



# **Research Student Handbook**

**The Graduate School Office**

**2013/14**

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## 1 WELCOME FROM THE DIRECTOR OF THE GRADUATE SCHOOL

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*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 700 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.*

*This year sees the introduction of Doctoral Training Programmes (DTP) in all faculties. Most research students will automatically be incorporated into one of the 12 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 Office will be your first port of call for any questions you may have. We look forward to meeting you.*

**Professor Martin Elliot**  
**Director, Graduate School**

## 2 DE MONTFORT UNIVERSITY KEY DATES AND OPENING TIMES

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### Autumn Term

Term starts	Monday 30 <sup>th</sup> September 2013
Term ends	Friday 13 <sup>th</sup> December 2013

### Spring Term

Term Starts	Monday 6 <sup>th</sup> January 2014
Term ends	Friday 4 <sup>th</sup> April 2014

### Summer Term

Term starts	Monday 26 <sup>th</sup> May 2014
Term ends	Friday 26 <sup>th</sup> September 2014

### Standard University Opening Times:

The University is normally open from:

8.45 am to 5.00pm Monday and Friday

8.45 am to 5.15pm Tuesday to Thursday

### Public Bank Holidays and University Closure Dates:

25 <sup>th</sup> – 31 <sup>st</sup> December 2013	Closed for Christmas
1 <sup>st</sup> January 2014	Closed for New Year
18 <sup>th</sup> – 22 <sup>nd</sup> April 2014	Closed for Easter
5 <sup>th</sup> May 2014	Closed for May Day
26 <sup>th</sup> – 27 <sup>th</sup> May 2014	Closed for Spring Bank Holiday
25 <sup>th</sup> August 2014	Closed for Summer Bank Holiday

### Library Opening Times

The Kimberlin Library is open 24 hours during term-time.

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 Library opening times please visit <http://library.dmu.ac.uk/>

### 3 DE MONTFORT UNIVERSITY MISSION AND VISION

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We are a university of quality and distinctiveness, distinguished by our life-changing research, dynamic international partnerships, vibrant links with business and our commitment to excellence in learning, teaching and the student experience. We celebrate the rich cultural diversity of our staff, students and all our partnerships.

We will:

- develop an exciting and supportive learning environment that transforms our students and inspires them to make a real difference in society
- be a university that places research excellence and innovation at the heart of our mission
- focus on employability and understand the needs of business and the professions so that DMU courses are relevant and give our graduates a head start
- be a recognised leader in creative education and research, built on our reputation in the creative industries and driven by innovative projects across all faculties
- be a truly international university, building influential global relationships to enrich our research, teaching and cultural collaborations
- make a significant contribution to global efforts to achieve environmental sustainability

#### **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](mailto:equality@dmu.ac.uk).

## 4 RESEARCH DEGREE GOVERNANCE AND ADMINISTRATION AT THE UNIVERSITY

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### Research Degrees

The University offers the following academic awards:

- Master of Philosophy (MPhil)
- Doctor of Philosophy (PhD)
- PhD by Published Work
- Master of Art by Research (MA)
- Master of Science by Research (MSc)

### Registration Periods

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

Award	Minimum	Maximum
<b>MPhil</b>		
Full-Time	12 months (1 year)	24 months (2 years)
Part-Time	24 months (2 years)	48 months (4 years)
<b>PhD (via transfer or formal review route)</b>		
Full-Time	36 months (3 years)	48 months (4 years)
Part-Time	48 months (4 years)	72 months (6 years)
<b>PhD by Published Works (only available for members of staff)</b>		
Part-Time	12 months (1 year)	15 months (1 ¼ years)
<b>MA/MSc by Research</b>		
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 registration period are solely at the discretion of the Faculty. Applications for an extension to registration must be completed on the appropriate form and with the support of the student's First Supervisor **before** the approved period of registration has expired.

### Graduate School Office

The Graduate School Office (GSO) is 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-centred 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 has formal responsibility for the registration of research students and monitors, develops and amends as necessary the Research Degree Regulations, policies, protocols and Codes 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 registration, 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 Committees**

The Faculty Research Committee considers reports and briefings from the Research Degrees Committee and the Director of the Graduate School.

## **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 you navigate your 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 GSO 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 GSO will guide you through these processes at your induction with us 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 GSO coordinates the Researcher Development Programme which provides a schedule of comprehensive training opportunities to our doctoral researchers and opportunities to gain employability skills; preparing you for the highly competitive job market. 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 Office Staff:

Jan Hewitt (Graduate School Office Head)	<a href="mailto:jhewitt@dmu.ac.uk">jhewitt@dmu.ac.uk</a>	0116 250 6284
Kerry Mason (Research Training & Office Manager)	<a href="mailto:kmason@dmu.ac.uk">kmason@dmu.ac.uk</a>	0116 257 7015
Claire Kaylor–Tilley (Research Student Officer)	<a href="mailto:ckaylor-tilley@dmu.ac.uk">ckaylor-tilley@dmu.ac.uk</a>	0116 250 6179
Morgan Stankey (Administrator)	<a href="mailto:morgan.stankey@dmu.ac.uk">morgan.stankey@dmu.ac.uk</a>	0116 250 8798
Silvana McAuley (Administrator)	<a href="mailto:smcauley@dmu.ac.uk">smcauley@dmu.ac.uk</a>	0116 250 6309
Marie Barker (Administrator - PT)	<a href="mailto:mbarker@dmu.ac.uk">mbarker@dmu.ac.uk</a>	0116 250 6680
Nisha Cholera (Administrator - PT)	<a href="mailto:ncholera@dmu.ac.uk">ncholera@dmu.ac.uk</a>	0116 250 6679
Clare Perry (Administrator)	<a href="mailto:cperry@dmu.ac.uk">cperry@dmu.ac.uk</a>	0116 207 8125
Paula Stroud (Administrator - PT)	<a href="mailto:pstroud@dmu.ac.uk">pstroud@dmu.ac.uk</a>	0116 250 6680
Jimi O’Callaghan (Administrator)	<a href="mailto:jocallaghan@dmu.ac.uk">jocallaghan@dmu.ac.uk</a>	0116 250 6242

### Our Location

The Graduate School Office is located on the first floor, room 1.06, in the John Whitehead Building. We are open Monday to Friday throughout the year (excluding public holidays) from 09.30am until 16.30pm. Our postal address is:

Graduate School Office  
Room 1.06, John Whitehead Building  
De Montfort University  
The Gateway  
Leicester LE1 9BH

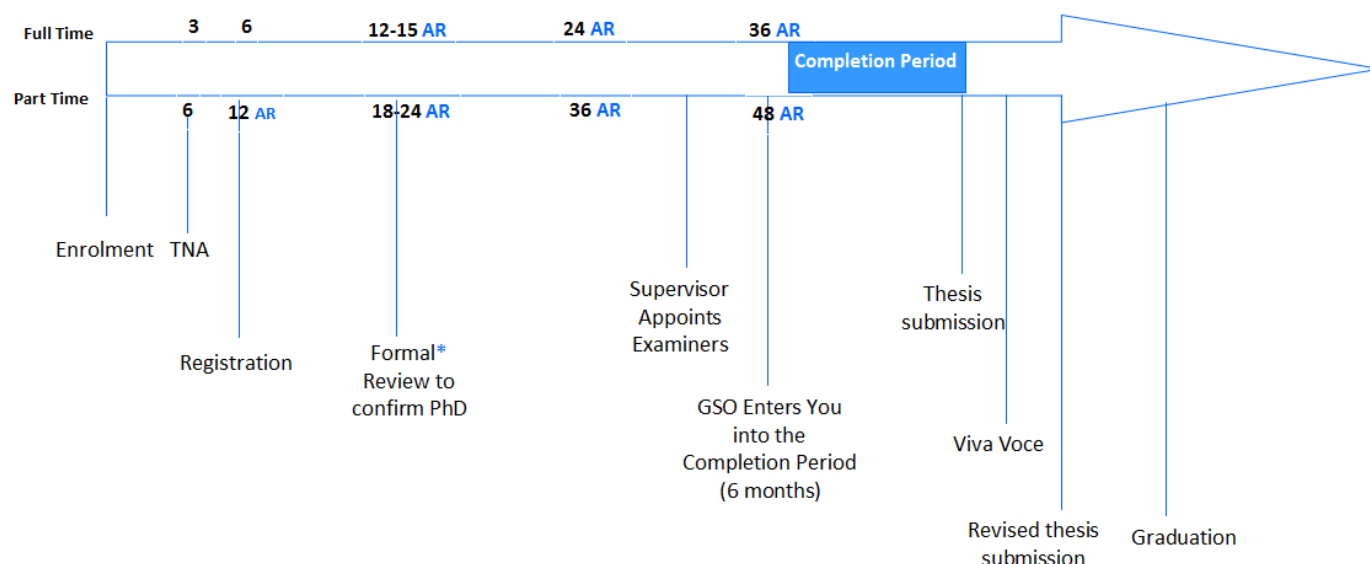
➤ You can email the Graduate School Office on [researchstudents@dmu.ac.uk](mailto:researchstudents@dmu.ac.uk)

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.

## 5 RESEARCH DEGREE PROGRESSION

The Graduate School Office 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.

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




The top line of the arrow depicts the full time student's timeline and the bottom line depicts the part time student's timeline. 'AR' means 'Annual Review'. We can see from this timeline arrow that *normally*, a full time student has:


- By 3 months ✓ completed the Training Needs Analysis online - in conjunction with their supervisor
- By 6 months/ 12 months PT ✓ submitted their Application to Register for a Research Degree to the GSO for Faculty Review  
[GSO form and guidance on web pages](#)
- By 12 months ✓ Participated in an Annual Review along with your supervisory team and an independent assessor. Your supervisor will arrange this  
[GSO form and guidance on web pages](#)
- By 15 months/ 24 months ✓ (at the latest!) submitted your Formal Review and supporting report to the GSO for Faculty Review  
[GSO form and guidance on web pages](#)
- By 24 months ✓ Participated in the second Annual Review, however, if you undergo the Formal Review in year 2, this will *replace* the Annual Review.
- By 36 months/ 60 months ✓ Be transferred into the 'Completion Period' which is a 6 months 'fee free' completion period, if you have completed 3 years of full time registration or 5


years of part time registration

- By 36+ months/  
60 months +
- ✓ At the end of the Completion Period, you may be ready to submit an examinable thesis to the GSO in order that this can be sent to your examiners in preparation for the viva voce. If you are not ready to submit your thesis at this time then we will charge continuation fees.

 [GSO guidance in the Regulations and Code of Practice](#) or email at [researchstudents@dmu.ac.uk](mailto:researchstudents@dmu.ac.uk)

This timeline describes a student progression cycle 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 many students have cause to take time away from their research for a variety of reasons and students can apply to interrupt their registration. This is discussed in detail on page 14.

You will see the  icon denotes the GSO research student form which accompanies the progression points of the research degree cycle. All the research administration forms are located on the GSO web pages and should be completed and submitted to the GSO who will then audit the forms and submit them to the Faculty for review and approval. When the Faculty notify the GSO of their decision this is communicated to the student and the supervisory team.

**NB** If you are viewing this document via the web this icon  denotes a hyperlink to the relevant site area.

The GSO research student forms can be found here:

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

Please note that the GSO 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 Registration

When you enrol with the University the GSO will notify you of your anticipated registration end date. This is the date by which you are expected to complete your research degree. This anticipated end date will not alter unless you apply to extend your registration so it's important to take particular note of the date.

Following enrolment all research students will remain probationary students until you have formally registered. Referring back to the timeline arrow, the registration takes place at 6 months for full time students and 12 months for part time students. The GSO will remind all students when their registration is due to take place. The registration 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 register as a research student, all students should complete an [‘Application to Register for a Research Degree’](#).

- Further guidance concerning ‘Application to Register for a Research Degree’ can be found here: <http://dmu.ac.uk/research/graduate-school/current-research-students/forms/forms.aspx>

During the probationary period you will be supervised by the first and second supervisor allocated to you at the time of admission.

Probationary students should carry out a **Training Needs Analysis (TNA)** in order to determine your research training profile. You need to discuss the TNA completion with your probationary supervisory team, within 3 months of enrolment for full-time students and 6 months for part-time students. The TNA exercise is carried out online and the GSO will remind you about this following your enrolment.

A probationary student must attend the induction component of the Researcher Development Programme, again, the GSO will remind you of this and notify you of the scheduled induction dates.

## **Doctoral Researcher Programme: Formal Review**

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. 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 your starting date and mode of study (full-time or part-time).

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 interview and is an excellent opportunity to practice for the oral viva voce examination.

Students identified as not being thought capable of successfully completing the PhD programme following the Formal Review will be transferred to the MPhil programme.



To complete the Formal Review process, students should complete the student section of the [Formal Progression Form and assessors report](#) and then email it to the supervisors who will complete their sections.

Students must sign the printed form before submitting it to the GSO and ask supervisors to confirm their approval either by signing the same form or confirming approval by e-mail to the GSO.

Students also need to submit an electronic copy of the transfer or Formal Review report to [researchstudents@dmu.ac.uk](mailto:researchstudents@dmu.ac.uk).

Further guidelines on the Formal Review process are provided on the GSO [web pages](#).

## **Monitoring your 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. Research degree supervisors must be able to show evidence that not only have regular **progress meetings** taken place, but also that the main points of discussion have identified the present stage of a student's research programme and advice has been given upon how to proceed.

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 'mydmu'. 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 Office and any sponsoring body can request to see such records.

Such formal discussions should occur at intervals no longer than one month for full-time research degree students and normally no longer than two months for part-time students. Therefore, it is expected that a full-time student will complete at least 10 records per annum and a part-time student shall complete at least 5. The GSO monitors the regularity of progress report submission.

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

## **Monitoring your 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 last 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, via video conferencing or telephone conference and is expected to last approximately one hour. 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 expected. The first supervisor will then complete the annual review form and submit this to the Graduate School Office.



Research students are required to complete the relevant sections of the Annual Review form and submit this to the first supervisor.

Please note, in the year where there is a Formal Review this will replace the Annual Review. Therefore, for full time students, the first Annual Review will 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 Reviews will take place in years 1 and 2 of the research degree.

## Thesis Submission

The submission of the thesis for examination should be accompanied by a thesis submission form which covers the originality of the work and its compliance with the requirements regarding registration. The form is completed by the student and the GSO will advise how to do this when you are ready to submit the thesis.



[GSO Research Student Form: Thesis Submission](#)

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 registration to be interrupted. Interruptions of registration are made on an **'Application for Interruption of Registration'** form. The form should be completed by the student and submitted to the Graduate School Office. As the approved registration period 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. If supervision continues, then the student status reverts to active fee paying.



[GSO Research Student Form: Application for Interruption of Registration](#)

To apply for an interruption to study students must complete the Application for Interruption of Registration form on the GSO web page. Retrospective applications are not usually permitted beyond 2 months.

## Extension to Registration

As noted earlier, the GSO will notify you of your registration end date and this is the date that your identity with the university will cease. Students can apply to extend this registration period and the decision to approve the extension request rests with the Faculty. Previous approved interruptions to registration will be taken into account if a student submits an application to extend their registration period.



[GSO Research Student Form: Application for Extension to Period of Registration](#)

To apply to extend registration students must complete the Application for Extension to Period of Registration form on the GSO web page

## **Change in Mode of Study**

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



[GSO research Student Form: Change of Mode of Study form](#)

To apply to change mode of study students must complete the Change of Mode of Study form on the GSO web page

## **Withdrawal**

A student can request withdrawal from the programme at any time. Notifications of withdrawal of registration are made on a '[Notification of Withdrawal of Registration](#)' form. 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 and sign the form, the First Supervisor may do so, giving the reasons for the student's unavailability. Students will be subject to an exit interview which will normally be carried out by the First Supervisor. The GSO will ensure that relevant departments across the University are informed so that an adjustment can be made to the fees, where relevant. Please note that failure to formally withdraw from the programme will result in tuition fees charged until such time as students do formally withdraw. Retrospective withdrawals are not usually permitted beyond two months.

## **Notification of Change of Contact Details**

Students must inform the GSO 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 GSO updated with contact details. All changes of contact details can be submitted via the mydmu portal.

## **Letter requests**

From time to time students may be asked to produce a letter which evidences attendance at De Montfort University. The GSO can produce such letters however, in busy periods this can take up to five working days. To request a letter please complete and submit a letter request form to the Graduate School Office through our website. Please note that the GSO does not produce letters for Council Tax Exemption, this is done through the Student Finance and Welfare team, see page 35 for more information.



[GSO Research Student Form: Letter Request](#)



## **Your Supervisory Team**

Each research student has a Supervisory Team consisting of a First Supervisor and one or more Second Supervisors and Advisors. The First Supervisor of the research project will also act as a Personal Tutor to the student. Each 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 at PhD level before and will have undertaken the Certificate in Research Supervision, run by the GSO.

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 what support can be reasonably expected from your supervisor. The supervisor undertakes many roles including providing advice, guidance and feedback on the research project.

However, whilst the supervisor provides direction to the framework of the research project, he/she will not give you precise instructions on what should be done at every stage of the project and every page of the thesis; you will need to take primary responsibility for the candidacy of the research degree and ideas, not to mention the requisite hard work, will ultimately be your responsibility.

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 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 GSO by contacting [researchstudents@dmu.ac.uk](mailto:researchstudents@dmu.ac.uk).

The copyright and other intellectual property rights in relation to theses 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 Office 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 a place of work 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 4.77

4th Floor Gateway House

Leicester, LE1 9BH, UK

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

T: +44 (0)116 257 7683, 7854 or 7853 (Health and Safety Officers)

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

E: [has@dmu.ac.uk](mailto:has@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](mailto: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 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 Department Secretary. This is mainly to ensure student's welfare as unexpected absence will be a cause for concern amongst the supervisory team.

## 6 RESEARCH ETHICS

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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 researchers themselves.

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-ethics-and-governance.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.

## 7 RESEARCHER DEVELOPMENT PROGRAMME

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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/researchers/428241/Vitae-Researcher-Development-Framework.html>

Upon enrolment, all students are required to complete a Training Needs Analysis (TNA) with their Supervisor, the GSO will instruct students how to do this. Following submission of the TNA, students will receive a detailed breakdown of the compulsory training they are required to attend during their programme, along with details of other training opportunities available both at a University and Faculty level. Students are sent attendance reports from the Graduate School Office so they can view what courses remain outstanding and regular reminders via Blackboard suggest courses which may be of interest.

- If upon receiving your training profile you have any queries please contact the Graduate School Office by emailing [rtp@dmu.ac.uk](mailto:rtp@dmu.ac.uk).

### University Research Training

The Graduate School Office has carefully matched our development programme to the Researcher Development Framework 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 2013/14 along with our 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 our 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](mailto:rtp@dmu.ac.uk)

## 8 ACADEMIC AND STUDENT SUPPORT SERVICES AND INFORMATION

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### Library and Learning Services

The Library and Information Service provides the normal range of services to be expected in an academic library, including long and short-term lending, inter-library loans, reference and user advisory services. You can access the full library resources as soon as you complete the enrolment process.

The Kimberlin Library contains books, journals, videos, DVDs and much more. You can find out what materials are available in the DMU libraries through the online library catalogue. There are a variety of study areas (silent, quiet and group) and nearly 500 computers in the Kimberlin Library and adjacent Eric Wood Learning Zone (PC and Mac). Most of the Kimberlin Library is covered by the campus wireless network. More information about the particular support offered by the library to research students at De Montfort University is provided during your induction by the Graduate School Office. You can also find specific information about Library Services for research students here:

➤ <http://www.library.dmu.ac.uk/Users/Researchers/index.php?page=24>

“The Greenhouse” learning space, next door to the Clephan Building, provides a similar study facility to that offered in the Eric Wood Learning Zone. The space offers around 200 extra study seats, including a number of additional syndicate areas and IT workstations. Opening from 10am – 6pm on weekdays in term time, it provides additional study facilities during the busiest times of the day.

You can come into the library during term time from Sunday at 10am to the following Friday at 10pm non-stop, plus 9am-8pm on Saturdays. During the day and evenings, library staff are available to help you. Overnight, the building remains open on a self-service basis and you can still take out and return books, videos and DVDs, and use the computers, printers and photocopiers.

There are two dedicated Learning Zones on the ground floor of the Kimberlin Library and the Eric Wood Building, where you can study and work on your own or in a group. The study tables have a power supply so you can work on your own laptop using the wireless network. You can practice group presentations by booking a syndicate room with interactive whiteboards, plus DVD and video facilities on large screens.

### 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. You will need your 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. 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](mailto:rtp@dmu.ac.uk)

- **Monthly Thesis Drop-Ins**

CLaSS runs monthly thesis drop-ins for research students who are looking for quick answers to questions they have about any aspect of academic writing. The drop-ins are held on one Friday a month between 11-12pm.

For more information on specific dates, please contact Melanie Petch: [mpetch@dmu.ac.uk](mailto:mpetch@dmu.ac.uk)

- **E-tutorials for Distance Learners**

CLaSS offers study advice by email to all distance learners. We can look at a section of your work (500 words), but will not proofread whole documents.

You can send an email to: [classtutorials@dmu.ac.uk](mailto:classtutorials@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. To book a tutorial contact: [class@dmu.ac.uk](mailto:class@dmu.ac.uk) or call 0116 257 7042. Alternatively, call in and book your tutorial in person with a member of staff in the Kimberlin Library foyer.

- **CLaSS Workshops**

CLaSS workshops offer guidance and practical ideas to help you develop your academic work, and to make the most of your learning experience at University. They run throughout the year.

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://www.library.dmu.ac.uk/Support/Support/index.php?page=523>  
Higher Education Assignment Toolkit: <http://www.library.dmu.ac.uk/Support/Heat/>  
Proofreading for Grammar Toolkit:  
<http://www.library.dmu.ac.uk/Images/CLASS/ProofreadingForGrammarToolkit.pdf>

- The Centre for Learning and Study Support, Ground Floor, Kimberlin Library  
Tel: 0116 257 7042  
Email: [class@dmu.ac.uk](mailto:class@dmu.ac.uk)  
Web: [www.library.dmu.ac.uk/libk/CLASS](http://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.

## **Blackboard**

Blackboard is the online learning environment 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 Office 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@email.dmu.ac.uk). This will be the main form of communication from the Graduate School Office 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/](http://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: 5pm until 8am the next morning

Tuesday, Wednesday and Thursday: 5.15pm until 8am the next morning

Friday: 5pm and throughout the weekend until 8am Monday

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

- Call: 0116 250 6050 or 0800 953 1081

Email: [itmsservicedesk@dmu.ac.uk](mailto: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 Card

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 Office as soon as possible. A replacement will be issued but there will be a cost of approximately £5 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 Office in this instance.

### **Student Information Sources: [dmu.ac.uk/dmu-students](http://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](http://www.dmu.ac.uk/dmu-students).

### **Student Information Sources: The Student Portal ([www.my.dmu.ac.uk](http://www.my.dmu.ac.uk))**

The [my.dmu.ac.uk](http://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: <https://my.dmu.ac.uk/>.

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 Office 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, Ann Baughan, for 1:1 careers appointments about any of these areas and for mock interview practice.

- Contact [rtp@dmu.ac.uk](mailto:rtp@dmu.ac.uk) to book an appointment. Ann 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)
- Unit temps (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)

## **De Montfort Students' Union (DSU)**

The Students' Union is on the first floor of the Campus Centre on Mill Lane and is responsible for overall academic representation in the University, therefore if the Graduate School Office 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. Students will be informed of committee meeting dates, times and venues and the GSO 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.demontfortstudents.com](http://www.demontfortstudents.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 Student's Union in collaboration with the Graduate School Office.

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 Office will send Faculty-specific communications to research students on behalf of the research student representatives. In addition, the GSO will hold regular consultative meetings with student representatives.

At the start of the academic session the GSO will be contacting students to highlight how they can nominate themselves for the position of Student Representative. For further information please speak to your Research Student Officer, Claire Kaylor-Tilley in the GSO, or alternatively contact the Students Union directly at:

- Ben Atkins (Student Engagement Co-ordinator)  
0115 2551551 ext 4812  
[benjamin.atkins@dmu.ac.uk](mailto:benjamin.atkins@dmu.ac.uk)

## **Postgraduate Research Students Association (PRSA)**

The Postgraduate Research Students' Association (PRSA) is a research student community managed by research students and welcomes all fellow De Montfort University research students and aims to help them enjoy their time here in Leicester. Research study can be quite isolating and the PRSA is a group through which you can make new contacts with other research students or can get support and advice for personal or academic problems. As a DMU Research student, you are automatically a member of the PRSA. The PRSA has an active knowledge sharing and social calendar with regular local events as well as opportunities to visit major attractions outside Leicester at discount prices.

All the events organised are advertised through the university mailing system with the subject title starting with PRSA, you will also find us on Facebook. Further information can be found at the following link:

- [http://www.dmu.ac.uk/research/graduate-school/postgraduate-research-students-association-\(prsa\).aspx](http://www.dmu.ac.uk/research/graduate-school/postgraduate-research-students-association-(prsa).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/Library/STUDENTWEBFORMFINAL.pdf>

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

### **Opening hours**

8.00 am to 5.00 pm weekdays

Late surgeries until 8.45pm Monday and Wednesday

### ➤ **Location**

100 Mill Lane

Leicester LE2 7HX

T: (0116) 222 7272

W: [demontfortsurgery.co.uk](http://demontfortsurgery.co.uk)

## **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**

Second Floor, Campus Centre

T: +44 (0)116 250 6389

E: [LeicChap@dmu.ac.uk](mailto:LeicChap@dmu.ac.uk)

➤ **Coordinating Chaplain**

DMU Chaplaincy, Second Floor, Campus Centre

T: +44 (0)116 250 6389

E: LeicChap@dmu.ac.uk or davidcundill@me.com

**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 by 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.

For counselling and mental health queries the Mental Health Advisor is available every day from 12-2pm 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

## 9 FINANCIAL INFORMATION AND ADVICE

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### 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 10am to 4pm (term time) or 11am to 3pm (vacation time).

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: [sfw@dmu.ac.uk](mailto:sfw@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 9am and 5pm.

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 call +44 (0)116 257 7301.

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



## 10 INTERNATIONAL STUDENT SUPPORT

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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, you will have a range of support 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 have created specific guidance which is available for our International Students by visiting:

- <http://www.dmu.ac.uk/international/en/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. Last year 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 2013/14 Explore UK programme at the start of the Autumn term.

### **Contact Us**

- For any specific queries the International Student Support team can be contacted by emailing [internationalsupport@dmu.ac.uk](mailto:internationalsupport@dmu.ac.uk) or by calling our International Student Support Officer, Andy Gale on +44 (0)116 250 6388.

The International Student Support Office is based in the Student Services Centre, on the ground floor of Gateway House and is open from 9am to 5pm, Monday to Friday.

### **Centre for English Language Learning**

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 2013 to 26 June 2014 every Tuesday between 1.00pm and 3.00pm in the Main Building, room 3.11.

### **Contact us:**

- **T:** +44 (0)116 250 6571 / 257 7258  
**F:** +44 (0)116 257 7857  
**E:** [englishlanguage@dmu.ac.uk](mailto:englishlanguage@dmu.ac.uk)

- **Address:**  
Centre for English Language Learning  
Main Building  
De Montfort University  
The Gateway Leicester, LE1 9BH

### **Welfare and Education Centre**

The Students' Union Welfare and Education Centre can help international students with immigration queries including extending your student visa.

- Contact the team on [wec@dmu.ac.uk](mailto:wec@dmu.ac.uk) or (0116) 6307 to make an appointment.

## 11 YOUR RESPONSIBILITIES AS AN INTERNATIONAL STUDENT AT DMU

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For the specific attention of our full time, international students, 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 GSO 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 dependant 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

## Research Students Registration Period

The Graduate School Office 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 14 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.

## 12 STUDENT CHARTER

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We are committed to making your time with us as valuable and problem free as possible. In order to maximise your time the university, we ask you to familiarise yourself with the following information.

### **The 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.

### **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

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

#### 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

### **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

- 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

#### Take part in university life

- Take part in surveys and consultations to improve your experience and that of future students
- Take part in academic and social activities across DMU
- Engage with your Students' Union

#### Awareness

- Find out about the services available to you and use them
- Be aware of the DMU guidelines

#### Dignity and respect

- Develop professional standards of behaviour
- Treat other students and staff with dignity and respect
- 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
- Offer 24/7 personal and professional support, plus mediation and independent advice

#### Democracy

- Represent all students equally and ensure your interests are represented
- 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

## 13 UNIVERSITY CONTACTS

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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 (Reception)
Counselling & Personal Support	121@dmu.ac.uk (goes to the Counsellors direct)
Disability Advice & Support	disability@dmu.ac.uk
General Enquiry	ecentre@dmu.ac.uk
Housing Office	housing@dmu.ac.uk
International Admissions Office	IAO@dmu.ac.uk
ITMS Helpdesk	itmsservicedesk@dmu.ac.uk
ITMS Shop	isas-shop@dmu.ac.uk
Library & Learning Services	0116 257 7042
Press and Public Relations	news@dmu.ac.uk
Student Union	suenquiries@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	wec@dmu.ac.uk (visa advice)
Student Health Centre	demontfortsurgery.co.uk
Switchboard	0116 255 1551
University Bookshop	bookshop@dmu.ac.uk
Money and Welfare	moneyandwelfare@dmu.ac.uk

### International Students

International Student Support	internationalsupport@dmu.ac.uk
Centre for English Language Learning (CELL)	(0116) 250 6571
International Students' Association	(0116) 255 5576
Students' Union: Welfare & Education Dept	Katherine Weston: (0116) 255 5576

## 14 USEFUL WEBSITES

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

- **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 programmes** – [www.vitae.ac.uk](http://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](http://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.
- **Research Together** – [www.researchtogether.com](http://www.researchtogether.com)  
This website is aimed at all researchers from part-time graduate students on Masters and PhD degrees, right up through full time professors in academia and commercial research works.
- **National Postgraduate Committee** – [www.npc.org.uk](http://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/](http://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



## 15 IN CASE OF EMERGENCY

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### **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 Specific Information**

**The Graduate School Office**

**2013/14**

## DOCTORAL TRAINING PROGRAMMES (DTPS)

From October 2013, the university has established 12 Doctoral Training Programmes across the four faculties which will provide specialist training in selected research fields. Most research students will be assigned to one of the DTPs at enrolment and will subsequently be contacted by the relevant faculty who will provide details of the training programme. 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.

DOCTORAL TRAINING PROGRAMME	CO-ORDINATOR(S)
<b>Art, Design &amp; Humanities:</b>	
Theory and Practice of Design and Innovation	Peter Ford / Grahame Hudson
Practice-Based Research	Ernest Edmonds / Hongji Yang
Textual History and Culture in the Digital Age	Deborah Cartmell/ Gabriel Egan / Stuart price (LMS)
Visual Histories and Visual Methods	Elizabeth Edwards / Tim O'Sullivan / Douglas Cawthorne
<b>Business &amp; Law:</b>	<b>Nick Webber</b>
Public Policy & Governance (PPG)	Colin Copus/Steve Griggs
Human Resource Management & Organisational Behaviour [HRM/OB]	Phil Almond
Business & Law	Gavin Dingwall
<a href="http://www.dmu.ac.uk/about-dmu/schools-and-departments/leicester-business-school/doctoral-training-programme-.aspx">http://www.dmu.ac.uk/about-dmu/schools-and-departments/leicester-business-school/doctoral-training-programme-.aspx</a>	
<b>Health &amp; Life Sciences:</b>	<b>Sally Ruane</b>
<b>Applied Social Sciences</b>	
Applied Health Pathway	Lorraine Culley
Crime and Justice	Rob Canton
Ethnicity and Diversity Pathway	Lorraine Culley
Social Work and Social Justice	Mary Larkin
<b>Bioanalysis, Pharmaceuticals and Health</b>	Martin Grootveld
Bioanalytical Science/Chemistry for Health Stream	Martin Grootveld/Randolph Arroo
Pharmaceutical Technologies	Martin Grootveld/Geoff Smith
Biomedical and Environmental Health	Parvez Haris
Pharmacology	Tyra Zetterström
<b>Technology:</b>	
<b>Intelligent Systems</b>	Jenny Carter/ Shengxiang Yang / Francisco Chiclana
<a href="http://www.dmu.ac.uk/study/technology/doctoral-training-programme/intelligent-systems-doctoral-programme.aspx">http://www.dmu.ac.uk/study/technology/doctoral-training-programme/intelligent-systems-doctoral-programme.aspx</a>	

<b>Cyber Security</b> <a href="http://www.dmu.ac.uk/study/technology/doctoral-training-programme/cyber-security-doctoral-programme.aspx">http://www.dmu.ac.uk/study/technology/doctoral-training-programme/cyber-security-doctoral-programme.aspx</a>	Tim Watson
<b>Information Society</b> <a href="http://www.dmu.ac.uk/research/research-faculties-and-institutes/technology/centre-for-computing-and-social-responsibility/postgraduate-study.aspx">http://www.dmu.ac.uk/research/research-faculties-and-institutes/technology/centre-for-computing-and-social-responsibility/postgraduate-study.aspx</a>	Ben Fairweather
<b>Engineering</b> <a href="http://www.dmu.ac.uk/study/technology/doctoral-training-programme/engineering-doctoral-programme.aspx">http://www.dmu.ac.uk/study/technology/doctoral-training-programme/engineering-doctoral-programme.aspx</a>	Christian Serdean/Alistair Duffy
<b>Sustainable development</b> <a href="http://www.dmu.ac.uk/study/technology/doctoral-training-programme/sustainable-development-doctoral-programme.aspx">http://www.dmu.ac.uk/study/technology/doctoral-training-programme/sustainable-development-doctoral-programme.aspx</a>	Paul Fleming

## FACULTY OF ART, DESIGN AND HUMANITIES

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*The Faculty of Art, Design and Humanities places a strong emphasis on research and our vibrant research culture. We have a broad range of MA Research, MPhil and PhD students. Our undergraduate and postgraduate teaching is underpinned by research, and we value the impact of our students' research within and beyond academia. Our purpose in undertaking research is to advance knowledge, to test and discover new ideas, and to revise our understanding of the world in which we live. One very visible manifestation of our commitment to research is our relationship with you, as an incoming research student. We recognize that your work builds the foundations for future scholarship and practice and we want to support you in achieving your research goals. The research that you undertake transforms the status quo: it cannot, by definition, simply repeat what is already known. Your research degree should be a voyage of discovery, one which will be exciting and enjoyable to you personally, so make the most of this time as a student. Get to know other students who are in the Faculty; and explore Leicester city, both its history and its contemporary diverse culture. I hope that your experience here will be a deeply satisfying one, and I wish you the best of luck with your studies in our Faculty. If you have any specific feedback about your experience as a Student in Art, Design and Humanities, then please contact me or Dr Tina Barnes-Powell who is responsible for the overall research student experience in the Faculty. We wish you luck in your studies with us, and look forward to finding out more about your research projects.*

**Ms Barbara Matthews**  
**Dean of the Faculty of Art, Design and Humanities**

### Key Research Contacts in the Faculty

#### Faculty Head of Research Students

Dr Tina Barnes Powell  
Office: Clephan 0.38  
Telephone: 0116 257 6150  
Email: [tbp@dmu.ac.uk](mailto:tbp@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. Dr Tina Barnes-Powell also runs the Faculty Research Methods Module for all Faculty Post Graduate Students, so you will be meeting her by attending her lectures or by downloading the content from blackboard. As well as teaching you research methods, Tina can also help you in a wide range of other 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 Head of Research

Professor Joe Phelan  
Office: Clephan 2.21  
Telephone: 0116 8265  
Email: [jphelan@dmu.ac.uk](mailto:jphelan@dmu.ac.uk)

If you volunteer to become a student rep you will meet the Head of Research, as you will be able to attend the Faculty Research Committees and present and discuss student business. Professor Joe Phelan chairs the Faculty Research Committee, and represents the Faculty on the University Research Committee.

### **Departmental Research Degree Student Coordinators**

#### **Department of English and Creative Writing**

Professor Deborah Cartmell

Office: Clephan 2.26

Telephone: 0116 250 6685

Email: [djc@dmu.ac.uk](mailto:djc@dmu.ac.uk)

#### **Department of Historical and Social Studies**

Professor Panikos Panayi

Office: Clephan 1.05

Telephone: 0116 207 8478

Email: [ppanayi@dmu.ac.uk](mailto:ppanayi@dmu.ac.uk)

#### **Department of Performance and Digital Arts**

Professor Ramsay Burt

Office: Clephan 2.08

Telephone: 0116 207 8478

Email: [rburt@dmu.ac.uk](mailto:rburt@dmu.ac.uk)

#### **Chair of Faculty Research Ethics Committee**

John Williams

Office: Gateway 3.31

Telephone 0116 207 7576

Email: [jtw@dmu.ac.uk](mailto:jtw@dmu.ac.uk)

#### **Ethical Approval Administrator**

Luke Norsworthy

Office: Clephan 0.08

Telephone: 0116 257 7240

Email: [lnorsworthy@dmu.ac.uk](mailto:lnorsworthy@dmu.ac.uk)

### **Research Space**

The Faculty has dedicated areas for research students including quiet study areas with computer facilities (PC and Mac) with free internet access and scanning facilities.

Wireless internet connection for laptops is also available. To register to use the wireless network follow the guidance from the ISAS website at;

<http://www.dmu.ac.uk/about-dmu/professional-services/information-technology-and-media-services/prospective-students/wireless.aspx>

Please note; for any technical enquiries please contact the Computer Centre in Clephan 1.32.

### **Clephan Computer Centre and Fletcher PG CAD Facilities**

The Computer Centre is located on the first floor (CL 1.32) of the Clephan building. The centre is open Monday to Friday from 9am to 5pm during term time. It is staffed by dedicated technicians who are able to answer your questions, provide support and will always endeavour to solve your IT problems. The Computer Centre includes a state-of-the-art Media lab with Apple Power-Mac computers, cinema screens and all the latest creative software applications. You also have access to computing classrooms and an additional suite of computer workstations.

You can join the Computing Centre for free; you then have free access to all the latest technologies and full technical support at all times plus the added bonus of peace and quiet.

For further information about the Computer Centre please contact the Computer Centre on (0116) 250 6326 or alternatively pick up an information sheet from the centre.

### **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. For regulations surrounding teaching opportunities please refer to your Code of Practice.

### **Faculty Advice Centre**

Clephan Foyer, Ext 7394, adh@dmu.ac.uk

### **Faculty Disability Coordinator**

Donna Neal, Ext: 7003 Clephan Building, 0.26

## FACULTY OF BUSINESS AND LAW

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*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 any time.*

*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 David Wilson**  
**Dean of Faculty of Business and Law**

### **Key Research Contacts in the Faculty**

#### **Faculty Head of Research Students**

Professor Gavin Dingwall  
Office: Hugh Aston 6.88  
Telephone: 0116 257 7175  
Email: [gdingwall@dmu.ac.uk](mailto:gdingwall@dmu.ac.uk)

#### **Deputy Faculty Head of Research Students**

Dr. Nick Webber  
Office: HU4.59  
Telephone 8209  
Email: [nwebber@dmu.ac.uk](mailto:nwebber@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

#### **Dean of Faculty**

Professor David Wilson

Office: Hugh Aston 4.90

Telephone: 0116 257 7200

Email: [djwilson@dmu.ac.uk](mailto:djwilson@dmu.ac.uk)

#### **PA to Dean**

Margaret Spence

Office: Hugh Aston 4.91

Telephone: 0116 257 7201

Email: [mspence@dmu.ac.uk](mailto:mspence@dmu.ac.uk)

#### **Head of Postgraduate Studies**

Mr Martyn Kendrick

Office: Hugh Aston 5.95

Telephone: 0116 257 7914

Email: [mkcor@dmu.ac.uk](mailto:mkc@dmu.ac.uk)

#### **Head of Research**

Dr. Steven Griggs

Hugh Aston HU3.77

Telephone 0116 257 7786

[sgriggs@dmu.ac.uk](mailto:sgriggs@dmu.ac.uk)

#### **Research Administrator**

Janine Holland

Office: Hugh Aston 0.34

Telephone: 0116 250 6454

Email: [jvadm@dmu.ac.uk](mailto:jvadm@dmu.ac.uk)

#### **Faculty Manager**

##### **Disability Coordinator**

##### **Health and Safety Officer**

Tracey Lee-Adams

Office: Hugh Aston 4.87

Telephone: 0116 250 6292

Email: [Tlee-Adams@dmu.ac.uk](mailto:Tlee-Adams@dmu.ac.uk)

## **Faculty Research Student Co-ordinators**

### **Accounting and Finance**

Dr. Nick Webber  
Office: HU4.59  
Phone 8209  
[nwebber@dmu.ac.uk](mailto:nwebber@dmu.ac.uk)

### **Human Resource Management**

Professor Allan Macpherson  
[amacpherson@dmu.ac.uk](mailto:amacpherson@dmu.ac.uk)  
Based in the USA

### **Law**

Professor Mel Kenny  
Office: HU5.97  
Phone 7187  
[mkenny@dmu.ac.uk](mailto:mkenny@dmu.ac.uk)

### **Politics and Public Policy**

Professor Jonathan Davies  
Office: HU3.74  
Phone 7818  
[jsd Davies@dmu.ac.uk](mailto:jsd Davies@dmu.ac.uk)

### **Strategic Marketing and Management**

Dr. Demola Obembe  
Office: HU4.73  
Phone 7916  
[dobembe@dmu.ac.uk](mailto:dobembe@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. For regulations surrounding teaching opportunities please refer to your Code of Practice.

### **Faculty Student Advice Centre**

Hugh Aston, 0.37, Ext 8216/7243, [studentadvicecentre@dmu.ac.uk](mailto:studentadvicecentre@dmu.ac.uk)

**Faculty Disability Coordinator**

Tracey Lee-Adams, Ext: 6292 Hugh Aston, 4.87

## FACULTY OF HEALTH AND LIFE SCIENCES

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*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!*

**Professor Mandy Ashton**  
**Dean of the Faculty of Health Sciences and PVC**

### **Key Research Contacts in the Faculty**

#### **Faculty Head of Research Students**

Tina Harris  
Office: Edith Murphy 3.37  
Telephone: 0116 257 7804  
Email: [tiharris@dmu.ac.uk](mailto:tiharris@dmu.ac.uk)

#### **Deputy Faculty Head of Research Students**

Dr Katie Laird  
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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 Head of Research**

Professor Richard Jenkins  
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**Research and Commercial Office Manager**

Helen Douds

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Telephone: 0116 257 7891

Email: [hdouds@dmu.ac.uk](mailto:hdouds@dmu.ac.uk)

**Faculty Heads of Research Groups****Nursing and Midwifery**

Judith Tanner

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**Health Policy**

Dr Sally Ruane

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**Social Work**

Dr Julie Fish

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**Mary Seacole Research Centre**

Professor Mark Johnson

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**Participation and Social Justice**

Jennie Fleming

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**Human Communication Studies**

Pip Cornelius

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**IVF/Reproductive Work**

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**Criminal Justice, Policy and Practice**

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**Psychology**

Professor Brown  
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**Chemistry for Health**

Dr Randolph Arroo  
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**Biomedical and Environmental Health**

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**Bimolecular Technology**

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**Pharmaceutical Technologies**

Dr Geoff Smith  
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**Pharmacy Practice**

Peter Rivers  
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**Pharmacology**

Dr Tyra Zetterstrom  
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Telephone: 0116 250 6477  
Email: [tscz@dmu.ac.uk](mailto:tscz@dmu.ac.uk)

**Young People**

Dr Scott Yates

Office: Hawthorn 00.19a

Telephone: 0116 207 8703

Email: [syates@dmu.ac.uk](mailto:syates@dmu.ac.uk)

**Sickle Cell/Thalassemia**

Professor Simon Dyson

Office: Hawthorn 1.27

Telephone: 0116 257 7751

Email: [sdyson@dmu.ac.uk](mailto:sdyson@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](mailto: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. For regulations surrounding teaching opportunities please refer to your Code of Practice.

**Faculty Student Advice Centre**

Edith Murphy, Ext 3841 (0116) 201 3853, [Hls.advice.centre@dmu.ac.uk](mailto:Hls.advice.centre@dmu.ac.uk)

**Faculty Disability Coordinator**

Health and Life Sciences

Elliot Juby, Ext: 7884 Edith Murphy, 0.26

## FACULTY OF TECHNOLOGY

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*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 seventeen research groups across a range of topics in Engineering, 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 Raouf Hamzaoui**  
**Technology Head of Research**

### **Key Research Contacts in the Faculty**

#### **Faculty Head of Research Students**

Professor Raouf Hamzaoui  
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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 Head of Research**

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#### **Research and Innovation Support Manager**

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**Faculty of Human Research Ethics Committee (FHREC) Chair**

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**Faculty Research Centres****Advanced Manufacturing Processes and Mechatronics Centre (AMPMC)**

Professor David Stockton

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**Centre for Computational Intelligence (CCI)**

Professor Shengxiang Yang

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**Centre for Computing & Social Responsibility (CCSR)**

Professor Bernd Stahl

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**Centre for Electronic and Communications Engineering (CECE)**

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Professor Raouf Hamzaoui

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**Centre for Engineering Science & Advanced Systems (CESAS)**

Professor Bogumil Ulanicki

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**Cyber Security Centre (CSC)**

Professor Tim Watson

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**DMU Interest Group in Transport Systems (DIGITS)**

Professor Francisco Chiclana

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Dr David Elizondo

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Email: [elizondo@dmu.ac.uk](mailto:elizondo@dmu.ac.uk)

**Emerging Technologies Research Centre (EMTERC)**

Dr Shashi Paul

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**Imaging & Displays Research Group (IDRG)**

Professor Martin Richardson

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**Institute of Creative Technologies (IOCT)**

Professor Ernest Edmonds

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**Media Discourse Group (MEDIA)**

Professor Stuart Price

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**Music, Technology and Innovation Research Centre (MTI)**

Professor Leigh Landy

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**Institute of Energy & Sustainable Development (IESD)**

Professor Paul Fleming

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**Interactive & Media Technologies Group (IMT)**

Dr Dylan Menzies / Dr Lorenzo Picinali

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**Software Technology Research Laboratory (STRL)**

Professor Hussein Zedan

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**Virtual Reality and Assisted Living Research Group (ViR.AL)**

Dr Samad Ahmadi / Dr Lorenzo Picinali

Office: Gateway 5.36 / 6.62

Telephone: +44 (0)116 250 6314 or +44 (0)116 207 8051

Email: [sahmadi@dmu.ac.uk](mailto:sahmadi@dmu.ac.uk) or [lpicinali@dmu.ac.uk](mailto:lpicinali@dmu.ac.uk)

**Cinema and Television History research Centre (CATH)**

Professor Steve Chibnall

Office: Clephan 3.06H

Telephone: 0116 257 7320

Email: [schib@dmu.ac.uk](mailto:schib@dmu.ac.uk)

**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 Sue Molendo in the Faculty Executive on the 4<sup>th</sup> floor of Gateway House.

**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 Office. You should submit your ethical

approval form to Anne Smith the Research and Innovation Office, again on the 4<sup>th</sup> floor of Gateway House 4, along with a copy of your completed registration form. This should be done when your registration form is handed in to the Graduate School Office.

### **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. For regulations surrounding teaching opportunities please refer to your Code of Practice.

### **Faculty Advice Centre**

Gateway House, 0.4A, Ext 8497/8499, techsupp@dmu.ac.uk

### **Faculty Disability Coordinator**

Leanne Franklin, Jina Ali - Ext: 6114 Gateway House, 0.4

## Appendix 1: Out of Hours Form and Guidance Notes

### 1 Core Hours are:-

Leicester City Academic Buildings: 0800 - 2130 Mon to Fri (Term Time)  
0800 - 1900 Mon to Fri (Vacation Periods)

Leicester City Admin Buildings: 0730 - 1900 Monday to Friday  
(i.e. Eric Wood, Southgate House,  
Trinity House, 12 The Newarke)

2 Unless alternative arrangements have been agreed in advance in writing, you will have to report to the Security Office and will have to produce your student ID card before being allowed into any building. When you are ready to leave you are required to inform Security who will lock all doors as you leave.

3 The university 'out of hours' form must be used to obtain authorisation to gain access to a building outside of core hours. Research students need to use Form B.

4 Please complete the top section including the rooms to which you require access and the dates during which you wish to work.

5 A telephone contact number is required so that you may be contacted by Security in the event of an emergency while you are in the building. This could be either an internal extension number or a personal mobile phone number.

6 It is the responsibility of the Head of Department to ensure that activities to be undertaken outside core hours have been subject to a risk assessment which shows that there is a sufficiently low risk to allow staff to work alone.

7 The Head of Department must also ensure that they have introduced systems which can demonstrate that the individual has been informed of all relevant safety requirements, including first aid provision, safe evacuation of the premises and actions to be taken in the event of an emergency.

8 When you have signed the form it should be passed to your academic supervisor for their signature as they are responsible for ensuring the safety of students while on university premises.

9 When the academic supervisor has signed the form they should pass it to the Head responsible for the area in which they wish to work.

10 When the form is complete it should be passed to the Dean who will arrange for copies to be kept on file and will send the original to the Head of Security.

**Please note that the completed form must be received by the Head of Security at least 48 hours before access is required to the building.**

**REQUEST FOR OUT OF CORE HOURS ACCESS TO BUILDINGS**  
**Form B**  
**For the use of Post-graduate and Research Students**

<b>Building</b>		
<b>Faculty</b>		
<b>Applicant's Name</b> (Please Print Clearly)	First Name(s)	Last Name (See Note) P. No.      P..... (From I/d Card)

**Note:** Your application will be filed under this name. Please print clearly or your application may be misfiled resulting in you being refused access.

I, ..... (print name) am a post-graduate/research  
student in the Department of .....

undertaking ..... (state course)

I wish to gain access to room (s) ..... in the period from  
..... (date) to ..... (date)

My telephone contact number while in the building will be .....

Signed ..... Date .....  
(Applicant)

**SUPERVISOR'S AUTHORISATION**

As the supervisor of the student named above I hereby authorise their access to the rooms stated during the periods defined above. I confirm that I have made him/her aware of all relevant safety requirements, including safe evacuation of the premises, First Aid Procedures and actions required in the event of an emergency.

Signed ..... Date .....

Name ..... (please print)

**HEAD OF DEPARTMENT'S AUTHORISATION**

As the Head responsible for the area described I hereby authorise the named person to have access to the rooms stated during the periods defined, as shown above.

Signed ..... Date .....

Name ..... (please print)

Signed ..... Date .....

(Dean of Faculty/Head of Cost Centre)

Received by ..... Date .....(Head of Security)

**\* Please note this completed form must be received by Security at least 48 hours before the event.**

