www.sussex.ac.uk/study/apply](http://www.sussex.ac.uk/study/apply)

##### 5.2

You should first contact a potential supervisor in the relevant School or department to make sure that they can accommodate your visit.

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#### 6. REGISTRATION

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##### 6.1

Registration is the formal process of recording the fact that you have become a member of the University. You will normally be sent information on how to register one month before the course start date. Once you have registered you will be able to use the Library, Computing and other facilities of the University.

##### 6.2

Your local address should be confirmed when you register, and any changes of address must be made by amending via Sussex Direct. This is important to ensure that we are able to keep in contact with you.



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**7 FEES**

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**7.1**

As part of online registration you will be required to pay your tuition or administration fee. (see appendix 1 for the 2019-20 fees).

**7.2**

Failure to pay the fees will result in termination of your student registration and of the visit.

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**8 SUPERVISION**

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**8.1**

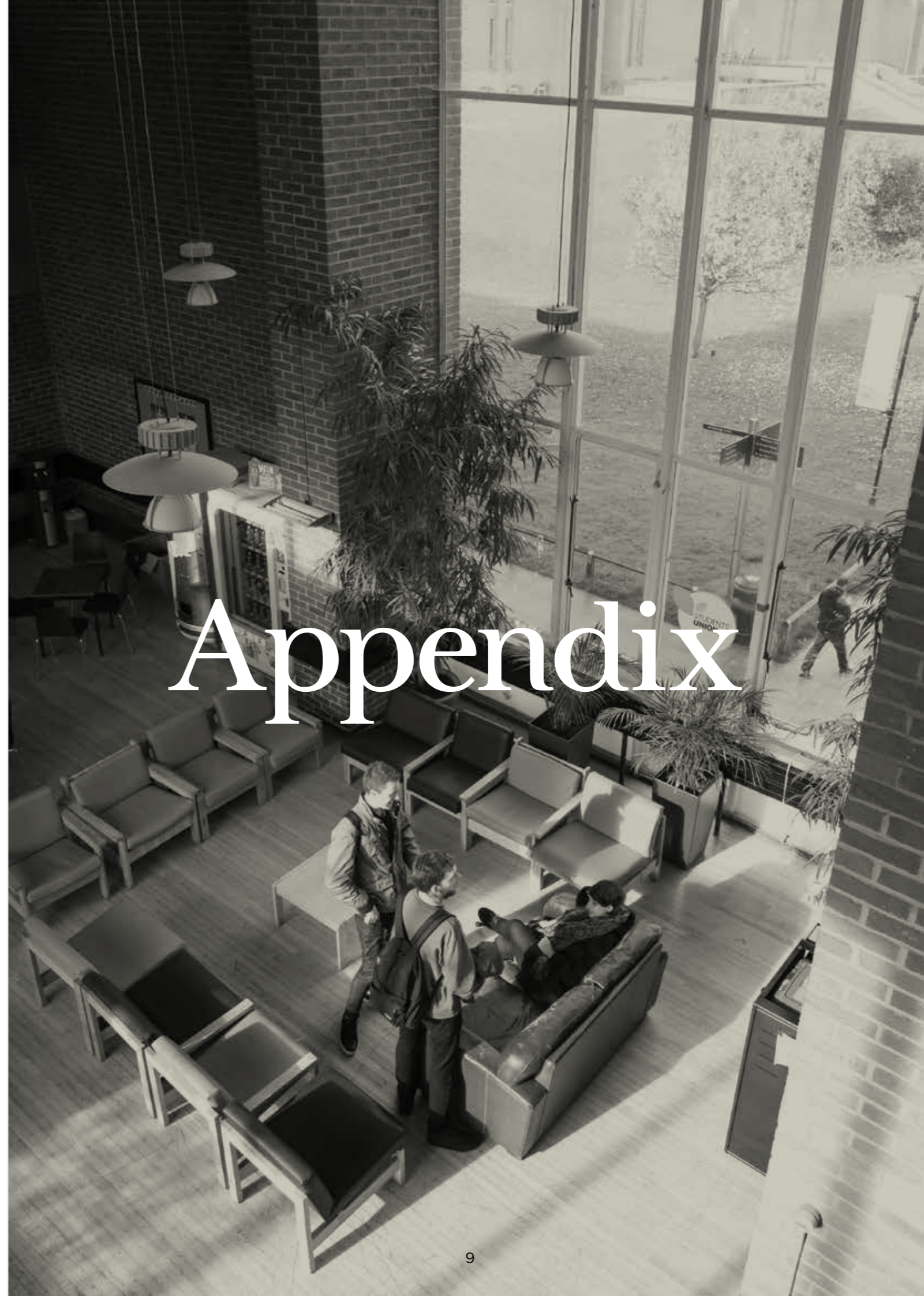
Throughout the period of any visit, the Doctoral Researcher's main supervisor at their home institution will remain responsible for the student's supervision and the overall direction of the research project.

**8.2**

Visiting Doctoral Researchers undertaking a Doctoral Researcher placement will be assigned an academic sponsor who will act as a local point of contact and will facilitate induction and training but will not provide formal supervision.

**8.3**

For those visiting Doctoral Researchers undertaking a supervised visit, an academic supervisor will be appointed who will take responsibility for a significant portion of the scholarship and research direction of the thesis during the visit. At the end of the visit the Sussex supervisor will no longer be expected to provide input to the project.



VISIT TYPE	DOCTORAL RESEARCHER INFORMAL VISIT	DOCTORAL RESEARCHER PLACEMENT (where no academic supervision is provided)	DOCTORAL RESEARCHER SUPERVISED VISIT (where full academic supervision is provided)	DOCTORAL RESEARCHER SUPERVISED VISIT UNDER PARTNERSHIP MOU (where full academic supervision is provided)
<b>DURATION</b>	Up to two weeks	Up to 3 months	Up to 12 months	Up to 12 months
<b>VISA TYPE (if required)</b>	Standard Visitor visa	Short-term study visa	Short-term study visa (under 6 months) or Tier 4 Visa (over 6 months)	Short-term study visa (under 6 months) or Tier 4 Visa (over 6 months)
<b>APPLICATION ROUTE</b>	Head of School invitation	Postgraduate Admissions Office	Postgraduate Admissions Office	Postgraduate Admissions Office
<b>INDUCTION, SPONSORSHIP AND SUPERVISION</b>	No supervision is provided, work in laboratories is not permitted	Sussex sponsor acts as a local point of contact and facilitates induction and training but Home supervisor remains responsible for intellectual content and research direction	Sussex supervisor takes on responsibility for a significant portion of the scholarship and research direction of the thesis during the visit (i.e. equivalent supervision to a non-visiting student)	Sussex supervisor takes on responsibility for a significant portion of the scholarship and research direction of the thesis during the visit (i.e. equivalent supervision to a non-visiting student)
<b>BENEFITS</b>	The purpose of this visit is for a Doctoral Researcher to attend a conference or seminar, to meet students and faculty, to observe specific methodological practice, and/or to plan a future collaboration or supervised visit	<ul style="list-style-type: none"> <li>• A University of Sussex email address</li> <li>• Access to all campus facilities</li> <li>• Electronic access to the Library and its holdings</li> <li>• University insurance to cover working in laboratories and all campus buildings</li> <li>• Access to University events</li> <li>• Protection by the University's regulations and policies while visiting</li> <li>• Sponsorship of Short Term Study Visa if required</li> </ul>	<ul style="list-style-type: none"> <li>• A University of Sussex email address</li> <li>• Access to all campus facilities</li> <li>• Electronic access to the Library and its holdings</li> <li>• University insurance to cover working in laboratories and all campus buildings</li> <li>• Access to University events</li> <li>• Protection by the University's regulations and policies while visiting</li> <li>• Sponsorship of Short Term Study Visa or Tier 4 visa if required</li> <li>• Access to on-campus accommodation if visit is for a whole academic year</li> </ul>	<ul style="list-style-type: none"> <li>• A University of Sussex email address</li> <li>• Access to all campus facilities</li> <li>• Electronic access to the Library and its holdings</li> <li>• University insurance to cover working in laboratories and all campus buildings</li> <li>• Access to University events</li> <li>• Protection by the University's regulations and policies while visiting</li> <li>• Sponsorship of Short Term Study Visa or Tier 4 visa if required</li> <li>• Access to on-campus accommodation if visit is for a whole academic year</li> </ul>
<b>FEE</b>	No fee is charged	Administration fee of £550 per visit (for any length of visit up to a maximum of 3 months)	Tuition fee for the course calculated pro-rata (e.g. a 6 month visit = 50% of the annual tuition fee)	Fee is waived, where agreed as part of exchange agreement / partnership MoU



UNIVERSITY OF SUSSEX  
SUSSEX HOUSE  
FALMER, BRIGHTON  
BN1 9RH, UK

**+44 (0)1273 606755**  
**[info@sussex.ac.uk](mailto:info@sussex.ac.uk)**  
**[www.sussex.ac.uk](http://www.sussex.ac.uk)**