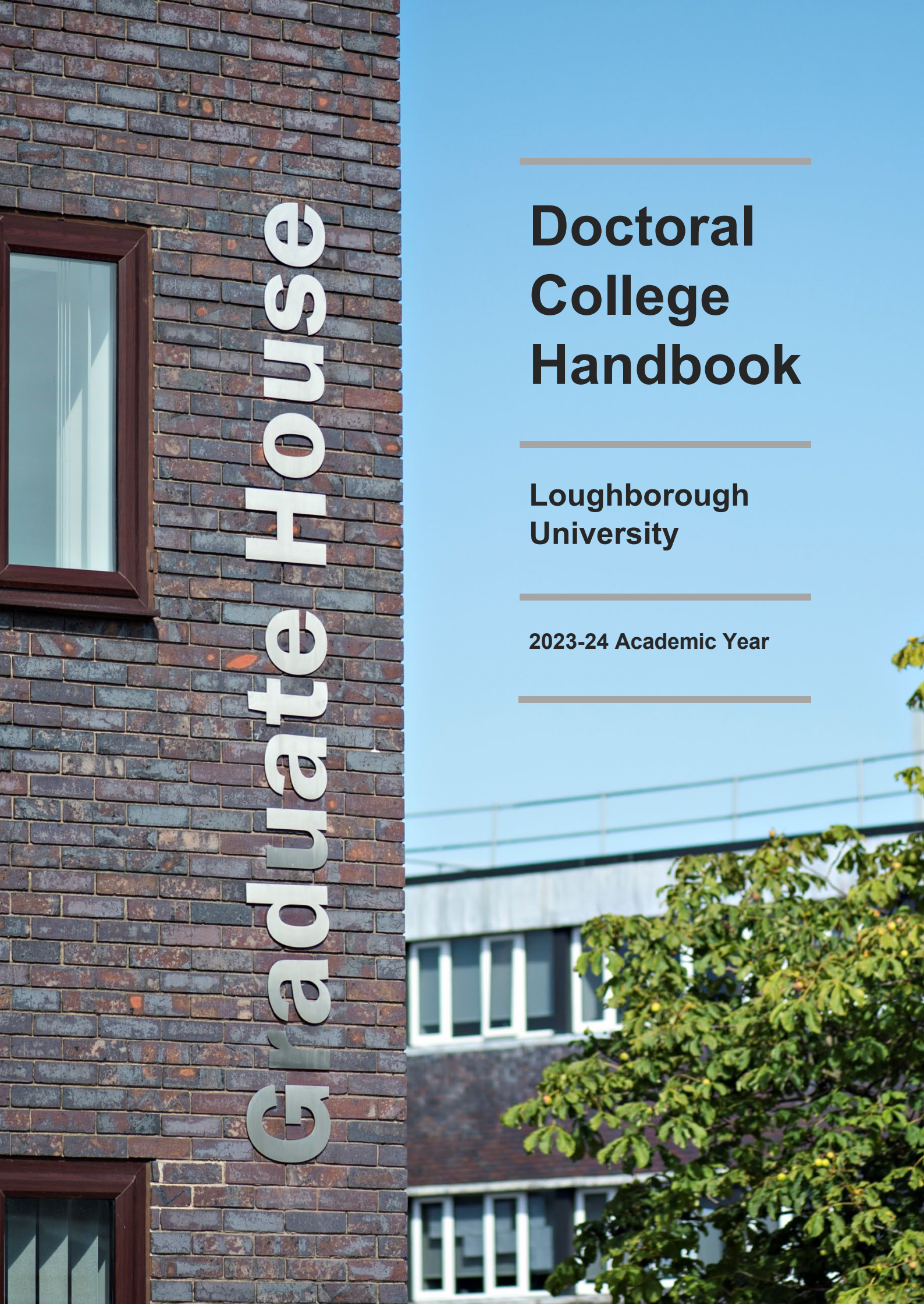

Doctoral College Handbook

Loughborough University

2023-24 Academic Year

Loughborough University Doctoral College

http://www.lboro.ac.uk/services/doctoral-college/

doctoralcollege@lboro.ac.uk

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Welcome from the Associate Pro-Vice Chancellor (Doctoral College)

Welcome to the Loughborough University Doctoral College, the central place for all Doctoral Researchers across both Loughborough and London campuses!

Although much of your research work will take place in your School, as a member of the Doctoral College, you will benefit from an extensive doctoral training programme, delivered by our dedicated team and other professional services colleagues. We aim to provide a cohort-based experience for all of our students by facilitating access to a wide range of networking opportunities and events which run throughout the academic year. Our annual Research Conference and Summer Showcase bring together our Doctoral Researcher community to shine a spotlight on the quality of Loughborough's research and share insights and knowledge from across our academic schools.

This academic year starts with a renewed emphasis on research in the University's Strategy, a new Vice Chancellor, and new Pro Vice Chancellors for Equity, Diversity and Inclusion and for Research and Innovation. The Doctoral College is here to support you through you research journey, and to create a sense of community for our Doctoral Researchers. Please engage with the events and training we coordinate, and make sure to contact us if you have suggestions or concerns you would like to raise.

I welcome all Doctoral Researchers into our community and wish you the very best for your research degree.

Professor Steve Christie

Associate Pro-Vice Chancellor (Doctoral College)

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1. What is the Doctoral College?

As a Doctoral Researcher, you are now a member of the Loughborough University's Doctoral College.

The Doctoral College has dedicated responsibility for all Doctoral Researchers at the University. It contributes to the University's research strategy, by overseeing the recruitment of Doctoral Researchers, ensuring high quality research programmes, supporting a world-class Doctoral Experience, and by providing and coordinating opportunities for training and development for Doctoral Researchers.

The University created the Doctoral College to improve the visibility of Doctoral Researchers. Being a member of the Doctoral College gives you an identity that is distinct from staff and taught students; reflecting your importance to the institution both as a contributor to our research effort and to the wider contribution you will make during your time here.

The Doctoral College provides an integrated website with information and signposting to resources directly relevant to and in support of Doctoral Research. This includes essential information for each part of your research studies, access to a wide range of training and development opportunities to enable transferable skills development and access to mobility funding.

In addition, the Doctoral College provides a range of face-to-face training, online and blended learning, events across both the Loughborough and London campuses, and access to regional partnerships including the EMDoc (East Midlands Doctoral) Network.

The Doctoral College Team

Central to the Doctoral College's activity is a team of highly specialised, professional, and supportive staff to facilitate every aspect of a Doctoral Researcher's journey from application through to graduation. The Doctoral College website contains contact details of all Doctoral College staff and information about their roles.

Staff affiliated with the Doctoral College are from a broad base across Schools. Professional Services are involved in delivering training and development opportunities for Doctoral Researchers.

Where to Find Us

Graduate House

Doctoral Researchers have access to Graduate House (also known as Angela Marmont); a space dedicated entirely to postgraduate students (Doctorate and Masters).

Access

Opening hours are 8.00am – 12.00am (midnight), seven days a week. The building is not accessible on University Closure days (such as the Christmas period).

If you wish to access the building outside office hours (i.e., after 5pm on weekdays and on Saturday, Sunday, and bank holidays) you will need for ID card to gain access via the secure lock.

Graduate Hub

Upstairs you will find the Graduate Hub, our dedicated study and social space for postgraduates. Your ID card is required to access the Graduate Hub at any time. There is a work area with some desktop computers, available on a first-come first-served basis as well as relaxed seating for socialising and holding informal meetings. The kitchen is available for all to use, containing a fridge, microwave and free tea and coffee. There is a stairlift that provides access to the Hub for anyone with mobility issues; due to fire safety regulations this is only available whilst there is a member of staff in the office.

Training room

On the ground floor of Graduate House, you will find the training room, which is equipped with audio visual equipment; many of the Doctoral College training and development workshops take place here. When it is not in use for workshops or other Doctoral College events, postgraduate students can book this room for their own use, for example for seminars, groups sessions or for practising presentations.

On the ground floor of Graduate House, you will also find an office that is shared by Doctoral College Staff. Please be aware the office is not always open, as staff may be working elsewhere on campus. We do offer drop-in sessions however and times will be advertised in the Doctoral College bulletin.

Doctoral College Communications

The Doctoral College communicates with Doctoral Researchers primarily through the Bulletin, which is distributed by email once a fortnight. Please take time to read the bulletin as there may be information that is vital to your studies and professional development. You can also keep abreast of news, events and opportunities by following us on Twitter (@LboroDocCollege) or visiting the newsfeed and blog on the Doctoral College website.

2. Roles and Responsibilities

Research Degree Regulations and Code of Practice

The University has a set of Regulations and a Code of Practice specifically relating to Research Degree Programmes. This regulatory information and guidance specifically for research students aims to support a high quality and consistent doctoral experience. The Code of Practice has been approved by the University's Research Committee and should be read in conjunction with Regulation XXVI which governs the academic function of Research Degree programmes. We encourage you to read the Code of Practice and Regulation XXVI at your earliest opportunity. If you require advice and guidance on the interpretation of the Regulation and the Code, please get in touch with the Doctoral College team.

Responsibilities of a Doctoral Researcher

Whether you are studying for a PhD, EngD or MPhil, the research degree requirements can be found in Regulation XXVI.

To graduate with a Doctorate degree, your research, as presented in your thesis, must represent a contribution to knowledge and contain original work that is worthy of publication. You should also provide evidence of training and the application of research methods appropriate to your field of study. In addition, you are expected to satisfy the examiners that you are well acquainted with the general field of knowledge to which your subject relates.

The responsibilities of a research student are clearly defined in the Code of Practice. These include (but are not limited to) making satisfactory progress on your research project, submitting written work in time for supervisory meetings, attending regular meetings with your supervisors, communicating your research both orally and in written format to the academic community, undertaking research training and maintaining a record of this, and submitting for a research degree within the timescale outlined in the regulations.

You are expected to complete the 'Doctoral Researcher Induction Checklist'; a sample version can be found in Appendix B of this handbook, the most recent version of the checklist should be downloaded from the Doctoral College website. This form will be reviewed as part of your 6-month progression review.

Supervisors

You should have at least two research supervisors – a principal supervisor and one or more secondary supervisors. If this is not the case, then you must speak with the Director of Doctoral Programmes in your School (see information below).

The roles of both the principal and secondary supervisor are clearly defined in the Code of Practice.

If you are a full-time student, you will need to meet with your supervisor/s regularly. At least 12 of these meetings must be formally recorded in a written format each year (approx. once per month), and it is expected that these meetings take place face to face or via video conference. If you are a part-time student, then a minimum of 6 records must be formally recorded, although depending on your location of study, video conference and email may be acceptable. For all Doctoral Researchers, formal meeting records must be uploaded by your supervisor to Co-Tutor (an online system that aggregates communications and enables progress to be monitored).

During or immediately after your first meeting with your supervisors, you should complete the 'Supervisory Partnership Expectations Form' (see a sample copy in Appendix A). This is an important document to complete to establish and agree clear expectations of both parties. This form will be reviewed as part of your 6-month progression review.

Director of Doctoral Programmes

All Schools have an appointed Director of Doctoral Programmes and most Schools also have Deputy Directors. They take overall responsibility for recruitment, admissions, induction, training, and progression of Doctoral Researchers within their Schools. The Director of Doctoral Programmes of your School will be able to provide guidance on University regulations. They should also be your first point of contact if you have an issue

that cannot be resolved within your supervisory team. To identify the Director of Doctoral Programmes in your School, please visit the essential information webpages of the Doctoral College website.

Independent Reviewer

As part of the annual progression review, you will be assessed by an independent reviewer. They will read your annual report and meet with you to discuss your work and progress. Your supervisor/s may also attend this meeting, but only to observe.

The reviewer will assess whether your annual report provides a clear definition of research questions and methodology, a literature review, research outcomes achieved and a detailed plan for completion of the work required. They will then prepare a report which will make a recommendation on your progression to the Progression Board.

Progression Boards

Progression Boards are composed of the School's Associate Dean (Research), Director of Doctoral Programmes and Deputy Director/s of Doctoral Programmes. Their role is to make decisions on your progression from one part to the next, based on the recommendations made by your supervisor and those of the independent reviewer. The board meets four times per year (September, December, March, and June). Progression Boards are also responsible for authorising extensions to your studies.

Loughborough Students' Union - LSU

Loughborough Students' Union (LSU) has a team of elected student officers who are ultimately responsible for the running of the Union. Their role is to ensure that the academic experience at both campuses is as strong as it can be, whilst also ensuring that the Students' Union continues to offer a unique world class experience to the postgraduate community. More information about LSU can be found at www.lsu.co.uk.

Doctoral Researcher Representatives

The LSU Doctoral Researcher Presidential Team oversee academic representation at Doctoral Researcher level, working closely with Lead Reps from each school to ensure the voices of the Doctoral Researchers are heard at the highest levels of the University and LSU. The DR Presidential Team work closely with the LSU.

For further information, please contact - Representation@lsu.co.uk, 01509 635 077.

For a list of your current School/Department Reps and details about how to get involved in representation, please see your School handbook.

Loughborough Students' Union (LSU) Advice

LSU Advice provides independent, confidential, and non-judgmental advice for Doctoral Researchers (and taught students) at both the Loughborough and London campus. They have a team of experienced advisors who can support researchers through challenging times in their Loughborough University journey and advise on both informal and formal ways forward.

They are happy to offer support and advice on issues affecting your academic progress/experience including mitigating circumstances, extension requests, informal and formal complaints, appealing examiner decisions, academic misconduct allegations and disciplinary/car parking offences.

LSU Advice provides support primarily via email and you can contact as follows:

Loughborough campus - LSUadvice@lsu.co.uk.
London campus - LSULondonadvice@lsu.co.uk.

3. Your Conduct as a member of Loughborough University

Your status as a registered student

Doctoral Researchers must register as students on one of our research degree programmes.

The Terms and Conditions of Study form the contract between you and the University about behaviour and expectations:

It is expected that you will follow the University's rules whilst you are registered as a student. These include your academic conduct in respect of assessment and administrative processes, and your behaviour and conduct (on and off campus).

The University's rules are set out in the University Ordinances, University Regulations and University Charter and Statutes. You are not expected to know these in detail, but you should be aware of their existence. The sections below highlight key areas of policy and rules which are of relevance to you, as a registered student.

Many of our Doctoral Researchers also chose to take up paid work at the University during their PhD. This may include teaching in your School, helping with events such as Open days or becoming a Sub-Warden in a hall of residence. Separate terms and conditions, as outlined in your employment contract will apply to these roles.

Through certain roles you might hold (teaching, Sub-Warden, etc.), you should appreciate there is a power dynamic involved with undergraduate or postgraduate taught (MSc) students under your care. You should be aware of, and understand boundaries and engage with further, detailed training for any such roles you undertake.

Equality, Diversity, and Inclusion

Diversity of experience, thought and perspective enriches Loughborough University and the lives of its community. It is crucial to our ongoing development as an international institution. The University's ambition is to be recognised as a sector leader in identifying and removing systemic barriers associated with race, ethnicity, or national origin, class or socio-economic background, sexuality or gender identity, religion or faith, age, disability, marital status or caring responsibilities, which have previously prevented talented individuals from studying or working with us, or from progressing in their field.

The University's 2021 Equality, Diversity and Inclusion Strategy makes it clear that we will operate a zero-tolerance environment for all inappropriate or discriminatory behaviours. Behaviours which fall short of the expected standards and constitute harassment, bullying or threatening or offensive behaviour or language whilst on University premises or business, will be referred to the University's disciplinary procedures (see below).
For more information, visit the University's Equality, Diversity, and Inclusion webpages.

Behaviour

As a registered student at Loughborough University, your conduct and behaviour - both on and off campus - sets the reputation of the University and the entire student body. Maintaining a positive relationship with the local community is a priority to the University and it is expected that you will act accordingly to present the University and student body as well behaved, polite, and mindful of the Loughborough community.

Please note that to discharge its duty of care to its staff and students, and to the wider community the University must be informed of any alleged criminal activity by students. If at any time during your registration on a programme of study at the University you are cautioned for, or convicted of a criminal offence (except for motoring offences for which a fine and/or up to three penalty points are imposed), you are required to report this immediately to the Academic Registrar. Failure to do so constitutes a Major student disciplinary offence, contrary to section 3(i)(a) of Ordinance XV11 (Conduct and Discipline of Students).

Student Discipline

For more information on what is expected of you and the procedures involved should your behaviour drop below the appropriate level, please see the University's webpage on student discipline. This webpage also includes the paperwork you will need to complete if you are found guilty of a disciplinary offence and wish to submit an appeal.

Further details on potential sanctions resulting from disciplinary action, up to and including termination of studies, are available on the Student Discipline pages.

Harassment and Bullying

Loughborough University takes the matter of harassment and bullying very seriously and is committed to the elimination of all forms of harassment and bullying. Harassment and Bullying can take many forms, often involving the abuse of power or position. These terms refer to behaviour which is hostile and/or offensive to the recipient or others, and which unreasonably interferes with an individual's work, academic performance, or social life.

Such behaviour can create an intimidating environment which undermines the integrity or dignity of the individual. It is unwelcomed and can make an individual feel uncomfortable, unsafe, frightened, or embarrassed. Such behaviour may be physical, verbal, or non-verbal, but the common link is that the behaviour is unwanted by the recipient or others, is unwarranted by the relationship and would be regarded as harassment or bullying by any reasonable person.

Reporting Incidents

The University takes reports of incidents very seriously and will act as quickly as possible. In an emergency, please contact University Security (01509 222141) or the police.

For non-emergencies, you can report information via the Student Services' Incident Reporting Portal. This allows you to report to the University incidents of: Domestic Violence (including honour based), Bullying and Harassment, Stalking, Hate Incidents (including racism, ableism, ageism, cisgenderism/transphobia, heterosexism/homophobia, racism, sexism etc.), Safeguarding, Sexual Violence, Mental Health and Wellbeing (including self-harm and suicide attempts), Substance Misuse and any other welfare concerns.

You can choose to seek support from Student Services, or simply tell the University that something has happened. It is also possible to report concerns about the wellbeing of other students.

Academic Misconduct

The following activities are considered types of academic misconduct:

- Assisting another candidate to gain an advantage by unfair means, or receiving such assistance, for example by impersonation or the passing off of one individual's work as another's.
- The use of essay mills or contract essay writing services.
    - Please also be aware that it is now also a criminal offence to provide, or arrange for another person to provide, contract cheating services for financial gain to students taking a qualification at a higher education provider in England. Similarly, it is an offence for a person to make arrangements for an advertisement in which that person offers, or is described as being available or competent, to provide or arrange for another person to provide a cheating service.
- Misleading the examiners by the fabrication or falsification of data.
- Plagiarism; namely submitting work as the candidate's own of which the candidate is not the author. This includes failure to acknowledge clearly and explicitly the ideas, words or work of another person whether these are published or unpublished and self-plagiarism where a candidate submits work that has previously been assessed as part of academic award.
- Engaging in any other activity likely to give an unfair advantage to any candidate.

There are serious consequences for all students found guilty in cases of academic misconduct – please see Regulation XXVI for full details.

- To avoid academic misconduct, workshops that cover topics such as plagiarism and citations are available for you to attend as part of the doctoral development programme.

Doctoral College workshops can be booked through the Doctoral College Development Portal. Alternatively, on demand and live online sessions can be accessed via the Doctoral College's Virtual Learning Environment.

Research Misconduct

All research at Loughborough University should be undertaken with the highest regard towards the integrity of the research process, including meeting the required ethical standards (see below).

Ethics

The University is an independent academic institution that exists for the creation, transmission, and dissemination of knowledge for the social and economic enrichment of society. We must be committed to fulfilling that purpose only in ways that comply with broad obligations to social responsibility; integral to this commitment are the adoption of high ethical standards across every part of our activities. The University has developed an Ethical Policy Framework to provide a comprehensive statement of its expectations in relation to

organisational and individual ethical behaviour, and a structure that supports informed decision-making when specific ethical issues arise during the University's business.

As a Doctoral Researcher, you are responsible for ensuring that your research complies with the ethical standards and guidelines of the University and your discipline; this should be done in collaboration with your supervisor. All researchers should undertake the online "Ethical Quick Test" to ensure that they consider potential ethical issues in their research and should discuss the outcome with their supervisor. All research involving human participants will require specific ethical approval from the Ethics Approvals (Human Participants) Sub-Committee in advance of research commencing. If your study involves human participants, you should complete the Ethical Clearance Checklist and follow the instructions provided.

Questions or concerns about ethical issues should be directed to Jacqueline Green (J.A.Green@lboro.ac.uk).

4. Management of Your Research Degree Programme

This section covers some of the key aspects of managing your research degree programme; further information can be found in Regulation XXVI and the Code of Practice, as mentioned in the “Roles and Responsibilities” section above.

Annual Leave

Doctoral Researchers are entitled to 8 weeks’ annual leave per year, including public holidays and University closure days. All leave must be requested in writing (via email) and approved by your principal Supervisor. Your School may also have an annual leave form which must be completed and returned to the relevant member of administrative staff in your School. Please see your School Handbook for further details.

Where the period of leave is expected to exceed one calendar month, the Director of Doctoral Programmes for your School or his/her nominee will agree with the Doctoral College Office whether you should take a formal leave of absence (see below).

Sickness Policy

If you are absent from your research programme due to ill health, you must notify your Principal Supervisor at the earliest opportunity. Any sickness absence of more than 7 calendar days must be supported by a medical certificate, submitted to the relevant member of administrative staff in your School. For further details please visit here.

Maternity, Paternity and Adoption Leave Policy

All students are entitled to request a leave of absence for the purposes of maternity, paternity, or adoption leave. This can be a period of up to 12 months (see section below on Leave of Absence).

If you are in receipt of a studentship, then the University has a clear policy as to what payments can continue during this period. Please see the website for more information.

Employment During Your Studies

It is important when you start studying at the University that you have adequate funds to cover tuition fees and living expenses for the whole duration of your study.

However, there may be times where you may need additional funding to support your studies. Many students take part-time work to help fund their studies. In addition to the usual part-time work, being a Doctoral Researcher presents several additional opportunities.

University activities may include:

- Teaching
- Demonstrating
- Exam invigilation
- Research Associate opportunities (if related to research degree)
- Sub-Warden roles in the University halls of residence
- Open Day helpers

In the first instance, speak to your School to find out what opportunities they may have.

If you are studying for a full-time programme, you should **not plan to work more than six hours per week**. This is to ensure you have adequate time to dedicate to your PhD and maintain a healthy work-life balance. It's also advised that you discuss work arrangements with your supervisor, especially if you feel they are impacting on your wellbeing or progression in any way.

Student visa holders (previously Tier 4 visa) are also subject to separate requirements by UK Visas and Immigration (UKVI)**. As a condition of your visa you must not work more than 20 hours per week.**

Sponsored students should also note any additional restrictions imposed as a condition by their funding body.

If you have any queries, please contact pgresearch@lboro.ac.uk.

Work during Annual Leave:

Doctoral Researchers may with the prior agreement of their supervisor(s), take up to eight weeks holiday in each year (pro rata for parts of a year), inclusive of normal public holidays and University closure days. Doctoral Researchers can choose to take paid employment during this time.

Student visa holders may be able to book annual leave to take up employment for more than 20 hours per week. You must speak with your Principal Supervisor *and* the relevant member of administrative staff in your School if you wish to book annual leave for this purpose. Please note that you will also require approval from the University HR department if you wish to be employed by the University for more than 20 hours per week.

Hardship fund

If you find yourself in financial difficulties, advisors in the Student Advice and Support Service may be able to help.

In addition, the University has a fund available to help Doctoral Researchers who are facing financial hardship. The award is not automatic, and you will need to make a full application – full details are available on the Student Support website.

Leave of Absence and Withdrawals

In exceptional circumstances, you may need to request a leave of absence from your research degree studies.

Leaves of absence are normally permitted for up to 12 months. You should discuss this with your supervisors in the first instance. If you decide to proceed, you will need to complete a "Request for Leave of Absence" form (available on the Doctoral College website). All requests will be subject to the approval of your supervisors and the Director of Doctoral Programmes. Once completed this should then be returned to the Doctoral College Office (Registry) in the Rutland Building (or email to pgresearch@lboro.ac.uk).

Ordinarily you will be charged on an annual basis every 12 months. If you take a leave of absence, you will be charged pro-rata for the period of study you have completed. On your return, you will be charged for the remainder of the 12 months of study. Please note that if

you return in a different academic year, you will be charged pro-rata of that years current annual rate.

You may decide not to continue with your research degree. Again, please discuss this with your supervisors and/or your Director of Doctoral Programmes. If you decide to withdraw, then please email pgresearch@lboro.ac.uk to formally request this.

Fees and funding

Tuition fees

Tuition fees cover the cost of your registration, supervision, assessment and operating University facilities such as the library, IT equipment and other support services.

When you accept the offer of a place on a postgraduate research degree you are accepting responsibility for the payment of your tuition fees. This applies even if you are being sponsored and your sponsor fails to pay.

Tuition fees apply for the full duration of your programme up until your expected submission date. Fees will be charged when you start your programme and then at 12-month intervals after this.

If you have sponsorship for your fees (and have received a sponsorship letter from us) the fees will automatically be charged to your sponsor.

Extension fees

If you do not submit a thesis by your expected submission date, then extension fees will apply. Fees for 2022/23 are £260 and are charged from the day after your expected submission date and then at 12 months intervals until a thesis is submitted. This includes any periods of additional extension. Extension fees are not charged pro-rata, except for Doctoral Researchers undertaking a 3.5-year programme as part of a UK Research Innovation Centre for Doctoral Training.

Bench fees

Some projects require an additional bench fee in addition to the tuition fee. If this applies to your project, you should have been made aware of this on your offer letter. These will be charged by your school and will be invoiced separately to your tuition fees.

Additional course costs

There are several extra costs inherent in studying on certain courses. These typically relate to the cost of personal safety equipment (for lab work), field trip costs, materials required for art/design assignments and sports kits. These will be in addition to general study costs such as books, stationery, photocopying, etc.

Students on courses with significant laboratory content are likely to need to purchase a laboratory coat (approximately £30), safety shoes (approximately £40) and pay a locker deposit (around £45). Thesis requirements may increase normal spending on printing and photocopying. Also, some additional travel costs may be involved. You may wish to purchase or upgrade your own computer hardware or software, though this is not compulsory. Where necessary, departments offer access to IT facilities.

As well as these general extra costs, some course-specific costs may also arise. These will be dependent on the area of research and can be discussed with supervisors.

Paying your fees

If you are in receipt of a University studentship which will cover all or part of your tuition fees, the University will make arrangements for payment to be made automatically. All other Doctoral Researchers will be invoiced shortly after commencing study and annually thereafter. If you do not receive an invoice as expected or have any questions regarding your tuition fees, please contact pgresearch@lboro.ac.uk

Details of how to pay your tuition fees are provided on the Finance website.

Your regular statements will include details of when your fees must be paid. If you do not pay your fees on time you should expect to be contacted by the University's Finance Department and asked to make arrangements to pay your overdue fees.

Under Regulation XVI, if your tuition fees are not paid following such contact from the Finance Office, you may be placed on a leave of absence until the outstanding fees are settled. If your registration is suspended because of unpaid tuition fees for more than 12 months, you will usually have your registration terminated.

Doctoral Researchers with outstanding academic debt will not usually be permitted to Graduate.

Stipend payments

If you are in receipt of a stipend this will be paid into your bank account on the last Tuesday of each month. You can update your bank details via Student Self-Service. Please do not send your bank details in an email to the University.

Financial advice

If you are experiencing financial hardship or need further financial advice Student Services can offer further guidance.

Progression

The progression requirements in order to pass from one part to the next are clearly outlined in Regulation XXVI. Please refer to these carefully and ensure that you submit any work prior to the deadlines as determined by your School. Note that you will be required to submit your written work to Turnitin (available on the Virtual Learning Environment, Learn).

It is important that you comply with any School deadlines so that meetings with Independent Reviewers can be scheduled prior to the Progression Boards taking place.

Re-registration

You will be invited to re-register online every 12 months, on the anniversary of your original start date and if you return from a leave of absence. It is important that you complete the online registration within one month of your re-registration date so we can confirm your current contact details and so that you can review the terms and conditions of study that apply to the current year of study. If you do not re-register when requested, you may be subject to a late registration fee. Please ensure that you have no outstanding tuition fees

and that you have a valid visa (if applicable), otherwise you will not be able to re-register on your programme.

Mitigating Circumstances

During your research degree, you may experience exceptional, serious, or acute medical, family, personal, or other problems or events beyond your control which you may feel adversely affect your progress, your ability to meet submission deadlines for 6- and 12-month progression reviews or your final submission deadline. If this occurs, you may ask for your circumstances to be considered by using the University's appropriate Mitigating Circumstances claim form.

Guidelines outlining the Mitigating Circumstances process, and relevant forms, are available here.

Intention to Submit

As you near the end of your research studies, you will be required to complete an 'Intention to submit' form. This online form indicates to your supervisors that you expect to submit your thesis shortly and will allow them to begin the process of appointing your examiners. It is recommended that you complete the Intention to Submit form three months prior to your intended submission date.

Submission

An electronic copy of your thesis must be submitted to the Doctoral College (Registry) for examination. Guidance on the presentation and submission of your thesis can be found in sections 9-14 of the Code of Practice, which also gives guidance on the different formats that are possible.

Examination

Each Doctoral Researcher will be examined by a minimum of two examiners, at least one of whom will be an academic external to Loughborough University. Following examination of the thesis, the Doctoral Researcher will be required to undertake an oral examination (the "viva") face to face (in-person or via video conference) with their examiners. The outcome of the examination will be decided based upon both the quality of the written thesis and the candidate's performance in the viva; the candidate will be notified of the examiners' decision at the conclusion of the viva. Please see Regulation XXVI and the Code of Practice for further detail.

Graduation

After you have had your viva examination, you will be formally notified of the result by the Doctoral College Office. You may be required to complete further research or corrections to the thesis. Full details will be provided.

Once the thesis meets the satisfaction of the examiners, completion of your research degree will be confirmed by the Doctoral College Office. You will be asked to upload your thesis to the online repository in the Library. Please ensure that you have no tuition fees outstanding and that you have returned any books to the library. Your details will then be passed on to the Graduation Office, and you will be invited to the next available graduation ceremony.

Complaints

If you have a complaint or are unhappy with any aspect of your programme, please speak with your supervisor in the first instance. If this is not possible, you should contact your School's Director of Doctoral Programmes.

If you wish to speak with someone who is not from your School/Department, then please contact the Doctoral College (details provided above).

Formal student complaints procedures are dealt with through the process described in University Ordinance XXXVIII - Student Complaints Procedures.

5. Doctoral Researcher Development

Doctoral Researchers at Loughborough University and Loughborough University London are expected to engage in wider developmental activities beyond the focussed scope of their specific research topic. The goal of this is to create well-rounded, resilient, and employable researchers who can adapt to shifting job market requirements in a range of sectors

Doctoral Researcher developmental opportunities fall into several broad categories:

- Formal training workshops and courses, such as those delivered by the Doctoral College and other Professional Services.
- Participation in University-wide events, such as the Annual Research Conference.
- Participation in School or Department events, such as a seminar series or a journal club.
- Undertaking typical doctoral activities that are not specific to the topic of research, such as publishing research and attending an international conference.
- Participation in the activities of the Institute of Advanced Studies.

Researcher Development Framework (RDF)

All training opportunities by the Doctoral College and other Professional Services are mapped directly onto the Researcher Development Framework (RDF) developed by Vitae (the UK's national organisation for researcher development).

The RDF is a professional development framework for planning, promoting, and supporting the personal, professional and career development of researchers in higher education. It describes the knowledge, behaviour, and attributes of successful researchers. For further information visit the Vitae website.

To engage with targeted development, all Doctoral Researchers are expected to periodically consult the RDF. They should also work with their supervisory team to identify their current skills, abilities and set future development targets.

Vitae's Researcher Development Framework (RDF) showing domains, sub-domains, and descriptors.

Doctoral College Development Programme

The Doctoral College offers a comprehensive programme of training opportunities to support the professional development and employability of Doctoral Researchers. This programme is delivered by university staff from across the Professional Services, often with input from academic staff and external experts.

The range of 'live' Doctoral College workshops, courses, and events available to Doctoral Researchers to attend can be found via the Doctoral College Development Portal. The Portal can also be accessed from the 'Training and Events' section of the Doctoral College website.

The activities advertised on the Development Portal may take place either online or "in person" in a physical location such as a teaching room on campus. Please read the activity details carefully to be certain of which mode of delivery you are signing up for. Once you have selected a relevant activity and identified a date you can attend, you can book onto the session with the "Book now" button. If after booking you find you are no longer able to attend, you should return to the booking page and click the "Cancel booking" button. The system will send you a confirmation email; if the course is online this should include the link to join the online course, most of which run via Microsoft Teams. You should also receive an automated calendar invitation to help you keep track of your bookings. If there are no places available for the event you have selected, you can choose to be added to an automated waiting list. If you fail to attend more than two Doctoral College Workshops in one academic year, without providing the Doctoral College with reasonable explanation as to why (such as illness or unexpected circumstances), your non-attendance record will be reported to the Director of Doctoral Programmes in your School.

Some workshops have been adapted so that they can be completed online. These "on demand" workshops can be found on the Remote Learning for Researchers Learn site and upon completion, you will be credited with a pre-determined amount of development time on the Doctoral College Development Portal.

Further Online Development

In addition to "live" and "on demand" online workshops, the Remote Learning for Researchers Learn site contains other useful resources to aid your development as a researcher.

Recording Development Activities

A training record should be kept of all developmental activities undertaken; this will be submitted as part of a Doctoral Researcher's annual progress report. Doctoral Researchers are expected to spend 30 days during their doctorate on developing transferable skills and abilities; this may be weighted more towards the start of the degree. The amount of time claimed should reflect the learning time of the activity. Six hours of attendance at workshops is considered equivalent to a full day of development. Three days attendance at a conference would be taken as three days. Repeating familiar activities where no advancement in learning can be evidenced should not be counted as skills development; for example, attending School research seminars would normally only contribute to a maximum of one day's development in an academic year.

You should also keep track of wider training and development activities you have undertaken on your own development record (this may be compulsory in some Schools), which can be done using a training record template such as that found on the Doctoral College website under the "Recording Your Development" tab.

Please note that the Doctoral College Development Portal was introduced on 3rd May 2019. Prior to that date, any Doctoral College sessions booked through the former booking system were automatically added to a Doctoral Researcher's Learn training record.

Induction

All Doctoral Researchers are expected to attend a Doctoral College Induction, as well as any School or Department based inductions that are appropriate to their course of study. Doctoral College Inductions run in-person or online throughout the year, at least quarterly, to provide opportunities for new Doctoral Researchers to attend. Doctoral College Inductions can be booked via the Doctoral College Development Portal.

Compulsory Online Training

There are several online modules that are compulsory for Doctoral Researchers, including Information Security Training, Fire Safety Awareness and Export Control Training. All can be accessed via the virtual learning environment, Learn. If you are unsure which you should complete, please see the description on Learn, look in your School handbook, or discuss with your supervisor.

Please note that successful completion of the Information Security Training forms part of the requirement for your 6-month review.

For more information on Export Control (which can include export of controlled information, knowledge, or technology) please see the Legal Services website.

Teaching

There are numerous opportunities for Doctoral Researchers to get involved in the teaching of undergraduate students at Loughborough University. Doctoral Researchers who wish to teach are required to first undertake the "Essential Teaching Skills" course. Those who complete the course will receive an electronic certificate as evidence.

At Loughborough University, Doctoral Researchers that meet certain eligibility criteria can apply to become an Associate Fellow or Fellow of the Higher Education Academy via Enhanced Academic Practice's Continual Professional Development Portfolio Scheme.

Events

The Doctoral College runs several events throughout the year that are available to all Doctoral Researchers to attend either in person or online as appropriate. These events are normally announced via the Doctoral College Bulletin and have included:

Annual Research Conference

This winter conference is the focal point of the calendar for Doctoral Researchers, featuring talks from external keynote speakers, workshops, and numerous competitions. The Conference has been running for over 13 years and has won the LSU's "Academic Event of the Year" in 2016 and 2017.

Summer Showcase

Balancing out the Research Conference, the Summer Showcase is a more informal event that allows Doctoral Researchers to present their research in a poster or in the final of the "Three Minute Thesis" competition.

Café Academique

This relaxed event brings together Doctoral Researchers from across the university to hear talks from their peers and allows people to ask questions and hold debate in a friendly and supportive environment.

Doctoral Wellbeing Week/Fortnight

In 2020 and 2021 the Doctoral College ran a Doctoral Wellbeing Week and Doctoral Wellbeing Fortnight, respectively. These large-scale and collaborative events were organised to increase awareness of various support services available and equip Doctoral Researchers with information and skills that they can apply throughout their doctorates and beyond.

Equality, Diversity, and Inclusion Research Showcases

The Doctoral College has run several events to shine the spotlight on important work conducted by Doctoral Researchers on matters related to Equality, Diversity, and Inclusion. Topics have included "LGBT+ Research at Loughborough", "BAME Research at Loughborough" and "Disability Research at Loughborough".

Professional Service Support for Doctoral Researchers

The Doctoral College works closely with a range of Professional Services that also deliver training and development opportunities for Doctoral Researchers.

Careers Network Support to Doctoral Researchers

Loughborough University's Careers Network can support a Doctoral Researchers' career development – at every stage of their career journey.

One-to-one appointments:

- To assist you consider career options, or career changes
- To support you with decision making
- To review applications and/or CVs
- To prepare for interview
- To help you find information

There are a range of appointment types and different ways to book, or drop in. Visit the make an appointment web page or telephone (01509) 222039.

On-demand career related workshops tailored for researchers:

- Marketing your research skills
- Preparing to succeed at interview
- Networking for careers

Book via the Doctoral College Development Portal.

Resources tailored specifically to support researchers' career journey:

- Career Route Planner
- CV Checklist for Researchers
- CV Checklist for Researchers
  - Dedicated web pages

Other support:

- Meet employers - careers fairs (with more employers seeking to meet with doctoral researchers) and employer presentations
- Support for international students
- Careers tool kit – develop self-knowledge (Profiling for Success), practice employer tests (Graduates First), learn how to improve your interview performance (eCareersGrad) and explore working abroad (Going Global) (log in to access)

University Library

The University Library provides access to high quality information resources, a flexible learning environment, IT facilities, and support for developing your skills at both campuses.

Expert help tailored to your subject

Effective use of high-quality academic information and data is key for a successful doctorate, as well as being a life-skill; the Library provides expert help tailored to your subject area through our Academic Librarians. In addition to providing a wide variety of sessions through the Doctoral College's development programme, they offer one-to-one consultations and advice to support you in accessing, using, and managing the information you need for your research. Visit the Academic Librarians web page to find contact information for your School.

Access to quality information resources

The Library invests in a wide array of information resources to support the research and teaching of the university across the two campuses. The resources include printed books, e-books, e-journals, databases, digital archives, and multi-media resources, such as Box of Broadcasts.

Library Catalogue Plus is the gateway to printed and digital resources, as well as to your own Library account for renewals. It can be found on the Library website. If you need any help with searching it or accessing resources, please contact your Academic Librarian.

Subject Guides are available on the Library website to indicate which are the most appropriate databases for the different subject areas. These are a great place to discover the key databases for a new research area and your Academic Librarian can advise you on other suitable resources too.

Resources beyond Loughborough University

Whilst we hope you can access all that you need at the University, there will be times when you might need to access resources elsewhere. You can do this via our *Inter-Library loans service* for which you have an annual quota of free requests.

You can also use the *Sconul Access* scheme to visit other university libraries to use their collections. You can find out more about the scheme and access the application form via the Library website.

It is also possible to order books that we do not have in stock for our collections. Please visit the *Requesting materials* page on our website.

Library training

The Library participates in the Doctoral College's induction programme and provides on-demand remote training and live (both in-person and online) training opportunities.

The Library's training offer spans four main areas: Discovering information for your research, Managing information and data, Ethical scholarship and Publishing and research visibility. For further details see the Library website.

For specialist one-to-one advice please contact your Academic Librarian.

Managing references

Many doctoral researchers find managing their references for their PhD very challenging and *Mendeley* is a tool that could help you with this. For more information please contact your Academic Librarian, or you can view the support pages from the Library webpages.

Managing your research data

The University expects that that research data is managed both throughout and after a research project. The University has a Research Repository which enables you to deposit and preserve your data once your project has ended. The Research Repository can also help you to increase the visibility of your research. Help is also available in assisting you to write data management plans when applying for funding or for advice on best practice when managing your data. More information is available on the Research Support webpages . You can also contact your Academic Librarian (see above) or Lara Skelly, Open Research Manager (Data and Methods) (rdm@lboro.ac.uk).

Making your research outputs available

When you approach the final stages of your doctorate (or perhaps earlier), you will probably be considering how your research could be published and the Library can help you. The Research Support webpages produced by the Library and Research Office offer advice on publication strategy and also Open Access publishing.

Loughborough's Research Repository (RR) has around 51,000 full-text items and reflects the diverse intellectual output created by its academics. Doctoral Researchers are required to submit a copy of their completed thesis to the RR. Further information about this is available on the Doctoral College website, as well as via the RR Managers (repository@lboro.ac.uk).

When creating and submitting your thesis, you need to comply with UK Copyright laws. The Library's Copyright Advisors (copyright@lboro.ac.uk) provide helpful advice and training in this area, as well as providing more information on the Copyright website.

Academic Language Support Service (ALSS)

ALSS provides a range of academic literacy, English language and study skills support for home and international students from a diverse range of educational, linguistic and cultural backgrounds. We aim to help students achieve academic success and personal development by enabling them to:

- communicate effectively through clear and coherent articulation of their ideas;
- understand and critically engage with the ideas of others;
- understand academic expectations and audiences, and use appropriate academic language, adhering to academic conventions in the process; and
- realise their full potential at university and beyond.

Through a range of embedded and stand-alone courses, workshops and online support options, ALSS helps to equip students with skills, strategies, techniques, awareness and language to meet the demands of their academic programmes.

Advanced text-based literacy workshops for doctoral students

ALSS runs a series of 8 standalone workshops on academic writing specifically for research students, with a focus on the language and structured communication characteristics commonly found in empirical Research Articles:

- Exploring Academic Writing Style (Part 1 and 2)
- Exploring Structures and Features of Research Articles
- Exploring Research Article Abstracts
- Exploring Research Article Introductions
- Exploring Research Article Methods Sections
- Exploring Research Article Results Sections
- Exploring Research Article Discussion Sections

These 8 interactive lectures, and sometimes accompanying worksheets, are available on the ALSS Learn page. These are supported by two weekly live discussion sessions, via MS Teams or in-person. You will be advised at the time of your booking whether these workshops are via MS Teams or in-person. Activities from ALSS Learn page need to be completed before attending each session.

The workshops are most appropriate for first year doctoral researchers, but those in subsequent stages of their research may also find any of these sessions useful. Each workshop can be booked via the Development Portal; they also run in London.

Generic workshops for international students

We offer a selection of free English for Academic Purposes workshops open to all international students at all levels of study across the university. The full programme, timetable and registration is available online via Learn usually by the end of September.

Online resources

We have a selection of online resources available to students. These are in Learn (*'Study Skills'*https://learn.lboro.ac.uk/course/view.php?id=6400 for all students, '*Dissertation and Project Success*' for all students, and *'English Language Support'* for international students). For further information, please visit the ALSS website.

Mathematics Learning Support Centre

The Mathematics Learning Support Centre provides a range of support to Doctoral Researchers, particularly around statistical design, and analysis of data. The three main pillars are:

- **Statistics workshops offered through the Doctoral College Development Portal**. These workshops are open to Doctoral Researchers and staff and run twice a year. Topics included can be seen in the Table of Doctoral College Workshops and Developmental Activities above, under the "Specialist" category.
- **A one-to-one drop-in service in the Schofield building (SCH0.20)** that provides help and resources for students of all disciplines who wish to improve their knowledge of mathematics or statistics. The drop-in sessions are suitable for short queries or to answer technical questions.
- **A Statistics Advisory Service** for researchers whose work involves collecting and analysing significant amounts of data. Advice is offered on study design and data collection and on appropriate techniques for analysing data. Appointments need to be booked in advance for the Statistics Advisory Service, but can be carried out remotely via Teams.

For further information – including the latest information please visit the MLSC's website and follow the links therein or email mlsc@lboro.ac.uk to discuss your needs.

Institute of Advanced Studies

The Institute of Advanced Studies (IAS) promotes the outstanding, interdisciplinary research environment at Loughborough by supporting collaborations with leading international scholars from other institutions. Led by Professor Marsha Meskimmon as Director, the IAS brings high profile researchers to our campuses to collaborate and engage with Loughborough staff and students. These activities combine formal and informal events, including public lectures, academic conferences, one-to-one meetings, staff seminars, Doctoral Researcher workshops, and grant and fellowship application opportunities. Every year the IAS runs a series of 'themes' around different research areas. For instance, during 2018/19 the themes included 'Water', and 'Sound'. A key aim of the IAS is to engage Doctoral Researchers with visiting scholars, and it will run a series of events aimed specifically at the Doctoral Researcher community.

For more information – including how the IAS is responding to the Covid-19 pandemic – please see the IAS website and the University's "Events" pages.

6. Support Services

Loughborough University and Loughborough Students' Union have several services that look after student welfare. For more detail of the range of services please visit the Student Services website or visit the individual links below.

Campus Living

W: www.lboro.ac.uk/food-drink

Centre for Faith and Spirituality (CFS)

W: www.lboro.ac.uk/services/cfs

Community Wardens

W: www.lboro.ac.uk/community-wardens

Counselling Service

W: www.lboro.ac.uk/services/cds/wellbeing/counselling/

Creative and Print Services
W: www.lboro.ac.uk/services/creative-print/

Disability Support Service
W: www.lboro.ac.uk/services/cds/disability

IT Services
W: www.lboro.ac.uk/services/it

LSU Advice (Loughborough Students' Union)
W: lsu.co.uk/academic-experience/advice

Medical Centre
W: www.lboro.ac.uk/service/medcentre

Mental Health Support Service
W: www.lboro.ac.uk/services/cds/mental-health

Loughborough Nightline (Loughborough Students' Union)
W: loughborough.nightline.ac.uk/

Student Accommodation Centre
W: www.lboro.ac.uk/services/accommodation

Student Advice and Support Service
W: www.lboro.ac.uk/services/sass

Study Support Service
W: www.lboro.ac.uk/services/cds/dyslexia

Welfare and Diversity (Loughborough Students' Union)
W: lsu.co.uk/welfare-diversity

Appendix A: Supervisory Partnership Expectations Form

This form provides prompts for discussions between supervisors and Doctoral Researchers. These topics should be discussed at the first supervisory meeting and a short note made for each point to capture the agreement reached between the supervisory team and the Doctoral Researcher. Once completed the form should be uploaded to Co-Tutor by the Primary Supervisor; the form will be checked as part of the six-month review.

The purpose of this document is to act as a point of reference during the initial meeting and ensure that the expectations of the Doctoral Researcher and the supervisors are clear. The art of a successful working relationship is for each party to identify the relevant needs of the relationship. This document will help to initiate a professional working relationship between the Doctoral Researcher and the supervisory team, which will continue to develop and mature during the course of the research degree.

This form is intended as a prompt for honest, supportive discussion between the Doctoral Researcher and the supervisory team, which should reflect the appropriate practice in the Doctoral Researcher's School and discipline. It also sets out the expected roles of both the Doctoral Researcher and the supervisors at the start of the doctoral study. Doctoral Researchers with specific needs may also be able to access further support from Student Welfare and Inclusivity.

Doctoral Researcher Name:	
Department/ School:	
Start Date:	
Thesis Submission Deadline:	
Date of First Meeting:	
Supervisory Team (including external supervisors if applicable):	
Supervisors Present:	

Working arrangements: e.g. the Doctoral Researcher's expected working hours and location(s); any arrangements made for fieldwork or laboratory work etc. The agreed approach should take account of any additional responsibilities the Doctoral Researcher has (such as parental/caring responsibilities) as well as any adjustments they may need, balancing these with the requirements to make satisfactory progress, in accordance with their expected submission deadline.

Arranging supervision meetings: e.g. how frequently you plan to meet for the first 12 months; which supervisors should be present; who will initiate the scheduling and how this should be done. Note the expectation from the University of at least 12 supervisory meetings per 12-month period.

Format and recording of meetings: e.g. what format the meeting will follow (e.g. is a written report required in advance?); what format the minutes should take; how they will be agreed and archived following the meeting.

Submission of work and feedback: e.g. what sort of work the supervisors expect to receive; how frequently they want to see work; which supervisors should work be submitted to (is there a preferred order); and what is an expected time-frame for the Doctoral Researcher to receive feedback on submitted work – in normal circumstances this should be within four weeks for substantial items of work such as a thesis chapter.

Any additional duties and responsibilities of the Doctoral Researcher: e.g. responsibility for equipment; communication with stakeholders; organisational roles in the School/Department; taking up of paid employment alongside your programme. You should also discuss any caring or parental responsibilities and how these will be addressed during the research degree.

Research priorities of the Doctoral Researcher: e.g. the first steps of the doctoral research; key areas to focus on in the first six months; expected completion date for the thesis. You may also find it useful to identify any high-priority developmental needs or additional support that would benefit the Doctoral Researcher (including developing theoretical approaches or methods).

Roles of supervisors: e.g. expected division of tasks amongst supervisors; which supervisors will take responsibility for which elements of supervision.

Both staff and Doctoral Researchers should consult the Code of Practice for further information around the expectations on staff and Doctoral Researchers.

Further Development of the Supervisory Relationship

The supervisory relationship is by its nature a dynamic process to create individual researchers prepared for the next step in their career, whether that is within or outside academia. You may find it helpful to discuss how the supervision relationship is likely to change and develop over the course of the doctorate, this may include but is not limited to: developing independence, changes in meeting schedules or plans for writing papers. It allows a forward-thinking approach to be taken and ensures clarity around what both party's needs and expectations are. Both supervisors and Doctoral Researchers may find it helpful to jointly review and revise the agreements in this document on an annual basis, perhaps aligned to the progression review process.

If a new supervisor begins working with the team at any point during the research supervision process (for any reason), then this form should be reconsidered by both new and continuing supervisors along with the Doctoral Researcher as part of an initial meeting.

Version updated October 2021.

Appendix B: Doctoral Researcher Induction Checklist

It is the responsibility of the Doctoral Researcher to undertake wider induction activities and gather information about their doctorate. This may be achieved through School and University-level inductions, or through meeting with the appropriate person (e.g. departmental health and safety officer). Where the student is unsure where to find the appropriate information, the supervisor should advise on the best source, but is not expected to provide all information.

This section should be completed within the first eight weeks from commencement of research programme and uploaded to Co-Tutor for discussion at the six-month review.

Personal Development

Personal development is a key part of any doctoral programme. This should be discussed with students considering their own development and the research project. This could include but is not limited to future needs of supervisors in teaching support or other projects. It offers the chance to develop holistic researchers prepared for a successful career whether in academia or beyond after successful completion of their doctorate. Please indicate once actions have been completed.

	Action Required	✓
Department/School Induction	Student should be invited to attend the local induction to the department/School ideally within 4 weeks of arrival. If not possible to discuss with supervisor alternative sources of the appropriate information.	
Doctoral College Induction	Student to book and attend the Doctoral College Induction - register through the Doctoral College Development Portal: (https://dcdp.lboro.ac.uk/).	
Personal Development Planning	The students should consider their personal development and training needs, which may be done in discussion with the supervisor. The student should produce a training needs analysis and to start a development plan to be further discussed at the next and future supervisory meetings.	
Virtual Learning Environments	Student to investigate online resources such as that available on LEARN and other online learning resources as relevant to the student. Doctoral College website is a good starting point for this.	
Discussion of Review Process	Student to understand the progression requirements at 6 months and 10/12 months. Students should find this information in the programme handbook or similar resource within the School such as the Director of Doctoral Programmes. Seek guidance from the supervisors on content of the review and timeline for submission.	
Teaching	Students wishing to undertake teaching should investigate the minimum requirements for supporting teaching at the University, which includes attendance at the Essential Teaching Skills course run by the Doctoral College. Support from supervisory team should be sought to access appropriate teaching opportunities at an appropriate level for the student.	
Other Responsibilities	Students should seek to understand other expectations associated with their role and related to their research project support, enterprise, outreach activities where appropriate.	

Research Culture

A significant part of any doctoral experience is the local (departmental/school), University and national research culture/ dissemination. You should seek out information on the opportunities listed below and make some brief notes. Supervisors should support doctoral researchers to engage with appropriate activities and opportunities for development.

	Action Required	**Notes**
Seminars	Doctoral researchers should seek to attend a broad range of seminars within their School and beyond. This increases a breadth of knowledge and helps to develop new ideas. Doctoral Students should seek information about seminars within the University. It may be helpful to retain a record of seminars attended.	
School/ University Research Events	Doctoral researchers are expected to engage with a wide variety of research events in the University to contribute to the wider research culture and even to present and showcase their work. Opportunities may be within an academic School or through the Doctoral College.	
Opportunities for research dissemination	Doctoral researchers should consider and discuss with their supervisor and other colleagues opportunities to disseminate their research and the appropriate platform/stage/format to do this.	
Research groups	Doctoral researchers may contribute to local research groups/discussions/journal clubs within their School or discipline area or beyond. Supervisors and other colleagues should be able to advise on opportunities or groups to join.	
Regular non-academic events within the School or University	Doctoral Researchers should investigate the opportunity for less formal networking within the School and University which may include regular social activities such as those organised by Loughborough Students' Union and PhD Social and Support Network weekly meetings in Graduate House.	

Ethics/Health and Safety:

Please indicate once you have undertaken the actions below; any sections that are not applicable to you should be marked "n/a".

	Action Required	✓
Research Ethics Procedure	Doctoral Researchers should understand and follow the University procedures for research ethics approval. An ethical approval checklist should be completed at the start of any research project and the process discussed with the Supervisory team prior to submission.	
Health and Safety Policy	Doctoral Researchers should be fully familiar with Health and Safety Policy and Procedures within the School. With guidance from the Supervisors appropriate health and safety training should be undertaken. https://www.lboro.ac.uk/services/health-safety/	
Fire: Emergency Exits, Evacuation Procedure	Doctoral Researchers should ensure that they are familiar with fire exits in any appropriate buildings and where to go in the case of evacuation, understand procedures for raising alarm and the schedule of fire alarm testing in buildings as advised by the School Safety Officer (SSO). Supervisor to advise who the SSO is. Supervisors should check understanding. https://www.lboro.ac.uk/services/health-safety/topics/fire/	
Accident/Prevention / Reporting/ First Aid	Doctoral Researchers should understand how to report accidents and near misses and should familiarise themselves with the first aiders in the department. Find out what to do in case of emergency. Supervisors should check understanding. https://www.lboro.ac.uk/services/health-safety/	
Lab Equipment	Doctoral Researchers should not use any laboratory equipment without first ensuring they have been properly trained to use that equipment.	
Workstation	Doctoral Researchers should find out what workstations are available for them to use in the department, and undertake a DSE assessment, each departmental will have a DSE officer: https://www.lboro.ac.uk/services/hr/support/occupational-health/displayscreenequipmentdse/.	
Smoking Policy	Smoking is prohibited in and close to University buildings. There are smoking shelters around campus.	
IT	Doctoral Researchers should identify any IT training needs and should ensure they are familiar with the acceptable use of IT Policy with guidance from supervisory team.	
Information Security	All Doctoral Researchers are required to undertake Information Security training online, to ensure that any data you hold about yourself or others is protected. The training and associated quiz should be completed within one month of starting your degree. Evidence of successful completion must be included in your 6-month progress review submission. https://learn.lboro.ac.uk/course/view.php?id=13809	
Research Data Management	The University has a repository for research data, Doctoral Researchers may wish to or be required to make their data available on the Research Repository, familiarise yourself with this: https://www.lboro.ac.uk/research/support/publishing/archiving-your-data/	

LUPIN: Loughborough University Publications Information System	The university has a Publications Information System called LUPIN. Records in LUPIN can be accessed by author from links in personal webpages, avoiding having to update websites manually. Research students may wish to/be required to record their publications and how to include a copy of their manuscripts in the Research Repository. https://www.lboro.ac.uk/research/support/publishing/institutional-repository/	
Export Control Training	This training resource has been developed to introduce you to the export control issues you may encounter when undertaking research, enterprise or teaching activity at the University. This applies in a number of unexpected situations, and you should make sure you have accessed this resource to be certain that you are not breaking the law. https://learn.lboro.ac.uk/mod/url/view.php?id=771048	

Work-related administration

This section covers various topics relating to leave procedures, working hours and repayment of expenses. Further information can be found in the programme handbook and the Schools PGR administrators.

Miscellaneous	Action Required	Notes
Sickness Absence	Find out supervision and departmental procedures for illness both short term and long term.	
Hours of Work/ Breaks	Ensure you understand the opening hours of buildings/labs if applicable and the procedure for safe working out of hours. Identify appropriate hours of work to ensure welfare of Doctoral Researcher.	
Annual Leave	Check understanding of annual leave entitlement and procedure for requesting/recording this	
Funding	Check understanding of process for expense claims, conference sign ups and research costs. Check understanding of rules for expenses you can claim and how to claim them.	
Print and Stationary	Check allowances and access to stationary.	
Leave of Absence	Occasionally students require a Leave of Absence from their Study. The procedure and guidance for this is on the Doctoral College Website.	
Payment (if appropriate e.g. Studentship, funding period)	If applicable, check that you understand when and how will be paid your stipend, and when this will cease.	

Issues and Grievances:

Loughborough University takes grievance procedures seriously. There are various services on campus where support/signposting can be accessed. An appropriate starting point is Loughborough Students' Voice which can be found in Loughborough Student's Union who support with various issues and offer a comprehensive signposting service to other faculties on campus.

As in any relationship there is a small chance that the relationship between supervisee and supervisor will have difficulties beyond that which is workable. The process for addressing this is highlighted in the Code of Practice (https://www.lboro.ac.uk/services/doctoral-college/essential-information/code-of-practice/) but students should seek advice from the appropriate party as outlined in the Code of Practice.

Points of Contact:

The table below outlines the different points of contact open to students and are the most relevant people (outside of the supervision process) to support you. Their names should be entered here.

Postgraduate Research Administrator (In School)	
Director of Doctoral Programmes (DDP) (In School)	
Associate Dean (Research) (In School)	
Loughborough Students Union • Academic representation	https://lsu.co.uk/ https://lsu.co.uk/academic-representation

Signature of Student:

Date:

Supervisor 1:

Date:

Supervisor 2:

Date:

Other Supervisor(s):

Date:

This form should be uploaded to Co-tutor by Supervisor 1.

Loughborough University Doctoral College

http://www.lboro.ac.uk/services/doctoral-college/

doctoralcollege@lboro.ac.uk