



# Postgraduate Research Handbook

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Research & Knowledge Exchange Office

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## 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 four key research areas with significant staff expertise and resources: Business and Social Science, Sport and Exercise Science, Health and Wellbeing and Education.

PhD students at Marjon are supported by the Doctoral College. Led by a senior member of academic staff, the Dean of Marjon Doctoral College, it offers:

- Support and oversight of the PGR student journey, managing recruitment and key milestones for students in collaboration with the PGR coordinators and the Research Degree Scrutiny Panel
- A range of training and professional development opportunities for PhD students, including workshops, seminars, and funding for external training/ conferences
- Support and training for supervisors, examiners and independent chairs, as well as a supervisor forum to share ideas and experience
- Facilitation of collaboration and networking among PhD students and researchers across the university and beyond

The Doctoral College is available to provide further guidance and support for any other postgraduate matters. You should also refer to [PhD Canvas](#) (VLE) for all research degree forms mentioned in this handbook. Training opportunities and events can be found on the [MyMarjon PhD Zone](#) (student portal). Other opportunities for researcher development are available through the Marjon Research and Knowledge Exchange Groups. Details of the groups area available here: <https://www.marjon.ac.uk/research/research-areas/> All students should be aligned with one of these groups – please contact the named convenor for further information.

Contact the Doctoral College: [rke@marjon.ac.uk](mailto:rke@marjon.ac.uk) Tel. 01752 636700, Ext. 2069

See also: <https://www.marjon.ac.uk/research/postgraduate-research/>

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.

## 1.1 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.

See also: <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 applicant's 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.

See also: <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 applicant's anticipated start date.

See also: <https://www.marjon.ac.uk/research/postgraduate-research/>

## 1.3. Duration of postgraduate degrees

### **Full-time PhD**

Maximum period of study 4 years (48 months) Minimum period of study not less than 24 months

### **Part-time PhD**

Maximum period of study 7 years (84 months) Minimum period of study not less than 36 months

### **Full-time MPhil**

Maximum period of study 4 years (48 months) Minimum period of study not less than 12 months

### **Part-time MPhil**

Maximum period of study 7 years (84 months) Minimum period of study not less than 24 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 a PGR life cycle

All forms and additional guidance documents listed below are available via [PhD Canvas](#).

Form	Form code	Notes
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 to be followed by interview panel.
Research degree supervision team approval	RD2c	If interview successful, supervisory team to complete in collaboration with Dean of doctoral college & Directors of School. RD2a,b,c to be reviewed by RDSP.
Research degree academic needs analysis and induction checklist	RD3a	Student & supervisory team to complete at first student-supervisor meeting. Section 3.2.
Research degree supervision record	RD3b	To be completed during each supervisory meeting throughout candidature and stored on Teams. Record all training and events completed. Section 3.2 & Section 5.

Research degree project approval	RD3c	First milestone during candidature. All students must complete to continue their studies within 3-6 months for full-time students and 6-12 months for part-time students Section 3.3.
Research degree project approval scrutiny panel outcome	RD3d	Student will receive RD3d stating the outcome of their project approval.
Research degree annual review	RD4a	An annual review is completed once per year (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 3.4.
Research degree major review	RD4b	Students must successfully undertake a major review normally within 2 years of a full-time PhD (usually within 4 years for part time students). RD4c research annual and major review panel guidance will be followed by supervisors and RDSP. Section 3.5.
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 3.6.
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 3.6.
Research degree candidate declaration	RD5c	To be submitted along with the thesis. Section 3.6.
Research degree preliminary examination report	RD5d	The Doctoral College will receive a RD5d, completed by the approved examiners after having read the thesis submitted by the student. RD5f research degree examination guidance will be followed. Section 3.7

Research degree joint report and recommendations	RD5e	The Doctoral College will receive 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. Section 3.7
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:



- [MyMarjon PhD Zone](#)
- [University of Chichester Higher Degree Regulations and Code of Practice for Research Candidature and Supervision](#)
- [Plymouth Marjon University Research Degree Scrutiny Panel Terms of Reference](#)

### 3. Milestones During PGR Student Life Cycle

#### 3.1 Milestones timeframe

##### Full-time – October entry

###### Year 1

Induction	October	1 month
Project Approval	December	3 months
Annual Review	June	9 months

###### Year 2

Preparation for Major Review	December (or 6 months before agreed Major Review date in Y2)	15 months
Major Review	June (or agreed date in Y2)	21 months

###### Year 3

Completion plan	March	30 months
Annual Review	June	33 months
Completion	September	36 months

##### Full-time – February entry

###### Year 1

Induction	February	1 month
Project Approval	April	3 months
Annual Review	October	9 months

###### Year 2

Preparation for Major Review	April (or 6 months before agreed Major Review dates in Y2)	15 months
Major Review	October (or agreed date in Y2)	21 months

###### Year 3

Completion plan	July	30 months
Annual Review	October	33 months
Completion	January	36 months

**Part-time - October entry****Year 1**

Induction	October	1 month
Project Approval	March	6 months
Annual Review	June	9 months

**Year 2**

Annual Review	June	21 months
Preparation for Major Review	July (or 6-12 months before agreed Major Review date in Y4)	22 months

**Year 3**

Major Review	June (or agreed date in Y4)	33 months
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**Year 4 & 5**

Annual Review	June	45 & 57 months
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**Year 6**

Completion plan	March	66 months
Annual review	June	69 months
Completion	September	72 months

**Part-time - February entry****Year 1**

Induction	February	1 month
Project approval	July	6 months
Annual Review	October	9 months

**Year 2**

Annual Review	October	21 months
Preparation for Major Review	November (or 6-12 months before agreed Major Review date in Y4)	22 months

**Year 3**

Major Review	October or agreed date during Y4	33 months
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**Year 4 & 5**

Annual Review	October	45 & 57 months
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**Year 6**

Completion plan	July	66 months
Annual Review	October	69 months
Completion	January	72 months

## 3.2 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 Doctoral College Administrator within the Doctoral College.

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 [rke@marjon.ac.uk](mailto:rke@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 PGR Microsoft Team which will be set up by the Doctoral College Administrator and shared with your supervision team. The Doctoral College reserve the right to monitor RD3b to ensure it is updated on an ongoing basis.

## 3.3 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 Doctoral College Administrator.

***Note: Before submitting RD3c project approval, the PGR student and Director of Studies should check that the proposed plan of work is within the word-count of 2,500 to 3,000 (excluding any references).***

The Doctoral College 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 attempt, 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 Ethics Canvas page](#). 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 normal expectation is that the RD3c project approval form is approved, or approved subject to minor amendments, prior to an application for research ethics review being considered. However, we understand there will be cases where research ethics review is needed in advance of the project approval, eg for piloting or developmental purposes. In this case, supervisors are required to write to the ethics panel in support of the special circumstances,

stating why the research ethics review is needed in advance of project approval and confirming that they have reviewed the ethics application prior to submission.

Complete the following form and submit to [rke@marjon.ac.uk](mailto:rke@marjon.ac.uk):

- **RD3c research degree project approval (2,500 to 3000 words)**

### 3.4 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 student's 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 two weeks 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 Doctoral College Administrator. This will include a summary of the discussion at the meeting and an agreed action plan for the coming year.

The Doctoral College 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 [rke@marjon.ac.uk](mailto:rke@marjon.ac.uk) following the annual review meeting:

- **RD3b research degree supervision record**
- **RD4a research degree annual review**

### 3.5 Preparation for Major Review

PGR Students and Directors of Studies should arrange a Preparation for Major Review meeting, well in advance of the Major Review milestone: 6 months in advance for full-time students and 6-12 months in advance for part-time students. The aim of the meeting is to check the student has an understanding of the major review requirements and is prepared for this assessment point.

The full supervision team should be in attendance and the meeting should be recorded in the RD3b supervision team record, clearly labelled 'Preparation for Major Review meeting'.

During the Preparation for Major Review meeting the following points should be covered:

- **Major Review draft work** Students should aim to send Major Review work (15-20000 words) to their supervisors before the Preparation for Major Review meeting so there is time to provide formative feedback before the formal Major Review submission point. If work is not made available in the meeting, the student and supervision team should agree on the draft Major Review work to be produced, and a deadline which provides adequate time for feedback before the formal Major Review submission.
- **Independent Assessor (IA).** The student and supervision team should discuss a suitable IA, avoiding any conflicts of interest. The IA should be a member of Marjon academic staff who has had no direct involvement in the student's research. For a list of current assessors, contact [rke@marjon.ac.uk](mailto:rke@marjon.ac.uk)
- **Major Review Date** A suitable date for the major review should be agreed. For help with scheduling and room bookings, contact [rke@marjon.ac.uk](mailto:rke@marjon.ac.uk).

### 3.6 Major Review

All students are required to successfully complete RD4b research degree major review. The major review meeting is an assessment point which involves 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 meeting includes 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 Panel may approve an independent assessor external to the University e.g. when the relevant subject expertise is not available within the University. To request an external assessor, the Director of Studies should provide a brief rationale outlining why an external assessor is required rather than an internal member of staff. The rationale should be emailed to [rke@marjon.ac.uk](mailto:rke@marjon.ac.uk), with a link to the assessor's profile or CV, for approval by the Chair of RDSP.

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 and RKEO ([pgr@marjon.ac.uk](mailto:pgr@marjon.ac.uk)) at least four weeks ahead of the major review meeting. If this deadline cannot be met, extenuating circumstances should be submitted. Information about the extenuating circumstances policy can be obtained from the Doctoral College Administrator.

In addition, the student should submit a portfolio of academic work/draft chapters of around 15,000-20,000 words 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 Doctoral College 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 Doctoral College 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 [rke@marjon.ac.uk](mailto:rke@marjon.ac.uk) following the major review meeting:

- **RD3b research degree supervision record**
- **RD4b research degree major review**

### 3.7 Submission of thesis and viva examination arrangements

Thesis submission and viva examinations will be completed in line with the RD5f research degree examination guidance, Plymouth Marjon University Student 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. 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).

Alongside form RD5a, the Director of Studies must submit the **RD5b research degree examination arrangement form in order to nominate the examiners** . For each student, normally one internal and one external examiner shall be appointed to examine the thesis. For all Marjon staff examinations, two external examiners and an independent chair shall be appointed.

The DoS is responsible for the initial approach of possible examiners for the thesis examination and oral (viva-voce) examination. Nominations for examiners should meet the requirements of the University of Chichester Code of Practice for Research Candidature and Supervision, for example, in terms of the independence, expertise and experience of the examining team. The Examiners collectively are normally required to have already examined three theses: please refer to the University of Chichester Higher Degree Regulations. An examination cannot be arranged until approval has been given for the nominated examiners

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.

The thesis should be submitted as a single electronic file (PDF or word version).

When submitting the thesis, students should complete **RD5c research degree candidate declaration** and submit to [rke@marjon.ac.uk](mailto:rke@marjon.ac.uk)

### **Word length**

A PhD thesis may not exceed 80,000 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.

### **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.

See also: [Dissertation formatting: Digital Skills Training \(instructure.com\)](https://www.instructure.com)

Please follow the specifications below (these are suitable for a printed format, if required).

Page size 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;
- if a printed format is required, print double-sided. Please note, 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:

- Plymouth Marjon University
- Name of the Research Area 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

The 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 (a signed declaration that the thesis is your own work and has not

been submitted for any other award, and where relevant, how it relates to a group project).

- 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 Mendeley 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.

## **Research integrity**

Students must submit an electronic format of their thesis via Turnitin, available through PhD Canvas. The Doctoral College Administrator will contact Digital Innovation upon receipt of RD5a research degree intention to submit to add the student to the relevant Turnitin assignment.

Following submission, the student should send the Turnitin report to their Director of Studies. RKEO will only forward the electronic 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 CANVAS. 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 made 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 Doctoral College 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 [rke@marjon.ac.uk](mailto:rke@marjon.ac.uk):

- **RD5c research degree candidature declaration**

### 3.8 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 Doctoral College Administrator will arrange for your thesis to be forwarded to the examiners and will coordinate the submission of **RD5d research degree preliminary examination report** from the examining body. The Doctoral College Administrator will advise you when to attend your viva examination. This normally takes place approximately 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. For all staff examinations, two external examiners and an Independent Chair will be appointed.

Students can request to have one supervisor to attend their viva as an observer only. Supervisors in attendance cannot contribute to the discussion. Video-conferencing viva-voce examinations may be held at the student's request, provided the examiners are agreeable to these arrangements and all necessary safeguards are in place to facilitate the smooth running of the examination. See CoP page 29 for further details.

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 - <https://www.vitae.ac.uk/doing-research/supervising-a-doctorate/supporting-candidates-during-the-final-stages-of-a-doctorate/submission-and-viva>.

### 3.9 Post viva

Following the viva examination, the examination panel will submit a **RD5e research degree joint report and recommendation** to the Doctoral College. 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 three months of student receiving formal notification of the outcome)
- c) That the degree of MPhil / PhD (as applicable) be awarded subject to certification of major 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 Doctoral College Administrator will submit the RD5e to the Progression Awards Board and the University of Chichester's Examinations Award Board. Once the award is approved, the Doctoral College Administrator will liaise with registry, student finance, report to RDSP and inform the student of the outcome.

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

### 3.10 Date of award and graduation

Graduation ceremonies take place in October. Your award is dated from the time of approval of the award by RDSP. 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.

See also: <https://www.marion.ac.uk/student-life/graduation/>

## 4. Changes during postgraduate research degrees

Refer to PhD Canvas for access to the research degree forms below. All changes during postgraduate research degrees should be discussed with your supervisory team in the first instance. Contact the Doctoral College 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 Doctoral College Administrator to complete **RD6a research degree change of supervision** team. Formal approval for changes will be sought via RDSP & RDG. The Doctoral College Administrator will confirm the outcome with the student & supervisory team.

### 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 Doctoral College 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.

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

#### 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 student’s study term. The 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 Doctoral College 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 Doctoral College 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 Doctoral College Administrator.

#### 4.5 Extension to studies

An extension to the maximum duration of studies (outlined in section 1.3) may be agreed in exceptional circumstances. 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 student's study term.

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

#### 4.6. Probationary status

The general principle is that issues relating to unsatisfactory progress are resolved at a local level by the supervisory team with the involvement of the PGR coordinator and without recourse to the formal probationary process outlined in University of Chichester Higher Degree Regulations Appendix 4. In some circumstances, however, 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 probation and the procedures for supporting students in circumstances that may lead to withdrawal or termination will be commenced (as outlined in the University of Chichester Regulations for Higher Degrees Appendix 4: Research Degree Candidature: Procedures for Circumstances that may lead to Withdrawal or Termination). The Doctoral College Administrator will commence completion of **RD6f research degree probation form**.

#### 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 Doctoral College 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 Doctoral College Administrator will complete the RD6g.

#### 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 cannot or feels uncomfortable

discussing concerns with their supervisory team, they may contact the Doctoral College 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 review meetings and regular feedback surveys, as well as informal coffee chats with doctoral college staff. The Doctoral College 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 a bi-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 Doctoral College 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 the Doctoral College can be found via the [MyMarjon PhDZone](#). 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 & Researcher Development Framework (RDF) Planner

The University holds an institutional subscription with Vitae, which is part of the Careers Research & Advisory Centre (CRAC) Ltd, and provides professional development for researchers. The Vitae website includes valuable information for early career researchers. PGR students should register with Vitae using their institutional email address to access relevant training resources here: <https://www.vitae.ac.uk/membership/register>.



In addition to these resources, all PGR students have access to the Researcher Development Framework Planner; an online application which researchers can use to map their professional development against the [Vitae Researcher Development Framework](#) (RDF)

PGR students are encouraged to use the RDF Planner to identify strengths, action plan, review achievements and create a portfolio of evidence. The RDF Planner signposts researchers to suitable courses and development opportunities which are clearly linked to the Researcher Developer Framework.

All PGR students will receive an email invitation to register on the RDF planner. The registration process is arranged by the Doctoral College Administrator.

## 5.2 Researcher Development Series

The Doctoral College coordinates a Researcher Development 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. Contact [rke@marjon.ac.uk](mailto:rke@marjon.ac.uk) for details.

See also: <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.

See also: <https://www.marjon.ac.uk/research/research-events/>

## 5.4 Postgraduate certificate in learning and teaching in higher education

For information relating to the University's Advance HE (formerly the Higher Education Academy, HEA) accredited Postgraduate Certificate in Academic Practice (PGCAP), contact [jwinter@marjon.ac.uk](mailto:jwinter@marjon.ac.uk) Fees will be applicable for self-funded PGR students. There is a fee waiver

for PGR students who are required to teach as a condition of their studentship. Refer to the studentship Terms and Conditions for details.

## 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 self-funded PGR students and those engaged on a studentship (check Terms and Conditions for details). This budget covers a wide remit of professional research related knowledge and skills. PGR staff members in receipt of a fee waiver should request professional development through the relevant School.

### **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*

<b>Domain A:</b> <b>Knowledge &amp; Intellectual Abilities</b>	<ul style="list-style-type: none"> <li>• Research methods training courses</li> <li>• Accessing specific subject knowledge modules</li> </ul>
<b>Domain B:</b> <b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Post-graduate student networks, workshops and summer school</li> <li>• Personal effectiveness workshops e.g. time management</li> <li>• Writing retreats</li> </ul>
<b>Domain C:</b> <b>Research governance &amp; organisation</b>	<ul style="list-style-type: none"> <li>• Health and safety/technical related training</li> <li>• Funding and grant training</li> </ul>
<b>Domain D:</b> <b>Engagement, Influence &amp; Impact</b>	<ul style="list-style-type: none"> <li>• Conferences and/or public engagement activities</li> <li>• PG Certification Learning and Teaching</li> <li>• Publication costs</li> </ul>

### How do I make an application?

Applications to access the postgraduate student development budget should be made using the **PGR student development request form** available on [MyMarjon PhD Zone](#). The development form should be signed by the Director of Studies and submitted to [rke@marjon.ac.uk](mailto:rke@marjon.ac.uk) for final approval by the Dean of the Doctoral College.

### 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 2021 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).

## 5.6 PGR consumables budget

The Doctoral College 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 make a bid to purchase consumables via this budget, please complete the **PGR student consumables bid form** available via the [MyMarjon PhD Zone](#)

Applications are accepted on a monthly basis, see [MyMarjon PhD Zone](#). Your bid will be considered by the Research Degrees Scrutiny Panel and you will receive a decision within 10 days of the deadline.

## 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 Teams area which will be set up by the Doctoral College Administrator. A student's supervisors will also have access to the Teams area and the Doctoral College reserves 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 the Doctoral College 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, Doctoral College 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](mailto:registry@marjon.ac.uk) and the Research & Knowledge Exchange Office of any changes of contact details including changes to postal addresses

## 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. Desk space is available within the Hub on a hot desking basis, along with a kitchen area, a social space and lockers.

Both students and supervisors should have a clear, agreed understanding of the frequency and nature of contact required at any particular stage, and the extent to which the student needs to be on campus to complete PhD work (refer to section 6 for further details on expectations of students and supervisors).

## 7.2 Mentor scheme

The purpose of the PGR mentor scheme is to provide a welcoming and supportive sense of community for PGR students throughout their PhD journey. If you are interested in becoming a mentor or mentee, contact the PGR student representative, or [rke@marjon.ac.uk](mailto:rke@marjon.ac.uk), for more information.

## 7.3 Student Support

The Student Support Advice Desk is your first point of contact 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](mailto:studentsupports@marjon.ac.uk) Tel: 01752 636891

See also: <http://www.marjon.ac.uk/student-life/student-support/>

## 7.4 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](mailto:finance@marjon.ac.uk) Tel: 01752 636891

See also: <https://www.marjon.ac.uk/courses/fees-and-funding/>

## 7.5 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://marjonuni.sharepoint.com/sites/studentportal/SitePages/academic%20study%20induction.aspx>

### 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](mailto: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)

See also: <https://www.marjon.ac.uk/student-life/library/>

## 7.6 University IT facilities

Computing Services and Digital Innovation aim 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.

Email: [computingservices@marjon.ac.uk](mailto:computingservices@marjon.ac.uk) Tel: 01752 636700 Ext. 4333

Email: [digitalinnovation@marjon.ac.uk](mailto:digitalinnovation@marjon.ac.uk) Tel: 01752 636700 Ext. 5673

See also: [Digital & IT Services](#)

## 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](mailto:futures@marjon.ac.uk)

Tel: 01752 636893

See also: [Futures. Your Career. Your Business. Your Life. \(sharepoint.com\)](#)

## **7.8 The University Chaplaincy**

The University Chaplaincy (The Octagon Building) 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 do not 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](mailto:mparkman@marjon.ac.uk)

Tel: 01752 636700 Ext. 6528

See also: [The Chaplaincy](#)

## **7.9 Disability and inclusion advice service**

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](mailto:disability@marjon.ac.uk)

Tel: 01752 636891

See also: [Student Wellbeing and Support](#)

## 7.10 Sports facilities

### **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.

See also: <https://www.marjon.ac.uk/marjon-sport/facilities/sports-science-lab/>

## 7.11 Student Union

[Marjon Student Union \(MSU\)](#) 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.