

Faculty of Arts,
Professional and
Social Studies



Postgraduate Research Student & Supervisor Handbook





Professor Joe Yates, Executive Dean of Faculty of Arts, Professional and Social Studies

Welcome to Liverpool John Moores University

A modern civic and pioneering university situated in an extraordinary city.

Ask any of our postgraduates what they like about studying at LJMU and the same answers come up time and time again. They talk about the amazing support they get from the University, the academic expertise of the staff here, the first class learning environment, fabulous libraries, excellent career guidance and their ongoing love affair with the city of Liverpool. Liverpool has a passion for life and it is infectious. No matter where you come from in the world, the city and its people will welcome you with open arms. Our students tell us they feel very much at home here.

According to our students, LJMU stands out from the crowd because of the first-class support we offer to postgraduates. As a student at LJMU you'll benefit from our £160 million investment in new facilities right across our campuses. So many of our postgraduate students choose LJMU because of our staff. World-leading experts in their field, they are at the cutting edge of research and current thinking.

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Upper Garden
Lecture Theatre

John F...

Key Information

About the Faculty

The Faculty of Arts, Professional and Social Studies is an academically ambitious, research-driven faculty. While you embark on your postgraduate research (PGR) degree, we welcome you to our vibrant research community, and look forward to working with you to develop your ideas, undertake research and drive change.

The Faculty is home to many eminent academics who are leaders in their fields, demonstrated through our research institutes, centres and groups. The Faculty is an inspiring place to work, study and make lasting connections with researchers and practitioners all over the world. Our research ethos underpins a stimulating and dynamic environment, with dedicated postgraduate research facilities and extensive training opportunities. As a community, our PhD students are an integral part of the Faculty, and all students are fully supported by their peers, supervisors and the administrative team.

Our Faculty consists of five Schools:

- ✓ School of Humanities and Social Science
- ✓ Liverpool School of Art and Design
- ✓ Liverpool Screen School
- ✓ School of Justice Studies
- ✓ School of Education

Across these schools, our research spans a multitude of fields. In REF 2014, we submitted six units of assessment, which is the highest number of any Faculty within the university. Research within the Faculty benefits from our collaborations with influential organisations, such as FACT, and much of our research feeds into our teaching at undergraduate and postgraduate levels.

The Handbook's guidance is for both research students and their supervisors on the processes involved in undertaking a research degree at LJMU, with signposts to the University's Academic Framework for Research Degrees, including its policies. Whilst most of your day-to-day activity and support will come locally in your School, this handbook seeks to lay out general information related to your time as a PGR student at LJMU and how the Faculty and University can support your development and growth as a PGR. This handbook is an important resource throughout your time as a PGR student at LJMU, explaining lines of communication, support options, milestones of progress and organisational structures.



Dr Gerwyn Jones
Chair, Faculty Research
Degrees Committee

Contact Details

Executive Dean of Faculty
Professor Joe Yates
e: J.Yates1@ljmu.ac.uk
t: 0151 231 4872

Associate Dean for Research
Professor Catherine Cole
Liverpool Screen School
e: C.Cole@ljmu.ac.uk
t: 0151 231 4722

School Directors

School of Humanities and Social Science
Dr Alex Miles
e: A.Miles@ljmu.ac.uk
t: 0151 231 5940

Liverpool School of Art and Design
Professor Caroline Wilkinson
e: C.M.Wilkinson@ljmu.ac.uk
t: 0151 904 1188

Liverpool Screen School
Professor Rachel McLean
e: R.McLean@ljmu.ac.uk
t: 0151 231 4760

School of Justice Studies
Dr Daniel Silverstone
e: D.M.Silverstone@ljmu.ac.uk
t: 0151 231 3078

School of Education
Dr Cheryl Bolton
e: C.L.Bolton@ljmu.ac.uk
t: 0151 231 5391

School Office

School of Humanities and Social Sciences
t: 0151 231 5147/5007
e: HSS-Admin@ljmu.ac.uk
w: <https://www.ljmu.ac.uk/about-us/faculties/faculty-of-arts-professional-and-social-studies/school-of-humanities-and-social-science>

Liverpool School of Art and Design
t: 0151 904 1280
e: LSAoffice@ljmu.ac.uk
w: <https://www.ljmu.ac.uk/about-us/faculties/faculty-of-arts-professional-and-social-studies/liverpool-school-of-art-and-design>

Liverpool Screen School
t: 0151 231 4853/4834
el: LSS-Admin@ljmu.ac.uk
w: <https://www.ljmu.ac.uk/about-us/faculties/faculty-of-arts-professional-and-social-studies/liverpool-screen-school>

School of Justice Studies
t: 0151 231 3044
e: LCP-Admin@ljmu.ac.uk
w: <https://www.ljmu.ac.uk/about-us/faculties/faculty-of-arts-professional-and-social-studies/school-of-justice-studies>

School of Education
t: +44 (0)151 231 3000
e: Education@ljmu.ac.uk
w: <https://www.ljmu.ac.uk/about-us/faculties/faculty-of-arts-professional-and-social-studies/school-of-education>

Faculty Research Degree Committee (FRDC)

Formally all PGR related issues, milestones and monitoring occurs under the auspices of two committees. At a local level, the Faculty Research Degree Committee deals with any relevant PGR issues and meets regularly with PGR staff and student representatives. Your registration and progress reviews will first be considered here before moving onto the University Research Degrees Committee (URDC), which is the ultimate arbiter of student progress and attainment and will regularly contact staff and students regarding key milestones.

The FRDC Team co-ordinates all aspects of the management of postgraduate research in the Faculty, and aims to

achieve consistency in the PGR student experiences across the five Schools within the Faculty. Each School has PGR staff and student representatives who are a primary source of support for you outside of your supervisory team.

The following people are your key points of contact for support and guidance outside of the supervisory relationship:

Dr Gerwyn Jones - Chair
t: 0151 231 3038
e: g.jones@ljmu.ac.uk

Mrs Julie Yates - Secretary
t: 01512315037
e: J.K.Yates@ljmu.ac.uk

Prof. Colin Fallows - LSAD PGR Coordinator
t: +44 (0) 151 904 1149
e: C.Fallows@ljmu.ac.uk

Dr Adrian James -Justice Studies PGR Coordinator
t: +44 (0) 151 231
e: A.D.James@ljmu.ac.uk

Dr Gerwyn Jones - LSS PGR Coordinator
e: g.jones@ljmu.ac.uk

Dr Chris Vaughan - HSS PGR Coordinator
e: C.M.Vaughan@ljmu.ac.uk

Dr James Crossland - HSS PGR Coordinator
e: J.N.Crossland@ljmu.ac.uk

Dr Jo Frankham - Education PGR Coordinator
t: +44 (0)151 231 4608
e: J.Frankham@ljmu.ac.uk

Prof. Catherine Cole -Faculty Ombudsperson
t: 0151 231 4722
e: C.Cole@ljmu.ac.uk

PGR Student Representatives

Gaynor Llewellyn-Jenkins (HSS)
G.W.LlewellynJenkins@2021.ljmu.ac.uk

Leon Ramsey (HSS)
L.Ramsey@2022.ljmu.ac.uk

Helen Walsh (Liverpool Screen School)
H.J.Walsh@2018.ljmu.ac.uk

Gabriela Saenger Silva (Liverpool School of Art and Design)
G.SaengerSilva@2019.ljmu.ac.uk

Cristina Silvestri (Justice)
C.Silvestri@2018.ljmu.ac.uk

John Goulding (Education)
J.Goulding1@2019.ljmu.ac.uk

Doctoral Academy

The Doctoral Academy aims to provide postgraduate researchers every opportunity to grow in confidence, intellectual capacity, ambition and creativity. The Doctoral Academy works alongside Schools, Faculties and Professional Services to harmonise the quality of the postgraduate research experience across the University. Their core responsibilities include:

- ✓ delivering an excellent Researcher Development Programme
- ✓ sharing good practice in supervision
- ✓ signposting specialist support for postgraduates across the University
- ✓ quality assurance and monitoring of student progress

Doctoral Academy Key Contacts

Professor Julie Sheldon - Dean of the Doctoral Academy

t: +44 (0) 151 904-6476

e: J.L.Sheldon@ljmu.ac.uk

Dr Victoria Sheppard - Researcher Development Manager

t: +44 (0) 151 904-6478

e: v.m.sheppard@ljmu.ac.uk

Jo McKeon - Communications and Events Officer

t: + 44 (0) 151 904-6375

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Lina Pierce - Research Degrees Manager

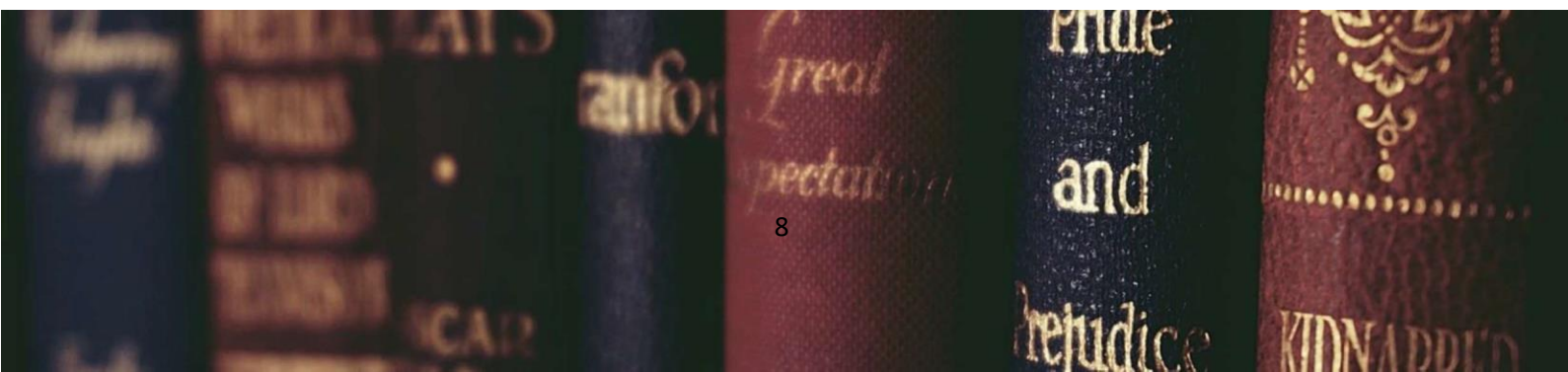
t: +44 (0) 151 904 8064

e: l.m.pierce@ljmu.ac.uk

Deborah Dean - Operations Officer

t: +44 (0) 151 904-6464

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Key Online Resources

Faculty of Arts, Professional and Social Studies

<https://www.ljmu.ac.uk/about-us/faculties/faculty-of-arts-professional-and-social-studies>

Doctoral Academy

<https://www.ljmu.ac.uk/the-doctoral-academy>

Research Degree Framework

<https://www.ljmu.ac.uk/the-doctoral-academy/academic-regulations-for-research-degrees>

Research Degree Policies

<https://www.ljmu.ac.uk/the-doctoral-academy/policies>

Research Student Support

<https://www.ljmu.ac.uk/students/supporting-your-study>

Library

<https://www.ljmu.ac.uk/microsites/library>

IT Support

<https://www.ljmu.ac.uk/ithelp/student>

eDoc

eDoc is the University's progression monitoring system, which supports a shared understanding of the doctoral journey, the policies and regulations that govern it and the common reference to progression stages. Your dashboard will assist you to record supervisory meetings, construct a development portfolio and work to progression milestone deadlines. All PGRs are required to manage their studies via eDoc.

Access to eDoc is linked to your University email account. All our communications with

you, including alerts issued via eDoc, will be sent to your University email account. Please ensure that you check this email account on a regular basis, or make arrangements for all communication received via this account to be forwarded to an alternative address. In addition, you are encouraged to use eDoc to produce a Research Training Review and record details of supervisory meetings.

Each process associated with your progress is linked to a workflow within eDoc and most require your input, that of your supervisory team or FRDC in order to reach their conclusion. An operational guide for use of eDoc is available at <https://www.ljmu.ac.uk/the-doctoral-academy>.

CANVAS

<https://www.ljmu.ac.uk/students/before-you-arrive/canvas>

PGR Community Site (CANVAS)

<https://canvas.ljmu.ac.uk/courses/43088>

Student Support

<https://www.ljmu.ac.uk/students>

Student Handbook

<https://www.ljmu.ac.uk/about-us/public-information/student-regulations>

PGR Training and Development Opportunities

<https://www.ljmu.ac.uk/the-doctoral-academy/researcher-development>



Enrolment and Induction

Enrolment

You must enrol to formally activate your programme of study, and then re-enrol annually during that same month. Enrolment is a formal requirement, failure to do so will result in access to LJMU facilities, email account and other services being frozen and possibly withdrawal from the University.

Enrolment of new and continuing PGR students is completed online. Details of the enrolment procedures for new and continuing PGR students can be accessed by following this link <https://www.ljmu.ac.uk/the-doctoral-academy/academic-regulations-for-research-degrees>.

There are 3 fixed enrolment points each year, and you must re-enrol on the same month each year until completion:

- ✓ late September -early October
- ✓ late January -early February
- ✓ mid-June -late June

A reminder email will be sent to your LJMU email address. We thus ask you to keep us informed of your up-to-date address, telephone/mobile numbers and email address. Please notify the Doctoral Academy of any changes immediately. It is also important to check your University email account regularly since you will receive regular email alerts and details of important events.

Any queries about enrolment, please check the Doctoral Academy website <https://www.ljmu.ac.uk/the-doctoral->

academy and/or email
studentregistration@ljmu.ac.uk (0151) 231
3289 (9am-4.30pm BST Monday - Friday)

Induction

The Welcome Week for new postgraduate research students is held each October during the week after the enrolment deadline and is organised by the APS Faculty and Doctoral Academy. It consists of two key events: a Welcome Event by the Doctoral Academy and a mandatory Faculty Induction hosted by the Chair of the Faculty Research Degree Committee.

These events are designed to help all new PGR students familiarise themselves with life as a research student at Liverpool John Moores University and the Faculty. The Welcome Event covers many different aspects of life as a research student and provides an opportunity for you to meet your fellow researchers and ask any questions regarding your study. PGR students will get the chance to meet, hear and ask questions of a variety of service teams that support them (library services) as well as hear about researcher development and funding opportunities, student union activities, as well as student advice and well-being resources.

The Faculty Induction is mandatory and aimed at new postgraduate research students to introduce them to the Faculty's research, staffing and organisational structures; library services for researchers; the University's Health and Safety Regulations; Research Ethics; and the specific facilities available within the different Schools.

Attendance at student faculty, health and safety and school inductions is mandatory for all newly enrolled students and your registration for MPhil or PhD cannot be approved without evidence of attendance.

Useful Tips to Help You Get Started...

- ✓ Read the LJMU Before you Arrive advice and information
<https://www.ljmu.ac.uk/students/before-you-arrive>
- ✓ Read the Policy for the Supervision of Research Degrees and discuss it with your supervisors
(<https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-for-the-supervision-of-research-degrees>)
- ✓ Find the Aldham Roberts Library and IT facilities
<https://www.ljmu.ac.uk/microsites/library/about-ljmu-libraries/visiting-the-library/library-locations>
- ✓ Download the LJMU CANVAS App and activate/set up your LJMU email account on your mobile device
<https://www.ljmu.ac.uk/ithelp/student>
- ✓ Familiarise yourself with LJMU's Academic Calendar (although aimed at undergraduate students, this will be helpful to those PGRs who are teaching at LJMU and others)
<https://www.ljmu.ac.uk/students/supporting-your-study/calendars-and-timetables>
- ✓ Download the university's Guidelines on Harvard Referencing
<https://www.ljmu.ac.uk/microsites/library/subject-resources/referencing>
- ✓ Find out about living in Liverpool
<https://www.ljmu.ac.uk/contact-us/find-us>

International Students will find useful information here
<https://www.ljmu.ac.uk/Discover/Student-support/International-student-support>

- ✓ Visit LJMU's Student Welfare and Advice pages for information on the wide-ranging support available to students
<https://www.ljmu.ac.uk/students>
- ✓ Find your way round the LJMU campuses
(<https://www.ljmu.ac.uk/discover/your-student-experience/your-campus>)
- ✓ Discover student benefits (sports, discounts, free IT stuff:
<https://www.ljmu.ac.uk/students/before-you-arrive>
- ✓ Your LJMU identity card gives you access to all buildings, so always carry it with you!

Roles and Responsibilities of Students and Supervisors



Responsibilities of the Student

As a postgraduate research student, you are held to certain responsibilities regarding your postgraduate degree.

Responsibilities of the Supervisor

Supervisors provide research students with personal and academic advice and direct a research project following the guidelines set out by the University.

The responsibilities can be found in the Policy for the Supervision of Research Degrees (<https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-for-the-supervision-of-research-degrees>).

Your Supervisory Team

You should have a minimum of two supervisors. Your two supervisors may play different roles, and you will have at least one supervisor who has supervised students through to successful completion of a PhD. One supervisor will be your Director of Studies (DoS) who is an expert in your chosen field of research, although both of your supervisors may have such expertise. The DoS will likely be known to you through your previous study, your application and/or your visits to school web pages. She or he is going to be the most important person during your time as a PGR at LJMU and will be responsible for assisting you with your academic work and for monitoring your progress through your programme. For all academic queries, your DoS should be the first point of call.

In addition to your DoS, one or two other academics will form part of your supervisory team. The role of the Second and Third Supervisor is to support your academic development and to provide additional advice on your research. On occasions, a supervisor or an advisor may be sought from another institution and this often occurs when there is a formal external collaborative partner in your research project.

Your supervisors may meet with you jointly, or they may prefer to meet with you individually. The Faculty does not seek to prescribe exactly what arrangements you should make around the issues above. It is up to you to agree with your supervisors what arrangements will work best for you. We do expect that you will meet with your supervisors once a month on average (though this at times may vary due to work schedule, e.g. during fieldwork). How you organise your preparation of work to fit in with your meetings is up to you to decide in conjunction with your supervisors.

It is essential to know what your supervisors expect of you and what you can in turn expect from your supervisors. It is in everyone's interest to ensure that the relationship works well and, in order to assist in this, supervisory arrangements, including the roles and responsibilities of students and supervisors, at LJMU are governed by the Policy for the Supervision of Research

Degrees (<https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-for-the-supervision-of-research-degrees>).

What to Expect from Your Supervisors

Broadly speaking, you can expect your DoS and supervisors to advise you on a range of academic matters and to keep you informed about how far your work meets the standards required by the University. DoS and supervisors will monitor your progress and guide you towards submitting your thesis in the required time, ensuring that you comply with university framework and requirements regarding the organisation and submission of your thesis.

The role of your DoS and supervisors is to assist you in shaping and directing the research, and to provide guidance and feedback to improve the quality of the work. They can advise you on the formulation and development of your research and about work already published in your area. Supervisors will be able to guide you in the use of primary and secondary literature, as well as historical, archive and other source materials. They confirm that the objectives and outcomes of your research project are realistic and ensure that you are provided with the best possible support to develop your academic potential, inclusive of equipment and resources. They can also advise you on how to acquire skills and techniques necessary for your research (for example specific technical skills associated with laboratory work and / or a programme of related study to develop your broader research skills, such as research methods and statistics/qualitative data analysis).

Your DoS and supervisors will also discuss the role of conferences and other professional networks within your research area and guide you on publishing in peer-reviewed journals and preparing and submitting papers. Finally, they will comment in detail and in a reasonable time upon the written work that you submit and prepare for your final thesis submission.

What is Expected of You

In turn, it is your responsibility to keep your DoS and supervisors informed at all times about the progress of your work. As a student, you are

expected to accept responsibility for your own research activity and learning, including attending appropriate training programmes in accordance with the University Framework for Research Degrees. You must maintain regular contact with your DoS and supervisors and seek permission for any periods of absence from the University aside from normal holidays. You should agree deadlines with the DoS and supervisors for the submission of written work and maintain progress in accordance with the deadlines agreed. It is your responsibility to keep a record of all supervisory meetings.

The key to success is hard work, clear lines of communication and setting up working practices and expectations at the beginning of your time as a PGR student. Finally, please find out who are the key staff in your School (Health and Safety Officer, Technical Manager etc.) as you will have a range of other responsibilities and requirements, dependent upon the nature of your research work.

Progression and Review

The University's Research Degrees Framework requires that all registered postgraduate research students and their DoS report at key points during their PGR degree on their research progress. This is undertaken in line with the University's PGR Support Regulations for Progression and Review:

<https://www.ljmu.ac.uk/the-doctoral-academy/academic-regulations-for-research-degrees>

You and your supervisors are jointly responsible for reviewing your work and providing a review report on your progress as follows:

- ✓ First progress review: 6 months after enrolment, PGRs shall meet with the Supervisory team for a formal review. For part time PGRs, this is included within their first Annual Progress Review.
- ✓ Programme approval: Following admission to a research degree, PGRs will undergo an initial review to gain Programme Approval for their project within the first 3 months of full time study (or 6 months for part time).
- ✓ Annual progress review: Prior to annual re-enrolment, PGRs will undergo a formal

review of their progress conducted by the Supervisory team, to determine their eligibility to continue with their studies.

These reviews help to ensure that your training, supervision and support needs are being met, and to identify any difficulties which you or your supervisor might be experiencing.

The report must be submitted in June each year, the content of which must be agreed by the supervisors for submission to the Faculty Research Degree Committee.

Unsatisfactory Progress

In the rare case that your supervisor(s) deem your progress to be unsatisfactory, you and/or your supervisors should contact the Faculty's designated dispute resolution colleague, who will review your case on the basis of (a) your engagement with your PGR studies, and (b) your progress made to date with the research and/or thesis writing. Please contact Prof. Catherine Cole (C.Cole@ljmu.ac.uk). Based in the Screen School, Catherine has supervised 30 PhD and MA students to completion and has extensive experience of research supervision and examination processes in a number of universities. Prior to becoming an academic, she was a human rights advocate and worked in the equal opportunity agencies of the Australian Prime Ministers Department, the NSW Premiers Department and the Australian Services Union, and was a member of the Australian Council for Women.

UKVI Monitoring

International students are required to comply with UKVI, and as an international postgraduate research student you'll be required to complete attendance/progression monitoring forms during your studies.

<https://www.ljmu.ac.uk/discover/student-support/international-student-support/study-visas>. Further information on attendance monitoring requirements is available from the Doctoral Academy.

If you have questions regards visa requirements, please contact Helen Ireland (Compliance Officer, Academic Registry) via t: 01512313228 and/or e: H.J.Ireland@ljmu.ac.uk.

For personal issues, contact Caroline O'Rourke (International advice, Student Wellbeing) via t: 0151 2313673 and/or e: C.O'Rourke@ljmu.ac.uk.

Supervision Relationships

Most relationships between supervisors and their postgraduate research students work well. It may occasionally be necessary to make changes to the supervisory team (for example, due to a staff member leaving the University).

Unfortunately, there are instances where student-supervisor relationships do not work particularly well. If you consider that your relationship is not working with one or other of your supervisors to your satisfaction, you should try to speak with that supervisor, perhaps in a three-way meeting with another supervisor present. If, however, you find that you cannot resolve any problematic issues with a supervisor, you should discuss it in the first instance with the School Staff PGR Coordinator (See Page 7 of this handbook for the contact details for each PGR School Coordinator).

It is important that while seeking to resolve any issues, you continue to work on your research and follow the schedule of work agreed with your supervisors. If your progress has been satisfactory, but a conflict between you and a supervisor threatens further progress, it may be possible to change a supervisor if there are

others with the same subject expertise of that supervisor in the Faculty. However, it is important to note that it is not usual practice to change supervisors when a conflict has arisen due to lack of progress.

Dispute Resolution

If the disagreement or issues between you and your supervisor(s) cannot be resolved, you should contact the Faculty's designated ombudsperson, Prof. Catherine Cole via e: C.Cole@ljmu.ac.uk and/or t: 0151 2314722.

Supervision Absence

Supervisors are also eligible for study leave from time to time. Be prepared for a supervisor being less available during a period of study leave, or not available at all if he or she is going abroad. Supervisors should make provision for this period with their students well in advance, by agreeing a revised schedule of work and/or meetings (usually involving the second and third supervisor), or in certain instances for cover by a colleague who is willing to help out if needed. If a supervisor leaves the university, it will be necessary to appoint a new supervisor to the team. If the supervisor leaves when the student has 12 months or less to their submission date, it may be possible for the supervisor to continue supervising externally.

Recording Supervision Meetings

It is important that the Faculty has a written record of every supervisory meeting that takes place for progress and attendance monitoring. A written record is the main source of information, also for the purpose of fulfilling the University's Student Attendance Monitoring Procedures.

You are expected to complete a supervision record form in conjunction with your supervisors every time you meet, recording the extent to which you have realised the objectives since your last meeting, the goals that have been agreed before your next meeting, and the time that is allowed between the current meeting and the next meeting (usually four to six weeks). This form is easily completed online in the eDoc system (after autumn 2019) post-

supervision meeting and allows you to log all your notes and plans from the meeting. This form is submitted online and sent to your supervisors and the Research Team for logging.

Student Attendance

Full-time students are expected to be engaged on their research degree programme for a minimum of 35 hours per week over 45 weeks of the year. Full-time students are expected to agree any authorised absences from the University, for example field trips, attendance at conferences, holidays etc. in advance with their supervision team. Students must also inform their supervision team of any unforeseen absences, for example absence through illness, at the earliest opportunity.

Part-time students are expected to be engaged on their research degree programme for a minimum of 12 hours per week over 45 weeks of the year. The University recognises that many part-time students are also working full-time and will be subject to the requirements of their employer in terms of taking annual leave etc. However, it is expected that part-time students will agree any authorised absences relating to their research degree programme, e.g. field trips, in advance with their supervision team and will also advise their supervision team of any planned holidays and unforeseen absences as a matter of courtesy.

Postgraduate research students are not entitled to long vacation periods, though students sponsored by the UK Research Councils may take reasonable holidays, not exceeding eight weeks in the year. This is subject to their supervisor's approval and includes public holidays. Up to a maximum of four weeks' holiday may be taken at the end of the period of award. These Research Council rules may be used as a guide by all full-time research students not subject to the rules of other sponsoring bodies. Students need not apply for a leave of absence to cover a period of annual leave.

Leave of Absence

A leave of absence (LOA) enables a student to take an authorised break from their studies in

order to overcome a difficulty that affects their ability to undertake their research, without losing valuable time from their registration period, which will be suspended for the duration.

Students must apply for permission from their department and faculty to take a leave of absence, using the leave of absence (PGR) form. Please be aware that once an application is received in the Doctoral Academy, it will normally take two to three weeks for faculty consideration and processing. Students can apply for LOA on the following grounds: medical; personal; academic. (Requests for LOA on financial grounds are not normally approved but may be considered if a student's financial situation changes due to unforeseen and exceptional circumstances.)

When applying for a LOA, appropriate documentary evidence must be supplied in order for the faculty to consider whether to approve the request. For a LOA on medical grounds, a medical or doctor's note is required and an application made on these grounds will not be considered without one. Similarly, a student returning from a LOA on medical grounds must provide a medical note confirming that s/he is fit to return to the degree programme before they will be allowed to recommence research.

It is essential that students notify their supervisors as soon as any difficulties arise that might affect their research, and that applications for leave of absence are made promptly and, wherever possible, not retrospectively. During the period of the LOA, the student will temporarily leave their programme of study and their registration will be suspended. No supervision will be received. Students who receive financial support to undertake their research degree, i.e. those funded by Research Councils or by an employer or overseas government, should notify their sponsor when applying for a leave of absence.

Leave of Absence for International Students

In addition to the above guidance, international students who are studying in the UK subject to immigration regulations (e.g. those on a Tier 4 student visa) should note the following:

contact the Doctoral Academy for further information.

- ✓ Students must be fully registered and attending in order to meet the requirements of their student visa
- ✓ Students considering applying for a leave of absence should contact International Student Support and Guidance for further information and guidance on the implications of applying for a leave of absence
- ✓ Retrospective leaves of absence dating back longer than one month cannot be approved

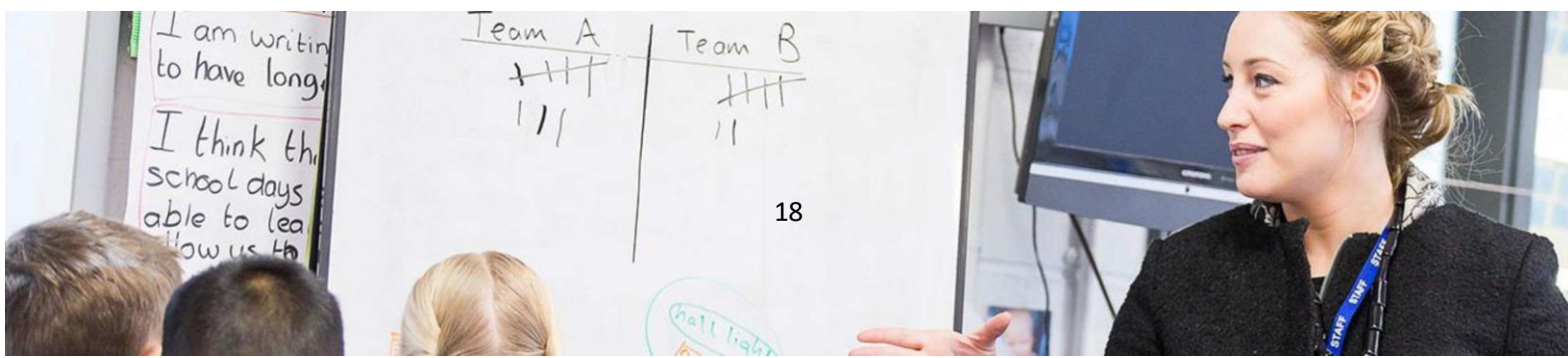
International students should note that the University is required to report Tier 4 visa holders who are on a leave of absence to the Home Office. Depending on the circumstances of the leave of absence, the Home Office may expect such students to return to their home country for the duration of the leave of absence and may curtail the Tier 4 visa. Such students will need to re-apply for a new visa when they are ready to recommence their studies. International Student Support and Guidance will inform students of the immigration implications of their leave of absence.

If you have questions regards visa requirements, please contact Helen Ireland (Compliance Officer, Academic Registry) via t: 01512313228 and/or e: H.J.Ireland@ljmu.ac.uk.

For personal issues, contact Caroline O'Rourke (International advice, Student Wellbeing) via t: 0151 2313673 and/or e: C.O'Rourke@ljmu.ac.uk.

Student Pregnancy

Students who are pregnant, or whose partners are pregnant, can apply for a period of leave of absence. The majority of postgraduate research scholarship holders will be entitled to a payment during a period of maternity leave. PGR students who do not have access to sponsor or statutory maternity pay may be eligible for a one-off support payment from the University. Please





Research Programme Approval

To help you in planning your PhD programme at LJMU, we have structured your time at the University around a series of milestones, which will help you complete your PhD in a timely and effective manner. The table shows the key milestones and progression points of a full-time PhD programme.

Applying for Research Programme Approval

After enrolment and induction, research programme approval (previously called registration) will be the first milestone in your PGR journey. Research programme approval is the process by which a student presents a summary of his/her proposed programme of work for approval by the Faculty Research Degree Committee (FRDC) and subsequently the University Research Degrees Committee (URDC). The proposed programme of work must make a material and unique contribution to the field, must develop and train the individual as well as being systematic, specific and time-staged and be supported by an appropriately experienced supervisory team. Application is made by filling out the appropriate Programme Approval form. Full-time students should make their application for programme approval within 3 months of initial enrolment and part-time students within 6 months of enrolment. Your DoS will provide advice on how to fill out your application form.

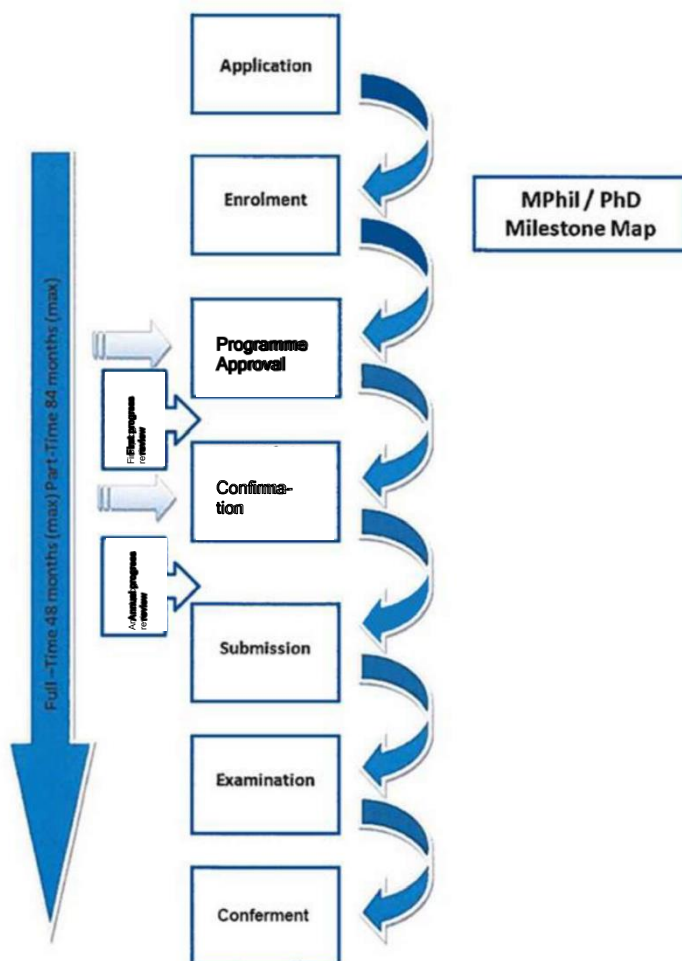
Requirements for Approval

The mandatory requirements for approval include the appointment (with signatures) of

an appropriately qualified supervisory team; your attendance at the Faculty Induction; and evidence of completion of online Ethics training. You must also provide a title for your research project along with the following:

- a brief outline of the research, aims and key objectives or questions
- how your project contributes to (or challenges) existing work in the field (i.e. the originality or significance of your project)
- a brief outline of your proposed plan of work (research proposal)
- your intended mode of presentation for your final thesis (monograph; thesis by published papers; thesis by practice)
- that you have undertaken a review of your personal Training and Development Requirements with your Director of Studies, and details of the agreed schedule of Training and Development Requirements

You are also asked to provide a plan of work and a time plan for the completion of the full research programme (Gantt chart). Note that full formal citations of indicative references are expected throughout.



Ethical Approval

All researchers, irrespective of academic discipline, must respect basic rules and norms of ethical practice and scientific integrity in their work. Some fields are governed by stringent statutory requirements and many others are covered by professional bodies' codes. Universities are required to maintain the highest ethical standards in all their work, and this applies especially to academic and postgraduate researchers. When dealing with human subjects, for example, such matters as protection of subjects from harm, informed consent, anonymity and confidentiality, and data protection, are all of central significance. Postgraduate researchers must comply with the University's research governance and ethics requirements, and where relevant, must obtain approval.

If you are considering as part of your studies to be undertaking research, which concerns interaction and use of information gained from human participation (e.g. interviews or questionnaires), you will need to seek ethical approval. In other words, research projects must be approved where ethical issues arise from research involving human subjects. Ethical issues may concern the administration of a substance or sampling of body fluids, but also assessing the fitness of a participant during physical exertion, or even questionnaire-based research whether or not this involves vulnerable subjects.

All students must undertake the Research Ethics training module prior to research programme approval and have successfully completed both elements of the module before their research programme can be approved.

In postgraduate research where ethical issues arise from research involving human subjects, formal approval from the University Research

Ethics Committee must be sought before commencement of the study.

Your Responsibilities in a Nutshell...

1. Always adhere to LJMU's Research Ethics guidelines:
<https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics>
2. Complete the research ethics training (online on CANVAS):
<https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/research-ethics-training>
3. Apply for Ethical Approval to the University Research Ethics Committee (UREC), if your research raises ethical issues:
<https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/university-research-ethics-committee-urec>

Applying for Ethical Approval to the UREC

There are two types of ethical approval at LJMU:

- ✓ Full review: Completed applications for full review and any supporting documents should be submitted to researchethics@ljmu.ac.uk
- ✓ Proportionate review: For studies which present lower levels of risk and/or potential harm to participants. Completed applications for proportionate review and any supporting documents should be submitted to EthicsPR@ljmu.ac.uk

A series of checklists have been developed which will assist academic staff and postgraduate students to decide which ethical approval route is most suitable for their proposed research. A copy of the checklist is appended to the current research ethics application forms, which are on the Research

and Innovation Services Webpages:
<https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/university-research-ethics-committee-urec>

University Research Ethics Committee

If you have any ethics questions speak to your DoS and members of the University Ethics Committee:

Dr Dave Harriss - Chair
t: +44 (0) 7929 99021
e: d.harriss@ljmu.ac.uk

Dr Anna Law - Deputy Chair
t: +44 (0) 151 231 6227
e: a.law@ljmu.ac.uk

Dr Daz Greenop - Deputy Chair
t: +44 (0)151 231 4033
e: D.T.Greenop@ljmu.ac.uk

Mrs Mandy Williams - Secretary
t: +44 (0)151 231 6467
e: a.f.williams@ljmu.ac.uk

For assistance in making an application for Ethical Approval the following site contains all the necessary application forms as well as guidance and flowcharts to help you:
<https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics>

All research students submitting applications for ethical review should note the following:

- ✓ Applications for full review to the University REC should be submitted electronically to researchethics@ljmu.ac.uk
- ✓ Information relating to LJMU REC committee dates can be found at <https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/university-research-ethics-committee-urec/urec-meeting-dates>

- ✓ Applications submitted for proportionate review by the University REC should be submitted electronically to ethicsPR@ljmu.ac.uk
- ✓ Applicants seeking approval for an amendment to an approved study should complete the notification of study amendments proforma (<https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/university-research-ethics-committee-urec/amendments>) and submit this electronically to researchethics@ljmu.ac.uk



Confirmation of Registration

Students must attend a confirmation review (previously called transfer from MPhil to PhD) to be permitted to remain on their doctoral level degree. Confirmation is a formal review process to determine that your research is eligible for continuing to PhD. The process determines that you possess a robust grasp of your thesis topic; that you are able to outline a clear methodology and/or delineate a definitive question; set your research in context of the literature and state why it fills a gap; present a clear timeline, chapter headings, with milestones and a completion date. The confirmation review panel takes place after about 12 months of programme approval (full-time) or 24 months of programme (part-time).

You should discuss the confirmation with your DoS and supervisors during your first year (full-time) or first two years (part-time) and in accordance with the milestones set for PhD. Moreover, confirmation workshops are held throughout the year to help you prepare for this milestone. You will receive an invitation, or you can contact Doctoral Academy and reserve a place via Eventbrite.

Application Requirements - PhD by Thesis

Your DoS is responsible for completing the Appointment of Assessors, a panel that will consist of the Lead Supervisor, at least 1 Co-Supervisor and an Independent Assessor who will review the Confirmation Submission and conduct the oral assessment.

You will need to complete a PGR Submission Form about the work undertaken, along with the following documents:

A. Detailed Research Report: normally a draft of work which will ultimately contribute to the final thesis. The content and length of the submission should reflect the normal expectations for your area of research, and should be around 6000 - 10000 words in length, and should normally include:

- ✓ the title of your research project
- ✓ an abstract of the work undertaken and described in the report - *this does not count towards the word limit.*
- ✓ a succinct review of the relevant literature and theoretical framework for the research. This should also include a clear statement of the anticipated theoretical contribution and impact/practical implications of the thesis. It might also include research questions that result from the literature review. To be eligible for successful confirmation, this should be of sufficient quality, as judged by the assessors, for presentation at an academic conference of national/international standing.
- ✓ a discussion of methodology, which should give a clear statement of the chosen research design including methods to be employed to address the questions being asked, underlying philosophical assumptions, sampling, approach to analysis, identification and discussion of key ethical issues, and any methodological difficulties envisaged and proposed solutions. There should be sufficient detail to allow the assessor to decide on the feasibility of the proposed methodology and its appropriateness for the research problem being addressed. Inclusion of any preliminary empirical research (e.g. pilot study) is optional. To be eligible for successful confirmation, the assessor needs to be assured that the methodology will allow the research questions/hypotheses to be addressed and produce results of sufficient quality for publication in academic journals of national/international standing.
- ✓ a reference list - *this does not count towards the word limit.*

B. Summary Report: (typically no more than 1 side of A4) critically reflecting the candidate's progress to date and plans from now to completion. You may include a brief

review and discussion of the work already undertaken, and a statement of intended further work, including the original contribution to knowledge, which is likely to emerge. Where applicable, a work plan and Gantt chart or timeline until completion (as an appendix). There should be a clearly defined plan of work activity within the time available until completion. Assessors need to be confident that the proposed work is doable in the timeframe available for timely completion and submission of the thesis.

C. Training Report: (typically no more than 1 side of A4) critically reflecting on research training undertaken and an updated Training Needs Analysis from now to completion. This report should show progress with Training Needs and a record of all research training and development activities undertaken (and assessment details where applicable), in addition to any Training Needs Analysis documentation as carried out in conjunction with your supervisors. This should be comprehensive and is likely to include lectures and seminars attended, conference presentations, working papers produced, workshops, participation in Doctoral Academy Workshop Series and the like, so that assessors can determine whether you have/are acquiring the right skills to allow successful completion of your research and have completed all compulsory elements of training.

D. Additional Documents: may include thesis chapters, appendices or other evidence related to the PhD

Please be aware that to have your status approved as a PhD student you must have completed the University's compulsory online

ethics module.

The complete application must be submitted to FRDC, when it will be approved by the Chair and forwarded to the Doctoral Academy. The latter will send the application and progress report to the assessors panel, who will read and assess your application. It is the role of the panel to determine that you have made satisfactory progress of the work so far; to establish that you are capable of making an

original contribution to the field; to determine the appropriateness of the proposed timescale to completion; and to assess the quality of the presentation of the work.

Application Requirements - PhD by Practice

Students registered for a PhD by Practice undertake a programme of research in which your own creative work forms, as a point of origin or reference, a significant part of the intellectual enquiry. Such creative works may be in any field, including Architecture, Creative writing, Dance, Design, Film, Fine Art, Musical composition, Performance, or other.

You should follow the guidelines in the previous section, preparing a submission of a **detailed research report, summary report, training report and additional documents**. The latter may include visual material, creative writing, edited film footage, photographs or any other creative work related to the PhD project. Although written text should continue to be of paramount importance, examples of creative work forms an important and integral aspect of the materials submitted. In consideration of the importance of the creative material, it is recognised that the text of the detailed research report may be shorter (3000 -5000 words).

Confirmation Viva

Following this, the assessors panel will conduct an oral examination, commonly known as a viva voce. Using your submission, the oral examination will assess your ability to articulate the expected element of originality in the work, including practice/performance elements as well as the wider implications of the piece of research you are undertaking.

The viva is conducted in a supportive and constructive manner, as far as the context allows, and is not intended to provoke undue stress. You should view it as a valuable training experience, in which you have the opportunity to discuss your work and progress in a relaxed and constructive fashion with experts from the School, Faculty or wider University. It is expected that the oral examination will usually take up to 60 min.

submit a copy of the Preliminary Reports and Final Joint Report to the Doctoral Academy.

It is intended that the assessors will simulate a viva voce for the student and offer a helpful learning opportunity in preparation for the PhD viva. The assessors will then ask the student to leave and will discuss the outcome of the review. The assessors can consult with the supervisors but the decision on the confirmation review's outcome rests with the assessor. The student is then invited back into the room and informed of the confirmation review outcome.

Possible Outcomes

The possible outcomes of the review process are as follows:

- ✓ PhD Registration Confirmed: this means a Pass and confirmation of doctoral status. Indicates no further work is required.
- ✓ PhD Registration Deferred: this means further assessment is required within three months after revisions, i.e. the result is deferred and indicates further work is required to pass.
- ✓ Move to unsatisfactory academic progress: this means Fail, i.e. continue registration for MPhil and not be permitted to transfer to PhD.

It is anticipated that many students may fall into the Revisions required category and these students will be given clear guidance on additional work required to pass the confirmation review (see below).

Written Report

The assessors will produce a report on the document and viva, commenting on whether your proposed research is likely to make a contribution to knowledge that is worthy of the award of PhD, and focus on any areas of weakness and specific suggestions for improvement, commenting on whether sufficient progress has been made, indicating whether the student is likely to complete on time, and also comment on any further work that might be required to pass the confirmation review. The Lead Supervisor/Independent Assessor must



Writing-up and Submission of the Thesis

Writing-up refers to the period at the end of the programme of research, after data collection and analysis, during which you are writing drafts, editing and revising your thesis, writing the abstract and conclusions, checking references and citations and putting your work into the formal thesis format.

Your thesis must contain a summary/abstract within it, which should not exceed 300 words in length.

When preparing your thesis, you are advised to consult your supervisors regarding any subject-specific aspects of the thesis. This may include photographs or diagrams or the presentation of supplementary information such as DVDs. Permission to submit nonstandard material should be gained by the student's supervisor prior to the submission.

Early familiarity with the software packages required to produce the thesis will prove helpful. The University offers free software to all students that may be of help to research students, over and above the Microsoft Office suite.

For further information, see Policy and Procedures for the Examination of Research Degrees (<https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-and-procedures-for-the-examination-of-research-degrees>).

Acceptable Support in Writing the Thesis

The supervisory team can support in correcting grammar and sentence construction in order to ensure the clarity of your thesis. They can also advise on the structure, content, writing and can proofread the text.

The supervisor(s) are not permitted to rewrite text that changes the meaning of the text and are not able to change the content of the thesis.

Word Limits

The Faculty of Arts, Professional and Social Studies has issued the following guidance on word limits: 40,000 words for an MPhil and 80,000 words for a PhD. This excludes footnotes, bibliography and appendices. These word limits may only be exceeded under exceptional circumstances at the discretion of the Chair of the University Research Degrees Committee.

You should seek support in writing and formatting your thesis from your DoS and supervisors as well as the Doctoral Academy, and it is good practice to look at PhD theses from students who have just completed in a similar area. Please familiarise yourself with the Policy for the Presentation of Research Theses.

These word limits may only be exceeded under exceptional circumstances at the discretion of the Chair of the Faculty Research Degrees Committee.

Thesis by Published Work

Candidates of a PhD thesis by published work and their supervisors can find details of the arrangements for the award in the Research Degrees Framework, available at <https://www.ljmu.ac.uk/the-doctoral-academy/academic-regulations-for-research-degrees>.

Thesis by Practice

Practice-based inquiry may result in a thesis presented by creative or practical work and exegesis. A major element of the submission will be an original creative work or words, which

has been created by the candidate specifically for the submission of the award. The creative or practical work should be the research outcome, while the exegesis may reflect on the research process and elaborate, elucidate and place in context the artistic practice undertaken. A candidate will normally submit the following:

- ✓ a substantial body of practical work, visual or written, or the preparation of a scholarly edition;
- ✓ an accompanying thesis comprising a critical commentary on the research, of no more than 40,000 words.

Apart from the inclusion of creative materials, the practice-based thesis must conform to the same standards expected for a standard PhD thesis and candidates should follow the guidance detailed in the Policy for the Presentation of Research Theses (<https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-for-the-presentation-of-research-theses>).

The written outcome will normally contextualize the project and include a retrospective analysis of the process and outcomes, reflecting on chosen research methodologies and production processes and the relation between them. The creative work and the exegesis will not be examined separately but as an integrated whole constituting the original and substantial contribution to knowledge required from doctoral Candidates.

The following are required for the practice-based MPhil/PhD:

- ✓ The Postgraduate Research Student should use the introductory section of their thesis to explain and justify in full the nature and extent of the candidate's own contribution and the contribution of co-authors and other collaborators to the research presented.
- ✓ The Postgraduate Research Student will demonstrate the link between their theoretical and practical investigations and conclusions throughout their submission.
- ✓ In the case of collaborative work submitted for PhD, the specific individual contribution of each participant to be examined should

be clearly indicated in the written submission.

- ✓ In order to allow the Examiners to properly consider the submission as a whole, the practical component will be submitted to the Examiners at the same time that the written thesis is submitted. Models, sketchbooks or other exhibition materials too bulky to be included in the permanent record should be presented to the examiners immediately prior to the viva voce examination. The status of such submissions in the process of examination needs to be clearly understood in advance by all concerned.
- ✓ It may be necessary to appoint examiners earlier than is customary for monograph PhDs if any process or product is to be examined in advance of the written submission (such as performance or exhibition). In the event of a post-presentation discussion of an examined practical outcome, the examiners should confine their questions to points of clarification about the process leading to the outcome and issues concerning the practice itself, reserving more challenging conceptual questions for the final viva voce.
- ✓ As with a standard PhD, an oral examination of the whole submission will be required.
- ✓ If necessary, the Examiners can require the correction or revision and resubmission of either the practical element or the written element or both, in accordance with University regulations.

Referencing

Your supervisor can advise you regarding the appropriate method for referencing in your discipline, and the University Library provides online information skills tutorials, which outline the various styles.

Formatting and Binding of Theses

Prior to submission, you need be sure that the presentation of your theses conforms to University standards. The thesis must be bound and presented in the format stipulated in the Policy for the Presentation of Research Theses (<https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-for-the-presentation-of-research-theses>).

The University Print and Design Service provides a binding service that is compliant with University standards. For information on printing options, submission and pricing, visit: <https://www.ljmu.ac.uk/printing/document-solutions-centre>

Preparing your Submission

The University recommends that all students formally inform their supervisors when they are intending to submit. Failure to do so will result in delays in the examination process if examiners have not been appointed at the time of submission.

When you are preparing for your final submission, you must submit your 'final' draft thesis for review by the Supervisory Team, using the Pre-submission Review (Submission Planning) Form, providing your supervisors with:

- ✓ the draft thesis;
- ✓ Any items to accompany thesis;
- ✓ Explanation of reason(s) for late submission; Summary of work completed to date; and
- ✓ Plan of work to be completed with timelines (e.g. Gantt chart or similar).

Your supervisors will then hold an interview with you and provide a written assessment of the strengths and weaknesses of your thesis, and its readiness for submission. They record their comments and recommendation in the same Pre-submission Review (Submission Planning) Form, which will be submitted and approved by the Doctoral Academy.

NOTE: It is ultimately the PGR's decision to submit the thesis, but it is strongly recommended to take into account the supervisors' recommendation.

Your supervisors will organise the examiners for your thesis, who need to be appointed at least three months prior to submitting your thesis. Your DoS must complete the Appointment of Examiner Form and send the New Examiner Details Form to the external examiner(s) for

completing. These forms must be submitted to FRDC for approval.

Prior to the introduction of eDoc, all forms can be downloaded at <https://www.ljmu.ac.uk/the-doctoral-academy/supporting-your-study>.

Submission of the Final, Approved Thesis

Candidates are required to submit a single final electronic version (PDF) of their thesis via eDoc (irrespective of the number of bound printed volumes).

If required by examiners, soft bound copies of the PDF should be submitted to the Doctoral Academy Office (1 copy per examiner). NB: Somebody can deliver the thesis on your behalf, by prior arrangement. It is the student's, rather than the supervisors', responsibility to decide when to submit, taking into account the supervisors' advice.

For detailed info, see the Policy for the Presentation of Research Theses <https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-for-the-presentation-of-research-theses>.

The thesis is logged as submitted, and will be sent to the Examiners within a few working days, subject to Christmas closure, Bank Holidays etc. The Examiners should receive the thesis a minimum of one month before the date scheduled for the oral examination. Examiners read the thesis and return their preliminary report to the Doctoral Academy about within 1 - 3 months after thesis submission. During this period, your Supervisors will make detailed arrangements for the oral examination. You will receive formal email confirmation that the oral examination will proceed from the Doctoral Academy, once the Examiners have submitted their preliminary reports and confirmed they are satisfied to proceed. This is usually 14 - 7 days before the oral examination.

The Oral Examination (Viva Voce)

The oral examination or viva voce is in effect the culmination of your study period and normally occurs up to 3 months after the submission of your thesis. This can be viewed as a very stressful event as you are being directly quizzed on your thesis by internal and external experts but if you are well-prepared this can be a valuable learning experience.

As noted above, your DoS is responsible for assigning your examiners and setting your exam date. You may choose if you want an independent chair to sit alongside your internal examiner and the external examiner. The Chair of FRDC oversees the appointments of examiners and will cross-check to make sure their knowledge base is relevant and they have appropriate levels of examining experience. Overall then there are typically at least two, and not normally more than three, examiners, of whom at least one shall be an external examiner. (If you are a member of staff you will normally have 2 external examiners.)

For further information, see the Policy and Procedures for the Examination of Research Degrees (<https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-and-procedures-for-the-examination-of-research-degrees>).

Arrangements for preparing PGR students for the final viva examination commonly involve some or all of the following:

- ✓ Tailored support from supervisors, such as discussions about what to expect and which questions may come up, practising answering key questions, signposting students to useful information
- ✓ Offer of a formal mock viva
- ✓ Practice of defence of research at confirmation review or progression

milestones, such as interviews or presentations

Attending the Oral Examination

Attending the oral examination is compulsory. Failure to attend a pre-arranged oral examination without prior notification to the supervisor and/or internal examiner and without good reason may result in the student failing the oral examination and their degree.

Conduct of the Oral Examination

The examination will normally be conducted under the chairmanship of the external examiner. The examiners will test the student's knowledge and understanding of their field of study to ensure the thesis is their own work. The oral examination is an opportunity for the student to clarify any ambiguities in the thesis that the examiners may find.

Good examiners have a plan (normally means going sequentially through the thesis), will start with simple "ice-breaker" type questions and will engage you in a deep and academically interesting debate. You will not need to get all answers right but clearly you are expected to demonstrate knowledge and expertise. It is also sensible to have a well-developed perspective of knowing when to defend your work strongly and knowing when to accept constructive criticism of how things could have been done differently.

There is no set duration or approach to the viva but the examiners will write reports and meet beforehand to set the agenda. They are there ostensibly to determine (a) the work is yours, (b) you understand the area, the work and the research process and (c) in the viva there is a demonstrable addition to the body of knowledge.

The outcome of the viva will be given to you at the end of the viva after you have been asked to leave the room for a short period of time. Formal written communication normally comes from the Doctoral Academy after a few days.

Viva Outcomes

After the oral examination, the Examiners will submit a formal recommendation to the Doctoral Academy. Should the Examiners feel that the thesis was of an excellent standard and the Candidate's performance in the oral examination was strong, they will recommend immediate conferral of the award, with no further work required.

The outcome of the majority of examinations is that amendments and corrections should be made to the thesis. Three months from the date of the oral examination is granted for amendments and corrections. The Examiners will append notes for guidance, providing details of the amendments and corrections, to the formal recommendation. The Doctoral Academy will formally notify you of the Examiners' recommendation, details of amendments and corrections if required, and if so, the deadline by which you should submit them to the relevant Examiner/s.

Sometimes, the Examiners feel that the thesis would benefit from re-examination. In this case, a recommendation will be made that the thesis be revised and resubmitted, they may or may not request a second oral examination take place. Should a re-examination be required, the thesis will be due for resubmission one year from the date of notification of the Examiners' decision.

Whatever the outcome of your oral examination, the examiners will give you their recommendation on the day. On completion of the oral examination, the examiners should advise the candidate of their intended recommendation to the faculty.

The formal outcomes of the MPhil and PhD viva are contained in Doctoral Academy guidance documents (see <https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-and-procedures-for-the-examination-of-research-degrees>), and there is support in the form of workshops from the Doctoral Academy in terms of preparation for your viva. You should also talk to previous students and many undertake mock vivas with their supervisory teams.

After a successful viva and modifications students are required to submit an electronic version of their thesis to the library and Doctoral Academy, and formal notification of completion of studies will then be made. This will be followed by the Graduation ceremony, which is held in July and November every year.

Completion and Electronic Thesis Submission

The completion of MPhil or PhD award follows after receipt of the Examiners' formal approval of the thesis and outcome of the viva, e.g. after the examiners' official notification to The Doctoral Academy. This happens once the Examiner/s are satisfied that you have met all their requirements and that the award of MPhil or PhD can be conferred.

Upon receipt of the examiner/s' formal approval, the Doctoral Academy will advise you of the final stages required to complete the examination process, with the request for E-Thesis submission, resolution of outstanding debts etc. It is mandatory to submit your thesis electronically. For PGR Regulations regarding electronic submission, visit: <https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-for-the-presentation-of-research-theses>.

The conferral of the award will occur on 11th of the month after the Examiners' formal contact with the Doctoral Academy. After the E-Thesis deposit and declaration form have been processed, Doctoral Academy will ask the Awards Team to produce and release the award certificate. The certificate includes your name, thesis title and conferral date. You will be invited to attend the next Graduation Ceremony, which are held in July and November.

Graduation

Once a degree has been awarded the student record will be updated to show that the student has successfully completed. The Events Team will contact the student in due course to arrange for the formal conferment of the degree. The Events Team will issue an invitation to the next available degree ceremony, which will normally be held in the November or July following the award. Further information can be found here: <https://www.ljmu.ac.uk/students/graduation>

Students graduating in person will receive their degree certificates at the Degree Ceremony. Students who choose to graduate in absentia may request their certificates by post from the Events Team.

The different Schools within our Faculty host their own receptions on graduation day to which you will be invited by your supervisors and/or administrative colleagues from your School.





Academic Impropriety

Academic impropriety covers plagiarism, collusion and any other attempts to gain an unfair advantage in preparing a thesis. It is important to understand these definitions, as it is all too easy, when copying material from a text book or a technical journal, to commit an offence without you realising it.

Plagiarism

Plagiarism includes the representation of the work, written or otherwise, of any other person, including another student, or any institution, as the candidate's own. Examples of plagiarism may be as follows:

- the verbatim copying of another's work without acknowledgement.
- the close paraphrasing of another's work by simply changing a few words or altering the order of presentation, without acknowledgement.
- unacknowledged quotation of phrases from another's work.
- the deliberate and detailed presentation of another's concept as one's own.

Beware of inadvertent plagiarism: If you copy material from a textbook or paper, cut and paste material from the Internet into your own report or thesis that is plagiarism. By all means, use acknowledged quotations, but use you own words for the main body of your work.

Collusion

Collusion includes the unauthorised co-operation between a student and another person in the preparation and production of work, which is presented as the student's own. There are detailed procedures laid down in the university assessment regulations for dealing with cases of plagiarism or collusion. Procedures for the Investigation of Alleged

Misconduct in Research, including plagiarism, can be found here: <https://www.ljmu.ac.uk/the-doctoral-academy>.

The Doctoral Academy has a policy that students can use TURNITIN via CANVAS to develop their writing skills and avoid issue of plagiarism and collusion. Speak to your DoS initially if you have concerns in this regard.

What Constitutes Academic Impropriety?

The basic principle underlying the preparation of any piece of academic work is that the work submitted must be your own work. Plagiarism, submitting bought or commissioned work, double submission (or self-plagiarism), collusion and fabrication of results are not allowed because they violate this principle (see definitions below). Rules about these forms of cheating apply to all assessed and non-assessed work.

1. Plagiarism (either intentional or unintentional) is using the ideas or work of another person (including experts and fellow or former students) and submitting them as your own. It is considered dishonest and unprofessional. Plagiarism may take the form of cutting and pasting, taking or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites or any other source and submitting them for assessment without appropriate acknowledgement.
2. Submitting bought or commissioned work (for example from internet sites, essay "banks" or "mills") is an extremely serious form of plagiarism. This may take the form of buying or commissioning either the whole piece of work or part of it and implies a clear intention to deceive the examiners. The University also takes an extremely serious view of any student who sells, offers to sell or passes on their own assessed work to other students.

3. Double submission (or self-plagiarism) is resubmitting previously submitted work on one or more occasions (without proper acknowledgement). This may take the form of copying either the whole piece of work or part of it. Normally credit will already have been given for this work.
4. Collusion is where two or more people work together to produce a piece of work, all or part of which is then submitted by each of them as their own individual work. This includes passing on work in any format to another student. Collusion does not occur where students involved in group work are encouraged to work together to produce a single piece of work as part of the assessment process.
5. Fabrication is submitting work (for example, practical or laboratory work) any part of which is untrue, made up, falsified or fabricated in any way. This is regarded as fraudulent and dishonest.

How Can You Avoid Academic Impropriety?

To avoid using unfair means, any work submitted must be your own and must not include the work of any other person, unless it is properly acknowledged and referenced.



Skills Training and Development Framework

Training Needs Analysis

Liverpool John Moores University recognises the importance of skills development for postgraduate researchers and promotes it as an essential part of their research programme. The University thus needs to know what learning and development you have achieved previously and during your studies. You are required to record your learning and experiences, and to identify what you have learned through reflection. In collaboration with your supervisor, you will need to complete your first year's Training Needs Analysis (TNA). This is an assessment of the current skills you have and any additional training you may require in the year ahead. TNA guidance can be found at:

Researcher Development programme

The Doctoral Academy aims to create an environment in which PGR, early career researchers (active or aspiring) excel and reach their full potential by providing a full range of personal, professional and career development opportunities through the Researcher Development Programme.

The Researcher Development Programme (DDP) is the University's training plan for all doctoral researchers, which aims to ensure that all PGR students receive the highest quality of training and acquire the necessary skills to become world-class researchers.

The Doctoral Academy publishes details of Researcher Development Opportunities for MPhil/PhD/Prof Doc students via the website and a monthly Research Development E-Digest using the PGR mailing lists. For details of

forthcoming training and development opportunities for research staff and students please see:

<https://www.ljmu.ac.uk/the-doctoral-academy/researcher-development>.

Conference Presentation

Attending and speaking at conferences are increasingly seen as essential activities for PGR students. As well as conferences organised locally by the University, you will probably want to attend others in your own specialisation. We will circulate details of conferences that are sent by the Doctoral Academy, but you may also want to look at relevant Journals as these also carry advertisements for conferences in their field, as well as closely liaising with supervisors. Presenting at conferences helps to sharpen up the key intellectual and conceptual features of a research project while in its initial stages and also develops your presentational and communication skills.

Faculty Research Conference

An annual Faculty Research Conference provides an excellent opportunity for students to get to know academic staff's and students' areas of research, and to facilitate better exchange and communication between students. Usually, this conference is usually held during the University Research Week every year (June/July) and has prizes for outstanding student oral and poster presentations. If you are in receipt of a Faculty or University bursary to study for an MPhil/PhD it is a requirement to attend and present.

Three Minute Thesis Competition

The Faculty also hold an annual Three Minute Thesis competition, which is a fantastic opportunity for you to develop your communication skills. This event runs annually in Spring, with the opportunity for winners to progress onto the University and national competition.

Faculty Research Support Scheme

The Faculty has a limited fund available to help you with expenses to attend conferences and other events, as well as other costs related to

your research. This fund is administered by the Chair of FRDC, and calls for applications will be sent out via email and CANVAS PGR Community site, so keep an eye on your email account regularly. Three funding schemes operate in the Faculty:

Faculty Conference Support

The aim of this fund is to assist postgraduate students who are registered for a PhD and pursuing original research to attend relevant national or international conferences, symposia or other events hosted by learned societies or professional organisation in order to present their research (e.g. paper, poster, practice-based presentation). The fund can assist with the costs of travel, conference registration fees, subsistence and accommodation expenses.

Faculty Events Support

The aim of this fund is to assist postgraduate students who are registered for a PhD and pursuing original research to attend relevant national or international conferences, symposia or other events hosted by learned societies or professional organisation in order to present their research (e.g. paper, poster, practice-based presentation). The fund can assist with the costs of travel, conference registration fees, subsistence and accommodation expenses. There is no deadline, but applications should be made 6 weeks prior to the event being held.

Other Financial Support

The aim of this fund is to assist postgraduate students who are registered for a PhD and pursuing original research to apply for financial support other than conference attendance or research event organisation. This may include costs for other professional and personal development, including costs of travel to visit archives, administrative fees for HEA accreditation, and other expenses. Each application will be reviewed on a case-by-case basis. There is no deadline.

Details about these funding schemes can be found on the CANVAS PGR Community site: <https://canvas.ljmu.ac.uk/courses/43088/pages/funding>

Other Funding Opportunities and Schemes

The University also has a limited fund available for help with expenses and these are managed by the Doctoral Academy: if you are giving a paper at a conference you can apply for help, subject to certain conditions and up to a maximum of £300 annually. Eligible PGR students who are presenting oral papers at national and international conferences during 2017/18 can apply for limited funding (£150 and £300 respectively). Calls for PGR Travel Funding are made three times per year. For further information about the range of services provided by the Doctoral Academy please visit the web site:

<https://www.ljmu.ac.uk/the-doctoral-academy>.

Teaching and Paid Work

Employment in a teaching or related capacity provides an excellent opportunity for postgraduate research students to develop valuable personal and transferable skills and ensures that research informs teaching and enables undergraduate students to engage with those who are working at the cutting edge of their disciplines. PGRs at LJMU usually begin teaching-related employment in year 2 (full-time study) of their PhD degree. For further information about the support available to research students who would like to begin a teaching employment at LJMU, please visit <https://www.ljmu.ac.uk/the-doctoral-academy>.

The Faculty is also committed to support postgraduate research students in developing teaching-related skills, knowledge and experience.

To achieve this the University has developed and approved a Code of Practice for Postgraduate Research Students Engaged in Teaching (<https://www.ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/104.pdf?la=en>), which it makes it mandatory that all postgraduate research students who undertake teaching related

activities to receive appropriate support and guidance before commencing any such activity. To support this Code of Practice the University, through its' Academic Quality Services, provides a series of workshops which focus on key subjects / issues facing those new to teaching in Higher Education.

In particular, the 3 i's PGR Teacher Training programme comprises a series of half day workshops that focus on key subjects / issues that face individuals who are new to teaching in HE, including those in roles where supporting learning is a small part of their work. The workshops will provide an opportunity to discuss experiences, share ideas and gain some information about a range of techniques and processes that may help in teaching. Attendance on the taught workshops is compulsory for those postgraduate research students who are demonstrating or teaching.

The person responsible for all matters to do with teaching and learning is the Dean of the Learning and Teaching Academy, Professor Clare Milsom. For further information, see <https://www.ljmu.ac.uk/microsites/teaching-and-learning-academy>.



Writing with Your Supervisor

Increasingly, PhD researchers are expected to have published from their research during their PhD studies. This is an excellent opportunity for you to discuss where your work sits in the field with your supervisors. Supervisors can provide valuable critical guidance and support, especially for those PhD researchers wishing to pursue an academic career.

PhD researchers who wish to pursue academic careers benefit considerably from having published papers (or having papers in stages of publication), especially in journals ranked 3* or above, by the completion of their PhD. This is especially so in competitive job markets such as in the UK. Co-authoring may happen at any point during the PhD process. Many PhD researchers find it helpful to plan papers around workshops and conferences. The progress meetings in July and December may also provide useful deadlines and an opportunity to discuss publishing plans.

Supervisors and PhD researchers may wish to discuss early on in the writing process issues such as author order, percentage inputs to a paper, and how any revisions will be handled. This will vary across students and supervisors, but a good rule of thumb is that the person doing the bulk of writing and having the idea for the paper is lead author. Often this will be the student if it is related to their PhD data. The Research Office hold many workshops providing advice and support for publishing and supervisors can play a critical role in encouraging PhD researchers to attend these events. Sections can support the writing process by holding smaller subject-based workshops for PhD researchers prior to conferences, providing advice on writing, publishing and reviewing early drafts of papers.



University Services

Student Welfare and Advice

Our Student Advice and Wellbeing team can give you advice and guidance on everything from accommodation to money management and support for disabled students. The University can also advise you about your eligibility for student funding, such as grants, loans and benefits. If you would like any guidance or advice, please contact Student Advice and Wellbeing on: 0151 231 3153 / 3154 and visit <https://www.ljmu.ac.uk/discover/student-support>.

Study skills, including English for Academic Purposes (EAP)

The University is committed to helping you gain the skills needed to succeed academically and in your future career. All students are welcome to attend our skills seminars and 'Drop In' sessions, which are held regularly across the year. We also provide one to one appointments in which you can speak to a tutor about improving your own academic skills. All sessions are free and informal, and give you the opportunity to ask questions relevant to your own work and concerns. For further information, see <https://www.ljmu.ac.uk/microsites/library/academic-achievement>

Financial advice

If you have any questions about your Student Finance, including funding, the tuition fees you are liable to pay or what grants and loans you can apply for, please go to www.ljmu.ac.uk/feesandfunding or contact the Student Advice Team on 0151

231 3153/3154 or email:
studentadvice@ljmu.ac.uk.

International student advice

Our International Student Advisers are experienced in dealing with issues that international students may face when moving to a new country, such as English language support, visa renewal, accommodation, financial concerns and setting up a new home. To contact an International Student Adviser, please email: internationaladvice@ljmu.ac.uk. For more information, go to: www.ljmu.ac.uk/international or tel: 0151 231 3673 / 3162.

Disability support

As a disabled student, you have rights under the Equality Act (2010) to appropriate services to enable you to achieve to your full potential. This legislation covers physical and sensory impairments, specific learning difficulties such as dyslexia, long-term health conditions and mental health difficulties. LJMU bases its services on the social model of disability which argues that people are 'disabled' by barriers in society, including in the education system. You can contact the Disability Advice Team via: disability@ljmu.ac.uk or 0151 231 3164/3165.

Mental health

The Faculty takes the wellbeing of all students seriously and staff and students have worked together to a number of projects to enhance wellbeing for all and break down stigma. If you are experiencing emotional or psychological difficulties and feel you would benefit from talking to someone, LJMU's counselling team offers free, confidential, one-to-one and group sessions. For further information, log on to the student intranet and read the Health and Wellbeing section <https://www.ljmu.ac.uk/discover/student-support/health-and-wellbeing> or email: counselling@ljmu.ac.uk.

Support is available for students with a range of mental health issues. If you have any concerns relating to yourself or another

student, please contact the Mental Wellbeing Adviser: mentalwellbeing@ljmu.ac.uk or tel: 0151 231 3579.

Students with caring responsibilities

We also recognise that many students have caring responsibilities. Those of you between the ages of 18 and 25 may qualify as a Young Adult Carer and therefore have access to a tailored support package. You can find out more at:

<https://www.ljmu.ac.uk/discover/student-support/young-adult-carers> or by contacting imagine@ljmu.ac.uk or 0151 231 3149.

Health and Safety

The University has a duty of care to ensure that health and safety procedures are in place, but students also have to make sure that they work safely and not to engage in any activities that make the University an unsafe place to work for either you or for others.

Health and safety issues are very important. Please read the following section carefully and remember we all have a responsibility for our own and other peoples' safety. It is important that you fully understand your responsibilities concerning health and safety. It is essential that you fully comply with all the requirements and act responsibly in order to ensure your own safety and the safety of others.

The University's Health and Safety Codes of Practice can be found at:

<https://www.ljmu.ac.uk/about-us/public-information/student-regulations/health-and-safety-codes-of-practice>

Fire Precautions and Regulations

When you arrive at the LJMU site, please take time to walk around the buildings to familiarise yourself with the fire exits in the buildings and the fire assembly points. Please ensure that doors are not wedged open around the property, these doors restrict the spread of smoke and fire. Make sure you familiarise yourself with the building you work in and know where the nearest

exits are from your building. Check with the Health and safety Officer where the assembly point is for your building. If electrical items are brought into the building these must be safety tested by the university PAT testing team, which is done annually.

If you discover a fire it is important that you follow the correct emergency procedure:

- ✓ Operate the nearest fire alarm
- ✓ Dial 2222 and ask for the fire service
- ✓ Leave the building and go to the assembly place
- ✓ DO NOT use lifts.
- ✓ DO NOT re-enter the building until you are instructed to do so by the Fire Evacuation Coordinator/ Wardens or Fire Emergency & Rescue Service. The silencing of the alarm is NOT an indication to re-enter building.

DO NOT PLACE YOURSELF OR OTHERS IN DANGER.

Please be aware that if the fire alarm sounds for more than 30 seconds it is not a test and everyone must take reasonable measures to encourage their fellow colleagues and students to evacuate the building. Please read Safety Services' Guidance for Fire Marshal, as it would benefit you in this process. Practice fire drills are arranged during the first few weeks of term every year. These are full evacuations and you will be required to leave the building and go to the assembly point.

The fire procedure must be followed in every case without exception, regardless of how small the fire is, and in all instances, members of staff, students and visitors are required to evacuate the building in the event of the alarm sounding during a lecture or practical session.

Security

Faculty buildings are protected by a combination of locks, electronic alarms, swipe-card restricted access and security video surveillance cameras. All research students should follow good practice in terms of personal and building security. In

extreme emergency the security services should be contacted on 2222; this line is open 24 hours a day.

Please do not leave personal belongings unattended in classrooms or corridors. If you see a suspicious package, or observe anyone behaving in a threatening or suspicious manner, report the matter to security on 2222.

No smoking policy

In order to provide a healthy working environment for all members of the University, smoking is not permitted in any University building

Accident Reporting

The University has a legal responsibility to report accidents that occur on the premises. Accidents are extremely rare but, should you have the misfortune to suffer one, please report it to a one of the First Aiders who hold Accident Report Forms. Please report the accident at your earliest opportunity as prompt action may prevent others from being hurt.

Health and safety coordinators

Mrs Lyndsey Philip - APS Faculty H&S Coordinator (Redmonds Building)
Email: l.a.philip@ljmu.ac.uk

Mrs Paula McNulty - LSAD H&S Coordinator (John Lennon Building)
Email: p.mcnulty@ljmu.ac.uk

Mrs Janine Melvin - HSS H&S Coordinator (John Foster Building)
Email: j.m.melvin@ljmu.ac.uk

Mrs Sharon Grant - LCAPS H&S Coordinator (John Foster Building)
Email: s.grant@ljmu.ac.uk

Mrs Moira Herbert - Law H&S Coordinator (Redmonds Building)
Email: m.helbert@ljmu.ac.uk

Mrs Darcy O'Bree - LSS H&S Coordinator (Redmonds Building)

Email: d.j.obree@ljmu.ac.uk

Mr Griff Griffiths - LSS H&S Coordinator (J H Makin Building)
Email: m.griffiths@ljmu.ac.uk

Library Services

The University libraries offer a range of dedicated study spaces, digital and print resources, as well as information skills advice to support you in your studies. Books that offer advice on how to start, write and complete a thesis are available on loan.

Library Services are responsible for the university library, drop in IT and study provision. LJMU has three Libraries, with one based in each of the City, Mount Pleasant and IM Marsh campuses. Both the Avril Roberts and Aldham Roberts libraries are open 24 hours a day, seven days a week during semesters. After 11pm you will not be able to access library resources but you will still have access to the computers and printers on the ground floor of both libraries. Please go to <http://www2.ljmu.ac.uk/lea> for exact opening hours. This means that whatever and wherever you are studying at LJMU you are never far from one of these libraries and with 24/7 opening hours during semesters, you can pop in anytime, day or night, at a time that's most convenient for you.

Each Library provides a library service, IT Support, spaces for group and private study, and access to Library Collections and staff to help you use these; ICT support; and Student Administration Centres.

Key Contacts

You can talk to Library Services staff and make bookings and appointments even when you are off campus by calling 0151 231 3179. This service is available 24/7, all year round.

For more information about the information, help and support available, please visit our web pages:
<https://www.ljmu.ac.uk/microsites/library>

Student Zone

The ground floor of each library is known as the Student Support Zone. A Welcome Hub acts as the reception area where staff will answer general, IT and circulation enquiries and make appointments for you to see a range of specialist staff from areas including welfare, careers, employability, library subject support and specialist computing support.

Library and study provision

The rest of the library spaces house the library collections, a range of quiet and silent study spaces and group study rooms. PCs and study spaces and group study rooms may be booked in advance on our website <https://www.ljmu.ac.uk/microsites/library>

IT Support

Library Services provide IT support to students and staff. The libraries are equipped with PCs, laptops, printers, photocopiers and scanners. Library staff offer support at the Hub desk, or while roving around the building. Each library has a large format printer for printing up to A0 size. There is a small charge for printing.

Research support librarians

If you require subject specific support, one of our Academic Liaison Librarians can show you how to search effectively for information in your subject area, how to reference and much more.

Our Research Support Team can offer assistance with; Open Access publishing, eTheses, using endnote and database searching. We also work with the Doctoral Academy to coordinate the Research Cafes, which are held regularly throughout the University.

The Faculty's Research Support Librarians are based in the Aldham Roberts Library, and you can contact them with queries as follows:

Mrs Cath Dishman
Telephone: +44 (0)151 231 3299

Email: C.L.Dishman@ljmu.ac.uk

Mrs Katherine Stephan
Telephone: +44 (0) 151 231 3105
Email: K.D.Stephan@ljmu.ac.uk

Printing

LJMU offers a comprehensive printing service. LJMU printers combine printing, copying and scanning into one device with a modern touch screen interface which is faster, easier to use.

Scanning is available on all printers and include OCR (Optical character recognition software) so that any printed document can be scanned into a searchable PDF or Word document. Students send jobs to a networked printer and then use their student card on print release stations to print their work. You can print to student printers from University computers or from your own laptop or desktop computer at home. All information regarding the University printers and specialist printing resources can be found at: <https://www.ljmu.ac.uk/printing>.

Information Technology and Computing Resources

All students have access to computing facilities maintained by the University's Department of Corporate Information and Computing Services (CIS). These machines are linked to the University's network and the internet, and all students can register to use them. Software available on the University's network includes the Microsoft Office Suite as well as course relevant software.

There are a range of places outside of student PGR office to access IT facilities in the Faculty and nearby library/Student Zone areas, including the IT facilities and IT support in the Avril Roberts Library (Tithebarn Street) and Aldham Roberts Library (Mount Pleasant). For online PC booking, go to <https://www.ljmu.ac.uk/microsites/library>.

Student email

Your student email can be accessed via <https://www.ljmu.ac.uk/students>. Assistance on using your email can be found at <https://www.ljmu.ac.uk/microsites/library/it-support>. Please be sure to check your University email account regularly for information about your research programme and announcements.

Network Applications

A wide and varied range of applications are available to LJMU computer users from the industry standard Microsoft Office applications, to a range of subject software applications. These are available via any PC connected to the network.

Off Campus Applications

In addition to this, a growing number of applications are available via the Off Campus Applications service. Requiring nothing more than an internet connection and a web browser, users are able to connect to applications such as Microsoft Office and SPSS, whilst also being able to read their email through Microsoft Outlook, and connect to personal file store.

Free home use software

Staff and students are able to install a limited number of applications for installation on their own PC. Usually available to download, they are full unlimited versions, as used within the university. Further information is available from the Home Use Software section: <https://www.ljmu.ac.uk/ithelp/student>

All the IT help pages can be accessed at the following link:
<https://www.ljmu.ac.uk/ithelp/student>

CANVAS

CANVAS hosts a comprehensive suite of tools to facilitate online learning. This includes the Faculty PGR Community site, Online Ethics Module, as well as discussion boards, chat rooms, and other means to support your learning. Please visit <https://www.ljmu.ac.uk/students/before-you-arrive/canvas>

Careers

The University Careers Service offers advice on a variety of issues including career planning, making applications, job search and interview preparation. Staff can also provide advice on improving your job prospects through work experience and activities to develop your personal skills, and will arrange a number of careers related events during the academic year.

The Careers Team provides tailored careers support to all LJMU students during their studies through delivery of careers education, information, advice and guidance from our campus-based Careers Zones. The Team holds regular careers and employability workshops and webinars, manages LJMU's Career Accelerator Internship programme, organises industry careers presentations, employer days and careers fairs both inside and outside of the curriculum. The Centre also produces Career Planning Guides for each academic School, which are complemented by Careers Mini-Guides and subject-specific Career Insights.

The Careers Zone is based at the Student Life Building and offer career support including: Careers guidance interviews; CV and application form reviews; Help with applications; Interview practice sessions via one-to-one appointments with our Careers and Employability Advisers.

For more information about Careers support at LJMU call into your nearest Careers Zone or tel: 0151 231 3719/2048, email:

careers@ljmu.ac.uk or visit
<https://www.ljmu.ac.uk/studentfutures>

Chaplaincy Service

The Chaplains, Associate Chaplains and Religious Advisers to the University extend a warm welcome to all members of the University. They are committed to providing a high quality pastoral service to staff and students of all faiths and none.

The staff of the chaplaincy service work together in co-operation with Student Services. If you would like to talk to someone at any time, please feel free to contact them. They are available to everyone within the University, offering care and support, as well as opportunities for worship, prayer and the exploration of faith and spirituality.

For contact details and any other information, please visit our website:
<https://www.ljmu.ac.uk/students/settling-in/spirituality>.

Liverpool Students' Union

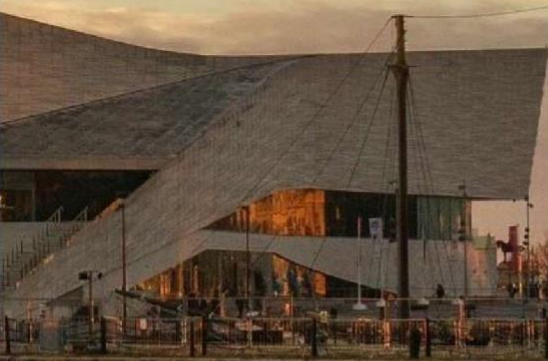
Liverpool Students' Union is the representative body for all LJMU students. LSU is led by four elected Officers, who are LJMU students taking a year out of their studies to undertake the role, or recent graduates. They work to represent your views to the University, across Liverpool and nationally. They also have a lot of opportunities for students to get involved during their time at LJMU; from an extensive range of sports teams, clubs and societies, to their 'Let's try' package of trips, events and one-off activities.

LSU also offers opportunities for you to gain valuable experience through work and volunteering opportunities.

LSU is always interested in finding out your opinions on all things relating to your time at LJMU. This includes things that happen or affect your academic, social, or work life, or even how LSU can help support you and campaign with you or on your behalf. Throughout the academic year, they invite you to take part in our 'Make it happen' process, where they ask you specific questions relating to your experience. They then use this information to lobby LJMU, Liverpool City Council and other parties to ensure you get the best deal. Go to www.liverpoolsu.com to find out more. Join the Liverpool Students' Union Facebook group. Follow the LiverpoolSU on twitter @LiverpoolSU.



Notes





Faculty of Arts, Professional and Social Studies
PGR Student and Supervisor Handbook
First edition @ 2019

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