



RESEARCH STUDENT HANDBOOK 2017-18

[DMU Graduate School](#)

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Welcome from the Director of the Graduate School

It gives me great pleasure to welcome you to DMU as you begin your research degree programme with us.

De Montfort University (DMU) is one of the leading research institutions and has been training PhD students for more than 60 years.

Currently there are over 600 students registered for research degrees at DMU and we anticipate continued growth over the coming years.

Almost half of the research students at DMU are from outside the UK so we are well prepared to help international students adapt to academic life in the UK. In addition to the normal project supervision and researcher development programme, we provide assistance in developing both spoken and written English if English is not your first language along with access to a network of international student support. Studying in a foreign country inevitably presents many new challenges but the ability to communicate effectively with your project supervisors and colleagues is essential to developing your research skills.

You will normally be allocated two research supervisors who are members of staff within the University. They will have expert knowledge of the area you are researching and regular meetings will ensure that you are making effective progress.

Frequently, research students become part of research teams so that your work forms an integral part of a wider research programme. You will be able to take part in research meetings where you can present your own findings and discuss the impact they might have on the broader research of the team.

Please note the range of specialist researcher training opportunities provided in our Doctoral Training Programmes (DTP), in all faculties. Most research students will automatically be incorporated into one of the DTPs which will provide specialist training related to your research field organised by the faculties. We hope you will take full advantage of the opportunities offered by the DTPs to enhance your research skills and embrace the research community within DMU.

In addition to the specific skills for your research project, you will also take part in our Researcher Development Programme which develops a broader understanding of research methodology and skills, such as efficient searching of the research literature and effective communication using presentation tools including PowerPoint.

We hope you enjoy your time with us and that your research suitably challenges and rewards you.

The Graduate School will be your first port of call for any questions you may have. We look forward to meeting you.

Professor Laurence Brooks
Director of the Graduate School

De Montfort University Key Dates and Opening Times

Autumn Term

Term starts	Monday 2 nd October 2017
Term ends	Friday 15 th December 2017

Spring Term

Term Starts	Monday 8 th January 2018
Term ends	Friday 16 th March 2018

Summer Term

Term starts	Monday 9 th April 2018
Term ends	Friday 15 th June 2018

Standard University Opening Times:

The University is normally open from:

8.45 to 17.00 Monday and Friday

8.45 to 17.15 Tuesday to Thursday

Public Bank Holidays and University Closure Dates:

Christmas/New Year	Monday 25 th December 2017 – Monday 1 st January 2018
Good Friday	Friday 30 th March 2018
Easter Monday	Monday 2 nd April 2018
University closed	Tuesday 3 rd April 2018
May Day Bank Holiday	Monday 7 th May 2018
Spring Bank Holiday	Monday 28 th May 2018
University Closed	Tuesday 29 th May 2018
August Bank Holiday	Monday 27 th August 2018

Library Opening Times

The Library is open 24 hours a day, seven days a week, 365 days a year.

During the day and evenings, library staffs are available to provide assistance. Overnight, the building remains open on a self-service basis and you can still take out and return books and DVDs and use the computers, printers and photocopiers.

In order to assist in ensuring a safe working environment all users in the library during these hours are required to carry a valid form of ID. The library will be available for use by current DMU students and staff, and others with a **current valid** DMU Library card. You must therefore have either a valid current DMU ID card, or another card issued by the DMU Library Service. You will not be admitted to the Library without your student ID card.

- For further information about the Library and its opening times please visit <http://library.dmu.ac.uk/>

De Montfort University Vision and Mission

By 2020, our unsurpassed commitment to the public good and transformational scholarship will position us as the definition of a twenty-first century global university.

We are a scholarly community that is committed to the public good and underpinned by an unrivalled ability to challenge convention and create impact.

Equality and Diversity

De Montfort University (DMU) is committed to driving forward equality for all of our staff, students, visitors and contractors.

We believe that working towards the elimination of discrimination and harassment, promoting good relationships across the university and advancing equality of opportunity helps to make us a diverse, vibrant and friendly place to study and work.

Contact us

- If you have any comments or questions about equality and diversity at DMU, please contact us in confidence at equality@dmu.ac.uk.

The Diversity Learning Zone has been created to help establish and develop an inclusive community within De Montfort University, and to enable all members of that community - with their different skills, attitudes, backgrounds, beliefs and experiences - to increase their capacity and realise their potential.

The Diversity Learning Zone is an effective resource that will provide support for all members of the DMU community in addressing issues of equality and diversity. It has been developed in-house by people who know the needs of the university, its staff and students first-hand. It is frequently updated with contributions from colleagues across the university and input from other individuals and organisations where appropriate.

- The Diversity Learning Zone can be accessed at <http://dmu.ac.uk/about-dmu/professional-services/equality-and-diversity/equality-and-diversity.aspx>.

Research Degree Governance and Administration at the University

Research Degrees

The University offers the following academic awards:

- Master of Philosophy (MPhil)
- Doctor of Philosophy (PhD)
- PhD by Published Works
- PhD by Concurrent Publication
- Doctorate of Health Sciences (DHSci)*
- Master of Arts by Research (MA)
- Master of Science by Research (MSc)

*Please note that this award is no longer open to new entrants.

Registration Periods

The Research Degree Regulations outline the following periods of minimum and maximum registration:

Award	Minimum	Maximum
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MPhil		
Full-Time	12 months (1 year)	24 months (2 years)
Part-Time	24 months (2 years)	48 months (4 years)

PhD (via formal review route)		
Full-Time	36 months (3 years)	48 months (4 years)
Part-Time	48 months (4 years)	72 months (6 years)

PhD by Published Works (only available for members of staff)		
Part-Time	12 months (1 year)	24 months (2 years)

PhD by Concurrent Publication		
Full-Time	36 months (3 year)	48 months (4 years)
Part-Time	48 months (4 years)	72 months (6 years)

MA/MSc by Research		
Full-Time	12 months (1 year)	15 months (1 ¼ years)
Part-Time	24 months (2 years)	30 months (2 ½ years)

Extensions beyond the maximum period are at the discretion of the Faculty Applications Head of Research Students (or nominee) and the Director of the Graduate School. Application for an extension must be made to the Panel, on myResearch and with the support of the student's First Supervisor, before the approved period of registration has expired.

Graduate School

The Graduate School (GS) is currently part of the Directorate of Student and Academic Services and maintains responsibility for the admission and administration of all research degree courses of the University and for the development and evaluation of policy relating to research students. We offer friendly, student-centered administrative support to research students and research supervisors alongside a comprehensive Researcher Development Programme.

The Director of the Graduate School has academic oversight of strategic policy development relating to research degrees.

Research Degrees Committee

The University's Research Degrees Committee (RDC) has formal responsibility for the first project review of research students and monitors, develops and amends as necessary the Research Degree Regulations, policies, protocols and Code of Practice of the University and ensures that they are complied with. The Committee has powers of delegation to Faculties so that Faculties may approve First Project Review, formal review, interruption and extension arrangements in respect of research degree students of the Faculty through the Faculty Review Panel structure. Faculties also allocate supervisors to research degree students and approve the appointment of examiners.

Faculty Research and Innovation Committees

The Faculty Research and Innovation Committee (FRIC) consider reports and briefings from the Research Degrees Committee and the Director of the Graduate School. Faculty Research and Innovation Committees can refer items for consideration to the Research Degrees Committee.

Research Degree Regulations and the Code of Practice

As you progress through your student journey, there are various 'checkpoints' along the way that chart your academic progress and the Code of Practice for Research Degree Students, incorporating Research Degree Regulations and Procedures, has been developed to help students navigate their way through the regulations and procedures from admission, registration, submission of thesis through to the viva voce examination.

This Research Student Handbook outlines general policies and sources of advice and guidance for enrolled research students and must be read in conjunction with the Code of Practice for Research Degrees, incorporating Research Degree Regulations. This information is on the GS website at:

- <http://www.dmu.ac.uk/research/graduate-school/current-research-students/current-research-students.aspx>

All research students should adhere to the University Regulations and the Code of Practice contains essential information regarding the conditions under which students are able to qualify for their research degree award. The GS will guide you through these processes at your induction and will ensure you stay on track. We can help with any questions you may have about the progression cycle, regulations, policies and procedures relating to research degrees.

In addition, the GS coordinates the Researcher Development Programme which provides a schedule of comprehensive training opportunities to our doctoral researchers and opportunities to gain

employability skills. Further information about the Researcher Development Programme is discussed in chapter 7 of this Student Handbook but can also be found at:

- <http://www.dmu.ac.uk/research/graduate-school/current-research-students/researcher-development-programme/researcher-development-programme.aspx>

Graduate School Staff:

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VACANT POST Research Training & Office Manager		
<ul style="list-style-type: none"> ▮ Wayne Blowfield Research Student Officer 	wayne.blowfield@dmu.ac.uk	0116 257 7323
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<ul style="list-style-type: none"> ▮ Prabha Patel Administrator – part time 	prabha.patel@dmu.ac.uk	0116 257 7118

Our Location

The Graduate School is located on the first floor, room 3.30, in the Gateway House Building. We are open Monday to Friday throughout the year (excluding public holidays) from 09.30 until 16.30. Our postal address is:

Graduate School
Room 3.35, Gateway House Building
De Montfort University, the Gateway
Leicester LE1 9BH
W: dmu.ac.uk/research/graduate-school

- You can email the Graduate School on researchstudents@dmu.ac.uk.

Occasionally it may be necessary to close the office for a period of time for staff training or meeting purposes and we will always try and minimise the impact of this on our service to you.

Research Degree Progression

The Graduate School administers the progression points of your research degree. These progression points are accompanied by an assessment of the progress and academic standard of your work by experienced academic staff in your Faculty.

Managing Your Progression

All research students are given access to a bespoke system to monitor progression. This monitoring tool is called myResearch and enables research students to keep a track of their progress through the various assessment milestones of the research journey. Your supervisors and the GS are also able to access the system. User guides can be found within myResearch at <https://myresearch.dmu.ac.uk/contacts/dtc/default.aspx>.

Your progression page in myResearch will be personalised to your Faculty, mode of study, and intake date, but you can also find general timescales below.

Standard Research Progression Cycle

Typically, a broad framework for the progression cycle for a full time PhD (in months) looks like this:



We can see from this progression arrow that normally a full time student will have:

- ✓ By 3 months Completed the Training Needs Analysis in myResearch, in conjunction with their supervisor
- ✓ By 6 months Submitted a First Project Review Form via myResearch
- ✓ By 12-15 months Submitted the Formal Review form and Formal Review Report via myResearch
- ✓ At 24 months Participated in an Annual Review along with your supervisory team and an independent assessor. Your supervisor will arrange this.
- ✓ By 36 months Will have been transferred into the fee free completion period by the GS if 3 years of full time registration has been completed. Will have participated in an Annual Review.
- ✓ At 36+ months At the end of the fee free completion period, submit an examinable thesis to the GS in order that this can be dispatched to the examiners in preparation for the viva voce examination. Students who have not submitted their thesis at this time will then be charged continuation fees and will no longer be eligible for Council Tax Exemption. Students who encounter delays in submitting their thesis will continue to participate in Annual Reviews until thesis submission.
- ✓ Within 48 months Have participated in a successful viva voce examination and received a recommendation for the award

The part time progression cycle typically looks like this



We can see from this progression arrow that normally a part time student will have:

- ✓ By 6 months Completed the Training Needs Analysis in myResearch, in conjunction with their supervisor
- ✓ By 12 months Submitted the First Project Review Form via myResearch; participated in an Annual Review
- ✓ By 18-24 months Submitted the Formal Review form and Formal Review Report via myResearch
- ✓ At 36 months Participated in an Annual Review along with your supervisory team and an independent assessor. Your supervisor will arrange this.
- ✓ At 48 months Participated in an Annual Review
- ✓ By 60 months Will have been transferred into the fee free completion period by the GS if 3 years of full time registration has been completed. Will have participated in an Annual Review
- ✓ At 60+ months At the end of the fee free completion period, submit an examinable thesis to the GS in order that this can be dispatched to the examiners in preparation for the viva voce examination. Students who have not submitted their thesis at this time will then be charged continuation fees and will no longer be eligible for Council Tax Exemption. Students who encounter delays in submitting their thesis will continue to participate in Annual Reviews until thesis submission.
- ✓ Within 60 months Have participated in a successful viva voce examination and received a recommendation for the award

These timelines describe a student progression cycle for a PhD in which the student has not had cause to interrupt their period of registration or apply to extend their registration period because more time is needed before thesis submission. The reality of research study is that occasionally students have cause to take time away from their research for a variety of reasons and in these circumstances students can apply to interrupt their study. This is discussed in detail on page 15.

For each progression milestone throughout the research, there is a corresponding administrative task for students to complete on the myResearch system. This is because each progression milestone of the research degree requires review from an academic and administrative perspective. When submitted in myResearch, the GS will audit the forms before onward submission to the Faculty for independent review and academic feedback. When the Faculty notify the GS of their decision this is communicated to the student and the supervision team.

Please note that the GS cannot begin to process any progression point or student application for interruption or extension without receipt of the appropriate form, accurately completed.

The progression cycle of the research degree and accompanying administration is described in more detail in the following pages.

Probation and First Project Review

When students enrol with the University, the GS confirms the anticipated registration end date to both the student and the supervisor, and the end date can also be viewed at any time within myResearch. This is the date by which students are expected to complete the research programme and submit an examinable thesis to the GS. This anticipated end date will not alter unless an application to extend the registration end date (if extra time is needed) is approved, so it is important to take particular note of this date.

Following enrolment, all research students will remain probationary students until the formal First Project Review of research. Referring back to the progression arrow, the First Project Review of research takes place at 6 months for full time students and 12 months for part time students. The deadlines have been set in myResearch accordingly and students and supervisors can view these at any time. The First Project Review of research process allows the Faculty to judge the suitability of the proposed programme of research including the research aims, proposed data collection and analysis approach and risk factors associated with the research.

In order to apply to complete the First Project Review, all students should complete a First Project Review Form via myResearch. It is important to note that the research process is totally separate to enrolment.

- Further guidance on the First Review Project process can be found within the First Project Review milestone in myResearch.
- You will also find information about the First Project Review of research in Chapter 4 of the Code of Practice.

During the probationary period students are supervised by the first and second supervisor allocated at the time of admission.

Training Needs Analysis

During the probationary period, students should carry out the Training Needs Analysis (TNA) in order to determine the research training profile. This needs to take place within 3 months of enrolment for full-time students and 6 months for part-time students and is carried out online in conjunction with the supervisor. The GS will remind all students about this following the completion of enrolment and further instructions can be found in the TNA milestone within myResearch.

A probationary student must attend the induction component of the Researcher Development Programme and the GS will notify all students of the scheduled induction dates.

Doctoral Researcher Programme: Formal Progression from Doctoral Researcher Programme to PhD

All research students will register on the Doctoral Researcher Programme and will undertake a Formal Review (12-15 months after enrolment for full time students and 18-24 months after enrolment for part time students) to confirm PhD as the award aim. This is not applicable to students on the MA/MSc by Research or for students aiming for an MPhil.

The Formal Review progression to PhD registration generally coincides with the stage of research where there has been time to conduct an in-depth literature review of the subject area and where initial work

for the body of research has been undertaken and use has been made of the chosen research methodology or approach. The exact timing of the formal review process depends on the starting date and mode of study (full-time or part-time); the applicable deadline can be found within a student's myResearch progression page.

Students are required to provide a written report on progress made to date and a detailed outline of proposed research goals and methods. The report length required is 5,000 to 10,000 words. This will be assessed by a member of academic staff who is not part of the supervisory team and who will give their judgment on the likelihood of successful completion of the PhD programme. All students will undergo an interview with the assessor as part of the Formal Review and this is an excellent opportunity to practice for the viva voce examination.

To complete the Formal Review process, students should complete the Formal Review: Student Form on myResearch. The supervisors will also need to complete the Formal Review: Supervisory Team Form, following the instructions provided on the form.

- Further guidelines on the Formal Review process are provided within the Formal Review milestone in myResearch.

Monitoring Student Progress: Progress Reports

Research degree students must discuss their work regularly with their supervisors as an essential part of the teaching and learning contract between the student and the University and to discuss the present stage of a student's research programme.

The student is responsible for keeping a detailed, full record of the regular progress meetings. A progress report including the content and outcomes of the discussion must be completed by the student and amended/agreed by the Supervisor. This process must be completed via myResearch. The discussion may be face to face or via electronic means. Supervisors will require these records as part of the student's progress. The Graduate School and any sponsoring body can request to see such records.

Progress reports should be submitted in accord with the minimum values of normally at least once per month for full-time students and at least every two months for part-time students. The GS monitors the regularity of progress report submissions.

- For more information on completing progress reports, visit:
<http://dmu.ac.uk/research/graduate-school/current-research-students/current-research-students.aspx>

Monitoring Student Progress: Annual Review

A formal Annual Review Panel is held to discuss in detail the proposed research objectives for the following year, the research project achievements of the previous year - including attendance on the Researcher Development Programme set out in the Training Needs Analysis - and any barriers or problems encountered during the previous 12 months. The Annual Review meeting is also the opportunity to discuss any ethical approval matters. This panel meeting will be organised by the First Supervisor and the Panel will consist of at least two members of the supervisory team and one (or more) independent academic assessor from the relevant Department.

The Annual Review Panel may take place face-to-face or via video conferencing. Students are normally expected to produce a piece of work and give a presentation as part of the Annual Review process and

the supervisor will clarify what is required. The first supervisor will then complete the annual review form and submit this to the Graduate School through myResearch.

Please note that the Formal Review will take the place of an Annual Review in the year that the Formal Review is conducted. Therefore, for full time students, the first Annual Review will normally take place 12 months after enrolment and the second Annual Review will take place in year 3 of the research degree. For part time students, the Formal Review does not take place until around 18-24 months after enrolment; therefore, it is likely the Annual Review will take place in years 1 and 2 of the research degree. Deadlines within student progression pages in myResearch are set accordingly.

- Further information about the Annual Review can be found in the Code of Practice for Research Degree Students and within the Annual Review milestones in myResearch.

Thesis Submission

The submission of the thesis for examination should be accompanied by a student declaration form which covers the originality of the work. The form is entitled Thesis Submission: Student Declaration Form and can be accessed via myResearch.

The Viva Voce Examination

All research degree students will undergo an oral examination, the 'viva voce', which will take place after the student has submitted their examinable thesis to the GS. The examination team will normally consist of an internal examiner who is a member of staff of the University and an external examiner who is normally an academic of some expertise in the research field. The first supervisor will take responsibility for arranging the viva voce examination once the nominated examiners have been approved by the Faculty Review Panel and the Director of Graduate School.

Further information concerning the viva voce can be found in the Code of Practice, chapter 17.

The PhD 'standard' progression framework as described in the section above has not included situations where changes to the status either of the student or the research team are required. The following information discusses these circumstances in more detail.

Interruption to Registration

Where a student is prevented from carrying out all aspects of the research, by a good cause, he/she can apply for their registration to be interrupted. Interruptions of registration are made on the Interruption Request forms within myResearch. The form should be completed by the student and authorised by the first supervisor as per the instructions provided. As the initial registration period assigned at enrolment exceeds the expected duration of a research programme, short interruptions are not necessary and will not be granted; short breaks due to illness will not warrant the granting of a formal interruption. Interruptions of study may be granted normally for not less than six months or more than one year in the first instance. Fees are not payable during an interruption of study as resources such as library study and/or lending access and access to the supervision team are not available during this time.

It is important to note that international students studying full time in the UK who are granted a period of interruption will have their interruption period reported to the UKVI, this will lead to their current visa being cancelled and students will not be able to travel back into the UK on this visa.

- To apply for an interruption to study students must complete the applicable Interruption Request Form within myResearch. Retrospective applications are not permitted.

Extension to Registration

As noted earlier, the GS notifies all students of the registration end date, and this date is also easily accessible within myResearch. Students can apply to extend this registration period and the decision to approve the extension request rests with the Faculty Head of Research Students and the Director of Graduate School. Previous approved interruptions to registration will be taken into account if a student submits an application to extend their registration period.

- To apply to extend registration students must complete the applicable Extension Request Form within myResearch.

Change in Mode of Study

A student may apply to change their mode of study between full and part time study mode. Please note that change in mode of study cannot be considered once the student has entered a completion period and thereafter.

- To apply to change mode of study students must complete the Change of Mode Request Form within myResearch.

Withdrawal

A student can request withdrawal from the programme at any time. Notifications of withdrawal of registration are made on a Withdrawal Request Form within myResearch. In most cases, the form is completed by the student, indicating, from the list of possibilities provided on the form, the main reason for wishing to withdraw. If the student is unavailable to complete the form, the First Supervisor may do so, giving the reasons for the student's unavailability. Students will be requested to participate in an exit interview which will normally be carried out by the First Supervisor. The GS will ensure that relevant departments across the University are informed so that an adjustment can be made to the fees, where appropriate. Please note that failure to formally withdraw from the programme may result in tuition fees charged until such time as students formally withdraw. Retrospective withdrawals are not permitted.

Notification of Change of Contact Details

Students must inform the GS of any changes to contact details i.e. address, telephone number, personal email etc. Please note important information is sent to students throughout the academic year and it is therefore vital to keep the GS updated with changes to contact details. All changes of contact details can be submitted via the myDMU portal.

Letter Requests

From time to time students may need an official letter which evidences attendance at De Montfort University. The GS can produce such letters however this can take up to five working days. To request a letter, students should complete and submit a letter request form via myResearch. Please

note that the GS does not produce letters for Council Tax Exemption; this is done through the Student Finance and Welfare team. Please see page 40 for more information.

Your Supervisory Team

Each research student is assigned a Supervisory Team consisting of a First Supervisor and one or more Second Supervisors and there may also be an advisor. The First Supervisor of the research project will also act as a Personal Tutor to the student. Each First Supervisor is a member of staff in an academic department within the Faculty and as a research student you will be registered with the same Faculty.

At least one member of the Supervisory Team will have supervised to completion at PhD level before and will have undertaken the Certificate in Research Supervision, run by the GS.

The relationship between the supervisor and student plays a crucial part in the successful completion of the research degree programme and it is very important that students have a clear understanding of the help and guidance that can be reasonably expected from their supervisor. The supervisor will advise a student on how to plan and manage the research but will also undertake a variety of other roles such as guiding the student through the progression milestones of the research, intrinsic to this will be regular feedback on draft work. The supervisor may also give specific technical training and advice where this is required.

However, whilst the supervisor provides direction to the framework of the research project, he/she will not issue precise instructions on what should be done at every stage of the project and what information to include in every page of the thesis; students need to take primary responsibility for the candidacy of the research degree and ideas, not to mention undertake the requisite hard work. Ultimately it is a student's responsibility to manage all elements of the research and this includes identifying and developing ideas to progress the research. Supervisors will also help students develop their own critical and analytical skills.

Students must meet regularly and frequently with their supervisor in order to:

- Receive critical (but constructive) feedback on the work, including drafts of thesis, this also includes commentary on the academic standard of the work but also the general pace of progress
- Receive guidance on how to approach the progression milestones of the research such as First Project Review and Formal Review
- Receive direction on the planning framework for timely completion of the work
- Discuss problems and agree solutions

The matters discussed at the meeting can be briefly written up through the progress report system (although you do not need to have an actual meeting in order to have submitted a progress report).

The supervisor is likely to be supervising other research students, have teaching or management responsibilities plus their own research, it is unlikely therefore that the supervisor will be monitoring a student's progression weekly, thus it is up to the student to manage the work and meet the various deadlines.

Students have a responsibility to:

- turn up on time to meetings with their supervisor

- arrive prepared to discuss the status of the research and, if requested, have prepared any material that the supervisor has previously requested
- Be honest about problems encountered and be prepared to suggest solutions
- Write up the outcomes of the meeting on the progress report system
- Be open to a constructive approach, this includes accepting critical feedback

The role of the supervisor in directing and advising the research student is more comprehensively described in Chapter 6 'Responsibilities of Supervisors and of Students' in the Code of Practice for Research Degree students. It is important that students understand their responsibilities and the supervisor's responsibilities. Students must maximise the guidance they receive from their supervisor.

It is also important that students establish the frequency, duration and timing of meetings with their supervisor and this is discussed in more detail in that chapter.

Thesis Confidentiality and Intellectual Property Rights

Exceptionally, the thesis may be classified as confidential for a period of up to three years from the conferment date. Approval of such restriction must, whenever possible, be sought at the time of initial registration but approval at a later stage is possible if change in circumstances or research direction dictate such a need. Applications must give precise and relevant reasons for seeking restriction of access. An application will normally be approved for confidentiality in order to enable a patent application or similar protection of Intellectual Property to be lodged or to protect commercially sensitive material. Applications for thesis confidentiality must be made to the GS by contacting researchstudents@dmu.ac.uk.

The copyright and other intellectual property rights in relation to thesis and other work prepared and submitted by students in the course of their studies shall belong to the University, except where specifically agreed otherwise by the University in writing. However, nothing in the Regulations shall be considered to be a waiver of the moral rights of the students. Unless approval for restriction is given the thesis will be lodged electronically with the De Montfort University Library. Through the British Library Electronic Theses On-line System (EThOS) information is automatically passed onto the British Library. For further information relating to Intellectual Property Rights, refer to the General Regulations and Procedures affecting students.

Data Protection Act

Please note that because of the Data Protection Act, any information we hold about a student is confidential, and cannot be released to any third party without express permission from the student. Thus we regret that the Graduate School cannot discuss an individual student record, or release student results, to parents, relatives or friends without written permission of the student concerned.

Health and Safety

De Montfort University is committed to providing an environment where employees and students are confident that their health, safety and welfare at work is considered to be of the utmost importance at all times.

The university is also committed to providing a safe and healthy environment for others who may be affected by its activities such as contractors and visitors to the university.

The Occupational Health and Safety Department consists of three health and safety officers, an occupational health nurse and three support staff. We aim to provide a professional, high quality occupational health and safety service to staff and students.

The department works with faculties, institutes and support departments to adopt a positive approach to accident prevention by identifying, eliminating and controlling hazards.

The department promotes co-operation between individuals, safety representatives and groups so that health and safety at DMU becomes a collaborative effort. We do this through:

- Intranet site
- All user emails
- Posters and notices
- Attending faculty/department health and safety committees
- Technical support - noise surveys, ergonomic assessments, emergency response team (chemical spills etc.)

We welcome any observations or suggestions for improvements. Please contact us at:

Occupational Health and Safety Department

Room 2.10

2nd Floor Eric Wood Building

T: +44 (0)116 250 6353 (Admin office)

T: +44 (0)116 257 7683 or 7594 (Health and Safety Officers)

T: +44 (0)116 207 8365 or 8833 (OH Nurse)

T: +44 (0)116 207 8282 (Head of Occupational Health, Safety and Wellbeing)

E: oh@dmu.ac.uk

Insurance

All students enrolled for a research degree at DMU are covered by Professional Indemnity insurance which covers all professional work they undertake in the pursuit of their research degree. This includes both students based primarily in the UK and those based outside the UK (principally our International PhD students). The one exception to this is any research involving clinical trials with human subjects. In such cases, the student and supervisors should contact Seema Syed (ssyed@dmu.ac.uk) to clarify the insurance position before the work commences. Students based primarily outside the UK are therefore not required to arrange their own insurance cover regarding their research activities.

Students based primarily within the UK will be covered for travel insurance (including health) when working overseas. In such cases, students should please inform Seema Syed at the University of any travel plans before leaving the UK. Travel insurance does not apply to students based primarily overseas but these students will be covered by the standard DMU insurance when attending the Leicester campus.

Notification of Absence

Where an individual is too ill to attend University they must report the absence themselves or, if too unwell, notification may be made by another person on the individual's behalf to their Supervisor or the GS. This is mainly to ensure student's welfare as unexpected absence will be a cause for concern amongst the supervisory team.

Research Ethics and Research Integrity

Research Ethics

De Montfort University is committed to the principle that the research conducted under the aegis of the university should be both ethical and legal. This commitment has been exercised through:

- The governance of research (involving appropriate procedures for the approval of research projects)
- The provision of research training for staff and students engaged in data collection for the purposes of research

De Montfort University acknowledges the existence of many codes of practice and certain laws that are used by professional bodies or which have been developed by organisations with a specific interest in research. The ethical standards that operate at the university are intended to complement such codes of practice and legislation.

As a leading institution for research De Montfort University also recognises the need for research to be conducted with integrity in terms of scientific standards, the interests of colleagues, and relationships with stakeholders in the research.

Within a framework of good governance and appropriate training, responsibility for the conduct of ethical research must ultimately lie with the researchersthemselves.

In accordance with De Montfort University quality assurance process researchers are expected to recognise the relevant ethical principles, to operate within the spirit of these principles, and be able to justify any research activity that does not accord with these principles.

- Further details of the codes which govern ethical approval can be found by visiting:
<http://www.dmu.ac.uk/research/ethics-and-governance/research-requiring-ethical-approval.aspx>

Ethical review is a mandatory part of the registration process for research degree students and it is a requirement that research undertaken towards the completion of a research degree is conducted:

- Within the law
- With academic integrity
- In accord with a relevant code of research ethics

All research students MUST complete a preliminary Ethical Review Form available from their Faculty Research Ethics Committee. The Faculty links above provide details of how to obtain the Ethical Review Form.

The Ethical Review Form will identify if a student needs to apply for full ethical approval before they can begin certain aspects of their research project. The above link also details Faculty specific ethical approval procedures which all students are asked to familiarise themselves with. The ethical elements of your research should be reviewed in light of changing direction of the research as it progresses as a second approval may be required, the Annual Review is a timely opportunity to discuss this.

Research Integrity

Research Integrity may be obvious and seem like 'common sense', or it may be seen as restrictive of innovative research. However, a growing number of organisations in the UK and across the world which include funders, journals and universities are working towards a cultural change in research practices. For DMU, Research Integrity is extremely important, for a number of reasons:

1. Knowledge base. Research that cuts corners, skews or exaggerates results, or in rare cases is outright fraudulent, undermines the knowledge base of the discipline meaning future research is inherently flawed because it is based on this lack of rigor.
2. Publishing. Recently, a number of research studies published in high quality journals have failed to be replicated. In several cases this has led to the paper being retracted from the journal entirely. Increasingly, therefore, journals are becoming concerned with research in the hard sciences that can be replicated, as well as sharing the raw data that the paper is based on. In light of these shifts, it is crucial to follow best practice in research to ensure high impact journals will accept work. See COPE for more details.
3. Government backing and funding. There have been high profile political issues that have arisen partly because of poor or fraudulent research misinforming policy makers. This undermines government support for research, both in terms of relying on the findings of research and funding new research.
4. REF Environment Statement. Information on institutional approaches to research integrity can be included in REF environment statements, and in research grant applications which often require statements about the research environment.
5. Effect on Post Graduate and Early Career Researchers. Research Integrity also covers effective research project leadership. Pressurising PGRs and ECRs for results or taking credit for their work is also identified as poor research practice.
6. Supporting innovative research. The aim of the culture change towards a greater awareness of and adherence to Research Integrity is not to micro-manage researchers or to stifle 'risky' research. Instead, the aim is to make research stronger and better. This can be achieved by being open and transparent about any issues that arise before the project begins, and as it develops.

The Misconduct in Research Policy investigates allegations of research misconduct at the University. The procedure covers anyone conducting research under the auspices of DMU, including research degree students. The policy and investigation procedure can be found on the University's research webpages.

Researcher Development Programme (RDP)

We encourage and support our students to achieve their maximum research potential and develop new and transferable skills to complement their career beyond their time at University.

All research students are introduced to the Researcher Development Framework and our corresponding Researcher Development Programme at the point of enrolment. The Researcher Development Framework is a national framework which outlines the skills, knowledge and characteristics normally expected in a researcher. Our research training provision has been mapped carefully against this.

More information about the Researcher Development Framework can be found here:

- <http://www.vitae.ac.uk>

Upon enrolment, all students are required to complete a Training Needs Analysis (TNA) within myResearch in consultation with their Supervisor. Following submission of the TNA, students will receive a detailed breakdown of the compulsory training they are required to attend during their research programme, along with details of other training opportunities available both at a University and Faculty level.

- Students can contact the Graduate School with any research training queries by emailing rtp@dmu.ac.uk.

University Research Training

The Graduate School has carefully matched our development programme to the Researcher Development Framework (RDF) to ensure that all training opportunities are relevant to the student's stage of research. This ensures that training is timely and useful at the right times throughout the student progression cycle. In addition, Faculty specific training addresses discipline and subject specific areas of skills and knowledge development.

- For a list of the generic courses being run in 2017/18 along with the current training schedule, please visit:

<http://www.dmu.ac.uk/research/graduate-school/current-research-students/researcher-development-programme/researcher-development-programme.aspx>

Training Exemption Requests

Some of the courses are designated as compulsory attendance. Such courses are identified in the Researcher Development Programme. Students can apply for exemption from these courses as part of the Training Needs Analysis. Evidence should be provided to support your request for an exemption, this might include details of prior research related experience, a supporting statement from your supervisor, certificates or perhaps module outlines for relevant courses completed. Further information can be found on the website at the link above.

- For exemption queries please contact rtp@dmu.ac.uk.

Doctoral Training Programmes

The University's Doctoral Training Programmes (DTPs) are based within Faculties and provide subject-specific research training in selected research fields. The aims of the DTPs are to support the professional development, employability and life skills of research students, enhance training opportunities for students by advising on relevant specialist courses and to bring together research students within a cognate research theme to develop an effective research community and foster a multi-disciplinary approach to research. Although they are aligned with particular subject areas and disciplines, the DTPs are interdisciplinary in orientation.

Research students are notified of which DTP they are assigned to when the enrolment process is complete, although it is the case that students can attend training opportunities in any DTP within the University by contacting the relevant DTP Coordinator.

We hope students will take full advantage of the opportunities offered by the DTPs to enhance research skills and embrace the research community within DMU.

The Doctoral Training Programmes at the University are:

Practice-based Research

In the contemporary creative technologies research environment, which crosses multiple disciplines, text alone does not adequately describe what we do as researchers in dance, design, drama, fine art, music, information technology, performing arts and photography. The Practice-Based Research DTP will give you the opportunity to learn from world leading experts in practice-based research through our tailored seminar series and tutorials designed to meet your needs at different stages of progress in your studies. The programme will include:

- Introduction to practice-based research
- Theory and Practice
- Methodology
- Demonstration and Evaluation
- Documentation and the Thesis
- Case Studies

In addition, we provide online support and expect you to participate in our research community activities. The DTP is coordinated by Professor Sophy Smith.

DTP Coordinator: Professor Sophy Smith | ssmith05@dmu.ac.uk

Theory and Practice of Design and Innovation

"Design is what links creativity and innovation. It shapes ideas to become practical and attractive propositions for users or customers. Design may be described as creativity deployed to a specific end". Sir George Cox, DMU Honorary Doctor of Design 2007, in the Cox Review of Creativity in Business published in 2005.

The School of Design at De Montfort University (DMU) is recognised internationally as being at the forefront of research and development in the field of design and new product development. At postgraduate level it runs courses in design innovation, digital design, interior design, product design and design management and entrepreneurship. The new Doctoral Training Programme (DTP) in Theory and Practice in Design and Innovation is led by Professor Peter Ford, Professor of Design and an internationally renowned team of academics from many different design disciplines across the Faculty

of Art Design and Humanities with research links to all the other DMU Faculties. The Theory and Practice in Design and Innovation DTP offers students the opportunity to study modules from the MA programmes of the School of Design as well as bespoke lectures and other modules from related DTP's across the university.

Leicester and East Midlands are both renowned centres of design and creative businesses and the School has close links with industry and is involved in many applied research and contract research projects with small and medium enterprises, larger companies and voluntary sector organisations throughout the region. It has longstanding international links with some of the world's leading innovative and creative universities.

DTP Coordinator: Mr Grahame Hudson | GHudson@dmu.ac.uk

Humanities

The Humanities Doctoral Training Programme aims to provide research experience for Humanities students and includes training in the following areas:

- English
- History
- Visual Histories

The Humanities training offers students practical workshops in getting published, ethics, intellectual property and copyright, presenting work, teaching and research skills. Plans for 2016-17 also include a Christmas social event and a research trip to the British Film Institute and/or the British Library.

In addition to the Humanities training, separate strands are offered in English, History and Photographic History. Details of the course are regularly updated on Blackboard (REST7803).

English – Deborah Cartmell and Gabriel Egan

The English strand (convened by Professor Deborah Cartmell and Professor Gabriel Egan) is open to all research students within Humanities disciplines, including English, Film, Media and History. The course consists of 16 sessions that run between October and February. The training offers students practical workshops on getting published, ethics, intellectual property and copyright, presenting work, teaching and research skills and also introduces students to a range of approaches to Humanities disciplines, introduced by members of the English team, focusing on 'The Idea of the Contemporary'.

History – Panikos Panayi

The history strand has the key aim of introducing postgraduate research students to the central methodologies and skills involved in carrying out primary research in history, as well as exposing students to the results which such research delivers by integrating the history research seminars into the programme. The sessions therefore involve De Montfort historians together with contributions from distinguished external speakers, which include a session by Colin Hyde of the East Midlands Oral History Archive. The methodological sessions will cover a variety of themes. Panikos Panayi will introduce students to the ways in which historians can utilise newspapers in a whole variety of ways. Neil Carter will lead a 'hands on' sessions in which he will utilise material available in the De Montfort archives. Dave Dee, meanwhile, will cover a range of sources with his class on 'Historical Research Online' dealing with the latest methodologies. Matthew Taylor will use the case study of sport in order to illustrate how historians can utilise a range of archives. The sessions by Elizabeth Tingle and John Martin will engage with the 'impact' agenda and will demonstrate how historians can reach a wider audience. The sessions by external speakers offered by historians from a range of institutions and fields will help students to think about the shape of the end results of their research.

Visual Histories– Kelley Wilder

This flexible programme is led by DMU's unique Photographic History Research Centre (PHRC), along with the Cinema and Television History Centre (CATH). It provides high-level training over a diverse range of visual history, visual culture and digital humanities in both analogue and contemporary digital environments.

It aims to provide research skills, bridging archive, technology and content, in the historical dimensions of digital humanities in order to build future research synergies in the field by providing students with the very best foundation in both classic modes of analysis and in an understanding of the historical and cultural groundings of new approaches. Classes include; the practical, such as managing visual sources and building databases; methods, such as visual archive techniques and key methodological approaches; and major the introduction to the 'visual' application of theoretical strands such as actor network theory, the multi-sensory image or the work of Jacques Rancière. It is open to all research students with 'visual' interest and aims to provide them with a set of practical, critical and analytical skills that will enable them to embed innovative visual analysis as a central methodology over a wide range of subject matters, forms and approaches.

DTP Coordinators: **Professor Deborah Cartmell** | djc@dmu.ac.uk
 Professor Gabriel Egan | gegan@dmu.ac.uk

Cyber Security and Software Technology

The Cyber Security and Software Technology Doctoral Training Programme run at De Montfort University are led by a world-class team of academics from many disciplines across all faculties, including Psychology, Law, English and Computer Science. DTP students are offered the chance to attend modules from specialist MSc courses across the faculties along with a bespoke lecture series in aspects of cyber security from DMU specialists and world-leading experts in the field. The DTP offers internship opportunities as part of the programme of study together with an employment service that helps students to find their next career opportunity.

Each student will have a training programme developed specifically for them, designed to fit with their study patterns, their needs in terms of their PHD topic and the broader programme for each student will be to ensure that they feel part of a coherent research community and that they have a network of fellow students from a range of disciplines for support and inspiration.

The structure of the training programme is designed to be flexible and to fit with both full-time and part-time PhD study.

Modules offered (this is an indicative list and not exhaustive)are:

- Foundations of Cyber Security
- Cyber Threat Intelligence
- Cyber Engineering
- Professional Practice in Forensics and Security
- Approaches to the Study of Wellbeing
- Cyber Law and Ethics
- Research Methods
- Advanced Requirement Engineering
- Software Project Management and Testing
- Pervasive Systems
- Software Evolution
- Formal Methods Engineering
- Software Engineering for Dependable Systems

Advanced Topics in Software Engineering
Advanced Topics in Security and Forensics.

Website available at <http://www.dmu.ac.uk/study/technology/doctoral-training-programme/cyber-security-doctoral-programme.aspx>.

DTP Coordinator: Dr Feng Chen | fengchen@dmu.ac.uk

Information Society

The Centre for Computing and Social Responsibility (CCSR) at De Montfort University is a renowned world leading centre in researching Computer Ethics with an established reputation for successful supervision of research students. The centre set up the ETHICOMP conference series which has been running for 18 years. The Journal of Information, Communication and Ethics in Society is edited within CCSR. Drawing on the centre's long history of innovation and research excellence, the Information Society Doctoral Training Programme has been running since 2006. The programme covers a range of issues related to the social impact and responsibilities of technology in the modern world and includes fields such as Assisted Living, Responsible Research and Innovation, e-Government, Computer Ethics, ICT for Development, eCommerce, Privacy and Data Protection, eLearning and Health Informatics.

The Information Society DTP is based around a team of highly qualified and supportive supervisors. We have experience in supervising research students from all parts of the world who integrate seamlessly with our UK students. On completion, many of these graduates have taken up academic posts in universities within the UK or abroad whilst others have employed the skills learned through the programme in a range of exciting commercial roles.

DTP Coordinator: Dr Feng Chen | fengchen@dmu.ac.uk

Intelligent Systems

The Doctoral Training Programme (DTP) in Intelligent Systems (IS) at De Montfort University is an exciting programme supported by academics that have an international reputation in both the theory and the application of AI and conducts research in areas such as evolutionary computation, fuzzy logic, artificial neural networks, consensus, decision making optimisation and robotics. Further, very topical areas of application have now begun to flourish and these include: intelligent application for transport solutions; intelligent applications for assisted living; intelligent decision making in social networks. DMU's DTP IS offers students the chance to attend modules from specialist MSc courses across the faculties along with specialist training and seminars aimed specifically at DTP students. DTP students will be able to specialise in any of these (or related) areas either from a theoretical or an applications perspective.

For full details visit our website at www.dmu.ac.uk and search for Intelligent Systems Doctoral Programme.

DTP Coordinator: Dr Feng Chen | fengchen@dmu.ac.uk

Engineering and Sustainable Development

The DTP in Engineering and Sustainable Development starts from the premise that most of the research and PhD studies undertaken within the Institute of Sustainable Development is both grounded in real world issues and requires a multi-disciplinary approach. This is reflected in the DTP programme which will consist of a research methods induction and specialist sessions throughout the year. The induction sessions will cover an introduction to the research process; different approaches to research and core research skills relating to time management, referencing etc. It will also introduce generic themes that will be presented in more detail through the specialist sessions and through various MSc Modules.

Research students will also have access to the web based learning material for these modules. An overview of the topics covered by the DTP is provided below:

Contextual Material

- Investigating sustainable development – an integrative triple bottom line approach;
- Researching communities and organisations;
- Towards resource efficient and more sustainable design;
- Life cycle assessment.

Generic Material

- An introduction to sustainable development;
- An introduction to research and research ethics (research paradigms and traditions, the research process, writing practice and ethical considerations);
- Action and participatory research (including qualitative and quantitative approaches and tools);
- Systems thinking and sustainability;
- An introduction to computer based modelling.

An important feature of this DTP will be the running of bi-monthly workshops and seminars with practitioners and policy makers; the teaching teams have an extensive network of contacts to support this and will present their own research on a regular basis. Student researchers will also be expected to contribute to this seminar series.

Website available at <http://www.dmu.ac.uk/study/technology/doctoral-training-programme/sustainable-development-doctoral-programme.aspx>.

DTP Coordinator: Professor Mark Lemon | mlemon@dmu.ac.uk

Business and Law

Website available at: <http://www.dmu.ac.uk/about-dmu/schools-and-departments/leicester-business-school/doctoral-training-programme-.aspx>.

DTP Coordinator: Dr Peter King | pking@dmu.ac.uk

Applied Social Sciences

The Applied Social Sciences Doctoral Training Programme aims to create an excellent research experience for postgraduate research students in the field of

- health, health care and health policy,
- crime and justice,
- ethnicity and diversity and,
- social work and social justice, including youth studies and caring.

The Applied Social Sciences Doctoral Training Programme exploits a track record of nationally and internationally recognised research, including collaboration with local and international partners. The purpose of the DTP is to provide students with an excellent programme of training, opportunities and support whilst undertaking their PhD studies in order to ensure that they have a high quality and satisfying experience at DMU. Applied Social Sciences DTP students will undertake a demanding programme of research methods study to develop their skills and conceptual understanding as a research, including advanced training workshops on specialist topics. Students will be integrated into

the academic life and research culture of the university, which will include joining one of the existing research groups within the faculty and participating in staff-student seminars, and will have access to a range of development opportunities, including teaching opportunities, to enhance their expertise as a researcher and their future employability. The DTP will enable students to engage with other research and postgraduate students to facilitate peersupport.

DTP Coordinator: Dr Sally Ruane | sruane@dmu.ac.uk

Bioanalysis, Pharmaceuticals and Health

This Doctoral Training Programme (DTP) links together essential research elements of staff of the Leicester School of Pharmacy (LSP) with those of the School of Allied Health Sciences. In view of its focus on 'state-of-the-art' modern research culture, this DTP will provide a scope of training programmes which are selectively tailored for the differing requirements of postgraduate (PG) research students, together with opportunities for them to participate in broader interdisciplinary projects targeted at meeting major research challenges presented by the public services and industry, particularly those based in the Advanced Bioanalytical Science/Chemistry for Health, Pharmacology, (including Cell Biology/Genomics), Biomedical and Environmental Science, and Pharmaceutical Technologies areas, which represent four differing (but nevertheless highly collaborative) streams of this DTP.

Major objectives of this DTP are the design, development and applications of novel therapies, technologies and bioanalytical diagnostics for application to a wide variety of clinical, clinically related and pharmaceutical/pharmacological research problems at regional, national and international levels.

Key Features: Free access to appropriate taught postgraduate modules; opportunities for the selection of cross-faculty and, where appropriate, inter-institutional PhD programmes; personalised professional development programmes (PDP's); access to travel to collaborating laboratories, and relevant scientific conferences, both at national and international levels (opportunities will be made available for the acquisition of travel allowance funding); focus on translational research with other faculties, collaborating universities, industry, and clinical researchers, where appropriate.

DTP Coordinator: Professor Martin Grootveld | mgrootveld@dmu.ac.uk

Academic and Student Support Services and Information

Library and Learning Services

Our role is to support learning, teaching, research and scholarship across the University.

We do this by enabling access to a wide range of information resources (print and electronic); providing a variety of learning and study environments; and offering services which support the development of learning. We also have responsibility for the University's Archive and art collections.

The main Kimberlin Library is open 24 hours a day Monday to Friday (during term-time) and also has extended weekend opening hours. We have a bespoke Law Library in the Hugh Aston building. Many of our resources and services are accessible 24 hours a day via the Internet. Our Learning Zones provide spaces for group and individual work, and are equipped with workstations (PC and Mac), power for laptops, plus bookable syndicate rooms with plasma screens, whiteboards and DVD facilities. There are over 500 networked PCs, providing access to a wide range of databases, e-journals, the Internet and email, as well as to applications such as word processing, spreadsheets and Adobe Creative Suite, with printing, scanning and copying facilities incorporated.

Our Just Ask service provides help and information via email and telephone, and is the main contact point for general enquiries about our services and resources. Additional contact details for specific teams and individuals may be found in the "Contact us" section of these pages, including details of subject specialist for faculty support.

As well as our general library provision, the Department also offers the following specialist services and facilities:

- **The Centre for Learning and Study Support (CLaSS)** supports students at all levels to develop the skills they need to study effectively and improve their grades.
- **The Maths Learning Centre (MLC)** provides workshops and drop-in sessions to support anyone needing help in understanding any kind of Maths and Statistics.
- Our **Archivist** is responsible for managing and maintaining the University's archives and special collections, which are housed in a discrete area of the Kimberlin Library.
- **The Disability support team** is available to provide assistance to users with a disability, specific learning difference such as dyslexia, or medical condition that affects their ability to study.
- **DORA (De Montfort Open Research Archive)**, an open access repository of DMU's research outputs.
- The Art Collections Co-coordinator is responsible for maintaining the inventory of the University's cultural assets and facilitating the repair and hanging of works.

The department is also involved in a number of research areas that extend and develop our services. An annual report is produced on an annual basis and feedback to users on the most recent departmental survey is also made available.

More information about the particular support offered by the library to research students at De Montfort University is provided during the induction by the Graduate School. In addition specific information about Library Services for research students can be found here:

➤ <http://www.library.dmu.ac.uk/Users/Researchers/>

Library Space for Postgraduate Students

The Kimberlin Library has allocated a quiet space for postgraduate students and this is room 00.05, lower ground floor. Students will need their student ID card to enter the room.

Academic Support

The Library Service can help with approaches to academic writing and study skills, strategies for finding and managing research, mathematical skills for non-maths researchers, IT skills to support postgraduate study and English Language Support.

Drop-in sessions are offered to all students and there may also be timetabled classes available. For more information visit the Academic Support web pages at:

- <http://www.dmu.ac.uk/study/postgraduate-study/student-support/academic-support/academic-support.aspx>

Or alternatively call 0116 257 7042 and ask to speak to a member of the academic support team.

Academic Support for Research Students: Centre for Learning and Study Support (CLaSS):

Enhancing academic practice, writing development and professional skills

The Centre for Learning and Study Support is based in Kimberlin Library in the Directorate of Library and Learning Services. We have a wealth of experience of working with research students at DMU and can offer a range of provision to support you with your research.

- **The Writing Group for Research Students**

The Writing Group for Research Students is a small, friendly group that meets on a monthly basis in Kimberlin Library. It provides you with an opportunity to share your writing with other research students and hear ideas to improve your writing practice. All new research students from any discipline are welcome.

- **REST 7521 Taking a Critical Approach to Your Research**

CLaSS runs an optional course on the Researcher Development Programme which helps you to explore the context for writing at doctoral level. You will also have the opportunity to map critical thinking in the work of others as well as apply critical writing techniques in your own work.

For more information contact: rtp@dmu.ac.uk

- **Monthly Thesis Drop Ins**

CLaSS runs monthly thesis drop-ins for research students offering a chance to discuss academic writing, research methodology and more. For more details visit

<http://libguides.library.dmu.ac.uk/class/researchstudents> or email areeves@dmu.ac.uk.

- **Online and E-tutorials for Distance Learners**

Online Tutorials are one-to-one 30 minute tutorials for PhD students delivered using Skype (or similar software), arranged at a time to suit you. Availability is limited each month. To book, contact Dr Andrew Reeves on areeves@dmu.ac.uk. CLaSS also offers writing feedback by email to all distance learners via e-tutorials. We can look at a section of your work (500 words), but will not proofread whole documents. You can send an email to: clasetutorials@dmu.ac.uk

- **One-to-one tutorials**

Tutorials are 30 minutes and are a one-to-one session where you can discuss any aspect of your work. They can be booked in advance by visiting: <http://libguides.library.dmu.ac.uk/class/tutorials>

- **CLaSS Workshops**

CLaSS workshops take place in eleven themed weeks across the academic year, and offer guidance and practical ideas to help you develop your academic work, and to make the most of your learning experience at University. For more information and to book, visit:

<http://libguides.library.dmu.ac.uk/class/workshops>

➤ Take a look at our 'What's On' page to find out more: <http://www.library.dmu.ac.uk/Home/Calendar/>

➤ **Online Resources:**

Focus On Guides: <http://libguides.library.dmu.ac.uk/class/focuson>

Higher Education Assignment Toolkit: <http://www.library.dmu.ac.uk/Support/Heat/>

Dissertation Toolkit: <http://libguides.library.dmu.ac.uk/class/disstoolkit>

➤ The Centre for Learning and Study Support, Ground Floor, Kimberlin Library

Tel: 0116 257 7042

Email: class@dmu.ac.uk

Web: www.library.dmu.ac.uk/libk/CLASS

Academic Offences

Academic offences include plagiarism, cheating, collusion, copying work and reuse of your own work, among others. The university takes academic offences very seriously and they can lead to expulsion. We make every effort to ensure that students understand how to avoid committing such offences.

Plagiarism

Plagiarism can be defined as the significant use of other people's work and the submission of it as though it were one's own, such as a thesis.

This includes:

- The deliberate attempt to gain advantage by presenting someone else's work as if it were your own.
- The substantial duplication of another's work without acknowledgement of the original source
- This definition also applies to non-written works such as presentations, performance, design and the production of objects
- Sources of another's work include published material and the work and contribution of other researchers
- The University reserves the right to test any students work for plagiarism. This may include the submission of a PhD thesis to 'Turnitin' software

Re-use of own work

The re-use of own work without reference to said work is an academic offence. If you do re-use your own work you must reference it. Research students will be required to submit their examinable thesis to the 'Turnitin' software and the GS will instruct students how to do this at the point of submission. Your supervisor will provide guidance on how to avoid poor academic practice.

Blackboard

Blackboard is the virtual learning environment (VLE) used by staff and students at De Montfort University.

- The web address for Blackboard is <https://vle.dmu.ac.uk>

Your username is your student p-Number that you will be given at enrolment as a research student (p included). Initially, your password is your date of birth in the format dd/mm/yy. For example, if your birthday is 12 July 1988, then your password will be 12/07/88 (slashes included).

Student Email

The student email system is automatically available to you throughout your time with us and is set up at the beginning of your programme. We ask that you regularly use your university email address for the duration of your studies with De Montfort University as it is the main way in which the Graduate School and the Kimberlin Library will convey important information to you. The Research Degree Regulation 3.7 states;

'Research degree students are required to use their university email address (e.g. P00000076@my365.dmu.ac.uk). This will be the main form of communication from the Graduate School and Faculties. All information will be sent to this account and/or posted on Blackboard, therefore students will be required to check this account regularly.'

Please therefore get into the habit of checking your university email mailbox regularly. The student email system is web browser based so you can use it from any computer which has a web browser connected to the internet.

You can access your emails and find out more about the student email system by going to www.dmu.ac.uk/email/ and following the instructions for first time users to start using your account.

IT Support

24 hour IT support is available throughout the night, each night of the week and all through the weekend. You can contact the ITMS team for support on and off-campus either by telephone or email.

The out-of-hours service normally operates:

Monday, Tuesday, Wednesday and Thursday: 17:00 until 8:00 the next morning

Friday: 17:00 and throughout the weekend until 8:00 Monday

Bank holidays are also covered by our out-of-hours service.

➤ Call: 0116 250 6050

Email: itmsservicedesk@dmu.ac.uk

Or visit: <http://www.dmu.ac.uk/dmu-students/student-resources/it-and-media/24-hour-support.aspx> for an outline of what you can expect from IT services whilst at DMU.

Student ID Cards

At the beginning of your programme you will be issued with a student ID card. Please keep this safe. You must carry this, at all times, while on campus. If you lose or have your card stolen please contact the Graduate School as soon as possible. A replacement will be issued but there will be a cost of £10 payable to Student and Academic Services.

If for any reason you continue your studies past the original end date indicated on your ID card, then you will be issued with a replacement card free of charge. Please inform the Graduate School in this instance.

Student Information Sources: www.dmu.ac.uk/dmu-students

The University has created an area on our website which encompasses a range of information for our students including student welfare and support, campus services, sports and recreation, student life and facts about the City of Leicester. There is also information available specifically designed to support international students.

- The information can be accessed by visiting www.dmu.ac.uk/dmu-students.

Student Information Sources: The Student Portal (www.my.dmu.ac.uk)

The my.dmu.ac.uk student portal is your personalised interface to key University services. It is available 24 hours a day and can be accessed on campus, at home or from any other location worldwide. It displays your personal information including: your contact details, fees and payments, personal development record, the student regulations and the private housing database.

- The web address for the student portal is: <http://www.dmu.ac.uk/DMU-students/dmu-students.aspx>

Typing this into a web browser address bar will display the login screen. Once logged into the student portal you can easily access Blackboard and your DMU Email account

Your username and password is always the same for Blackboard, the student portal and DMU email. This is to ensure that your account remains secure. After you have changed your password, you will need to use the new password for accessing all of these systems. If you forget your password, you will need to go to technicians within the Faculty (contact details of which can be found in the Faculty Specific Information) who will be able to reset your password. However, this may take 24 hours to take effect.

A variety of help resources are available from the initial login screen in Blackboard. You will find tutorials, FAQs and technical information. Once you have logged into Blackboard, you can access further help by clicking the help icon at the top of the screen.

Employability and Careers

A number of courses have been developed by the Graduate School and Careers and Employability Team to specifically advise research degree students with many aspects of career management including making career choices, job searching, CV preparation, employer selection tests and interviews.

Research degree students also have a dedicated careers consultant, Sally Cleere, for 1:1 careers appointments about any of these areas and for mock interview practice.

- Contact rtp@dmu.ac.uk to book an appointment. Sally can also provide advice via email.

Students can also access the support provided through the Student Gateway (in Gateway House) and online:

- <http://dmu.ac.uk/dmu-students/employability-and-careers/enhance-your-career-prospects.aspx>

Services provided through the Student Gateway include:

- Employer visits and careers fairs (for networking and researching non-academic careers)
- Unitemps (for temporary work)
- Frontrunners (placements within DMU for work experience)
- Campus Enterprise Opportunities (for setting up your own business/consultancy)

- ASK appointments: drop in or ring 0116 257 7595 to book (for advice or CV check for non-academic roles)
- DMUworks database (for graduate level job vacancies)
- Verbal Reasoning and Numerical Reasoning workshops

De Montfort Students' Union (DSU)

The Students' Union is based in the Campus Centre on Mill Lane and is responsible for overall academic representation in the University, therefore if the Graduate School or Student Representatives are unable to help you with any specific query you can contact the Student's Union.

The Students Union runs an accreditation scheme for Student Representatives, enabling you to receive a certificate providing evidence of your work as a representative.

The role of a student representative is to:

- ensure that a student perspective is always considered
- inform students about issues that concern them
- attend and participate in Faculty Research meetings
- raise students concerns/issues via the appropriate channels
- mediate between students and staff
- identify problems and to try to suggest solutions
- collate student opinion
- motivate students by ensuring they have a voice
- refer students to other support networks when necessary

The Welfare and Education Centre in the Students' Union can also offer free immigration advice to international students including checking documents to extend your student visa.

Research Degree Student Representatives are invited to their respective Faculty Research Committee meetings. Student representatives will be informed of committee meeting dates, times and venues and the GS will ensure you have the correct student contact information you need. It is the responsibility of the Student Representative to contact other research degree students in advance of the Faculty Research Committee meeting in order to provide student feedback at the meeting.

The DSU produce a Student Handbook, designed to be an essential guide to being a student at De Montfort University. It provides you with everything you need to know about your Students' Union (DSU). The handbook has lots of useful information including tips on staying safe and healthy, along with information about how to get involved as a Research Student representative.

➤ Further information can be found by visiting www.demontfortsu.com/

Research Student Representation

The University sees the role of the Student Representative as very important as it provides students with the opportunity to give feedback to staff which ultimately helps us to improve the student experience. Two Research Degree Student Representatives (one part-time and one full-time) are normally appointed for each Faculty to act on behalf of the Research Degree student body. Representatives are appointed at the beginning of each academic year and this is organised by De Montfort Students' Union in collaboration with the Graduate School.

In order to facilitate regular communications between students and their representatives Research Degree Student Representatives are provided with email addresses for research students in their Faculty. The Graduate School will send Faculty-specific communications to research students on behalf of the research student representatives. In addition, the GS will hold regular consultative meetings with student representatives.

At the start of the academic session the GS will be contacting students to highlight how they can nominate themselves for the position of Student Representative. For further information please contact the Graduate School or the Students' Union.

Research Student Cascade

The 'Cascade' newsletter is the university bulletin solely for PGR students, it contains information about conference opportunities, research student policy and updates about regulation changes but, more importantly, is a great platform for students to share their own stories of their PhD journey and perhaps pass on their tips! You can find the Cascade at:

➤ www.dmu.ac.uk/research/graduate-school/current-research-students/research-student-news.aspx

Student Health Centre

The Student Health Centre De Montfort Surgery is an NHS general practitioners' surgery which provides medical care for students. It is important that you register at the Health Centre as soon as you have enrolled on your course. We do not advise waiting until you are ill before trying to register. You can order prescriptions or book appointments online - please ask at reception for details and a username and password.

To register with the surgery you just need to pop into the surgery to fill in some forms. Alternatively the registration form can be found here:

http://www.demontfortsurgery.co.uk/website/C82020/files/DMS%20Online_registration_form%20PDF.pdf

This needs to be printed, filled in and handed into De Montfort Surgery reception.

Opening hours

8.00 to 18:30 weekdays; late surgeries until 20.45 Mondays and Wednesdays

Location

100 Mill Lane
Leicester LE2 7HX
T: (0116) 222 7272
W: demontfortsurgery.co.uk

DMU Queen Elizabeth II Diamond Jubilee Leisure Centre

DMU's £8 million QEII Leisure Centre provides students, staff and members of the public with state-of-the-art facilities including:

- A 25 metre six lane swimming pool
- Poolside sauna
- Climbing wall

- Eight court sports hall
- Fitness suite
- Free weights area
- Dance studio

A comprehensive programme of workout classes are also held at the centre and will cater for all users from beginners to advanced, providing a workout from head to toe.

- You can sign up for a student membership at <http://www.dmu.ac.uk/about-dmu/dmu-leisure-centre/membership-and-activity-prices/student-membership-prices.aspx>.

Chaplaincy and Spiritual Support

A wide range of practical and spiritual support and resources is provided to students of all faiths or none across our campus.

Our team of chaplains from most major church denominations can help you with:

- Pastoral and practical support for life issues big or small
- Settling into your home and community
- Exploring your spiritual needs and support for your faith journey
- Understanding the value of your work and its spiritual significance
- Enquiry, questions and learning about faith
- A place of safety and/or prayer at moments of personal crisis and stress
- Spiritual guidance, mentoring and prayer support

We also provide welcome hospitality to international students in and out of term time and support with diversity issues relating to your faith and university life.

You can meet a chaplain any weekday afternoon during term time to talk about issues such as:

- Bereavement and loss
- Faith
- Health
- Money and debt
- Relationships
- Stress
- Work, organisation and deadlines

➤ **Leicester Chaplaincy**

➤ Art Factory, 0.04C

➤ T: +44 (0)116 2506389

E: chaplaincy@dmu.ac.uk

➤ **Coordinating Chaplain**

Art Factory, 0.04C

T: +44 (0)116 201 3847

E: chaplaincy@dmu.ac.uk or hilary.surridge@dmu.ac.uk

Muslim Chaplaincy

(Imam) Mohammed Laher is the Muslim Chaplain at De Montfort University. He works with colleagues in Student and Academic Services to support and enhance the student experience.

The Muslim Chaplain provides advice and guidance on matters relating to faith and religion, as well as spiritual, pastoral, moral and social care in the University, including for staff on the religious needs of students and staff.

He is a qualified and trained Imam (leader) who leads congregational prayers and also offers the opportunity to other qualified and trained students to lead prayers.

The Imam regularly when possible makes himself available after prayers to offer advice, counselling, one-to-one and/or group guidance and support on a first-come-first-served basis.

He is part of the Prayer Rooms User's Committee and also works with the student body, The Islamic Society (ISOC).

- The Muslim Chaplain can be contacted at muslimchaplain@dmu.ac.uk

Counselling, Mental Health and Wellbeing

The University offers a range of services aimed at promoting emotional wellbeing and helping students to achieve their full potential at DMU.

Counselling deals with a variety of issues including depression, anxiety, stress and confidence building. Life coaching can support personal development helping students to maximise their potential.

The mental health team can help students with a diagnosed mental health condition get support for their studies. For face-to-face counselling, life coaching and mental health advice just call in at Student Gateway (ground floor Gateway House) or email counselling@dmu.ac.uk or mentalhealthadvice@dmu.ac.uk. Alternatively you can visit our e-counselling or online life coaching pages to apply for these on-line services, found at <http://www.dmu.ac.uk/dmu-students/the-student-gateway/mental-health-and-wellbeing/mental-health-and-wellbeing.aspx>

For counselling and mental health queries the Mental Health Advisor is available every day from 12:00 to 14:00 for you to drop in and chat. Come to the First Floor, Gateway House (turn left as you come out of the stairs) and just use the phone by the door to call through (x7608) or ask at the Student Gateway reception.

- Counselling, Mental Health and Wellbeing
T: +44 (0)116 257 7595
E: counselling@dmu.ac.uk
E: mentalhealthadvice@dmu.ac.uk

Your Wellbeing: The PhD Journey

Undertaking a research degree, be it a PhD, Masters by Research or an MPhil, is a long and sometimes lonely path to tread, many students speak of their feelings of self-doubt, isolation and lack of confidence in their ability to complete the thesis; this can occur at different points throughout the research cycle.

That is not to suggest you are facing 4 or 6 years of doom and gloom however! Whilst it may at times feel overwhelming, your research experience is also likely to be one of the most rewarding intellectual experiences of your life (so far of course!).

A recently graduated doctoral researcher offers his insights:

“The lamentations of every PhD student differs, so there is no tailor made advice that exists, once you get admitted for a PhD programme it is generally assumed that you are smart enough but it takes more than being smart, non-cognitive factors including emotional resilience, determination, perseverance and self-discipline are the main ingredients to survive the mileage of the doctoral research. The PhD process is one that is characterised with uncertainty and isolation so the beginning of wisdom is not to under estimate the level of inevitable hardships that is required. Develop a strong research taste by reading the work of the best in your field, be flexible, and plan your time well”.

Taofeq Ibn Mohammed, post doc from the Faculty of Technology

The University provides a range of wellbeing support services, as described in this handbook, there are also communities of research students within the University and you are encouraged to seek out your peers by engaging in research communities where you can, for example by participating fully in the Doctoral Training Programme – and Graduate School – training opportunities. In addition, your supervisor will have an insight into the various research student groups in your Faculty.

As a research student you will spend a fair bit of time alone and you need to have realistic expectations about this. This can particularly be the case for students in the humanities areas but it can also apply to lab-based disciplines too, as ultimately, the research will be pulled together and written up by you.

Some of the typical challenges the doctoral researcher may face:

- Striving for perfection - there is the perfect thesis and the thesis that is submitted. Take advice from your supervisor(s) regarding their views on when the thesis is ready for examination.
- Procrastination - watch out for those time traps that will drain your motivation; treat the research like a job, with structured working hours, set yourself objectives and then the tasks to complete to achieve them, without a structured plan there can be a danger of being simply overwhelmed by the enormity of the research itself
- Isolation – as you are training to become an independent academic researcher, it is likely you will be spending large chunks of time alone, this will call for highly attuned skills of motivation and resilience
- Coping with shifts in research direction - it is your thesis and you must take responsibility for the development of the research; dealing with a degree of nebulousness and reflecting on the ebbs and flows of the developing research and how this finally shapes your submission is intrinsic to the journey

“As a new PhD student, you must do a thorough introspection to know who you are, to identify your strengths and weaknesses. Both are equally important tools for your success in the PhD journey. Personally I identified how bad I am with academic writing. I therefore seize every opportunity to attend writing skills meetings. I also try to keep writing all the time. I am not waiting until last minutes to begin my writing. I realised one of my strengths is socialising, and when I am bored, I use strategies such as going out to have fun and return to studies well refreshed!”

Lillian Ohene, current PhD student in the Faculty of Health and Life Sciences

Strategies for Survival

- Involve yourself in your peer network; there are other doctoral researchers in your Faculty and across the University, many of whom have ploughed their way through some of the problems you may face. Have conversations about your work, share your experiences, triumphs and stories

- Involve yourself in the training opportunities offered by the university; these may not be 100% aligned with your precise topic but attending training is an opportunity to meet other doctoral researchers and possibly open up new networks
- Take time out – this could be the weekend, or going for a walk each day, you do not have to devote every waking moment to your research, try to keep ‘anchored’ to the other parts of your life. If you are an international student the International Student Support team can help you meet other students from your home country
- Accept that feelings of self-doubt are part of the journey
- Don’t underestimate how much thinking time you will need, your work will be a developing iterative experience all the way and there will be surprises and curveballs that will influence the research direction. Time for reflection will be vital. A current doctoral researcher offers her advice:

“If I had a piece of advice I could offer to new researchers I think I would say ‘make time to think’, I know it sounds really obvious, but for me thinking whilst I am sat staring at the computer or a journal is far less productive in terms of generating new ideas, than going for a long walk which is *my* thinking space”

Jacqueline Elton, current PhD student in the Faculty of Business & Law

Help! What if I have a problem?

- If you have any concerns of an academic nature, you should contact a member of your supervisory team in the first instance.
- If you feel uncomfortable discussing issues with your supervisors (or if the problem involves your supervisors), you may wish to contact the Faculty Head of Research Students whose role involves supporting research students. Contact details for your FHRS can be found in the faculty-specific sections of this handbook.
- DMU can provide you with access to counselling if you are experiencing problems of a personal or emotional nature which may be interfering with any part of your life, not just issues to do with your studies. Counselling offers you the opportunity to talk in confidence with someone who is impartial and separate from work, social and family life. Further information can be found within the previous pages of this handbook and at <http://www.dmu.ac.uk/dmu-students/the-student-gateway/counselling-mental-health-and-wellbeing/appointments-and-contact-us.aspx>.
- If you have a question about regulations, procedures, your progression, or are simply unsure who to contact about your problem, contact the Graduate School by emailing researchstudents@dmu.ac.uk or calling into Gateway House, Room 3.30. Our reception is open from 9:30 to 16:30, Monday to Friday, and we will be happy to point you in the right direction.

Financial Information and Advice

Student Finance and Welfare

DMU's Student Finance and Welfare team is here to provide advice to students on all aspects of money matters. The team are available for students to talk to in person through the ASK Here service which runs Monday to Friday from 10:00 to 12:00 and 14:00 to 16:00.

This service offers students with quick queries or emergencies the option of seeing an adviser the same day for help and advice. If you have a more in-depth case and need more time, you may be referred on for a longer appointment.

For further information about our services or to book an appointment please contact us:

- Student Gateway
Ground Floor, Gateway House 0.10
The Gateway
Leicester LE1 9BH

T: +44 (0)116 257 7595
E: sas@dmu.ac.uk

Council Tax exemption certificates

Full-time students are eligible to claim exemption from Council Tax, although there may be applied conditions. Local councils require a Certificate as evidence of student status before they can grant exemption. We are only able to issue certificates to students in person or send them directly to the councils.

You can collect a Council Tax exemption certificate from the Ask Desk in Student Gateway, ground floor Gateway House. Opening hours are Monday to Friday, between 9:00 and 17:00.

You must have a valid student ID/National Union of Students card in order to collect a certificate.

If you would like us to send a Council Tax certificate to a council on your behalf please email sas@dmu.ac.uk.

Please note that the Graduate School does not produce Council Tax Exemption Certificates.

Graduate School Conference and Travel Award Scheme

In order to increase the opportunities for research students to attend major national and international conferences or to visit sites which will develop and enhance your research studies, an award scheme has been set up by the Graduate School to fund these activities. Since funding is limited, this is a competitive scheme.

In order to help as many students as possible, the amount available from the award scheme is limited to £400 for visits or conferences within the UK and £800 for visits or conferences outside the UK.

It is intended that this scheme will normally be run twice yearly in October and March. Please check your student email regularly as the application form, deadlines, and faculty-specific contacts will be circulated when applications open.

International Student Support

At De Montfort University we recognise the unique challenges which our International students may face, especially if this is their first experience of studying at a UK institution.

As an international student, a range of support is available to you that begins before you set foot on campus and continues right up until the time you graduate.

The International Student Support team has created specific guidance which is available for our International Students by visiting:

<http://www.dmu.ac.uk/dmu-students/international-student-support/international-student-support.aspx>

The web pages contain important information about arriving in the UK, housing, visas and immigration and working, along with other information which will help you to become accustomed to your new surroundings.

‘Explore UK’!

Throughout the year we run trips and visits at weekends to other towns, cities and tourist attractions in the UK. In previous years we organised trips to:

- Edinburgh and the Scottish Highlands
- Oxford
- Windsor Castle
- Wales
- Stonehenge, Bath and Glastonbury
- Warwick Castle
- Cambridge
- Chester
- Alton Towers

We will be launching our 2017/18 Explore UK programme at the start of the Autumn term. Information on organised events will be sent to students from the Graduate School.

Contact Us

- For any specific queries the International Student Support team can be contacted by emailing internationalstudent@dmu.ac.uk or by calling our International Student Support Officer on +44 (0)116 250 6388/6451.

The International Student Support Office is based in the Student Gateway, on the ground floor of Gateway House and is open from 9:00 to 17:00, Monday to Friday.

International Students Cafe

De Montfort Students' Union (DSU) invites you to International Students Café. The Cafe is an opportunity to meet and talk to both international and UK students and helps you to develop your confidence with spoken English in a friendly environment.

The International Students Café takes place in term-time, every Wednesday from 14:00 until 16:00 in the DSU Lounge, on the ground floor of the Campus Centre. Feel free to drop by for a cup of tea or coffee and meet some of the other students.

Centre for English Language Learning (CELL)

English language support is offered to all international students whose first language is not English and you will be required to attend a compulsory initial assessment of English language skills within 6 months of commencing your research degree.

English language support is offered through the Centre for English Language Learning (CELL) who are:

- Accredited by the British Council
- A member of English UK, which is the National Association of Accredited English Language Centres
- A member of the British Association for Lecturers in English for Academic Purposes (BALEAP)

Accreditation by the British Council ensures quality and means that our high standards of teaching in all of our English Language courses are regularly monitored and inspected.

Quality teaching in a top-class environment

The Centre for English Language Learning is located in the Main Building at the heart of the City Campus. The Main Building is a superb environment for study, including well-equipped and specialised English Language classrooms all with interactive whiteboards and AV equipment and a language lab in the nearby Clephan Building with audio, video and computer technology.

There are also computing suites including a state-of-the-art media lab with Apple Power-Mac computers, cinema screens and all the latest creative software applications.

Once you have started your full-time course you are entitled to free English language support (two hours per week for research students). These classes are usually optional, but if there are any concerns about your English level at the beginning of your course, you may have to attend.

The sessions are taught in a friendly classroom environment, with a 'workshop' atmosphere that will include pair-work and group-work.

English language sessions for research students are offered from 3 October 2017 to 13 August 2018 every Tuesday between 13:00 and 15:00 in the Main Building, room 3.11.

Contact us:

E: englishlanguage@dmu.ac.uk

The CELL Reception is open:

Monday to Friday: 9:00 to 10:00, 12:00 to 13:00 and 15:00 to 16:00

Centre for English Language Learning
Vijay Patel Building VP3.01
De Montfort University
The Gateway
Leicester LE1 9BH

DSU Advice

DSU Advice can help international students with immigration queries including extending your student visa. Their website is available at <https://www.demontfortsu.com/support/advice/>.

➤ Contact the DSU Advice team at (0116) 257 6307 to make an appointment.

Your responsibilities as an International Student

DMU is committed to ensuring our international students have a successful and enjoyable time studying with us. We recognise that coming to a new country as an international student can be daunting and the immigration system might seem complicated at first, however, by following the advice in the guidance document “Your Student Visa: Guidance from De Montfort University”, you can help ensure that you have peace of mind regarding your immigration status. You will have received a copy of the booklet from our International Admissions Office during the application process. However, if you require a further copy of the document please contact the GS and we will send you another copy.

Below is a ‘checklist’ designed to help ensure that you protect your immigration status while studying in the UK and enjoy a safe and successful time at DMU. Please take a few moments to read it carefully.

When you arrive and while you are here

- Provide your contact details, and keep the university up to date with any changes.
- Present the university with your visa and passport documentation at the beginning of your studies and at intervals throughout your stay, as requested by the university
- Apply for an extension to your visa if it is to expire before you complete your studies – you should start preparing to apply for your extension at least 2 months before your visa expires. Once you have your new visa, ensure that you present the university with your new visa so that we can update our records.
- Promptly notify the university of any changes to your immigration status – for example if you change from a study visa to a different type of visa during your stay
- Attend your lectures and tutorials. Should you need to be absent from the University, you should notify your faculty promptly. If your attendance is unsatisfactory and your absence is not authorised, you may no longer be able to study the course and the Home Office will cancel your visa
- Be familiar with and conform to the conditions of your visa – for example, on a study visa, you must not work for more than 20 hours each week during term time
- Report the following changes to the Home Office via the Migrant Change of Circumstances form on the Home Office website (or if you have a Biometric Residence Permit you should use the BRP form):
 - Changes in your personal details and contact details
 - Criminal convictions that you had not previously told the Home Office about
 - Changes in your representatives details
 - Changes of the details of any of your family members who are in the UK as a dependent on you
 - Any other information you think the Home Office should know
- Where your visa instructs you to, register with the Police and keep them up to date with your details

It is important to note that approved periods of interruption for research students will be reported to the UKVI, this will mean that the visa will be cancelled and students will need to re-apply for a visa before they attempt to re-enter the UK when their interruption has ended.

Research Students Registration Period

The Graduate School will notify you of your registration end date. It is very important that, should you need more time in which to complete and submit your thesis for examination, you apply to extend your registration period. This must be done before your registration end date. See page 16 of this handbook for more information on applying to extend registration.

When your studies have finished

Leave the UK at the end of your studies (if you have not applied to switch into another visa or extend your tier 4 visa for further study). You should be aware that staying in the UK after your visa has expired (or after you have left or been terminated from your course of study) is illegal, you may be subject to removal from the UK by the Home Office and a re-entry ban. This may prevent you from coming back to the UK in the future

At points throughout your studies, the university may contact you regarding your visas as a routine exercise to ensure our records are up to date. Please check your emails regularly and respond promptly when contacted by the University regarding your visa.

Thank you for your cooperation in adhering to this policy.

Doctoral Extension Scheme

The DES is a scheme for PhD students who want to stay in the UK to work for up to 12 months after successfully completing their PhD. Students under this scheme apply to extend their visa under the Tier 4 route and the University will be asked to continue to sponsor you. The scheme was launched in April 2013.

In order to qualify for the scheme:

- You must be in the UK already and have current Tier 4 leave to study a PhD or Doctoral Level research degree. This does not include Master of Philosophy courses. You cannot apply for the Scheme under a Student Visitor Visa.
- You must not have previously been given leave under the Doctoral Extension Scheme
- You must be sponsored by De Montfort University during the scheme
- You must have a CAS from De Montfort University; if you were required to have an ATAS you will also need a new ATAS certificate
- You must have evidence of finances that show you can support yourself under the scheme. This is £2030 in your bank account for a period of consecutive 28 days at the time of applying.
Please note that this amount was correct at the time of print, but please check the Home Office website to ensure that you meet the current requirement.
- You must be applying a maximum of 60 days **before** the expected end date of a course which leads to a PhD.
- You cannot apply for this scheme once your end date has passed

- You cannot apply for this scheme after your PhD has been awarded
- You must submit your application for the scheme to the Home Office before your current Tier 4 visa expires
- If the outcome of your viva is to make major revisions and resubmit your thesis you will need to defer applying for the Doctoral Extension Scheme

In terms of the Doctoral Extension Scheme, the expected end date is calculated as:

- the date you have been given to submit minor corrections **plus one month**
- or, if you pass your PhD outright, with no corrections, the date of your viva examination **plus two months**.

Your expected end date is not an official guarantee that your award date will actually be on this date.

If your thesis corrections are not signed off by your examiner until after the expected end date as described above, we will not be able to alter or postpone the expected end date issued to you. This may mean that your Doctorate Extension Scheme period is less than 12 months. This is an important principle to understand with the scheme, your expected end date of the corrections deadline plus one month is unlikely to be the actual date that the examiners approve your corrections. We will not be able to postpone or bring forward the expected end date if your examiners sign off your corrections earlier or later than this date.

You need to take responsibility for managing the timing of your Doctorate Extension Scheme application. You need to submit the application within 60 days of your expected end date. You will not be able to submit your application before then.

If successful in applying for the scheme the University will maintain at least 3 instances of contact with you whilst the DES visa is valid to ensure that you are adhering to the conditions of the visa as per regulation 24 of the Code of Practice. This contact will be from the Graduate School at 3, 9 and 12 months via email, or telephone. Records of contact will be maintained by the Graduate School. It is important that students respond promptly to all communications sent by the Graduate School as failure to do so will oblige the University to report the matter to the Home Office.

You will find more information on the scheme here:

<http://www.ukcisa.org.uk/Information--Advice/Working/Working-after-studies>

<https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student>

In order to apply for the scheme you will need to complete a DMU DES form, apply for a CAS and submit a full application for the scheme through the Home Office. For the duration of the Doctorate Extension Scheme you are not eligible for Council Tax Exemption.

If you are considering applying for the DES, please contact the Graduate School in the first instance for advice.

Student Charter

The charter has been created and is maintained jointly by DMU staff and students. It sets out commitments from the university to students, from students to the university, and from the Students' Union to students.

Starting with a blank sheet of paper, a group of students and staff set out the type of things they thought that they and the university should commit to. From teaching and learning, to support and university life, these ideas were refined into a single document.

That document was then updated and approved by the university's executive board, De Montfort Students' Union and the governing body, to create the DMU Student Charter.

The charter will be updated on a yearly basis, and is a guide to your responsibilities at DMU, and will help explain what the university should do for you.

The Student Charter

De Montfort University's commitments to you

Teaching and learning

- Deliver teaching informed by world-class research
- Use appropriate technology to support you
- Offer varied assessment, giving you timely and constructive individual feedback

Support

- Provide you with a Personal Tutor
- Provide academic, professional and personal support when you need it
- Offer activities to enhance your employability
- Develop your confidence and independence, helping you fulfil your potential

University life

- Provide high quality resources and equipment for learning
- Provide a safe, secure and well-maintained campus
- Commit to environmental sustainability
- Offer areas for you to study alone and in groups, plus chill-out, social and networking space and sports facilities

Awareness

- Communicate with you clearly, effectively and in good time
- Consult and listen to your views, and act on your feedback

Dignity and respect

- Ensure we respect and celebrate cultural and international diversity in all our services
- Deliver services accessibly and inclusively
- Provide equality of opportunity for all of our staff and students
- Treat students and staff with dignity and respect, both in person and online

Your commitments as a student

Teaching and learning

- Prepare in advance and plan your workload

- Complete all your work to deadlines and learn from assessment and feedback
- Share and discuss your ideas, participating in your learning and attending timetabled sessions

Support

- Engage with your Personal Tutor
- In partnership with your tutors, take responsibility for developing university skills
- Recognise and develop your employability
- Keep the university informed of any changes in your personal situation via MyDMU

Take part in university life

- Engage with De Montfort Students' Union (DSU)
- Take part in academic and social activities across DMU and DSU
- Engage with formal and informal feedback opportunities

Awareness

- Discover the services available to you and use them as needed
- Be aware of the DMU guidelines and regulations

Dignity and respect

- Develop professional standards of behavior
- Treat other students and staff with dignity and respect, both in person and online
- Respect yourself, the university environment and the wider community

De Montfort Students' Union's commitments to you

Community

- Be your voice on campus and help you engage with the university
- Provide a welcoming and open union environment
- Provide networks for you to socialise, develop and try new things with like-minded people

Democracy

- Represent all students equally and ensure your interests have a voice
- Hold democratic and representative elections
- Represent and campaign on your behalf both locally and nationally
- Work with the university to communicate, consult and feedback

Fun

- Organise safe and affordable social activities in and out of the university
- Offer clubs, societies, sports and other extra-curricular activities

Growth

- Provide training and support for student enterprise, business and volunteering
- Give you the chance to make a difference by running for student office
- Empower you to reach your potential

Quality

- Provide quality independent advice to everyone
- Consult with you and present feedback to the university's Executive Board
- Contribute to improving the quality of the university

University Contacts

The following is a list of general contacts in the University which you may find useful.

Accommodation	accommodation@dmu.ac.uk
Careers DMU	careers@dmu.ac.uk
Counselling & Personal Support	counselling@dmu.ac.uk
Disability Advice & Support	disability@dmu.ac.uk
General Enquiry	enquiry@dmu.ac.uk
Housing Office	sfw@dmu.ac.uk
International Admissions Office	IAO@dmu.ac.uk
ITMS Helpdesk	itmsservicedesk@dmu.ac.uk
Library & Learning Services	0116 257 7042
Press and Public Relations	news@dmu.ac.uk
Student Union	dsuenquiries@dmu.ac.uk
Cashier's Office, Gateway House	Extension 8330
Fees (payment/money owed)	Extension 8335 (0116 207 8335)
Housing Benefit Office	A–K: (0116) 252 6944, L–Z :(0116) 252
6948 Student Welfare & Education Centre	sfw@dmu.ac.uk (visa advice)
Student Health Centre	demontfortsurgery.co.uk
Switchboard	0116 255 1551
University Bookshop	www.johnsmith.co.uk
Money and Welfare	sfw@dmu.ac.uk

International Students

International Student Support	internationalsupport@dmu.ac.uk
Centre for English Language Learning (CELL)	englishlanguage@dmu.ac.uk
International Students' Association	(0116) 255 5576
Students' Union: Welfare & Education Dept.	(0116) 255 5576

Useful Websites

Research degree students may wish to visit the following websites in order to interact with the wider research degree community external to the University.

➤ **PhD Student Blogs**

- <https://blogs.jobs.ac.uk/phd-student/>
- <http://thesiswhisperer.com/read-some-phd-student-blogs/>

➤ **British Educational Research Association (BERA)** -<http://www.bera.ac.uk/>

This organisation supports educational researchers and promotes high quality research in education. It seeks to enhance the field of study, the growth of public knowledge and critical understanding, and the application of findings for the improvement of educational policy and practice.

➤ **Vitae** – www.vitae.ac.uk

The role of the Vitae Programme is to support the academic sector to embed personal and professional skills development into research degree programmes (RDP). Their vision is for all postgraduate researchers to be fully equipped and encouraged to complete their studies and to make a successful transition to their future careers.

➤ **UK Council for Graduate Education** –www.ukcge.ac.uk

The UKCGE serves to promote graduate education in all academic disciplines, by bringing experts together for specialist working groups, as well as organising regular conferences and workshops, conducting surveys and publishing policy documents.

➤ **National Postgraduate Committee** –www.npc.org.uk

Their mission is to advance, in the public interest, the education of postgraduate students within the UK. They shall achieve this by democratically representing postgraduates, contributing to discussions, supporting postgraduate representatives and facilitating communication between stakeholders. They are the only organisation in the UK run by postgraduates in the interests of postgraduates including both taught and research.

➤ **European Council of doctoral candidates and young researchers** –www.eurodoc.net/

A federation of national associations of PhD candidates and young researchers. Its objectives are:

- To represent doctoral candidates and junior researchers at the European level in matters of education, research, and professional development of their careers.
- To advance the quality of doctoral programmes and the standards of research activity in Europe.
- To promote the circulation of information on issues regarding young researchers; organize events, take part in debates and assist in the elaboration of policies about HE and Research in Europe.
- To establish and promote co-operation between national associations representing doctoral candidates and junior researchers within Europe

In Case of Emergency

Nightline

Nightline is a confidential overnight student support line that runs from 8pm-8am.

- T: +44 (0)116 223 1230
E: nightlineleicester@hotmail.com

De Montfort University Security

The Security team aim to ensure that students and staff are able to study in a safe environment 24 hours a day, 365 days a year. There are a large number of patrolling officers in the security team who patrol the campus on foot. The University also has a dedicated police officer for the Leicester city campus who holds regular student surgeries.

- DMU security
T: +44 (0)116 257 7642

Faculty of Arts, Design and Humanities

The Faculty of Arts, Design and Humanities has a vibrant research culture. We have MA Research, MPhil and PhD students studying a broad range of subjects across our four Schools. Our undergraduate and postgraduate teaching is underpinned by research, and we value the impact of our students' research both within and beyond academia. Through research we not only advance knowledge, test and discover new ideas but also deepen our understanding of the world in which we live.

As an incoming research student, your work will build the foundations for future scholarship and practice and we will do all we can to support you in achieving your research goals. Your research degree should be a voyage of discovery - exciting and enjoyable to you personally - so make the most of this time as a student. Get to know your fellow students and explore Leicester city, both its history and its contemporary diverse culture.

Our Faculty Head of Research Students is responsible for the overall research student experience in the Faculty. We will be recruiting someone new to the post in time for the new academic year and will make sure you know who they are and how to contact them.

I hope that your experience here is deeply satisfying and wish you the best of luck with your studies. I look forward to finding out more about your research projects.

Professor Alison Honour
Dean of the Faculty of Arts, Design and Humanities

Key Research Contacts in the Faculty

Faculty Head of Research Students

Dr Kelley Wilder
Office: Clephan 1.01b
Email: kwilder@dmu.ac.uk

The role of Faculty Head of Research Students (FHRS) is to help research students throughout their research journey. The FHRS oversees the processes you will go through as a research student and helps design the Faculty specific training courses you will attend. They can help in a wide range of areas including:

- Understanding University processes and regulations
- Putting you in contact with other staff and students working in similar areas
- Resolving issues around supervision
- Career planning
- Training course provision

Faculty Associate Dean

Professor Deborah Cartmell
Office: Clephan 0.38
Email: djc@dmu.ac.uk

Faculty Research Group Leads

Architecture

Ahmad Taki
Office: Vijay Patel 2.63
Telephone: 0116 257 7408
Email: ahtaki@dmu.ac.uk

Design

Peter Ford
Office: Vijay Patel POD 3.13
Telephone: 0116 257 7429
Email: pbford@dmu.ac.uk

English Literature and Language

Joe Phelan
Office: Clephan 0.36
Telephone: 0116 207 8558
Email: JPhelan@dmu.ac.uk

History

Kelley Wilder
Office: Clephan 1.01b
Telephone: 0116 207 8865
Email: kwilder@dmu.ac.uk

Dance and Drama

Ramsay Burt
Office: Clephan 2.09
Telephone: 0116 207 8478
Email: RBurt@dmu.ac.uk

Fine Arts

Max Mosscrop or Ben Carpenter
Office: Vijay Patel 6.52 / Vijay Patel 6.52
Telephone: 0116 207 8467 / 0116 201 3853
Email: mossdrop@dmu.ac.uk / ben.carpenter@dmu.ac.uk

Chair of Faculty Research Ethics Committee

Dr Douglas Cawthorne
Office: Vijay Patel POD 2.13
Telephone: 0116 257 7442
Email: DCawthorne@dmu.ac.uk

Teaching Opportunities

The University recognises the value that teaching opportunities can add to your time with the University. Students who are interested in exploring opportunities to teach can contact their Faculty Head of Research Students who will put them in touch with relevant programme leaders.

Faculty Advice Centres

Clephan Building Foyer and Vijay Patel Building
Ext 7394, adh@dmu.ac.uk

Faculty Disability Officer

Donna Neal/Hayley Coles
Email: ADHdisability@dmu.ac.uk

If you have a disability or medical condition there may be support that you can access whilst studying at University.

It is your choice as to whether or not you wish to disclose information relating to your disability, however if you choose not to disclose we will be unable to provide you with the support you may require. This could be anything from providing course handouts in alternative formats to allowing you extra time in exams.

You may also be eligible for Disabled Students Allowance.

You can also book appointments through the Student Advice Centre in Clephan Foyer.

Faculty of Business and Law

I should like to take this opportunity to welcome you to De Montfort University and, more specifically, to the Faculty of Business and Law. The Faculty comprises Leicester Business School and Leicester De Montfort Law School and offers a wide range of postgraduate courses, a number of which incorporate professional qualifications. The Faculty is proud of its excellence in teaching and research. Our postgraduate courses are noted for combining academic rigour with practical application. We ensure that courses are relevant to the professional world and our graduates are highly valued by employers in both the private and public sectors.

Courses at postgraduate level are both exciting and challenging. They require great diligence from you if you are to achieve a high level of success. The priority of our academic and administrative staff is to help you to produce your best work; to gain as much as possible from your course and to obtain the qualifications you are seeking. Both Leicester De Montfort Law School and Leicester Business School staff will do all they can to make your stay here in Leicester both enjoyable and rewarding. They are easily approachable and will be happy to help at anytime.

As well as a wide range of postgraduate courses, the Faculty offers research degree supervision in a number of specialist areas in both Business and Law. Research students are an integral part of the Faculty and contribute a huge amount to its research culture and its academic excellence. All research degree supervisors are appropriately qualified to provide the best possible guidance in both research methods and substantive subject content and they have an enviable record of publications in top academic journals.

Enjoy your stay here: Leicester is a vibrant, exciting and welcoming city. I hope you will find your time here at DMU an enjoyable learning experience.

All good wishes

Professor Dana Brown
Dean of Faculty of Business and Law

Key Research Contacts in the Faculty

Associate Dean, Research and Innovation

Professor Jo Richardson

Faculty Head of Research Students

Professor Gavin Dingwall

Office: Hugh Aston 6.88

Telephone: 0116 257 7175

Email:

gdingwall@dmu.ac.uk

Deputy Faculty Head of Research Students

Dr Peter King

Office: Hugh Aston 3.52

Telephone: 0116 257

7431 Email:

pjking@dmu.ac.uk

The role of Faculty Head of Research Students (FHRS) is to help research students throughout their research journey. The FHRS oversees the processes you will go through as a research student and helps design the Faculty specific training courses you will attend. They can help in a wide range of areas including:

- Understanding University processes and regulations
- Putting you in contact with other staff and students working in similar areas
- Resolving issues around supervision
- Career planning
- Training course provision

Faculty Research Group Leads

Accounting and Finance

Dr Kemi Yekini

Office: Hugh Aston 1.74

Telephone: 0116 207 8783

Email: kyekini@dmu.ac.uk

HRM

Dr Anita Hammer

Office: Hugh Aston 4.82

Telephone: 0116 257 7208

Email: Ahammer@dmu.ac.uk

Law

Dr Julia Shaw

Office: Hugh Aston 6.89

Telephone: 0116 257 7826

Email: jshaw@dmu.ac.uk

Leicester Castle Business School

Dr Amanda Berlan

Office: Castle View 0.04

Telephone: 0116 250 3811

Email: amanda.berlan@dmu.ac.uk

Politics and Public Policy

Vacant

Strategic Marketing and Management

Dr Gertjan Lucas

Office: Hugh Aston 4.40

Telephone: 0116 207 7247

Email: gertjan.lucas@dmu.ac.uk

Research Space

There are a number of offices within the Hugh Aston building which are set aside exclusively for research students. In these offices you will find a number of computers with internet access, a printer and a telephone. These rooms are open to all research students and therefore expensive personal belongings should not be left unattended in the rooms. Students are also advised to log off computers and take precautions to keep their research data and personal computer files secure.

Teaching Opportunities

The University recognises the value that teaching opportunities can add to your time with the University. Students who are interested in exploring opportunities to teach can contact their Faculty Head of Research Students who will put them in touch with relevant programme leaders.

Faculty Student Advice Centre

Hugh Aston, 0.37, Tel. 0116 257 7243, studentadvicecentre@dmu.ac.uk

Faculty Disability Officers

Sarah Stirk and Joanna White
BALdisability@dmu.ac.uk

If you have a disability or medical condition there may be support that you can access whilst studying at University.

It is your choice as to whether or not you wish to disclose information relating to your disability, however if you choose not to disclose we will be unable to provide you with the support you may require. This could be anything from providing course handouts in alternative formats to allowing you extra time in exams.

You may also be eligible for Disabled Students Allowance.

If you wish to discuss your academic support requirements, please speak to a Student Support Officer. Student Support Officers are located within the Faculty of Business and Law in Hugh Aston HU0.73a and HU0.74 or via the Student Advice Centre.

Faculty of Health and Life Sciences

Welcome to De Montfort University and the Faculty of Health and Life Sciences! This is the beginning of a fantastic journey of learning, development and exploration – and on that journey our staff will work hard to support, coach and inspire you.

The research programmes that you are about to start offer many opportunities and so does our faculty. Whether you are a full-time or part-time student take advantage of the variety available to you and get involved and build your network in preparation for your future career – whether that be within health, social care, or science.

You, our student, are the most important person in our faculty; our value of mutual respect remains a solid foundation for us all. We believe we can help you to make a difference to peoples' lives, and know together we can make that happen. Welcome once more!

Dr Simon Oldroyd
Dean of the Faculty of Health and Life Sciences

Key Research Contacts in the Faculty

Faculty Head of Research Students

Dr Tina Harris
Office: Edith Murphy 3.35
Telephone: 0116 257 7804
Email: tiharris@dmu.ac.uk

Deputy Faculty Heads of Research Students

Schools of Allied Health Sciences

Dr Harprit Singh
Office: Edith Murphy 5.12
Telephone: 0116 207 7779
Email: harprit.singh@dmu.ac.uk

Schools of Allied Health Sciences

Dr Katie Laird
Office: Hawthorne 1.03
Telephone: 0116 2078106
Email: klaird@dmu.ac.uk

Schools of Nursing and Midwifery and Applied Social Sciences

Dr Jane Ruddy
Office: Edith Murphy 3.24
Telephone: 0116 201 3897
Email: jruddy@dmu.ac.uk

The role of Faculty Head of Research Students (FHRS) is to help research students throughout their research journey. The FHRS oversees the processes you will go through as a research student and helps to design the Faculty specific training courses you will attend. They can help in a wide range of areas including:

- Understanding University processes and regulations
- Putting you in contact with other staff and students working in similar areas
- Resolving issues around supervision
- Career planning
- Training course provision

Faculty Associate Dean

Professor Brian Brown
Office: Hawthorn 2.27
Telephone: 0116 201 3905
Email: brown@dmu.ac.uk

Faculty Admissions Lead for Research Students

Dr Shivanthi Samarasinghe
Office: Hawthorn 1.18
Telephone: 0117 207 8870
Email: ssamarasinghe@dmu.ac.uk

Research and Commercial Office Manager

Helen Douds
Office: Edith Murphy 1.25
Telephone: 0116 257 7891
Email: hdouds@dmu.ac.uk

Faculty Research Group Leads

School of Allied Health Sciences

School Head of Research

Nicky Hudson
Office: Hawthorn 0.19B
Telephone: 0116 207 8766
Email: NHudson@dmu.ac.uk

Centre for LGBTQ

Professor Julie Fish
Office: Hawthorn 0.17b
Telephone: 0116 257 7750
Email: jfish@dmu.ac.uk

Centre for Reproduction Research

Professor Nicky Hudson
Office: Hawthorn 0.19B
Telephone: 0116 207 8766
Email: NHudson@dmu.ac.uk

School of Applied Social Sciences

Community and Criminal Justice

Victoria Knight
Office: Hawthorn 0.23
Telephone: 0116 257 7720
Email: VKnight@dmu.ac.uk

Cognition and Neuroscience Cluster

Dr Anuenue Baker-Kukona
Office: Hawthorn 0.19a
Telephone: 0116 250 6184
Email: Anuenue.baker-kukona@dmu.ac.uk

Health Policy Research Unit

Dr Sally Ruane
Office: Hawthorn 0.19b
Telephone: 0116 207 8732
Email: sruane@dmu.ac.uk

Health Psychology

Helen Coulthard
Office: Hawthorn 0.34
Telephone: 0116 207 8828
Email: hcoulthard@dmu.ac.uk

Institute for Education Futures

Professor Richard Hall and Dr Sarah Younie
Office: Edith Murphy 2.23 / Hawthorn 00.18c
Telephone: 0116 207 8254 / 0116 250 6341
Email: RHall1@dmu.ac.uk / syounie@dmu.ac.uk

Psychology and Technology Cluster

Mark Scase
Office: Hawthorn 0.15c
Telephone: 0116 257 7811
Email: MScase@dmu.ac.uk

Psychology

Dr Shira Elqayam
Office: Hawthorn 0.17
Telephone: 0116 257 7850
Email: selqayam@dmu.ac.uk

Self and Identity Cluster

Dr Nadia Svirydzienka
Office: Hawthorn 0.14
Telephone: 0116 250 6483
Email: nadzeya.svirydzienka@dmu.ac.uk

Social Justice and Participation

Dr Jackie Robinson
Office: Hawthorn 00.21
Telephone: 0116 257 7743
Email: Jackie.robinson@dmu.ac.uk

Social Work

Professor Julie Fish
Office: Hawthorn 0.17b
Telephone: 0116 257 7750
Email: jfish@dmu.ac.uk

Youth Research Group

Dr Scott Yates
Office: Hawthorn 00.19a
Telephone: 0116 207 8703
Email: syates@dmu.ac.uk

Health

Mary Seacole
Office: Hawthorn 2.25m
Email: seacole@dmu.ac.uk

Research Centre

Professor Julie Fish/Professor Raghu Raghavan
Office: Hawthorn 0.17b / Edith Murphy 3.26
Telephone: 0116 257 7750 / 0116 201 3831
Email: jfish@dmu.ac.uk / rraghavan@dmu.ac.uk

Education

Dr Sarah Younie
Office: Hawthorn 00.18c
Telephone: 0116 250 6341
Email: syounie@dmu.ac.uk

School of Nursing and Midwifery

School Head of Research and Nursing and Midwifery Research Centre

Professor Jayne Brown
Office: Edith Murphy 3.30
Telephone: 0116 201 3961
Email: jbrown@dmu.ac.uk

Cancer and Palliative Care

Dr Lynn Furber
Office: Edith Murphy 8.18
Telephone: 0116 201 3974
Email: lfurber@dmu.ac.uk

Care of the older person

Professor Jayne Brown
Office: Edith Murphy 3.30
Telephone: 0116 201 3961
Email: jbrown@dmu.ac.uk

Education and Practice Development

Dr Jane Ruddy
Office: Edith Murphy 8.10
Telephone: 0116 201 3897
Email: JRuddy@dmu.ac.uk

Leicester Academy for the Study of aging

Professor Jayne Brown
Office: Edith Murphy 3.30
Telephone: 0116 201 3961
Email: jbrown@dmu.ac.uk

School of Pharmacy**Infectious Disease Research**

Dr Katie Laird
Office: Hawthorn 1.16
Telephone: 0116 207 8106
Email: klaird@dmu.ac.uk

School Head of Research

Dr Randolph Arroo
Office: Hawthorn 2.31a
Telephone: 0116 250 6386
Email: rjarroo@dmu.ac.uk

Chemistry for Health

Professor Martin Grootveld
Office: Hawthorn 1M.02
Telephone: 0116 250 6443
Email: [mgrootveld@dmu.ac.uk](mailto:mrootveld@dmu.ac.uk)

Pharmaceutical Technologies

Professor Geoff Smith
Office: Hawthorn 3.13A
Telephone: 0116 250 6298
Email: GSmith02@dmu.ac.uk

Pharmacology and Neuroscience

Dr Tyra Zetterstrom
Office: Hawthorn 2.16
Telephone: 0116 250 6477
Email: tscz@dmu.ac.uk

Pharmacy Practice

Dr Peter Rivers
Office: Hawthorn 2.25J
Telephone: 0116 257 7039
Email: privers@dmu.ac.uk

Research Space

The Faculty of Health and Life Sciences is housed in two buildings - Hawthorn and Edith Murphy House.

As a research student in the Faculty you have access to the Postgraduate Research Student study room in Hawthorn (Room 0.10). This is a hot desk space and you are asked not to leave material on the desks at the end of the day.

Arrangements for access to the room and filing cabinet allocation can be gained from Mrs. Helen Douds, Research & Commercial Development Office Manager (Tel: 0116 257 7891) Edith Murphy 1.25, Email: hdouds@dmu.ac.uk. There are also additional study facilities for research students on the Lower Ground floor of the Kimberlin Library.

Teaching Opportunities

The University recognises the value that teaching opportunities can add to your time with the University. Students who are interested in exploring opportunities to teach can contact their Faculty Head of Research Students who will put them in touch with relevant programme leaders.

Faculty Student Advice Centre

Edith Murphy 00.06, Tel. 0116 257 7749, Hls.advice.centre@dmu.ac.uk

Faculty Disability Officer

Elliot Juby/ Amanda Goodliffe
HLSdisabilitysupport@dmu.ac.uk

If you have a disability or medical condition there may be support that you can access whilst studying at University.

It is your choice as to whether or not you wish to disclose information relating to your disability, however if you choose not to disclose we will be unable to provide you with the support you may require. This could be anything from providing course handouts in alternative formats to allowing you extra time in exams.

You may also be eligible for Disabled Students Allowance.

Faculty of Technology

The Faculty of Technology hosts over 300 PhD students. Our members of staff have a fantastic track record in delivering high quality research and you will benefit from being supervised by such superb researchers. A strong performance in the Research Assessment Exercise (RAE) has established much of the research undertaken by the Faculty as world-class or internationally excellent, and we will continue to build on this foundation to achieve international recognition for integrating innovative concepts and techniques into real world applications.

Research is organised around several research groups covering a vast range of topics in Engineering, Sustainable Development, Media and Computing. You will join one of these groups with outstanding supervisors, excellent facilities and a great research environment. We take great care with our students encouraging them to publish their work at conferences and in journals. This means our students are very well placed to develop their careers in academia and industry.

Professor Alistair Duffy
Associate Dean (Research and Innovation)

Key Research Contacts in the Faculty

Faculty Head of Research Students

Dr John Gow
Office: Gateway House 6.14
Telephone: 0116 257 7085
Email: FHRS_TECH@dmu.ac.uk

The role of Faculty Head of Research Students (FHRS) is to help research students throughout their research journey. The FHRS oversees the processes you will go through as a research student and helps design the Faculty specific training courses you will attend. They can help in a wide range of areas including:

- Understanding University processes and regulations
- Putting you in contact with other staff and students working in similar areas
- Resolving issues around supervision
- Career planning

Faculty Contacts and Information

Faculty Associate Dean (Research and Innovation)

Professor Alistair Duffy
Office: Queens 1.02a
Telephone: 0116 257 7056
Email: apd@dmu.ac.uk

Faculty Research Ethics Committee (FREC) Chair

Professor Laurence Brooks
Office: Gateway House 5.80a
Telephone: 0116 250 6579
Email: Laurence.Brooks@dmu.ac.uk

Faculty Research Centres

Advanced Manufacturing Processes and Mechatronics Centre (AMPMC)

Professor Alastair Duffy
Office: Queens 1.02a
Telephone: 0116 257 7056
Email: apd@dmu.ac.uk

Centre for Computational Intelligence (CCI)

Professor Shengxiang Yang
Office: Gateway House 4.58d
Telephone: 0116 207 8805
Email: syang@dmu.ac.uk

Centre for Computing & Social Responsibility (CCSR)

Professor Bernd Stahl
Office: Gateway House 5.79
Telephone: 0116 207 8252
Email: bstahl@dmu.ac.uk

Centre for Electronic and Communications Engineering (CECE)

Dr Shashi Paul
Office: Queens 2.09
Telephone: 0116 207 8548
Email: apd@dmu.ac.uk

Centre for Engineering Science & Advanced Systems (CESAS)

Professor Bogumil Ulanicki
Office: Gateway 6.60
Telephone: 0116 257 7058
Email: bul@dmu.ac.uk

Cyber Security Centre (CSC)

Professor Helge Janicke
Office: Gateway 5.37
Telephone: 0116 257 7617
Email: heljanic@dmu.ac.uk

DMU Interest Group in Transport Systems (DIGITS)

Professor David Elizondo
Office: Gateway 5.18
Telephone: 0116 207 8471
Email: elizondo@dmu.ac.uk

Emerging Technologies Research Centre (EMTERC)

Dr Shashi Paul
Office: Queens 2.09
Telephone: 0116 207 8548
Email: spaul@dmu.ac.uk

Imaging & Displays Research Group (IDRG)

Professor Martin Richardson
Office: Queens 2.27f
Telephone: 0116 207 8678
Email: mrichardson@dmu.ac.uk

Institute of Creative Technologies (IOCT)

Professor Ernest Edmonds
Office: Queens 3.05
Telephone: 0116 257 7996
Email: eedmonds@dmu.ac.uk

Media Discourse Group (MEDIA)

Professor Stuart Price
Office: Clephan 1.26
Telephone: 0116 207 8683
Email: sprice@dmu.ac.uk

Music, Technology and Innovation Research Centre (MTIRC)

Professor Leigh Landy
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Mobile Cognitive Systems (MCS)

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Research Space

Access to various areas on campus is controlled by key pads or swipe cards. Your Supervisor will advise you of the access code(s) to use and/or provide you with a swipe card. Please ensure that any keys, swipe cards, etc. are returned to your Supervisor when you leave the University.

Research students have access to the same common room facilities as staff e.g. Staff Lounge ('Blue Room') in the Queens building. Tea and coffee making facilities are located in various areas, although you will have to provide your own supplies and clear away afterwards. Please note that kitchenettes are not intended to be used for preparing and cooking food on a large scale. If you use the kitchenette areas you should ensure that they are kept clean and tidy.

Out of Hours Access

In exceptional circumstances you may need access to Gateway House or the Queen's Building outside of standard opening hours. To obtain out of hours access you will need to complete an out of hours request form which needs to be signed by yourself, your supervisor and the head of the department you work in (your supervisor can help with this). Out of hours access is granted on an annual basis so you may have to fill in this form more than once. Once you have filled in this form and signed the health and safety guide you should hand both of these forms in to the Faculty Executive on the 4th floor of Gateway House. Any of the team in the Executive area will be able to direct you. This can be located through the double doors facing opposite to the lifts.

Ethical Approval

All research degrees students are required to have ethical approval to undertake their intended programme of research. The ethical approval form is the only form which needs to be passed directly to the Faculty rather than the Graduate School. You should submit your ethical approval form to Anne Smith in the Research and Innovation Office, again on the 4th floor of Gateway House, along with a copy of your completed First Project Review form. This should be done when your First Project Review form is submitted to the Graduate School.

Teaching Opportunities

The University recognises the value that teaching opportunities can add to your time with the University. Students who are interested in exploring opportunities to teach can contact their Faculty Head of Research Students who will put them in touch with relevant programme leaders.

Faculty Advice Centre

Gateway House, 0.4A, Tel. 0116 207 8497/8499,
techsupp@dmu.ac.uk

Faculty Disability Officers

Teerth Ruprai/Amanda Goodliffe

FOTDisability@dmu.ac.uk

If you have a disability or medical condition there may be support that you can access whilst studying at University.

It is your choice as to whether or not you wish to disclose information relating to your disability, however if you choose not to disclose we will be unable to provide you with the support you may require. This could be anything from providing course handouts in alternative formats to allowing you extra time in exams.

You may also be eligible for Disabled Students Allowance.

**If you have any queries regarding the Research Student Handbook please contact
The Graduate School at researchstudents@dmu.ac.uk**