Handbook for Postgraduate Research Students

Version 2.0 October 2019

Research & Knowledge Exchange Office

Contents

1   Introduction

This handbook is for postgraduate research (PGR) students registered for MPhil/PhD programmes at Plymouth Marjon University, accredited by the University of Chichester. Plymouth Marjon University supports research opportunities for postgraduates across three key research areas with significant staff expertise and resources: sport & exercise, health & wellbeing and education.

The Research & Knowledge Exchange Office (RKEO) is available to provide further guidance and support for any other postgraduate matters. You should also refer to the PGR Student Dashboard which contains all the forms and templates mentioned in this handbook along with further information, including training opportunities for your studies.

pgr@marjon.ac.uk Tel. 01752 636700, Ext. 2069

https://www.marjon.ac.uk/research/postgraduate-research/

1.1   Entry requirements

Only appropriately qualified and prepared applicants will be admitted to study towards postgraduate research degrees. Applicants must demonstrate that they have the motivation and potential to complete a sustained piece of independent research and to produce a thesis that contributes to knowledge. For MPhil programmes applicants will normally be expected to have a degree, normally with at least class 2(i) or equivalent, in a relevant subject and for PhD programmes applicants will normally be expected to have a relevant master's qualification or equivalent.

International Students
International students from countries where English is not the main language are required to demonstrate evidence of English language capability. Full details on postgraduate English language entry requirements can be found on our website. Previous study in an English speaking institution (1 year +) may be sufficient to demonstrate English language capability. This is at the discretion of the relevant PGR coordinator.

https://www.marjon.ac.uk/courses/applying/english-language-requirements/

International applicants requiring visa and immigration information should refer to our webpages. It is important that applicants obtain the correct visa for your studies in the UK. It is the applicants responsibility to apply for the correct visa prior to departing your home country.

International students who are sponsored through Tier 4 will have their attendance monitored through their scheduled meetings with their supervisors, which must be logged within a RD3b (Section 3.1). Additionally, they will be required to re-register at Registry Services, when

requested, where they will be asked to show their passports and visa and confirm UK contact details. Records of all meetings will need to be made available to Registry to be presented as evidence to UKVI if requested. The supervisor must also inform Registry if meetings are missed so that these occurrences can be recorded.

https://www.marjon.ac.uk/courses/international/international-student-visas/

1.2 Initial application process

Applicants should complete a **RD1a research degree enquiry form**. If there is scope to explore options for postgraduate research further one of our PGR Coordinators will contact you. Applicants will be requested to complete a **RD2a research degree application** and attend an interview.

Applications are assessed by Plymouth Marjon University Research Degrees Scrutiny Panel (RDSP) and the University of Chichester's Research Degrees Group (RDG). RDSP will take account of the field in which the applicant wishes to work, the availability of resources, the nature of current research strengths and the particular needs of the applicant.

Following successful approval by the RDSP & RDG, applicants will receive a formal offer letter to commence your MPhil/PhD studies. Applications are accepted on a rolling basis throughout the year, but enrolment and induction take place on fixed dates in October and February (section 3.1). Applications should normally be submitted about six months prior to the applicants anticipated start date.

https://www.marjon.ac.uk/research/postgraduate-research/

1.3 Duration of postgraduate research degrees

Registration	Maximum period of study	Minimum period of study
Full-time MPhil	4 years (48 months)	Not less than 12 months
Full-time PhD	4 years (48 months)	Not less than 24 months
Part-time MPhil	7 years (84 months)	Not less than 24 months
Part-time PhD	7 years (84 months)	Not less than 36 months

Note: although the maximum period of study for a MPhil/PhD is 4 years (full-time), students will only receive scholarships and/or doctoral loans (if applicable) for a maximum of 3 years. Students will need to complete a **RD6e Research degree extension to candidature application** and confirm financial arrangements if going beyond a 3-year period (full-time).

Details on postgraduate research degree fees can be found via our website and will be confirmed within formal offer letters. Applicants can find information on the Government's Doctoral Loan Scheme here: https://www.gov.uk/doctoral-loan.

2   Summary of PGR Life Cycle

All forms and additional guidance documents listed below are available via the PGR Student Dashboard & PGR Supervisor Dashboard.

	Form	Form code	Notes
Application	Research degree enquiry	RD1a	All applicants should complete an enquiry form. If there is scope to explore options for postgraduate research further one of our PGR Coordinators will contact you.
	Research degree application	RD2a	Applications are accepted on a rolling basis throughout the year, but enrolment and induction take place on fixed dates in October and February. RD2a to be completed by the applicant with a maximum of one supervision meeting with potential Director of Studies.
	Research degree interview record	RD2b	Potential applicants will be invited to attend an interview. RD2d research degree interview guidance followed by interview panel.
	Research degree supervision team approval	RD2c	If interview successful, the Research Office to complete in collaboration with interview record, DVC & Directors of School. RD2a,b,c to be reviewed by RDSP.
Initial Candidature	Research degree academic needs analysis and induction checklist	RD3a	Student & supervisory team to complete at first student-supervisor meeting. Section 3.1.
	Research degree supervision record	RD3b	To be completed during each supervisory meeting throughout candidature. Record all training and events completed. Section 3.1 & Section 5.

	Research degree project approval	RD3c	First milestone during candidature. All students must complete to continue their studies within three months for full-time students and six months for part-time students and no later than six months (full-time) and 12 months (part-time) Section 3.2.
	Research degree project approval scrutiny panel outcome	RD3d	Student will receive a RD3d stating the outcome of their project approval.
Progress	Research degree annual review	RD4a	An annual review is completed annually (unless undertaking major review), normally 9-10 months into the PGR student academic year. RD4c research annual and major review panel guidance will be followed by supervisors and RDSP. Section 3.3.
	Research degree major review	RD4b	Students must successfully undertake a major review normally within 2 years of a PhD or if they wish to transfer from MPhil to PhD. RD4c research annual and major review panel guidance will be followed by supervisors and RDSP. Section 3.4.
Submission & Examination	Research degree intention to submit	RD5a	Students should complete and return at least six months before submitting the final thesis for examination. Students not submitting within this timescale may experience delays in arrangement of the viva examination. Section 3.5.
	Research degree examination arrangement	RD5b	To be completed by the Director of Studies ahead of submission of the thesis at least six months prior to final submission. Section 3.5.
	Research degree candidature declaration	RD5c	To be submitted along with the thesis. Section 3.5.
	Research degree preliminary examination report	RD5d	RKEO will receive a RD5d, completed by an approved examiner after having read the thesis submitted by the student. RD5f research degree examination guidance will be followed.

	Research degree joint report and recommendations	RD5e	RKEO will receive a RD5e following the completion of the oral or alternative examination and the result of the examination as a whole. RD5f research degree examination guidance will be followed.
Changes during research degree	Research degree change of supervision team	RD6a	Used to seek formal approval for changes to the supervisory team. Section 4.1.
	Research degree suspension of studies application	RD6b	To apply for a temporary "time out" from studies (supported by personal or academic reasons). Section 4.2.
	Research degree change of mode/award of study application	RD6c	Used to apply for a change of mode of study (i.e. full-time to part-time or vice versa) or change of award status from PhD to MPhil. Section 4.3.
	Research degree nominal registration application	RD6d	In some circumstances students may be eligible to transfer to nominal registration (also known as 'writing up') towards the end of formal candidature. Nominal registration is free for up to six months (full time) or 12 months (part time). Section 4.4.
	Research degree extension to candidature application	RD6e	Exceptionally used to apply for further time to formal candidature (supported by personal or academic reasons). Section 4.5.
	Research degree probation status	RD6f	For instances where there are significant academic concerns and normal supervisory processes have failed to bring about improvements in progress. Section 4.6.
	Research degree withdrawal	RD6g	To be completed in the event a student is withdrawing from studies. Section 4.7.

Research degrees at Plymouth Marjon University are accredited by the University of Chichester and undertaken with adherence to their regulations and code of practice for such degrees. Further information can be found via the following links:

- PGR Student Dashboard
- University of Chichester Higher Degree Regulations and Code of Practice for Research Candidature and Supervision

- [Plymouth Marjon University Students Regulations Framework](#)
- [Plymouth Marjon University Research Degree Scrutiny Panel Terms of Reference](#)

3   Milestones During PGR Student Life Cycle

3.1   Induction

Enrolment and induction take place on fixed dates in October and February each year. You will be invited to attend a short induction meeting with the PGR Administrator within the Research & Knowledge Exchange Office.

You should arrange to attend an initial student-supervisor meeting with your full supervisory team. During this meeting you will complete **RD3a research degree academic needs analysis and induction checklist** and discuss your training needs and opportunities moving forward.

The following forms should be submitted to pgr@marjon.ac.uk following the initial supervisory meeting (and within one month of enrolment):

RD3a research degree academic needs analysis and induction checklist   ☐

You should complete **RD3b research degree supervision record** on an ongoing basis at all student-supervisor meetings and record any training you have completed. This should be saved in your student one drive folder which will be set up by the PGR Administrator. A students supervisors will also have access to this drive and the Research & Knowledge Exchange Office reserve the right to monitor this folder and ensure the RD3b is being updated on an ongoing basis.

3.2   Project approval

All post-graduate research students must successfully complete **RD3c research degree project approval** to continue on their MPhil/PhD pathway.

For full-time students the project approval should be completed within three months for full-time students and six months for part-time students and no later than six months for full-time students and 12 months for part-time students.

The project approval is normally 2500-3000 words and should include a background literature review, aims, an outline of your methodology and a plan of work. Ethical issues should also be considered (see below). RD3c should be completed by the student and signed by the full supervisory team prior to submission to the PGR Administrator. The PGR Administrator will then submit the project approval to the Research Degree Scrutiny Panel (RDSP) for consideration. Students will receive a copy of RD3d research degree project approval scrutiny panel outcome confirming the RDSP decision. Minor or major amendments may be requested by the RDSP.

It is expected that students will continue their studies however, it is possible that the project approval is unsuccessful. Students will be given a second attempt to complete the project approval. If following the second attend, significant academic concerns are identified the RDSP has the option to recommend a) a temporary probationary period (section 4.6) at the end of which the student would be required to successfully complete a project approval or b) the student is withdrawn from the postgraduate research programme (section 4.7).

Ethical issues

All research degree applications require review of ethical issues. Further details around the University Research Ethics Panel, forms and deadlines can be found via the Research Integrity webpage (https://www.marjon.ac.uk/research/research-ethics/). The supervisory team makes the first assessment of ethical issues relating to the proposed research, and the student completes an application for ethical approval which goes to the Research Ethics Panel. You should allow sufficient time for this process to take place.

The following forms should be submitted to pgr@marjon.ac.uk on completion:
RD3c research degree project approval   ☐

3.3	Annual review

All MPhil and PhD students are required, on an annual basis (part & full-time), to complete **RD4a research degree annual review**. This should be completed after approximately nine months of each year of study (i.e. following June for October start date and following October for February start date).

The aim of the annual review is to formally monitor the students progress and experience for the year. The forms cover basic student and supervisor details (recording any changes) and other important information such as frequency of meetings, training received, and a concise plan of action for the coming year. It may also be appropriate to include a draft chapter or other significant piece of work which contribute to your thesis objectives.

It is the responsibility of the Student & Director of Studies to organise the annual review meeting. The student is expected to submit **RD3b & RD4a** to the full supervisory team and relevant PGR coordinator at least <u>two weeks</u> ahead of the annual review meeting.

The annual review meeting between the student, full supervisory team and PGR coordinator will:
- Involve consideration of the research student's academic progress & gauge the feasibility of completion within the timescale allocated
- Provide an opportunity for the research student to present their work and achievements for the year
- Provide an opportunity for the student to raise any issues about their research experience
- Provide feedback to the research student on their research, personal development and performance

- Set clear goals for the coming year's study
- Support supervisors and students to maintain and develop a dynamic research community

Following the annual review meeting the Director of Studies should submit the completed **RD3b & RD4a** to the PGR Administrator. This will include a summary of the discussion at the meeting and an agreed action plan for the coming year.

The PGR Administrator will then submit the annual review to the Research Degree Scrutiny Panel (RDSP) for consideration in line with RD4c research annual and major review panel guidance.

It is expected that students will continue their studies. However, it is possible that significant academic concerns are identified as part of the annual review, invoking policy for addressing such concerns. The RDSP also has the option to recommend the student transfer to the MPhil programme from a PhD programme.

The following forms should be submitted to pgr@marjon.ac.uk following the annual review meeting:

RD3b research degree supervision record	☐
RD4a research degree annual review	☐

3.4   Major review

All students enrolled for an MPhil with possibility to transfer to PhD, and all students enrolled directly to PhD, are required to successfully complete **RD4b research degree major review.** The major review meeting combines the normal annual review with a substantive review of progress against the criteria outlined below.

For full-time students the major review will normally take place in the 2nd year of candidature. For part-time students the major review will normally take place between in the 3rd or 4th year of candidature

The Major Review panel comprises the full supervisory team, an independent assessor and the student. The independent assessor should be a member of academic staff who has had no direct involvement in the research. In exceptional circumstances, the Chair of the Research Degrees Scrutiny Group may approve an independent assessor external to the University e.g. when the relevant subject expertise is not available within the University.

It is the responsibility of the Student & Director of Studies to organise the major review meeting. The student is expected to submit **RD3b & RD4b** to the full supervisory team at least four weeks ahead of the annual review meeting.

In addition, the student should submit a portfolio of academic work/draft chapters including:
- An overview of the research problem and rationale for the project;

- A substantial literature review;
- Well-developed plans for data collection and analysis and/or practice as research equivalents such as draft chapters and other significant piece of work which contribute to your thesis objective.

To pass the major review, the following criteria must be met (University of Chichester Higher Degree Regulations Code of Practice for Research Candidature and Supervision):

a. That the research student has demonstrated the ability to manage the research project, to become proficient in the special field of research involved, and to achieve success at PhD level given adequate motivation and perseverance;

b. That the project being undertaken is of sufficient scope, originality and theoretical interest to constitute a genuine contribution in the form of the understanding of a problem, the advancement of knowledge or the generation of new ideas.

The major review meeting between the student, full supervisory team and independent assessor will typically last between 1 and 2 hours and will:

- Assess the portfolio of work in the context of the criteria for Major Review (led by independent assessor, discussion with all panel members)
- Provide an opportunity for the research student to present their work and achievements for the year
- Involve consideration of the research student's academic progress & gauge the feasibility of completion within the timescale allocated
- Provide an opportunity for the student to raise any issues about their research experience
- Provide feedback to the research student on their research, personal development and performance
- Support supervisors and students to maintain and develop a dynamic research community

Following the major review meeting the Director of Studies should submit the completed **RD3b & RD4b** to the PGR Administrator. The report will also include the formal outcome of the major review in the form of a recommendation to the RDSP that the student passes or fails their major review.

The PGR Administrator will then submit the major review to the Research Degree Scrutiny Panel (RDSP) for consideration in line with RD4c research annual and major review panel guidance.

It is expected that students will continue their studies. However, it is possible that a student may fail the major review. Each student will be provided feedback from the major review, in the case of an unsuccessful major review this should clearly identify improvements required. A student failing their major review will be given one opportunity to retake. A student only needs to successfully complete a major review once during candidature. Recommendation may be for an additional major review to replace the following annual review. The RDSP also has the option to recommend the student transfer to the MPhil programme or be withdrawn.

The following forms should be submitted to pgr@marjon.ac.uk following the major review meeting:

RD3b research degree supervision record ☐
RD4b research degree major review ☐

3.5 Submission of thesis

Thesis and viva examinations will be completed in line with the RD5f research degree examination guidance, Plymouth Marjon University Students Regulations Framework and University of Chichester Higher Degree Regulations. Students are strongly recommended to review the degree regulations mentioned well ahead of submission. It should be noted that by a student receiving their supervisory team support to submit their thesis is by no means an indication of the expected outcome of the thesis.

A thesis may be submitted at any time of the year, but students must submit a **RD5a research degree intention to submit** at least six months before submitting the final thesis. Alongside this, the Director of Studies must submit **RD5b research degree examination arrangement.** In the event a student goes on to submit their thesis later than originally intended they must keep their supervisory team informed of this. A delay is acceptable subject to the formal time limits of the degree (section 1.3).

A student may submit an **RD5a**, and subsequently their thesis, without their supervisors approval or support. However it is strongly recommended that a student only submits with the full support of the supervisory team.

Word length
A PhD thesis may not exceed 75,000 words in length, or 50,000 words for an MPhil thesis. The word count excludes any appendices, bibliography or additional material. Where appropriate, the RDSP may approve a recommendation from the supervisor for a higher word count. Approval for a higher word count should be sought prior to submitting the RD5a.

Students are required to submit three printed and an electronic format of their thesis. The format and process for this are outlined below.

Thesis specifications
In preparing the thesis for submission, please be aware of the required formatting specifications as specified by the University of Chichester and Plymouth Marjon University. For further information and support on thesis formatting, refer to dissertation guidance via learning space.

https://moodle.marjon.ac.uk/course/view.php?id=963#section-10

Paper used must be:
- A4 size (210 x 297 mm), acid-free white paper bond quality

Text must be:
- typewritten / word-processed;
- in a font not less than 2.0mm high for capital letters and 1.5mm for lower case letters (2.0mm is the equivalent of approximately 11pt character size, depending on the font in use);
- words must be evenly spaced, without right hand justification;
- spacing between lines should be one and a half lines; double spacing may be used if necessary in the interests of legibility, particularly if lines contain mathematical formulae, diacritic marks or strings of capital letters which may require additional space;
- it should be clear where a new paragraph is starting and where matter in the text is being quoted;
- margins at the binding edge must not be less than 40mm (1.5") and other margins must not be less than 15mm (0.59");
- running heads and page numbers should be within the recommended margins;
- printed double-sided. However, each section or chapter should always start on a right-hand (recto) page, so you may have some pages that are blank apart from the header and footer text.

The Title page (of every volume if more than one) must contain the following information in the order shown:
- University of St Mark & St John
- Name of the Research Areas in which the research was conducted
- Full title of the thesis and any subtitle
- Total number of volumes (if more than one) and the number of that particular volume
- Your full name followed, if you wish, by any qualifications and distinctions
- Qualification for which the thesis is submitted
- Month and year of submission

In a single bound volume, thesis material should be arranged in the following sequence: Title and subtitle
- Abstract (should not exceed one side of paper, preferably within the limit of 300 words)
- List of contents
- List of tables, illustrations etc.
- List of accompanying material, if any
- Author's declaration
- Acknowledgements
- Definitions, abbreviations used
- Text, divided into chapters, sections etc.
- List of references
- Appendices
- Glossary
- Index

Referencing style

The University has no 'official' referencing style that must be used in preparing the thesis. You are advised to make use of a consistent style that is recognised within your discipline or subject area. You should ensure that you make use of an up to date style guide and check it regularly to ensure that you are using it correctly. Making use of referencing software such as Mendely from an early stage in your research will make managing your references and presenting them considerably more straightforward. Refer to Section 7.4 for further useful resources.

Submission format – printed hardcopy

Students must submit three hardcopies of their thesis via the Research & Knowledge Exchange Office (S251c). Each copy of your thesis can be bound via the University Copy Shop. Contact the Copy Shop (section 7.4) direct regarding opening hours, printing and binding costs. If you are printing the thesis yourself, remember to print out single-sided on A4 paper, following the specifications above. The PGR Administrator will contact Student Admin upon receipt of your thesis to update your student records.

Submission format – electronic

Students must submit an electronic format (Word or PDF) of their thesis via Turnitin (available through Learning Space). The PGR Administrator will contact Digital Innovation upon receipt of RD5a research degree intention to submit to add the student to the relevent Turnitin page.

Research integrity

Following submission, the student should send the Turnitin report to their Director of Studies and the PGR Administrator. RKEO will only forward the printed thesis to the external examiner on confirmation that the Director of Studies has reviewed the Turnitin report. Should the thesis require re-submission 12 months after the first Viva examination, the electronic copy of the thesis will need to be checked by submission to Turnitin again.

Students who have both a staff and a student University IT account should take great care that all work that they submit is through the same account as Turnitin discounts similarities between texts that the account holder has previously submitted.

Students can submit their work for plagiarism checking prior to final submission. You can find this service via Learning Space. Please note that this service has been set up for students to submit chunks of work rather than the full thesis.

Embargo

Should the thesis be of a particularly sensitive nature, the thesis will not be publicly available in the University. Although it will be kept in store at the library, in this instance the author will have to provide permission if the thesis is to be made available to anyone else. Students must indicate if an embargo is required when submitting their thesis (RD5c research degree candidate declaration). Students may request either full or partial embargos that would permit access to the abstract only or the use of appendices to embargo only sensitive sections of a thesis. Titles of

embargoed thesis will be reported to the Research Degrees Scrutiny Panel for onward notification to the University of Chichester RDG.

The normal maximum embargo period is two years. After this period the restriction may be extended in some circumstances, subject to approval by the RDSP. The PGR Administrator will confirm any approved embargo periods with the University Library when submitting awarded PhD/MPhil thesis for publication.

Copyright
Under the terms of the agreement, the student is required to give assurances that the necessary authorisations have been sought and are evidenced should third party material be used. Students should ensure that they have considered the copyright status of any third party material included in their thesis. The Intellectual Property Office (http://www.ipo.gov.uk/) provides up to date advice on copyright law. The University Library can also give guidance on copyright matters.

When submitting the thesis, students should complete the following form and submit to pgr@marjon.ac.uk:

RD5c research degree candidature declaration ☐

3.6   Viva

A thesis may be submitted at any time of the year, but students must submit a **RD5a research degree intention to submit** at least six months before submitting the final thesis. Alongside this, the Director of Studies must submit **RD5b research degree examination arrangement**. In the event a student goes on to submit their thesis later than originally intended they must keep their supervisory team informed of this. A delay is acceptable subject to the formal time limits of the degree (section 1.3).

The PGR Administrator will arrange for your thesis to be forwarded to the examiners and will advise you when to attend your viva examination following receipt of **RD5d research degree preliminary examination report** from the examining body. Normally your viva will take place two to three months after you have submitted to allow sufficient time for the examiners to review the thesis.

For each student, normally one internal and one external examiner shall be appointed to examine the thesis. The viva will normally be chaired by an independent chair. However, when this is not possible either the internal or external examiner, by agreement between them, may chair the viva. Students can request to have one supervisor to attend their viva as an observer only. Supervisors in attendance can not contribute to the discussion.

Students are encouraged to attend relevant training sessions in preparation for their viva, as part of the Researcher Developer Series (section 5.2) and also through the Vitae resources -

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3.7   Post viva

Following the viva examination the examination panel will submit a **RD5e research degree joint report and recommendation** to the Research & Knowledge Exchange Office. This will be completed in line with RD5f research degree examination guidance.

The examining body may recommend one of the following outcomes:
  a) That the degree of MPhil / PhD (as applicable) be awarded
  b) That the degree of MPhil / PhD (as applicable) be awarded subject to certification of minor amendments (within one month of student receiving formal notification of the outcome)
  c) That the degree of MPhil / PhD (as applicable) be awarded subject to certification of modest amendments (within six months of student receiving formal notification of the outcome)
  d) That the student be required to attend a further oral examination
  e) That the student be permitted to submit a revised thesis for re-examination for the same degree on one subsequent occasion (within 12 months of student receiving formal notification of the outcome)*
  f) That, in the case of PhD, the student be advised to submit thesis for re-examination for the degree of MPhil
  g) That the degree be not awarded and the re-submission of the thesis is not permitted

*resubmission fee will be advised by the Research & Knowledge Exchange Office

If outcome a is received, the PGR Administrator will submit the RD5e to the Progression Awards Board and Chichester RDG. Once the award is approved, the PGR Administrator will liaise with registry, student finance, report to the University Board of Studies and inform the student of the outcome.

If outcome b – g listed above are advised, PGR Administrator will inform the student and provide feedback from the examination panel including the required amendments and timescale as appropriate.

3.8   Date of award and graduation

Graduation ceremonies take place in October. You award is dated from the time of approval of the award by the University Board of Studies. Students will be invited to attend the next scheduled graduation ceremony to receive their award. Students can request for their certificate to be sent via post if you are unable to attend the graduation ceremony.

https://www.marjon.ac.uk/student-life/graduation/graduation-information/

4   Changes During Postgraduate Research Degrees

Refer to the PGR Student Dashboard for access to the below forms. All changes during postgraduate research degrees should be discussed with your supervisory team in the first instance. Contact the PGR Administrator for any queries on these processes.

4.1   Change of supervision team

Various reasons may result in a need to change one or more members of the supervisory team. This process can be initiated from a student or supervisors perspective and should be discussed within the student-supervisory team in the first instance.

The PGR Coordinator will liaise with student and the PGR Administrator to complete **RD6a research degree change of supervision** team. Formal approval for changes will be sought via RDSP & RDG. The PGR Administrator will confirm the outcome with the student & supervisory team.

RD6a research degree change of supervision

4.2   Suspending of studies

In the event that a student wishes to take time out from their studies they should complete a **RD6b research degree suspension of studies application**. The PGR Administrator will coordinate a supervisory team recommendation, report to RDSP & RDG, liaise with registry and student finance and confirm the outcome with the student. During suspension of studies, PGR students will not receive any supervision.

RD6b research degree suspension of studies application

4.3   Change of mode or award of study

Due to academic or personal reasons, a student may apply for a change of mode of study (i.e. full-time to part-time or vice versa). In some circumstances this may be temporary change.

A student enrolled on the PhD programme may change to complete the MPhil award only. The RDSP also has the option to recommend the student transfer to the MPhil programme, particularly if the student does not pass major review (section 3.4).

To apply for a change of mode or award of study the PGR student should submit a **RD6c research degree change of mode/award of study application**. The PGR Administrator will coordinate a supervisory team recommendation, report to RDSP & RDG, liaise with registry and student finance and confirm the outcome with the student.

RD6c research degree change of mode/award of study application

4.4 Transfer to nominal registration

In some instances, subject to meeting the below criteria, a student may be eligible to transfer to nominal registration for a set period of time. This stage of the postgraduate research degree is often known as 'writing up'. To apply for nominal registration, students should complete a **RD6d research degree nominal registration application**. This should be submitted at least six months before the end of a students study term. Director of Studies must support the **RD6d** application.

To apply for nominal registration, the following criteria must be met (University of Chichester Higher Degree Regulations):
   a. That the minimum period of candidature for either the MPhil or PhD has been completed;
   b. Major Review (for PhD) has successfully taken place;
   c. Research is substantially complete, and the thesis is in the process of being written up.

A student returning from suspension of studies may not transfer to nominal registration until at least two months after their return from suspension.

The PGR Administrator will coordinate the supervisory team recommendation, report to RDSP and the University of Chichester RDG and liaise with student finance and registry. The outcome of the application will be confirmed with the student.

Nominal registration is free for up to six months (full time) or 12 months (part time). The Research & Knowledge Exchange Office can provide further details on current writing up fees. If, after the free nominal registration period, no thesis has been submitted, a student wishing to continue in candidature should seek the approval of the RDG via the PGR Administrator.

RD6d research degree nominal registration application

4.5 Extension to studies

An extension to the maximum duration of studies (outlined in section 1.3) may be agreed in some circumstance. Students should note that although the maximum period of study for a MPhil/PhD is 4 years (full-time), students will only receive scholarships and/or doctoral loans (if applicable) for a maximum of 3 years. Students will need to complete a **RD6a Research degree extension to candidature application** and confirm financial arrangements if going beyond a 3-year period (full-time). This should be submitted at least six months before the end of a students study term.

The PGR Administrator will coordinate a supervisory team recommendation, report to RDSP & RDG, liaise with registry and student finance and confirm the outcome with the student.

RD6e research degree extension to candidature application

4.6   Probationary status

The general principle is that issues relating to unsatisfactory progress are resolved at local level by the supervisory team with the involvement of the PGR coordinator without recourse to the formal probationary processed outlined in University of Chichester Higher Degree Regulations Appendix 4. In some circumstances, where there are significant academic concerns and normal supervisory processes have failed to bring about improvements in progress, the RDSP may recommend a probationary status period.   This process could be instigated through formal monitoring points such as project approval, annual review or major review or by concerns raised by the PGR Coordinator for instance because a student has not engaged with supervisors.

In cases where significant concerns are raised the student and chair of RDSP should be notified. If the chair of RDSP is satisfied the concerns are significant and have not been able to be resolved through normal supervision then the student will be placed on probationary status and the procedures for circumstances that may lead to withdrawal or termination will be commenced. The PGR Administration will commence completion of **RD6f research degree probation status.**

The first stage during a probationary status is an independent assessment will take place regarding a lack of progress. The chair of RDSP will appoint an independent assessor, who will normally be the relevant PGR coordinator. Students and supervisors may be required to submit evidence to support the independent assessment and so ensure they do so in a timely manner. The independent assessment will normally be completed within 10 days of the receipt of the evidence and can recommend either that a) concerns regarding progress are not sufficiently serious and action can be taken to resolve the concerns; or b) the lack of sufficient progress is sufficiently serious to instigate the termination process after having given due consideration to any reasonable circumstance not previously taken into account and the student should move to stage 2.

The second stage includes the formation of a review panel which will normally include the independent assessor (chair), supervisory team, nominated academic member and a PGR Coordinator from a different area. The review panel will formulate a written action plan including targets and milestones alongside any guidance that will normally be for 3 months for full-time students and 6 months for part-time students. It is imperative that students provide the required evidence within the timelines of the action plan. Any extenuating circumstances during this review period should be immediately notified to supervisory team and appropriate evidence provided.

The third stage includes the review panel consideration of evidence submitted in terms of the student having met the requirements and timeline identified in the action plan. The panel will consider any additional circumstances that have been brought to their attention and evidenced. The panel will recommend to RDSP that either a) the student has met the requirements of the action plan and can be released from probationary status, or b) the students has not met the requirements of the action plan and their studies should be terminated.

RKEO will coordinate all aspects of this process including meeting dates/venues and written communication with the student. In the event of termination of studies they will liaise with registry and student finance.

RD6f research degree probation status

4.7   Withdrawing from studies

In the event that a student wishes to withdraw from their studies they should complete a **RD6g research degree withdrawal**. The PGR Administrator will coordinate a supervisory team recommendation, report to RDSP & RDG, liaise with registry and student finance and confirm the withdrawal process with the student.

Students in receipt of any scholarship or bursaries should refer to the full terms and conditions prior to submitting the RD6g.

In some circumstances, where there are significant academic concerns identified either as part of the probational period, project approval, annual review or major review, the RDSP may recommend a student withdrawal. In this case the PGR Administrator will complete the RD6g.

RD6g research degree withdrawal

4.8   Appeals and complaints

In the first instance, students should speak to a member of their supervisory team if they have any concerns about their progress or if there are difficulties with working relationships and practices that are obstacles to progression. If the student can not or feels uncomfortable discussing concerns with their supervisory team they may contact the PGR Administrator and/or PGR Coordinator.

All endeavours will be made to resolve any complaints informally and in confidence in the first instance. If these efforts are unsuccessful or if a student wishes to appeal against a recommendation by the Examiners not to confer an Award, students should refer to the formal procedures set out in Plymouth Marjon University Students Regulations Framework.

Once the University's internal procedures are exhausted students have the further right to make a formal complaint to the University of Chichester, as per the University of Chichester Higher Degree Regulations.

4.9   Student feedback

Students may provide feedback on their experience of research studies in a number of ways, primarily through the annual progress report. The Research & Knowledge Exchange Office is always open for visits and queries from students who require information about their research degree programme.

The University also undertakes the Postgraduate Research Experience Survey (PRES) on an annual basis which all PGR students are encouraged to complete.

A PGR student representative, nominated by the PGR students, can be contacted to raise any suggestions or generic issues on behalf of the PGR student body. Prior to Research & Knowledge Exchange Committee meetings, the PGR student representative is encouraged to hold informal gatherings to allow students to raise any points that they might have.

5   Training and Development

The training needs of each individual student are discussed at the outset of studies during your initial student-supervisory meeting and a plan of your training needs should be recorded on **RD3a research degree academic needs analysis and induction checklist.** Training needs should be discussed in line with the Vitae Researcher Development Framework.

You should continue to discuss any training requirements with your supervisory team throughout your studies. A full training review forms part of the annual and major review process (section 3).

All completed training and development (completed internally or externally) should be recorded on **RD3b research degree supervision record**, which will be submitted to your supervisory team and the Research & Knowledge Exchange Office (RKEO) on an annual basis as part of the annual and major review process. Research Degrees Scrutiny Panel reserves the right to call for the RD3b, RD4a and RD4b. It is the student's responsibility to ensure that their Director of Studies is aware of the training activities that they have undertaken.

Details of training opportunities provided by RKEO can be found via the PGR Student Dashboard and Research Events webpages. Students, with their Directors of Studies support, can apply to undertake external training opportunities as part of their PGR student development (section 5.4).

5.1   Vitae

The University holds an institutional subscription with Vitae, a training resource which includes valuable information for early career researchers. PGR students should register with Vitae using your institutional email address to access relevant training.

https://www.vitae.ac.uk/membership/register

5.2   Researcher developer series

The Research & Knowledge Exchange Office coordinates a Researcher Developer Series to provide a wide range of training workshops and events. Training workshops typically include NVivo, academic writing skills, statistics and writing research bid applications. MPhil & PhD

students are also welcome to attend a number of the MRes seminars and lectures to further support their studies.

https://www.marjon.ac.uk/research/research-events/

5.3   Brown bag series

The Brown Bag series is an opportunity for postgraduate research students and staff to present their research and gain feedback within an informal setting. All MPhil & PhD students are encouraged to attend the Brown Bag series and to present at one session each year.

https://www.marjon.ac.uk/research/research-events/

5.4   Postgraduate certificate in learning and teaching in higher education

All students who teach are expected to undertake training or demonstrate existing qualifications. Students will be invited to register for the University's HEA accredited Postgraduate Certificate in Learning and Teaching in Higher Education. Details can be found on the PGR Student Dashboard.

https://www.marjon.ac.uk/research/postgraduate-research/pgr-student-dashboard/

5.5   PGR development budget

As a post-graduate research student, you have demonstrated a commitment to enquiry through your research. The post-graduate research student development budget is aimed at supporting you to develop as a researcher. The post-graduate research student development budget covers a wide remit of professional research related knowledge and skills and should be aligned to the vitae researcher development framework (section 5.1). You will be asked to indicate which domains of the researcher development framework are addressed by the development requested. The guidance for getting started in research might be a useful reference point. Taking responsibility for your own professional development will help you improve your self-awareness and make the most out of opportunities. Successful researchers engage in continuous professional development to ensure they are always learning and improving. As part of our commitment to your studies, the University provides a postgraduate research student development budget to all PGR students. This budget covers a wide remit of professional research related knowledge and skills.

What can the development budget be spent on?
The development budget can be spent on any development that aligns to the research development framework, examples are listed in Table 1. Across all applications you are advised to demonstrate that their proposed benefits will support the broader post-graduate student community and research environment of Marjon for instance by holding a seminar after their event to report lessons learned to peers.

Table 1: *Examples of development activities aligned to the researcher development framework*

Domain A: Knowledge & Intellectual Abilities	Domain B: Personal Effectiveness	Domain C: Research governance & organisation	Domain D: Engagement, Influence & Impact
• Research methods training courses • Accessing specific subject knowledge modules	• Post-graduate student networks, workshops and summer school • Personal effectiveness workshops e.g. time management • Writing retreats	• Health and safety/technical related training • Funding and grant training	• Conferences and/or public engagement activities • PG Certification Learning and Teaching • Publication costs

How do I make an application?

Applications to access the postgraduate student development budget should be made using post-graduate student development request form available on the PGR Student Dashboard. The development should be approved normally by the Director of Studies. Completed forms should be submitted to pgr@marjon.ac.uk.

The details

The development budget aligns to Plymouth Marjon University normal financial cycle which is from 1st August to 31st July and cannot be rolled over across years. From 1st August 2019 the annual allowance for development will be a maximum of £600 for full-time students (for 3 years) and £300 for part-time students (for 6 years).

https://www.marjon.ac.uk/research/postgraduate-research/pgr-student-dashboard/

5.6   PGR consumables budget

The Research and Knowledge Exchange Office has a small budget to cover the cost of consumables that support the completion of PhD project outcomes, such as postage, data collation and equipment. If you wish to purchase consumables via this budget, please complete the PGR student consumables bid form available via the PGR Student Dashboard.

Applications are accepted at three points throughout each academic year: 1 November 2019, 1 March 2020 and 1 June 2020. Your bid will be considered by the Research Degrees Scrutiny Panel and you will receive a decision within three weeks of the deadline.

https://www.marjon.ac.uk/research/postgraduate-research/pgr-student-dashboard/

6   Guidance on the Student-Supervisor Relationship

The quality of the student-supervisor relationship is critical to the success of doctoral studies. The following section describes the roles and responsibilities of the student and supervisor and the expectations of both parties in maintaining this relationship and ensuring an excellent student experience.

You should complete **RD3b Research degree supervision record** on an ongoing basis at all student-supervisor meetings and record any training you have completed. You will be requested to submit an up-to-date RD3b annually as part of the annual/major review process.

The RD3b should be saved in your student one drive folder which will be set up by the PGR Administrator. A students supervisors will also have access to this drive and the Research & Knowledge Exchange Office reserve the right to monitor this folder and ensure the RD3b is being updated on an ongoing basis.

Supervisor responsibilities – outset of supervision:
- to meet with the student to identify the initial objectives of the research, and to assist the student in an academic needs analysis (section 3.1);
- to ensure that the student has access to information about events relevant to their studies and/or training needs;
- for students whose first language is not English, to advise on additional English language support if appropriate;
- if the research student has disclosed a disability, to identify ways in which he/she may be supported in their studies (section 7.10);
- to explain the roles of the members of supervisory team and to discuss and agree the pattern and frequency of contact between members of the supervisory team. Students should meet with their supervisory team as a whole every three to six months;
- to clarify arrangements for progress monitoring, and ensuring the student is completing **RD3b research degree supervision record** on an ongoing basis;
- to ensure the student is aware of their responsibilities in relation to research ethics (section 3.2);

Supervisor responsibilities – ongoing:
- to maintain contact with the student through regular tutorial and seminar meetings; for full-time students tutorials should be at least once a month and students should meet with their supervisory team as a whole every three to six months;
- to be accessible at other reasonable times to give advice;
- to provide advice and guidance as necessary on the planning and development of the research programme and stand of work expected;
- to monitor the students progress (requiring written work as appropriate, providing reports to RKEO as required, and giving constructive and timely feedback which is accessible and useful to the student;

- where progress is unsatisfactory, or the standard of work is unacceptable, to ensure that the student is made aware of this and that steps are taken to develop a constructive plan for improvement. These concerns should be noted within the RD3b;
- to set target dates for successive stages of the work in order to encourage timely submission of the thesis;
- to give assistance to the student in being able to present the work at seminars and conferences etc. or to publish as appropriate;
- to keep the student informed about events relevant to their studies and/or training needs;
- to participate in appropriate staff development activities to ensure competence in all aspects of the supervisory role, including attending the Research Supervisor Forum meetings.

Supervisor responsibilities – later stage:
- to ensure that, where a student is unable to submit a thesis within the required time, a timely and reasoned application for extension to candidature is made in line with University policy (section 4.5);
- to ensure arrangements are made for examination of the student in accordance with University policy (section 3.5)'
- to ensure appropriate examination arrangements are made for students with a disability;
- to ensure student is adequately prepared and supported for the viva (section 3.6).

Student responsibilities:
- to meet with the supervisory team to identify the initial objectives of the research, and to complete and submit **RD3a research degree academic needs analysis and induction checklist** (section 3.1);
- to discuss with their supervisors, the type of guidance and comment found most helpful, agreeing and adhering to a schedule of meetings, and the importance of preparation for these;
- to agree with one or more members of the supervisory team the amount of time to be devoted to the research and the timing and duration of any holiday periods;
- to conform to the University Research Ethics processes (section 3.2);
- to maintain the progress of work and training as agreed, completing **RD3b research degree supervision record** on an ongoing basis;
- to provide an annual statement of progress of the work (annual review) as part of the annual monitoring and review procedures (section 3.3);
- to deposit data from research projects as required in the appropriate University repository;
- to take the initiative in raising problems or difficulties and indicating at an early stage any perception that supervision is inadequate (in the first instance, if you have a formal complaint, you should approach your Director of Studies, PGR Coordinator, PGR Administrator or else the Deputy Vice Chancellor).
- to discuss any changes in learning support needs which may arise during the period of study;

- to participate in research training, attend conferences, seminars, present papers for publication or for conferences as appropriate (section 5);
- to maintain clear and regular communication with their supervisory team and the Research & Knowledge Exchange Office, including notifying the appropriate member of staff as to any personal circumstances which may affect their studies;
- to ensure regular monitoring of your @marjon student email account to not miss out on any important communications;
- to notify registry@marjon.ac.uk and the Research & Knowledge Exchange Office of any changes of contact details including changes to postal addresses

Desk space is available to all PGR students on a hot desking basis within the PGR Hub. The general expectation is that students should use this desk space on average a minimum of 20 hours per week (based on full-time studies). Both students and supervisors should have a clear, agreed understanding of the frequency and nature of contact required at any particular stage.

7   University Facilities and Support Services

This section of the handbook is a general guide to University facilities and support services that postgraduate research students may access. You are strongly advised to use the web links provided to obtain the most recent information.

7.1   PGR hub

All PGR students have access to the PGR Hub, which is for the sole-use of full and part-time PGR students along with the MRes students. Desk space is available within the Hub on a hot desking basis, with PCs and a small meeting room. PGR students also have access to The View for tea, coffee and washing up facilities.

The general expectation is that students should use the desk space provided in the Hub on average a minimum of 20 hours per week (based on full-time studies). Both students and supervisors should have a clear, agreed understanding of the frequency and nature of contact required at any particular stage (refer to section 6 for further details on expectations of students and supervisors).

7.2   Student support

The Student Support Advice Desk is your first point of for many of the University's welfare related services or if you are not sure who in the University may be best able to advise or assist you.

Staff can provide support, information, advice and guidance on a range of areas, including: health and well-being (including student counselling); disability and inclusion (including support for disabilities, including dyslexia, medical and mental health conditions); interruptions; budgeting and funding advice and out of hours support if you decide to live on campus. Student Support

work closely with the Chaplaincy and Student Union who also offer a range of support and advocacy services as well as social activities. Student Support also provide pastoral if you would like to discuss anything outside of your supervisory team and/or Research Office.

Contact
Ask the Advice Desk for quick queries and to make appointments (note, many of the services have regular drop-ins available)
Email: studentsupports@marjon.ac.uk   Tel: 01752 636891

http://www.marjon.ac.uk/student-life/student-support-/

7.3   Finance

The finance office can provide support with regards to scholarship payments, advice on the Government's Doctoral Loan Scheme, expense claims and other financial queries.

Contact
Email: finance@marjon.ac.uk   Tel: 01752 636891

https://www.marjon.ac.uk/courses/fees-and-funding/

7.4   University library services

Resources
The Library has approximately 120,000 books in stock, and a large collection of e-books which can be accessed from anywhere with an internet connection. In addition to our books, we offer access to over 16,000 electronic journals via Discovery, our single search tool. We also subscribe to Scopus, the largest abstract & citation database of peer reviewed literature, which you can use to find impact factors, citation trends and scholarly community engagement.

Study skills and information literacy
The Library's education branch, covering both core academic skills (including research), and finding/managing information. This is managed by Steve Gunard and Kerry Kellaway.

Inter library loans
If there are resources students need for their research/study which are not stocked by the Library, we will endeavour to borrow them from another Library. MPhil & PhD students are entitled to 100 ILLs during your study term.

SCONUL access
As a postgraduate student, Marjon students may be able to join and borrow from other participating SCONUL Access libraries. Information is available at https://www.sconul.ac.uk/sconul-access along with the application process.

Borrowing from the library

You will be issued with a Library card, which allows you to borrow book stock and also gives access to the MFDs around campus for printing & photocopying. As a PhD student, you are entitled to borrow 30 items at a time.

Studiosity

Studiosity is an on-demand academic feedback service to which the University subscribes. There are two parts to the service: writing feedback platform & connect live app. Information is available at https://moodle.marjon.ac.uk/course/view.php?id=3224.

Useful resources

The following resources are recommended to support your research and thesis submission:

Becker, L.M. *Presenting your research: conferences, symposiums, poster presentations and beyond.* SAGE, 2014.

Bentley, Peter, *The PhD application handbook.* Open University Press, 2006.

Cooley, Linda and Lewkowicz, Jo, (eds). *Thesis and dissertation at postgraduate level: theory and classroom practice.* University of Hong Kong English Centre , 2003.

Day, Abby. *Winning research funding.* Gower, 2003.

Dunleavy, Patrick. *Authoring a PhD: How to plan, draft, write and finish a doctoral thesis or dissertation.* Palgrave Macmillan, 2003.

Hunt, Andy, Your research project: how to manage it. Routledge, 2005.

O'Leary, Z. The essential guide to doing your research project. SAGE, 2017.

Phelps, Renata. *Organizing and managing your research: a practical guide for postgraduates.* SAGE, 2007

Potter, S. (ed). *Doing postgraduate research*, SAGE, 2006.

Rugg, Gordon, and Petre, Marian *The unwritten rules of PhD research.* Open University Press, 2004.

Turabian, Kate L. *A manual for writers of research papers, theses, and dissertations: Chicago style for students and researchers.* University of Chicago Press, 2013.

Wisker, G. *The postgraduate research handbook*: succeed with your MA, MPhil, EdD and PhD. Palgrave, 2008.

Contact

Email: libraryenquiries@marjon.ac.uk (manned Mon-Fri, 09:00-17:00)

Tel: 01752 761145 (staffed Mon-Fri, 8:30-20:00 and Sat & Sun 11:00-16:00 during term time)

http://www.marjon.ac.uk/student-life/library/

7.5 University IT facilities

Computing and Media Services aims to provide and support a range of information delivery, computing based services which will further the aims and objectives of the University and in particular enhance the educational environment for students and assist staff at all levels in fulfilling their roles and responsibilities.

Contact
Email: computingservices@marjon.ac.uk   Tel: 01752 636700 Ext. 4333

http://moodle.marjon.ac.uk/course/view.php?id=916

7.6   Print and imaging services (copy shop)

The Copy Shop offer various facilities including:
- A4/A3 Black/White Copying
- A4 Transparencies for Colour and Black/White
- A4/A3 Colour Copying
- A4/A3 Laminating
- Combed Binding
- Dissertation Covers
- PVC Covers
- White and coloured stock in A4 can be purchased

Contact
Email: copyshop@marjon.ac.uk   Tel: 01752 636700 Ext. 2811

http://www.marjon.ac.uk/student-life/on-campus/copy-shop/

7.7   Futures

Futures, the Plymouth Marjon University careers and employability service provides support to ensure that your university experience is just the beginning of a life of opportunity. Futures offers students enriching career, travel, volunteer, enterprise and professional development opportunities

The Futures team offers friendly, accessible and impartial careers information, advice and guidance. Based in the Student Hub, we work with all students and alumni to help them to make the most of the employability opportunities that Marjon offers. You can drop in and see us, or make an appointment to meet with one of the team. If you want to secure part-time work, get involved with volunteering, study or work abroad; or you want to learn how to manage your career development and gain the skills that graduate employers are seeking, the Futures team can help. From thinking about your CV through to supporting you with your applications and interview preparation or if you are thinking about being self-employed, the team is here to help you, in person or through our fantastic Futures on-line career portal.

Futures online provides extensive resources on personal and professional development, use your Marjon username to access our web-based resources. For information, guidance, professional development opportunities, part-time and volunteering vacancies why not follow Futures on Facebook and Twitter.

Support from the Futures team doesn't stop at graduation – we are here to help graduates to achieve their employment goals at any time. We love to hear what our alumni are up to.

Contact
Drop in Monday to Friday 0900-1300, 1400-1600
Email: futures@marjon.ac.uk   Tel: 01752 636893

http://www.marjon.ac.uk/student-life/marjon-futures/

7.8   Support for international students

http://marjon.ac.uk/courses/international/

7.9   Chaplaincy

The University Chaplaincy is open 24 hours; offering a sanctuary of space comprising a social room, chapel and nap room. During office hours there are staff available to speak hours about your pastoral, spiritual, academic or personal concerns or just to spend time with. Many students like to use the space for study and relaxation in groups or by themselves and the relaxed atmosphere continues to be a popular destination for mature students. Many clubs and societies use the building and each week the staff run Christian worship services.
The University Chaplaincy works hard to build the community of students and staff here at Marjon. Many of our team don't consider themselves religious, so whoever you are, we would love you to join in and spend some of your time with us here in the Chaplaincy.

Contact
Email: mparkman@marjon.ac.uk   Tel: 01752 636700 Ext. 6528

http://moodle.marjon.ac.uk/course/view.php?id=590

7.10   Disability & inclusion advice service (DIAS)

We provide information, advice, guidance and support covering a wide range of inclusion issues including disabilities, medical and mental health conditions and specific learning difficulties.
We offer:
- Eligible student's guidance in applying for DSA's (Disabled Students Allowances)
- Appropriate liaison with Academic Departments relating to on course support
- Wider liaison with other areas of Marjon
- Specialist Study Skills tuition
- On-going review of support

Contact
Email: disability@marjon.ac.uk   Tel: 01752 636891

7.11   Sports facilities

Sports facilities at Plymouth Marjon Unviersity are world class and include:

Fitness suite
Fully equipped with the finest machines and fitness apparatus from Life Fitness, our fitness suite is a hub of fitness activity. Love weights? Build and tone with our huge selection of power racks, Smith machines, adjustable pulleys and fixed resistance machines.

Swimming pool
Our newly refurbished 25m swimming pool is always set up with a medium and fast training lane, so you can train undisturbed. Families are very welcome too, with a child-friendly depth of 0.9m at the shallow end and a brand new family changing room.

Climbing wall
With 150 square metres of space, our climbing wall attracts climbers of all abilities. If you've never climbed before but you've always wanted to try, come along to our instructor-led, open-to-all climbing wall sessions and give it a go.

Sports hall
Set up for pretty much every indoor sport imaginable, our vast, modern sports hall can be split into even thirds and features court lines for badminton, netball, basketball, futsal and volleyball. Get in touch to find out about hire costs and availability.

Gymnasium
Finished to the very highest standards, our bright, airy gymnasium is fitted with a sprung wooden floor, lending itself perfectly to gymnastics, trampoline, dance, cheerleading, martial arts and table tennis. Get in touch to find out more about hire costs.

Astro turf pitch
Don't let the weather spoil your sporting fun. Our two astro pitches can be used come rain or shine, and they're floodlit for activities after dark. Get in touch to find out more about hiring out our astro pitches at competitive prices.

Personal training
Finding the right fitness routine for you can get confusing. Book a one-on-one session with our qualified level three trainer and discover a comprehensive, effective fitness programme that's developed especially for you.

Sports therapy & rehabilitation clinic
A dedicated therapy and rehab learning environment for our sports degree students, the sports therapy and rehabilitation clinic is equipped with cutting-edge equipment and facilities.

Sports science lab

Used by students, athletes and sports clubs, our state-of-the-art sports science lab is a specialist facility equipped with a huge selection of up-to-date testing and analysis technology.

http://www.marjon.ac.uk/marjon-sport/facilities--services/

7.12 Student union

The Student Union is a charity as well as being independent from the institution which means we always have the student's best interest at heart. However, luckily we have an extremely strong partnership with our institution and we are always looking for that to grow, because when it comes down to it everyone wants the same thing for our students, to have the best time and get the most out of your university, both academically and experience wise.

http://www.marjonsu.com/