

Doctoral Handbook

For students on all
doctoral programmes

2020/21



Doctoral College



UNIVERSITY OF
BATH

Welcome

Welcome to the University of Bath and to your Doctoral College.

The University of Bath is a vibrant and diverse research-intensive environment. You are joining academics and researchers of international reputation, known for the originality and significance of their work.

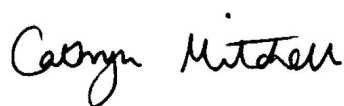
I am sure you want to make the most of your time here, whether you're studying for a PhD, Integrated PhD, MPhil or Professional Doctorate,, so I strongly encourage you to engage fully with your fellow doctoral students, staff colleagues and our research partners nationally and internationally. Our broader research community will offer you a host of opportunities for intellectual stimulation, to nurture your love of discovery and to help to equip you with the necessary skills to succeed in your chosen career path and professional life.

Cutting edge research brings many challenges, and these tend to be very different to those which you experienced in your undergraduate degree. You'll need to set your own goals, think and plan your research, manage your time and have confidence to explore your own ideas.

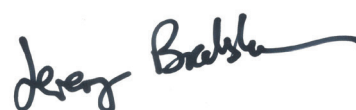
Your Doctoral College provides a single point of access to a range of professional and support services geared towards your needs, wherever you are. Whether it's advice about your doctorate, some help with managing your time, or a series of free workshops on thesis writing, you'll have access to all the support you need and meet plenty of other researchers too.

Taking advantage of these opportunities will require effort and initiative on your part but it is effort that will be richly rewarded both now and in the future.

Enjoy your studies.



Professor Cathryn Mitchell
Academic Director, Doctoral College



Professor Jeremy Bradshaw
Pro-Vice-Chancellor (International and Doctoral)



About this Handbook

Whether you are on a PhD, Integrated PhD, MPhil or Professional Doctorate, this handbook is for all doctoral students commencing studies at The University of Bath in 2020/21.

The handbook provides you with all the essential information about getting started with your research, making progress through your studies and getting the most out of your research degree. You may receive programme-specific information from your Department/School/Research Council-funded Doctoral Training Entity in addition to this handbook.

Many of you join us at different points in the year. Some will be based on campus but others will be off-site, accessing facilities during residential visits and online. Some of you will have studied at Bath before, and others will be new to the city, or to the UK.

Whatever your circumstances, the first few months of your doctoral degree are a vital time for making contacts, familiarising yourself with what is on offer, locating important information and planning ahead.

We hope this handbook helps.

If there is anything that you cannot find, or if you have any suggestions to improve it, please do get in touch with us at

The Doctoral College
10W, Level 3
doctoralcollege@bath.ac.uk
+44 (0)1225 383463

Changes due to Coronavirus

As you know, there have been many differences in doctoral studies over the past months due to the Coronavirus restrictions. You can find the latest information and guidance on [our website](#), including details of remote working and campus reopening, hardship and wellbeing support, and how to work with your supervisory team remotely.

We also have information on how processes such as registration, document checking, induction and confirmation can happen remotely and with safe distancing, as well as links to Student Immigration Services and the changes for Tier 4 visa holders.

During the pandemic our DoctoralSkills training courses and workshops have been transferred online, and the Careers Service has been offering all appointments for careers, CV and applications advice remotely.

This handbook is also available at go.bath.ac.uk/doctoralcollege where you can also find latest news, guidance and links to forms.

If you require this handbook in an alternative format, please contact doctoralcollege@bath.ac.uk

Please note that the contents of this handbook are correct at July 2020. Whilst this handbook contains information about regulations for students, it does not have regulatory status itself. A full set of Regulations for students, which takes precedence over this handbook, is available online at www.bath.ac.uk/regulations





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About the Doctoral College

The Doctoral College exists to enrich your experience of doctoral study. We work across the University to bring together useful resources, help you liaise with other students and research staff, and guide you to relevant sources of support and training you may need.

Find out more about what we do.

Supporting you throughout your studies

When you join the university, we will ensure you have an appropriate induction, giving you enough information to help you feel more confident about starting your studies. We will also facilitate opportunities for you to meet other researchers.

You will have a dedicated [Doctoral Programmes Administrator](#) who will be available to support you throughout your studies. They will be your first point of contact and will help you navigate through your academic milestones.

We also coordinate a peer mentoring scheme for new students, ensuring that you get an opportunity to talk to another student about your studies when you join.

Professional development courses

We offer a range of courses and resources that you can access through our DoctoralSkills & DoctoralSkills Extra programmes. The courses are run either by internal or external trainers and are free of charge. We have online resources to complement our face-to-face sessions.

Doctoral College events

We have a range of on-campus and online events that you can get involved with, including:

- Doctoral Exchange – a forum for researchers to share their experiences
- A Slice of Research – an opportunity for researchers to practice sharing a snapshot of their research
- Writing Wednesdays – structured writing sessions to keep you motivated and focussed

We'd encourage you to either attend or participate in as many events as possible as these are a good way to meet other researchers, stay connected and develop your skills. Please check out our full programme.

Funding

Doctoral students can access several types of funding through the Doctoral College:

- our Research Activities Fund, where you can apply for funding to organise training, networking events and conferences for doctoral students
- the Santander Mobility Scheme, where you can apply for funding if you want to present your work at a conference or carry out work or training overseas

Information for doctoral students

You will find lots of important information for doctoral students on the Doctoral College website. Under our “Resources for Doctoral Students” section you will find guides such as:

- Guide to teaching as a doctoral student
- Doctoral Health and Safety
- Off-campus research activities

Keeping you informed

There are several ways we will try to keep you as informed as possible as a doctoral student. Our main channels are:

- the Doctoral Digest - weekly email from the Doctoral College sharing important information, as well as listing current opportunities to get involved across the University
- Twitter - follow us @DoctoralBath to get latest news and information

Stay connected

We want to make it as easy as possible for you to stay connected to as many other doctoral students. Please stay connected to us on our social media platforms.



Settling in

Whether you are based mainly on campus or are living further away from the University, there are some essential things to do, and familiarise yourself with, in your first few days and weeks. This information will help you to get started and to get to know our resources and facilities.



Registration

It is a requirement that you register with the University when asked to do so (Regulation 1.1). Please note that until you are registered you will not be able to use the University's facilities, such as email and the Library.

You will be issued with a unique username and password for online registration using SAMIS, the University's student records database. You will register at the start of your programme of study and then re-register at the start of every academic year until you have completed your programme.

Proof of student status letter

Once you have registered, you can use SAMIS to request a proof of student status letter.

Student Immigration Service

The Student Immigration Service can provide information and advice about immigration and visas. This includes immigration status checks, a 'Check and Send' service for Tier 4 visa applications and advice about post study visas. You can get advice via email or online or make an appointment through Student Services.

Fees

Research degree tuition fees for each academic year are payable in full, or in instalments, when you register. The fee payable will depend on whether you have home, EU or overseas fee status and on your mode of study. For example, fees arrangements may vary for students undertaking Professional Doctorate Programmes.

Tuition fees increase annually and you should budget for an increase of up to 5% each year for every further year of study. There are consequences of non-payment of tuition fees, covered by University Regulations 2.4 and 2.10. Please contact the Student Finance Office if you have any queries about how your fees have been calculated or how a change in circumstance could affect your fees.

Induction

All new students are required to take part in a series of induction activities.

You will have a local induction arranged by your Department or School. This induction is designed to help you understand local policies and procedures within your Department/School, as well as get to know key contacts. If you are on a residential-based professional doctorate programme, this is usually embedded into your first residential.

In addition, there are a number of central induction activities to support doctoral students, including a compulsory workshop and other optional activities. A full programme can be found on the Doctoral Induction site.

If you are part of a Doctoral Training Entity (DTE) then you may be required to take part in further induction-related activities.

Finding your way around campus

There is a campus map in Appendix 3 of this Handbook.

The campus has a numbering system for buildings and rooms to help you find your way around. This is centred on the Library on the Parade. All buildings on the same side of the Parade as the Library have odd numbers, and all those on the opposite side of the Parade have even numbers.

Buildings to the east of the Library, by The SU (Students' Union) and the Sports Training Village are 'East', and those to the west of the Library, towards the Fresh supermarket and bank are 'West'.

Accessing IT and computing facilities

Using your University username and password, you will be able to connect to University computers, University email, the internet, file storage and printing. You will also be able to get access to a range of free software, including Office 365 and antivirus. You can also work from any location using the UniDesk and UniApps services, as well as files.bath.ac.uk via VPN, which give you access to your files and software as if you were on campus. We also use Microsoft Teams to hold remote meetings.

IT Support is available from the IT Service Desk on Level 2 of the Library or online.

If you require learning assistance, Digital, Data & Technology Group can support you with your computing needs. The Assistive Technology Team is available to provide advice and support. Additional resources are available, which include the Assistive Technology room, specialist software and computer hardware, including laptops for loan.

The IT shop in the Library stocks academic software, DVDs, network cables and headsets. Prices are often lower than in high street shops.

You can also borrow technology from the Service Desk in support of your studies, for example audio recorders, video cameras and projectors.

Accessing University email

The unique username and password that you receive at Registration also enables you to access your University email account.

Your username forms your email address: **username@bath.ac.uk**. You can access your email by visiting **mail.bath.ac.uk**.

The University will often communicate with you about a range of important matters, from registration and fees to assessment and degree ceremonies. This will be done via your University email account.

In order that you do not miss out on, or as a consequence, fail to act on, important information, it is a University requirement (Regulation 1.3) that you access your University email account regularly. This applies even if you are away for a period of time, such as carrying out research.

You therefore have a responsibility to ensure that your University email account can receive incoming mail and that you read your email regularly.

Your student record on SAMIS

You must ensure that the University holds your correct, up-to-date, personal and academic details within **SAMIS, the University's student records database.**

SAMIS is an online portal where you can view details about your registration and the various milestones that take place during your degree, including dates and whether they have been completed. It also provides details of who your supervisors are and logs the six-monthly progress reports that you will complete in conjunction with your supervisor.

Pure

As a doctoral student you will automatically have been set up with a Pure account and personal profile page. Pure is a simple system designed to connect you with other researchers, enhance your profile and your reputation. It is also visible externally, helping to increase the visibility of your research beyond campus to a wider audience.

Do remember to keep it up to date. If you've got any questions about Pure or are concerned about the visibility of your Profile please email the Pure team at **pure@bath.ac.uk**



Online learning: Moodle

Moodle is the University's Virtual Learning Environment (VLE). It provides online resources and activities, and can also support student interaction and collaboration. It is used by academic departments to support learning and teaching activities. You will need to access Moodle to undertake the online training modules on academic integrity and research integrity. If you have a taught element as part of your research degree, you will use Moodle as part of your taught studies to access resources and submit any assessed work.

Printing, scanning and photocopying

There is a University-wide **print service**, whereby any printer, photocopier or scanner on campus can be securely accessed using your Library card.

You can use this service for scanning and sending scanned documents, for photocopying, and for printing to any open access printer.

Some Faculties/the School have a specific policy on paid printing allowances. **Contact your Doctoral College administrator** for information on the policy relevant to your department including arrangements that apply if you are undertaking teaching activities.

The Library

The Library is open 24 hours, all year round wherever you choose to study. It hosts collections, information services, resources and specialist staff. It also has a copy, print and scan service.

Alongside 360,000 printed books, and unique archive materials, there are over 26,000 electronic journals and 440,000 electronic books; a huge online resource available to all students, even those not based on campus. There are also 90 databases for information, literature and data searching and digital versions of PhD theses and academic publications.

Subject Librarians can offer you consultation and support to help you find resources tailored to your study. They also run a wide range of information skills sessions, available through the DoctoralSkills professional development training programme. Research Services staff can also provide you with expertise, advice and guidance in areas such as research data management, open access publishing, citations and metrics.

Doctoral facilities and dedicated spaces

We have **many places** for you to study along with several dedicated study areas for postgraduates on campus and in the city. Just swipe your University Library card to gain access.

On campus, in addition to your office space and generic

learning space for all students, there are dedicated PG spaces:

- 10 West Graduate Commons (10 West 5.07 and 10 West 4.09) – large open space for all PG students, with kitchen facilities.
- Doctoral Commons (10 West 5.01) – small space just for doctoral students. Cake in the Commons is held here every Friday.
- Small writing room (10 West 4.48) – a small silent writing room for PG students. We run our Writing Wednesdays in here every fortnight.

In the city, underneath The Innovation Centre is The Carpenter House Graduate Commons. This is for postgraduate group or independent study. You can also use the student study hub at the Virgil Building.

Your department/School will let you know about access to desk space and other facilities such as a computer and storage.

Registering with the Dental & Medical Centre

If you are moving to Bath, it is recommended that you register with a local Dental and GP Practice as soon as possible. If your home or term time address is within the local Bath catchment area you can register with the University Medical Centre and the University Dental Centre.

Services include GP appointments, family planning and vaccinations.

Childcare

Westwood Nursery provides day care on campus for children aged between six months and five years, subject to availability.

Checklist for your first few weeks

When you first start it is likely to be very busy and there will be a lot to take in. You might find it useful to use the following checklist to help get you started and to keep track of the things you have covered. If you're studying for a Professional Doctorate this list will vary; speak to your programme administrator.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | register online |
| <input type="checkbox"/> | attend Document Checking session (with your original qualifications and, where applicable, passport and visa) |
| <input type="checkbox"/> | get your Library card |
| <input type="checkbox"/> | access your University email account |
| <input type="checkbox"/> | check you can access your student record in SAMIS |
| <input type="checkbox"/> | if you have been awarded a studentship, take your bank details to the Student Finance Office in Wessex House |
| <input type="checkbox"/> | go to welcome and induction events |
| <input type="checkbox"/> | make contact with your supervisors / Director of Studies |
| <input type="checkbox"/> | discuss with your supervisors the time frame for approval of Candidature |
| <input type="checkbox"/> | meet with your supervisor to complete the Canditure form |
| <input type="checkbox"/> | find out how to access the Library facilities and who your Subject Librarian is |
| <input type="checkbox"/> | sign maintenance/bursary agreement (where applicable) |
| <input type="checkbox"/> | find out about social activities, clubs and societies |
| <input type="checkbox"/> | familiarise yourself with The University Regulations |
| <input type="checkbox"/> | familiarise yourself with the Quality Assurance Code of Practice |
| <input type="checkbox"/> | meet your Programme Administrator |
| <input type="checkbox"/> | get out of hours access to office, labs and shower rooms as required |
| <input type="checkbox"/> | check that printer credits have been added to your library card |
| <input type="checkbox"/> | if you have a project code for expenses, collect this from the Faculty Finance Office or School Doctoral Programmes Administrator |
| <input type="checkbox"/> | complete Academic Integrity test on Moodle |
| <input type="checkbox"/> | complete Researcher Integrity test on Moodle |

Your Doctoral community

As a doctoral student you are part of a wider diverse research community.

Your doctoral network includes students from around the world, studying across a range of programmes including PhDs and integrated PhDs, MPhils and professional doctorates. About a third are studying part time, some combine research and a career, many are based on campus and others are in professional organisations.

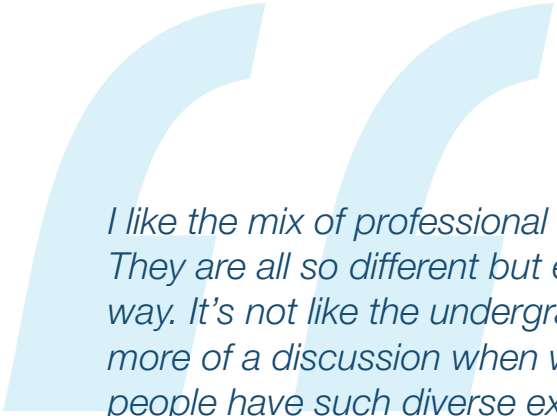
Through the Doctoral College, you can connect and network with other researchers across the University, making friends and contacts relating to your area of research. You can share information and ideas,

celebrate successes and stay motivated through challenging times.

You will have opportunities to benefit from seminars and conferences, explore ideas at the forefront of your discipline, interact with academic experts and enjoy social events with other doctoral students. The University of Bath is also part of the '[GW4 Alliance](#)' - a regional partnership of the four leading research-intensive universities in the South West of England and Wales.

Membership of GW4 facilitates cross-institutional collaboration around major research initiatives and provides opportunities for you to enrich your research experience and build networks beyond Bath.





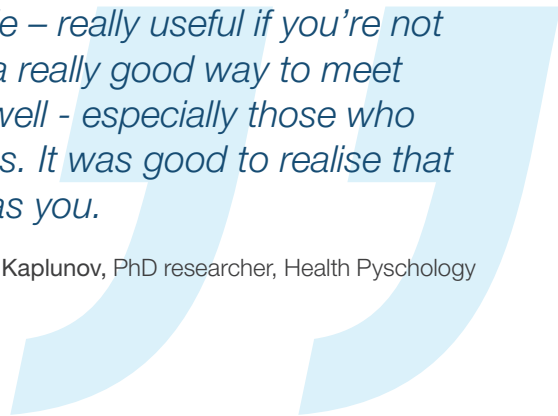
I like the mix of professional and academic staff in the group. They are all so different but equally so inspirational in their own way. It's not like the undergraduate teaching experience – it's more of a discussion when we get together and it's great that people have such diverse experiences to share.

The international mix is amazing too - it allows you to see things in a context you never knew about rather than being UK centric. I'm not aware that there's another course like it. There are people in my group from China, Taiwan, Nepal, Pakistan – I love seeing the subtle differences of how policy can impact on universities around the world. It's so special and I just don't think you'd get it anywhere else.

Emma Williams, DBA in Higher Education Management

I found it incredibly rewarding doing all the extra activities during the PhD. It was great to connect to fellow PhD students from across campus and in a variety of disciplines, and to work together to develop entertaining and interesting talks about our research. It made me a lot more confident searching for jobs and opportunities in my final year of my doctorate, because I knew that my experiences had moulded me into a research student with more than 'just a PhD'.

Jon Chouler, PhD researcher in the Department for Chemical Engineering



Doing the Doctoral Skills courses was also a great way to build my skills and to meet people – really useful if you're not part of a research group. It was a really good way to meet people in other departments as well - especially those who were struggling with similar issues. It was good to realise that other people feel the same way as you.

Elizabeth Kaplunov, PhD researcher, Health Psychology

Your Doctoral programme

Doctoral programme administration

The University is structured into three academic faculties, (Engineering & Design, Humanities & Social Sciences, and Science) and a School of Management. These form the core of our academic community and are responsible for fostering an interdisciplinary approach to doctoral study, providing a stimulating and supportive research environment and delivering new and exciting opportunities for our research students and staff. Within each Faculty are 4-6 academic departments, and you will be based in one of these departments.

Each Faculty/School has an Associate Dean (Research) who has leadership responsibilities for doctoral students and for supporting the integration of doctoral study with research strategy.

The Faculty/School Director of Doctoral Studies supports the Associate Dean (Research) in respect of day-to-day monitoring of student progress, promotion of consistent approaches across departments and supporting department Directors of Studies.

Every research programme is overseen by a Director of Studies who plays an essential role in maintaining standards of doctoral support and supervision. They support a rich research experience for doctoral students and help to develop new initiatives and policy on matters relevant to for Doctoral studies, in each academic department, and the supervisory community.

Doctoral Training Entities

In addition to their academic department or School affiliation, some students will be studying in the context of a doctoral training entity such as a Centre for Doctoral Training (CDT), Doctoral Training Centre (DTC) or Doctoral Training Partnership (DTP). Depending on the DTE, these students may have access to a range of other opportunities and support arrangements.

Duration of study

There are minimum and maximum periods of registration permitted for research degrees, set out in University Ordinance 14 and Regulation 16. These depend on your particular programme and on your mode of study such as full-time, part-time or distance learning.

The periods of registration are based on your mode of study being the same throughout, and do not include any extensions to your study that may be approved. In the event that you do change your mode of study, your new maximum end date will be calculated and confirmed to you.

You should discuss and agree with your supervisors at the start of your degree a suitable timescale for submitting your thesis or portfolio. It is advisable to submit considerably earlier than the expiry date of your maximum period of registration, in order to allow sufficient time for the examination process, and for any necessary corrections to your work to be completed before your registration is due to expire.

If you are in receipt of a studentship, you should also note that studentships normally provide funding for a specified period of time which may be shorter than your maximum period of registration.



Supervision

You will be allocated a supervisory team who provides day-to-day support for your studies. If your research crosses discipline boundaries you may have cross-departmental or cross-faculty supervisory arrangements. Supervisory teams sometimes also include an externally-based subject expert or industrialist.

Your dedicated Programme Administrator, based in the Doctoral College, is also on hand to support you for the duration of your doctorate.

Their role includes helping with any initial queries you may have, coordinating your progress and assessment arrangements, including any associated paperwork, and signposting you to support when you need it. They will also be there at the end to receive your thesis once you are ready to submit it.

Regular review of your progress and development is extremely important to ensure that your studies, training and support are appropriately planned from the outset; that your work is completed within agreed timescales; and that any potential problems can be identified and addressed as soon as possible. Most students attempt to submit by the end of funding rather than by their eventual submission deadline/end of registration.

Formal monitoring of your progress and development is essential to ensure that you are making the expected progress towards your goals. To that end, there are some important key issues and milestones for you to be aware of, and to follow.

The aim of the supervisory arrangement is to ensure that you have regular access to a breadth of experience, both in your research discipline and in terms of general training and support. As a doctoral student, you are expected to actively engage with supervision in order to get the most out of the research support offered to you.

Supervisory arrangements may vary depending on your programme and circumstances. For example, some students may have an external supervisor in their supervisory team. Arrangements for the professional doctorates are set out in the specific programme regulations. On some professional doctorates a supervisory team will not be in place until approval of Candidature.



At the start of your research studies, it is important that you discuss and agree everything in this checklist.

<input type="checkbox"/> Address any queries arising from induction programmes you've attended, for example the departmental academic culture, key contacts (such as occupational health and finance) and the facilities available	<input type="checkbox"/> Discuss with your supervisors the benefits of developing and maintaining a profile on PURE – the University's Research Portal
<input type="checkbox"/> Agree a schedule of formal meetings (which may be supplemented by more frequent informal meetings, where appropriate); agree where to meet, how meetings will be documented, and who will set agendas for meetings	<input type="checkbox"/> If you have a Taught phase to your studies, discuss any formal courses or seminars, colloquia, etc. that you're required to attend and/or be assessed in and, where stated in the scheme of studies, successfully complete as part of the programme
<input type="checkbox"/> Be clear on methods of contact and reasonable response times between you and your supervisory team; clarify your working hours, holiday entitlement and arrangements for sickness reporting	<input type="checkbox"/> Ensure you understand the process and requirements for Candidature including timing, deadline and responsibilities. Discuss with your supervisory team, training, skills development, ethics and intellectual property issues. You will receive a notification via your SAMIS in-tray to start the process
<input type="checkbox"/> Be clear on what's expected of you (QA7 Appendix 2) and of your supervisory team (QA7 Appendix 1); set expectations in regard to the level of support and feedback that will be provided, the supervision style, and whether you will be expected to publish or undertake teaching during your doctorate	<input type="checkbox"/> Check the requirements for progress reporting, including timing, deadline for first report, responsibilities, and process
<input type="checkbox"/> Identify and discuss any specific support requirements you may have, for example a Disability Access Plan; be clear on where you can go for support outside of your supervisory team (Director of Studies, Independent Advisor for Postgraduate Research Students, Student Services, Doctoral College)	<input type="checkbox"/> If Confirmation applies to your studies, ensure you're aware of the requirements, including timing, deadline, responsibilities and process. Develop a work plan (see Confirmation guidance for students for further information)
<input type="checkbox"/> Assess the skills and knowledge that you'll need at different stages of your doctoral study against your current abilities, and identify any Professional development needs. You may find it useful to use the Researcher Development Framework	<input type="checkbox"/> Plan and agree expenditure arrangements where there is a budget associated with the project work (for example for resources and travel) or where there might be departmental/ School funding available for doctoral students. If you are funded, you should contact Finance Office Studentships
<input type="checkbox"/> Ensure you're aware of the support offered by the Careers Service. Careers discussions should be integrated into supervisory meetings, potentially at key milestones in the doctorate; the Careers Service's career planning timeline and careers guide for doctoral supervisors will help with these discussions	<input type="checkbox"/> Discuss with your supervisors the option of writing your thesis in an alternative format thesis format (where available in the degree), including information on co-authored publications. Clarify the expected deadline for submission of the final thesis/portfolio (which should comply with the timescales set out in University Regulation 16). If you're a funded student you may find it advantageous to submit before the end of your funding

Academic milestones

There are many different routes towards the final goal of submitting a thesis or portfolio, depending on your discipline and programme.

The following chart gives a broad outline of the academic milestones that you will need to go through during your degree. The specific requirements and timing of these will vary depending on the particular type of research programme you are registered on: MPhil, PhD, Professional Doctorate, or integrated PhD.

If you are studying for a Professional Doctorate for example, you may have a definite taught phase before progressing to the research phase, or you may have the two running in parallel.

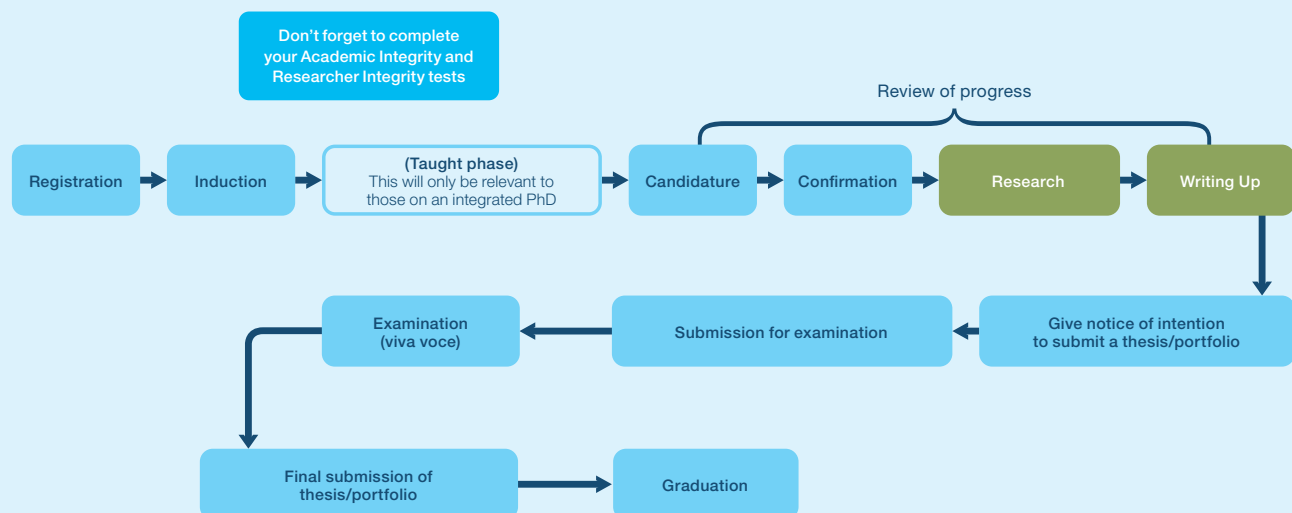
For further details of the requirements that apply to your programme, please consult the specific information provided by your department or ask your supervisor. This is particularly applicable if you are studying for a DClinPsy, where the milestones for your studies are quite distinct.

Typical milestones of a doctorate

Note that milestones will vary somewhat depending on your programme.

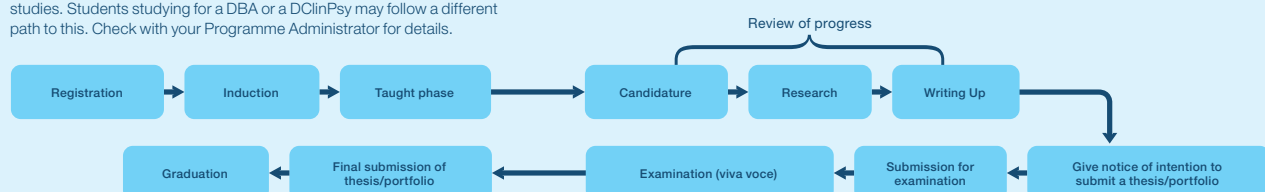
See p22 If you need to make a change to your degree or suspend your studies

Visit our website <http://go.bath.ac.uk/doctorscollege> for guidance and forms



Doing a Professional Doctorate from a distance?

Your milestones are a little different, as you have a taught phase in your studies. Students studying for a DBA or a DClinPsy may follow a different path to this. Check with your Programme Administrator for details.





Approval of Candidature

Candidature occurs at the start of your research. This is a crucially important stage as it, amongst other things, establishes the following:

- clearly define your research topic and supervisory arrangements
- identify relevant issues, such as ethical ones, raised by your proposed research
- detail the professional development activities that you will undertake
- set out specific attendance requirements (for part-time or externally based students)
- in the case of PhD students set a date for your first attempt at Confirmation.

Candidature is usually within one month of initial registration for full-time students or three months for part-time students.

If you are undertaking a programme with distinct taught and research phases, candidature takes place at the start of your research stage.

You will be asked to complete a Candidature form in liaison with your supervisor. Once completed,

it will be submitted for approval by the Board of Studies (Doctoral).

Integrity and ethics

All researchers (staff and students, undergraduate and postgraduate) must ensure their research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards. To best prepare you as to these requirements, there is a range of compulsory activities that you must complete at the start of your research. These comprise:

- pass an academic integrity test
- complete a research integrity training module
- complete a data management plan
- critically review the ethical aspects of your research including (by a specific stage of your studies) complete the EIRA1 form and, where necessary, obtain full ethical committee approval.

You may also be required to undertake other specific training, such as research ethics and governance.

If you are a student in the Faculty of Humanities and Social Sciences you must pass the Research Ethics & Governance test.

Confirmation of registration

For PhD students, Confirmation is a formal progression point of your doctorate or Integrated PhD, and a key milestone. It is one of the principal ways in which the University determines that you are progressing well with your research and that your project is appropriate. Obtaining Confirmation can be a condition of continued funding for researchers in receipt of studentships. Comprehensive guidance to support you in preparing for Confirmation can be found on the Doctoral College website.

At Confirmation, the Progression Board of Examiners will assess:

- your Confirmation report or other written work (such as a draft thesis chapter) produced in support of your Confirmation application
- your performance in an oral examination which may involve a presentation
- your progress to date as described in a statement from your supervisors
- your skills training record.

Confirmation normally happens 12 months after initial registration for full-time PhD students or 18 months for part-time PhD students (24 or 30 months for full and part-time IPhD students), although this may vary in different programmes. Students have a maximum of two attempts at Confirmation.

Research

Review of Progress

You and your lead supervisor should undertake a formal review of your progress every six months, starting six months after your initial registration (or six months after starting the research element of your degree, if your programme includes a formally assessed taught element). As part of progress review, you should re-visit your skills training and personal development needs.

Progress reports are completed for each progress review and provide a formal record. Report forms are available to complete online in SAMIS and are automatically sent to your supervisor, who is responsible for completing the first stage before you add your own comments. Your Director of Studies reviews the progress reports, and submits them to the Board of Studies (Doctoral).

Writing up

Once you have completed the minimum period of study required for your particular degree, and you have completed the specified amount of work, you may be able to apply for transfer to 'writing up' status. Specific requirements before you can transfer may vary between departments/Faculties/School, so check with your supervisory team. You need to submit your application in writing using the PGR10 form and your eligibility must be confirmed by your lead supervisor and Director of Studies. You should also discuss with them which form of writing up would be best for you: you will need to decide whether or not you require to have continued, but minimal, supervision and access to the Library at this stage.

The route you choose will affect your Continuation and Administration fees. These will depend on the academic year. If you have queries about writing up fees you should contact the Student Finance Office.

Approval by the Board of Studies (Doctoral) is required before your fee charges are adjusted.

Continuation fee	<p>If you require continued supervision and access to University facilities (Library and computing services) at a reduced level.</p> <p>If you hold a Tier 4 visa you may only request the Continuation fee option, to comply with visa attendance requirements.</p>
Administration fee	<p>If you no longer require supervision or access to the Library but have not yet presented your work for examination. Access to computing resources will continue.</p>

Notice of intention to submit

This notifies to your Director of Studies and lead Supervisor that you intend to submit your thesis or portfolio. It must be done using the HD1 form through SAMIS at least two months before your intended submission and before your registration period ends. Once you have given notice of intention to submit, the internal and external examiners for your Viva Voce will be nominated. Until you have submitted your thesis and the HD1 form, you will not be eligible to be invited to upcoming graduation ceremonies.

Thesis submission

Depending on the nature of your research degree, you may be submitting a thesis or portfolio for the final examination. You will need to provide printed and electronic copies to the Doctoral College who will forward it on to the examiners - at least one internal and one external. When you are ready to submit the final version of your thesis/portfolio, you must complete the HD1 task in SAMIS to notify the University of your intention (ideally three months before submission). You will also need to submit a completed HD2 form when you submit your thesis for examination.

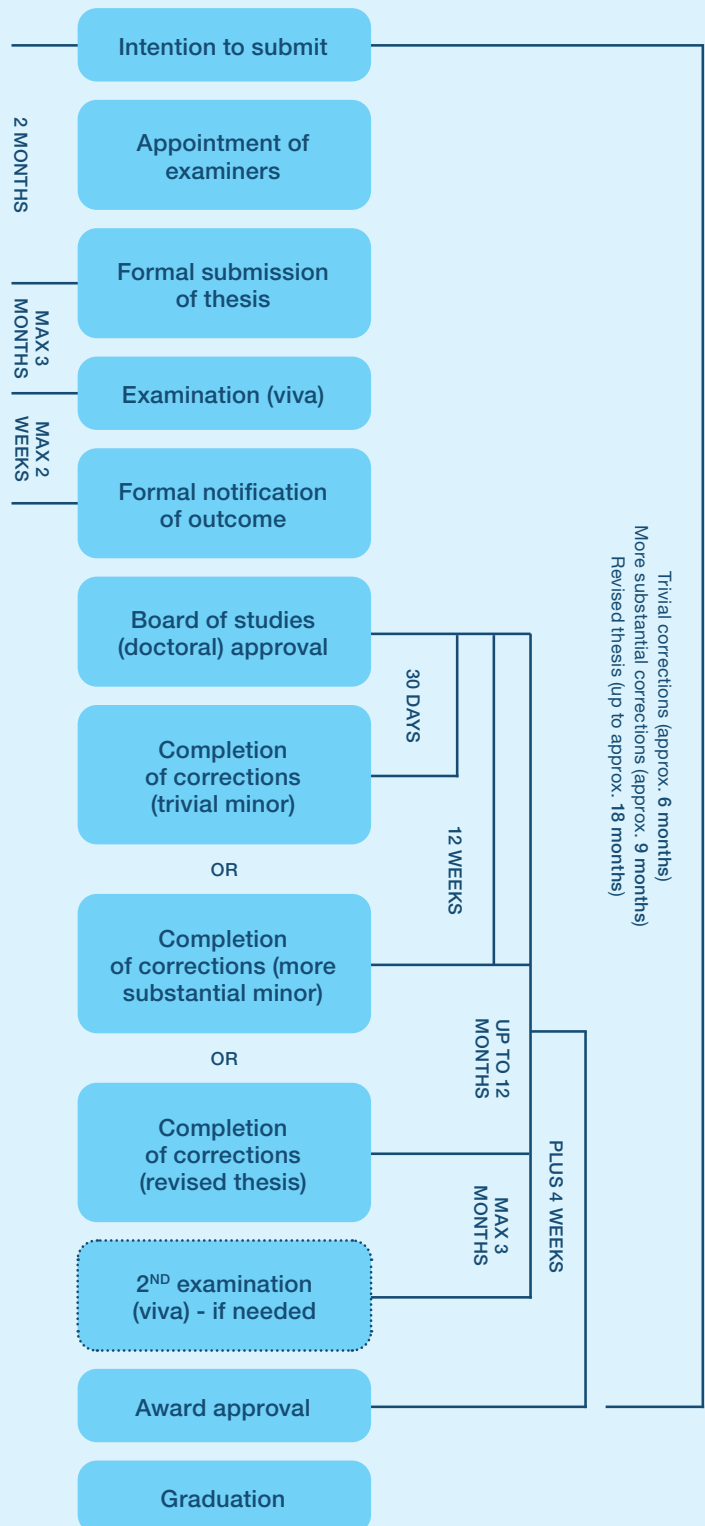
Your thesis or portfolio must be submitted in a particular format, for example, in some cases, you may be able to submit a thesis in traditional chapters or in an alternative format which integrates academic papers as a substitute for chapters. You should discuss the format at an early stage with your supervisor, before you have started to write-up your work. You should allow plenty of time for the process and for any necessary corrections as your submission must take place before the registration date expires.

The role of Examiners

Examiners will:

- examine your suitability for the award of the degree
- monitor and report on the fairness and consistency of the examination process
- confirm that the academic standards expected of students are appropriate for the level of the degree award and comparable to those awarded by other UK universities in similar subjects
- ensure that the examination is conducted in accordance with the University's Regulations and Quality Assurance procedures.

Finishing your doctorate



Examination

All doctoral students are required to undertake a final examination called the Viva Voce, or Viva. The main purpose of the Viva is to ensure that you are the author of the submitted thesis or portfolio.

It is also an opportunity for you to discuss your ideas, show that you understand the relevance of your findings to the broader field of knowledge, defend any shortcomings and demonstrate your ability to communicate your research.

Your Viva will normally take place within three months of your thesis submission and you will be given at least one week's notice of the exact date. If you need any reasonable adjustments to enable you to participate fully in the Viva, it is your responsibility to notify the University at the earliest opportunity so that appropriate arrangements can be made.

Your thesis/portfolio will be examined by at least one internal and one external examiner. Members of your supervisory team are not normally present but will be there at the end of your Viva when you are verbally informed of the examiners' recommendation.

To help you prepare, you may wish to look through Examiners' Guidelines, speak to your Director of Studies to see if you can have a practice Viva and look out for training workshops in our DoctoralSkills programmes.

Examiners report

After the Viva, the examiners complete a joint report recommending one of several outcomes. You will receive written notification of their recommendation within two weeks, along with details of any additional work required and the deadline to complete it in. Once you have submitted any corrections or revisions to the satisfaction of the examiners, they will recommend a final outcome. If the award of a degree is recommended you will need to submit the final version of your thesis/portfolio before the Board of Studies (Doctoral) meeting at which the outcome is finally approved.

Final submission of thesis/portfolio

You will need to submit the final version of your thesis in hardbound copy, along with a completed HD3 form. You will also need to upload an electronic copy online.

Your hardbound thesis or portfolio will be deposited in the Library. The electronic copy will need to be made publicly available by being uploaded to the University's research information system Pure.



Access to a doctoral thesis or portfolio deposited in the Library is normally unrestricted unless, for reasons of confidentiality, a proposal has previously been approved to restrict access for a stated period of time. Some research projects may develop a need for restrictions as the work progresses, or for some sponsored research projects, access restrictions may be a pre-condition of funding.

A request for a restriction on access to a thesis or portfolio, prior to its final submission to the Library, can be made at any point during the research phase of your degree using a PGR7 form.

Graduation

The University holds its award ceremonies twice a year, in winter and summer. If you are looking to graduate at a particular ceremony, you are recommended to liaise with the Doctoral College to ensure that the outcome of your degree can be processed and approved in time for you to attend.

Rules and Regulations

University Regulations for Students

All registered students of the University are subject to the **University's Regulations for Students**. These form part of the formal contract between you and the University.

The regulations contain rules and other important information about being a student at the University of Bath, including regulations governing conduct and progress in studies, the payment of fees due to the University, student discipline, fitness to study and maximum periods of study. Regulation 16 refers specifically to research degrees.

The regulations may be changed from time to time, as approved by Senate. Any amendments approved during the academic year will take effect on the date specified by Senate and the online version of the regulations will be revised accordingly. You can find the full Regulations for Students on the University's website.

University Quality Assurance Code of Practice

The University's Quality Assurance Code of Practice is the key reference point for information on the University's academic principles and processes, expectations, roles and responsibilities for managing quality and standards. The Code of Practice supplements University Ordinances, Regulations and Rules.

The Code of Practice is regularly reviewed and developed and a definitive version published online each year.

QA7 (Research Degrees) is particularly relevant for postgraduate research degrees and covers key areas such as induction, supervision arrangements, progression milestones, thesis specifications, the Viva Voce examination process, and your responsibilities.

QA9 (Professional Development and Recognition for all Staff and Students who teach and support learning) is also relevant. It sets out appropriate support arrangements for research students engaging in teaching activity and how the quality of such teaching will be monitored.

It is important to become familiar with the sections of Regulation 16 that apply to you and also with QA7, so that you understand the University's requirements of you and can make use of the support that is available from your supervisory team, the Doctoral College and the broader University community.

Attendance and leave

Your supervisory team will explain to you their expectations of the time commitment required in order to make progress within your field of study. If circumstances are such that you are not able to engage regularly with your degree, then please contact your Director of Studies to discuss your situation and agree an appropriate course of action.

Leave entitlement

As a doctoral student, you are entitled to take up to 25 working days' holiday leave (for full-time students; pro rata for part-time students) from your programme in any 12-month period, in addition to days on which the University is closed (Regulation 16.1 (i)). The timing of your leave must be negotiated with your lead supervisor. If your programme includes a formally assessed taught element, you should not normally take leave during the taught element.

For some funded students, additional leave entitlements may apply (depending on their funder) - students should be informed of these arrangements during their induction or can seek information from the Doctoral College. There is also a Maternity, Paternity and Adoption Leave Policy for Research Students (see the Support and Wellbeing section).

International student attendance: Tier 4 visa holders

Guidance and requirements on attendance for full-time international students holding a student visa allowing them to study in the UK (a 'Tier 4' visa) are available on the University website. This information includes the University's Attendance Monitoring and Engagement Policy and details of when and how to request an authorised absence.

If you are a Tier 4 visa holder, you will need to make a request for authorised absence if you are going to be away from the University for 14 or more days, for any reason. You must also request a period of authorised absence if you will be completing fieldwork away from the University and if you are requesting a period of annual leave. This is to ensure the University holds a central up-to-date record of where you are.

Intellectual property

While you are a student of the University, you are subject to the University regulations regarding exploitable new inventions and intellectual property. The University's Intellectual Property Policy is available through the University website.

Copyright in Research Data will usually belong to the University. If you are working on an externally funded project, the funding conditions set by sponsors (such as Research Councils or industrial organisations) may also give the sponsor intellectual property rights in relation to the research results.

If you have any questions or concerns regarding these provisions please discuss them with your supervisory team in the first instance.

Data protection

The University's Data Protection Policy and associated guidelines may be accessed via the data protection website.

The Plagiarism Detection Service

When you registered with the University, you gave it permission to process your personal data for a variety of legitimate purposes. This includes allowing the University to disclose such data to third parties for purposes relating to your studies. The University, at its sole discretion, may submit the work of any student to the Plagiarism Detection Service (in accordance with Regulation 15.3e) and may make, or authorise third parties to make, copies of any such work for the purposes of:

- assessment of the work
- comparison with databases of earlier work or previously available works to confirm the work is original
- addition to databases of works used to ensure that future works submitted at this institution and others do not contain content from the work submitted.

The University will not make any more copies of your work than are necessary, and will only retain these for so long as remains necessary, for these purposes. Please note that, if at any time the University submits any of your work to the Plagiarism Detection Service, the service will be provided with, and will retain, certain personal data relating to you – for example, your name, email address, programme details and the work submitted. Such data may be transferred by the Plagiarism Detection Service to countries worldwide (some of which may not be governed by EU data legislation) in order for the work to be checked and an originality report generated in accordance with the proper workings of the Plagiarism Detection Service. Personal data is retained indefinitely by the Plagiarism Detection Service upon submission of work.

You may ask for your personal data to be removed by contacting the University's Data Protection Officer.

Health and Safety

As a doctoral student of the University, both you and the university have a responsibility to safeguard your own health and safety, and the health and safety of anyone else who may be affected by your study or research activities. Under Health and Safety law, when you are carrying out research or associated study activities as a doctoral student, you are required to follow University health and safety policy, standards or guidance. All doctoral students receive an induction when they start at the university. As part of this, departments are responsible for explaining the arrangements that they have in place to manage health and safety. Please read the [Doctoral College Health and Safety guide](#).

Off-Campus Research Activities

There may be instances where you are off-campus undertaking activities such as fieldwork, data collection or conferences. You will need to ensure that you notify your supervisor and the Doctoral College in advance of any activity, using the Off-Campus Notification Form and completing a risk assessment, where appropriate. Please read the '[Off-Campus Research Activities: guidance for doctoral students](#)' publication.

Making a change during your degree

Sometimes, things don't go as originally planned and you may need to manage a change during your doctorate such as requesting a suspension or switching to a different mode of study. If you are considering any such changes it is important that you discuss your situation with your Director of Studies as soon as possible as some changes can have significant financial or visa implications. Please do seek professional advice early on. You may also find it helpful to talk to a Wellbeing Advisor in Student Services.



If you are an international student holding a Tier 4 visa, you should also consult the University's Student Immigration Service as soon as possible about the implications for your visa of any changes. This includes a decision to change your mode of study, to suspend, extend or withdraw from your studies or to substantially change your research.



Change of circumstance

If you change either your semester-time or your home address, please ensure that you update your details in SAMIS. If you change your name, you will need to provide valid proof of the change. Please speak to your Doctoral College administrator, or Student Services in the Roper Centre, for advice on how to do this.

Change of thesis/portfolio title

When you complete your Candidature form, (PGR1), via SAMIS, you will be asked to give a working title for your thesis/portfolio. You should complete Form PGR11 (Change of thesis title) only if your research topic remains substantially the same but your title changes. If your research topic were to change substantially, you would need to submit a new Candidature form PGR1 and an abstract for approval. Your final thesis/ portfolio title must be confirmed at the point when approval is sought for the appointment of the Board of Examiners.

Change of supervisor

Sometimes it may be necessary or appropriate to have a change of supervisor. This might be because: the direction of your research changes and access to different expertise becomes important, or there are difficulties in establishing an effective supervisory working relationship, or because a supervisor is leaving the University or will be absent for a period.

In such circumstances, options will be discussed with you and appropriate alternative arrangements will be made. Form PGR8 (Change of Supervisor) will be completed in order for the new arrangements to be formally recorded and approved, and to ensure they are suitable to your research and development needs.

Change of mode of study

Changes of academic circumstances such as changing from full-time to part-time study must be formally approved by submission of Form PGR4.

Students will normally be permitted to seek a change from full-time to part-time study (or vice versa) once only during their registration on a particular degree, and such changes are not often permitted during the final 12 months of study. You should discuss any such potential change with your supervisor and Director of Studies, considering any relevant conditions of studentship funding where applicable.

Suspension, extension or withdrawal of registration

If at any time you are thinking of making a request to suspend or extend your studies or are considering withdrawing from your degree programme, you should discuss this with your lead supervisor and/or Director of Studies as soon as possible.

Suspension

You can apply for suspension of your registration for a period of up to 12 months in the event of exceptional circumstances such as a serious illness, injury or medical condition, or significant disruption of personal life, as a result of which you are unable to work on your research for a period of time. If an application to suspend is approved, no fees are charged during the approved period of suspension. Any application normally requires supporting evidence to be submitted, for example a medical certificate.

Requests for suspension are not normally granted if they are:

- requested retrospectively
- on the grounds of pressure of other business, if you are studying full-time
- requesting periods of suspension totalling more than 12 months during your total period of registration for the degree
- during the final 12 months of registration of the normal maximum period of study

If you are granted a period of suspension, this will mean that the earliest date for submission of the thesis and the expiry date of registration is adjusted by the length of the suspension granted.

If you are on a period of suspension of registration, you should still keep an eye on your University emails. This will help us keep in contact with you and help plan for you to resume your studies. For suspension in the context of parental leave, see also the Maternity, Paternity and Adoption Leave Policy for Research Students.

Suspension to undertake short work placement or internship

Students wishing to undertake a short work placement or internship may be granted permission to suspend their studies for a short period in order to benefit from such an opportunity. Students planning a placement or internship with an external agency or company should use form PGR16 before the commencement of the placement, and, if permission is granted, they should subsequently complete the off campus activities notification form.

Extension

An application to extend your studies would only be agreed in the event of unforeseen and unavoidable circumstances, such as difficulties in conducting fieldwork or significant data loss (see Regulation 16.1(e)).

Lack of attendance or progress, research conducted away from the University, a decision to change thesis format, or issues more appropriately addressed by suspension of registration, would not normally be considered acceptable grounds for extension.

Not being ready to submit a Confirmation report by the first attempt deadline (agreed at Candidature) cannot normally be addressed by the use of an extension. However, there is the facility for you to make a second attempt up to six months later, or nine months for part-time students. If you are concerned that you will not meet the deadline, you should speak with your supervisor as soon as possible.

In exceptional circumstances, full-time students can apply for an extension of up to 12 months to their maximum registration period. Such an extension can be granted once only. Part-time students can apply for an extension of up to 12 months, which can be granted on two occasions only. You should discuss any application to extend with your supervisor and Director of Studies.

If you are in receipt of funding for your studies, you are strongly recommended to seek advice from the Finance Office Studentships team and Student Money Advice in Student Services as there may be financial implications arising from any change in mode of study or a decision to suspend or extend your studies.

Managing academic issues during your degree

We hope that you will not encounter any problems in connection with supervision or other issues during your time at Bath, but occasionally such difficulties may arise.

These can usually be resolved by consulting with your supervision team, Director of Studies, Faculty/School Director of Doctoral Studies or staff in the Doctoral College.

If you need other sources of support, the following information will help you.

Academic appeals

The University's Regulation 17 sets out the grounds, process and timescales by which you may appeal a decision of the Board of Studies about your progress or degree award. For research students, this may, for example, apply to a decision about your Confirmation or Viva Voce examinations.

Appeals can only be made on certain grounds; you cannot lodge an appeal simply on the grounds that the outcome of the examination is not what you had hoped for or expected.

Guidance about academic appeals is available online or you can seek advice in the first instance from your Director of Studies. The SU (Students' Union) Advice and Support Service also provides independent advice about academic appeals and can offer support and assistance throughout, including feedback on your form.

University Independent Advisor for Postgraduate Research Students

Where you feel it has been ineffective or that it would be inappropriate or inadvisable to talk to your Supervisor, you can seek advice from the [University Independent Advisor for Postgraduate Research Students](#).

Discussions with the Independent Advisor are treated in strict confidence; they will only make disclosures or make contact with others in the University or outside at your request, subject to legal limitations which will be outlined in advance.

Examples of issues they advise on include: conflict with supervisor(s) or financial problems; attending meetings with Supervisors or Heads of Department; acting as a supporter to help present the case at meetings; mediation and negotiation; and drafting appeals or formal documents.

Complaints

We seek to ensure that, if you have a problem concerning the University, it is resolved as quickly as possible. There are student representatives on formal decision-making committees at departmental, faculty/School and University level. Student representatives help to anticipate problems and, when problems occur, to deal with them promptly.

The SU (Students' Union) Advice and Support Service provides independent advice on complaints and can support you through the process whether you're complaining about your course, supervisor or another student. They can provide procedural and wellbeing support, including attending meetings as your Adviser.

As a result we can often resolve problems before they get to the stage where a formal complaint might be necessary.

If you do need to make a complaint, there are procedures in place to deal with it, outlined in the [Student Complaints Procedure](#).

These procedures are designed to ensure that your complaint will be dealt with in good faith and that you will not be penalised for complaining. When we receive a complaint, we will first seek to deal with it through informal discussion. If this fails to resolve the issue at hand, you can raise the complaint formally.

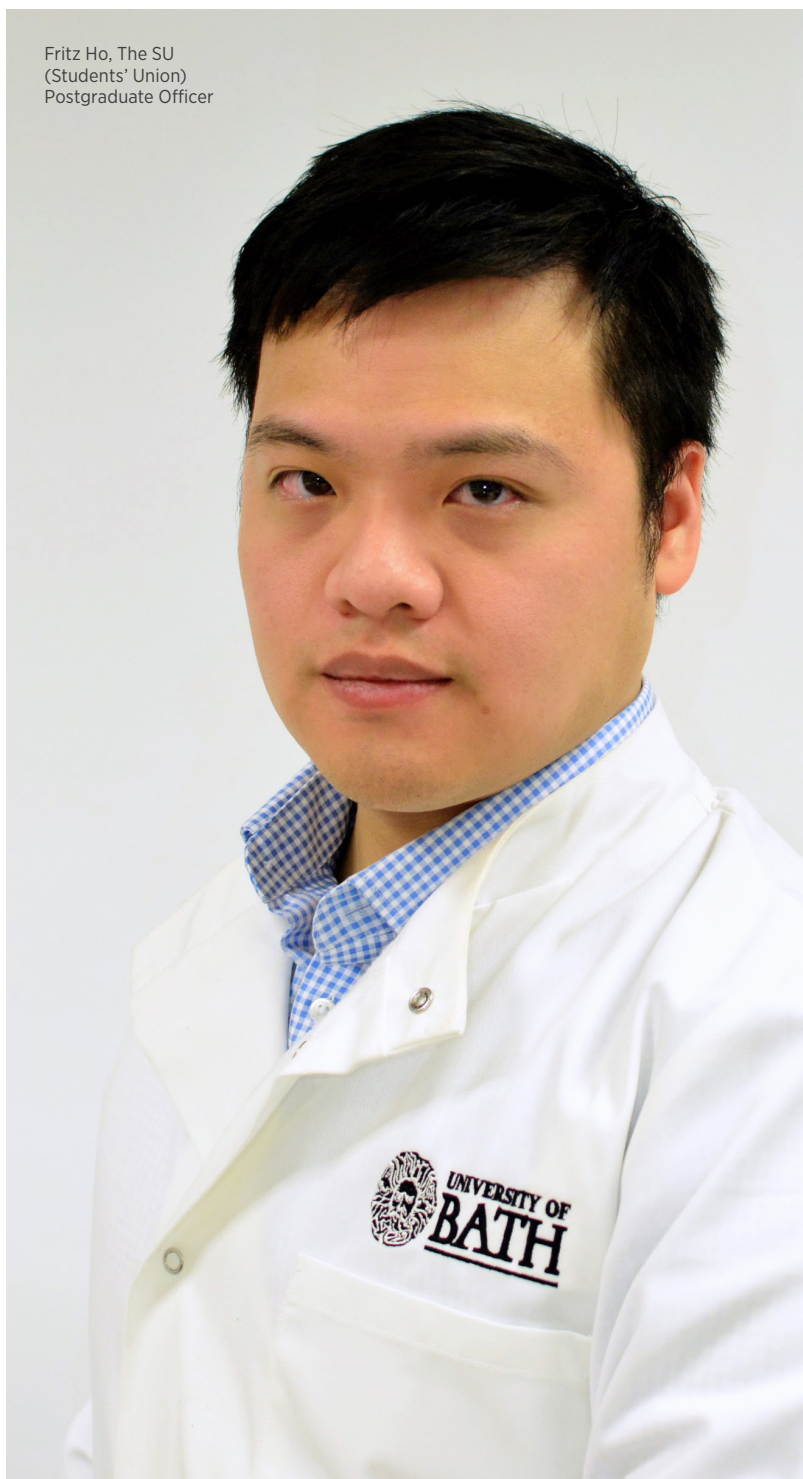
Mediation

If you are involved in a disagreement or dispute, you can seek help from the University's Mediation Service. This service is impartial, non-judgemental, and confidential. Trained and qualified mediators assist the parties in the disagreement to work towards a mutually accepted resolution.

Representation and feedback

There are a number of ways that you are represented as a doctoral student. These allow you to share your views and ensure that your doctoral experience is the best it can be.

Fritz Ho, The SU
(Students' Union)
Postgraduate Officer



How you are represented as a doctoral student

Staff and Student Liaison Committees

Staff and Student Liaison Committees (SSLCs) allow students to have their say on their programme, department and resources. They are the best way for you to input into the development of the Doctoral College and the wider University on academic issues.

Each Faculty and the School has an SSLC where all Postgraduate (PG) research programmes are represented. Some departments also have a PG or Doctoral SSLC. All SSLCs are made up of elected Academic Representatives and staff members. If you have an issue you would like raised at an SSLC, you should do this via your Academic Representative.

Academic Representatives

Academic Representatives are doctoral students elected by their peers to represent you at a programme level. They are your first point of contact should any issues arise on your programme. Their role is to gather feedback, ideas and issues and take them forward to the relevant Staff and Student Liaison Committees (SSLCs).

Faculty and School Representatives

Faculty and School representatives are doctoral students elected by their peers to represent you at a Faculty and School level. They work closely with the Academic Representatives and The SU (Students' Union) to collate issues to raise at Faculty/School Doctoral Studies Committees (F/SDSCs). They are also members of The SU's

Why not consider being an Academic Rep? It's a great way to get the student voice heard, learn and practice new skills, interact with people at all levels across the University and gain a greater insight into how change happens here.

Don't forget to take the chance to have your say in the bi-annual Postgraduate Research Experience Survey or the Professional Doctorate Experience Survey. The next surveys will be early 2021.

relevant Executive Committees, which meet regularly with the Postgraduate and Education Officers. Doctoral and Academic Representatives are elected on an annual basis by their peers; for more information about these roles and the elections see the [SU's webpage](#).

The SU (Students' Union)

All Doctoral students are automatically members of The SU (Students' Union), led by students, for students. They offer a wide range of student groups, services and activities to help you make the most of your time at Bath.

The SU represents doctoral students' interests, opinions and welfare to the University and other external bodies, to ensure a strong connection between the needs of doctoral students and the experience received.

The SU has an elected and independent Postgraduate Officer. This is the highest level of representation for doctoral students. The Postgraduate Officer is a member of a range of University committees from Faculty/School level all the way up to University's Senate.

As part of The SU's Student Voice team there is a dedicated member of staff who supports postgraduate student representatives.

Postgraduate Association

The Postgraduate Association (PGA) is part of The SU. It represents the interests, opinions and welfare of all postgraduate students both on and off campus. The PGA runs postgraduate social events throughout the year, including some doctoral-only events, as well as supporting doctoral student-led research activities. All doctoral students have automatic membership of the PGA.

International Students' Association

The International Students' Association (ISA) is part of The SU and connects cultures through social activities, support and representation to improve the international student experience and ensure that students get the most out of their time here. All international students have automatic membership of the ISA.

UCU

UCU is the largest trade union and professional association for academics, lecturers, trainers, researchers and academic-related staff working in further and higher education throughout the UK.

The SU (Student's Union) Advice and Support Centre

The SU Advice and Support Centre provides independent and confidential advice on academic, housing and personal issues, including identifying other support available to you. They can represent you in an Adviser role at meetings and where you may need support communicating your needs and to help ensure processes are followed. Examples of advice includes academic adjustments, course and/or supervisor issues, complaints, appeals, mitigating circumstances, negotiating with landlords and housemates and wellbeing support, including mental health, bullying and harassment.

If you have any ideas or suggestions on how to improve your research experience, please get in touch
doctoralengagement@bath.ac.uk

Support and Wellbeing

Doing a research degree is a significant undertaking and can be challenging. You may go through times where things are not going as you anticipated and you may feel confused, worried, isolated, or unsure what to do next.

Planning, being prepared, connecting with other students and making the most of opportunities to discuss and reflect on your progress can all help to keep you on track and identify any issues that might arise at an early stage.

If you encounter problems or difficulties, you should normally seek advice in the first instance from your supervisors.

You can also obtain support and advice from a range of other sources including your Director of Studies, your doctoral training entity contact or the Doctoral College, where you can ask to speak to someone in confidence. There is also a range of services and support available from the University's Student Services and The SU (Students' Union).

If you are a distance-learning student or away on placement or doing fieldwork you can still access specialist services by phone and email.

Counselling and mental health support

If you are feeling stressed, anxious or depressed there is help available.

The Wellbeing Service, run by Student Services, offers help and support with all welfare and wellbeing issues. If you have an academic problem such as an issue with your supervisor, or need advice on an emotional or practical issue, you can talk to a Wellbeing Adviser about anything. You can go along to one of their daily drop in sessions or contact them by phone or email.

Student Services' Counselling and Mental Health team offers counselling sessions and a number of groups and workshops specifically for postgraduate students. These, along with one-to-one sessions, are available year-round. Counsellors have a good understanding of the pressures and challenges of doctoral study and they can give you space to explore these and help you find solutions that work for you. If you have a long-term mental health condition the team can support and complement your access to NHS services, throughout your doctoral studies.

The Students' Union Advice & Support Centre can also support you with any problems you may have. Their professional advisors offer confidential, independent and non-judgmental information, advice and support. They can recommend services in and outside of the University that can help too.

Additionally the Student Immigration Service provides advice and support for international students including advice and help about life in the UK.

Disability Service

The Disability Service provides support for current students with disabilities and/or long-term health conditions, which can include but is not limited to: specific learning difficulties (e.g. dyslexia), long term health conditions, Autistic Spectrum Conditions, mobility or sensory impairments, and mental health conditions.

If you did not disclose a disability and/or a long-term health condition on your application form but would like further information, in confidence, about possible support that may be available, then please do get in touch. You can phone, email, or visit their Helpdesk in Student Services in 4 West.

Funding and money advice

The University can offer you practical advice on managing money, funding and sourcing additional income.

There are different funding opportunities available to you during your doctorate, such as training grants and travel bursaries. These include The University of Bath Hardship Fund (UBHF), a discretionary fund, provided to students who find themselves in financial difficulty.

If you have any questions about the funding arrangements for your doctorate, please contact the Finance Office Studentships (FOS) team. Student Money Advice, based in Student Services, can offer advice specific to doctoral students including help with budgeting and information about funding support. They can also advise if you need a break from your studies or are considering leaving. Please contact their Helpdesk for an appointment or you can go along to one of their drop-in sessions.

Bullying, harassment and victimisation

We believe that all our students and employees are entitled to be treated with dignity and respect and to be free from unlawful discrimination, victimisation, bullying, or any form of harassment. This is set out in the University's policy, Dignity and Respect for Students and Staff of the University of Bath. This policy and procedure applies to all staff, students and third parties such as contractors to the University. All staff, students, and visitors can report discrimination, misconduct, harassment or assault by using the [Report & Support tool](#).

Pregnancy and parenting

The University is committed to being as flexible as possible in supporting students who become pregnant, decide to terminate pregnancy, or have a very young child. You are not under any obligation to inform the University of these circumstances, but doing so will enable us to put in place arrangements that will assist you in starting or progressing

with your studies. You can seek advice, guidance and support via your supervisor, your Director of Studies and Student Services. You may also wish to look at the University's Maternity, Paternity and Adoption Leave Policy for Research Students.

Independent advice

Occasionally, problems are encountered by doctoral students in connection with supervision or other issues. Where these problems cannot be resolved at department or School level, or where the student considers this route inappropriate or inadvisable, the University Independent Advisor for Postgraduate Research Students should be contacted. Consultations are treated in strict confidence.

The SU Advice and Support Centre also offers independent and confidential advice, support and signposting on personal issues, including issues with supervision, health, housing and stress. The adviser will listen and offer advice and support and you can decide the next steps you want to take.



Wellbeing Advisers, Student Services

Supporting your professional development

Why professional development is important

Professional development is a crucial element of doctoral study. In order to do your research, communicate it effectively and complete your doctorate on time, you will require a wide range of skills and knowledge. The development of a broad range of professional skills will also greatly benefit you as you develop your subsequent career, as many of these skills are transferable and highly valued by employers across a range of sectors.

By assessing, reviewing and recording your skills from day one, right the way through your doctorate, you'll be able to easily identify your strengths, as well as areas for improvement.

"Doctoral training develops strong transferable skills in problem solving, research and analysis, as well as the ability to communicate complex information. These attributes were all frequently mentioned by employer interviewees as strengths of doctoral graduates."

Research Council UK



Rod Edinburgh, PhD
Research Programme
in Health, Winner of
Three Minute Thesis
(3MT®) 2019

Training and development

DoctoralSkills is a programme of free professional development workshops and courses, designed to help you develop the essential skills you need to carry out your research, to communicate your findings and to complete your doctorate on time. The workshops and courses are delivered by a range of specialist university professionals (from The Skills Centre, The Library, The Careers Service and the Digital Data and Technology Group) as well as external trainers. The programme is aligned with the **Researcher Development Framework** (RDF) to aid you in planning your development.

We also signpost relevant external training courses in our **DoctoralSkills: Extra** programme.

Across the University there is wealth of additional training and development opportunities available, including:

- specialist support in information and library skills – **contact your subject librarian** for further advice
- academic writing support from **The Skills Centre** (including drop-in sessions and 1:1 tutorials with professional writing tutors)
- Maths and statistical support from the **Mathematics Resources Centre** (MASH)
- IT training through the **Digital, Data & Technology Group**
- opportunities to get involved with public engagement activities through the **Public Engagement Unit**

Developing transferable skills

UK Research Councils and other funders expect doctoral students to demonstrate a commitment to professional development, particularly in the area of transferable skills.

We understand that it is often difficult to monitor exactly how much time you spend on developing transferable skills, especially as many of these will be gained in the course of your day-to-day research activities. Therefore, rather than focusing on the number of days, we recommend that you think more about the process of professional development and about what you hope to achieve. This will help you to develop your skills in the right areas.

You can do this by:

- understanding the required skills necessary for you to do your research and to complete your doctorate on time
- planning and undertaking activities to develop or enhance these skills
- recording and reflecting on these activities
- evidencing these skills as part of your wider career development.

During your doctoral studies, you will have many opportunities to develop and enhance your transferable skills. To complement this we offer a professional development programme of free courses and workshops called DoctoralSkills.

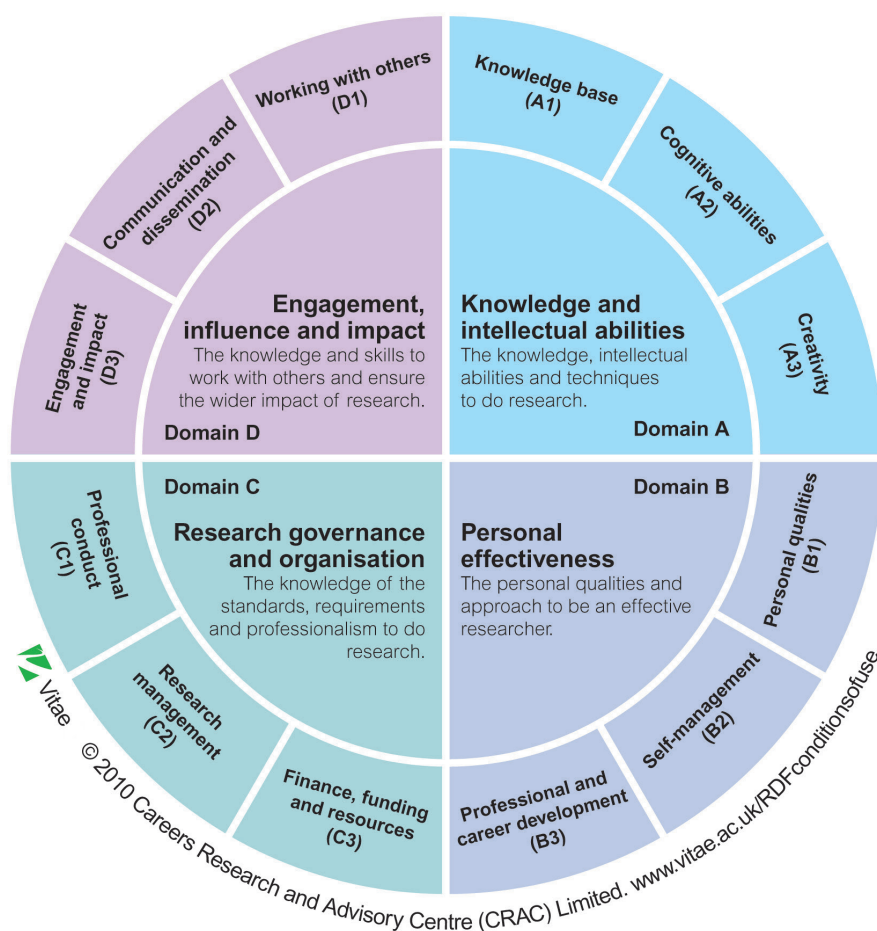
Planning your professional development

Our professional development programme is aligned to the Researcher Development Framework (RDF) developed by Vitae (shown on the right). It is the industry standard framework for researcher development.

The RDF organises researcher professional development into four domains: knowledge and intellectual abilities; personal effectiveness; research governance; and engagement, influence and impact. You can use the RDF to learn more about the transferable skills you have and also to identify the areas where you feel you need further development.

"Being clear about the transferable skills you gain from your PhD will help you to identify career options suited to your skills, strengths and interests. It will enable you to demonstrate to employers the value you can bring to their organisation." Jobs.ac.uk

"...Very few PhD students do themselves justice in the job market, often under-selling themselves to prospective employers because they fail to appreciate the value of the special skills they have honed during their research." Times Higher Education



Getting started

You are responsible, with the help of your supervisor, to manage your skills development during your doctorate. If you haven't done it already, a good starting point for discussions with your supervisor is to conduct a training needs analysis using the RDF.

This will examine the skills you need in order to complete a particular task against your current abilities and can be used to develop a personal development plan.

Reviewing your needs and your progress

It's important that you periodically review your skills development needs.

Together with your supervisor, discuss your progress to date and consider your development needs going forward. Make some time and space for this discussion and don't make it the last item on a list of things to talk about.

There are many ways of learning that are not always obvious. Establish what you need to learn first, then discuss with your supervisor, and others, the best way to learn this. This might be undertaking a task or activity within your research programme, drafting a research paper, presenting at a research conference or volunteering.

Recording and reflecting on your development

It's important that you keep a record of the activities or tasks you have undertaken and how they have contributed to your skills development. Remember, these don't have to be just formal training workshops or courses. Write statements to demonstrate what skills you have developed and make sure you give examples of what you have done, why you did them and what you achieved. These statements will be invaluable for writing job applications and preparing for interviews. Use the RDF to help you define the skills you have.

Teaching during your studies

Teaching during your doctoral studies is a great way to develop a variety of transferable skills that are highly valued by employers inside and beyond academia. Once you have checked that teaching will not affect any conditions of your study, for example research commitments, funding or visa conditions, you will need to undertake some training before you can get started.

You can find out more in our Guide to Teaching as a Doctoral Student and also read about other researchers' teaching experiences.



Other ways to develop transferable skills

As well as formal training, there are many other ways in which you can develop and evidence your transferable skills. For example:

- drafting abstracts and manuscripts for conferences and journals
- attending conferences and networking with other researchers
- collaborating with researchers from other disciplines or institutions
- giving a research talk or producing and presenting a research poster
- developing literacy and information searching skills by consulting your departmental librarian
- developing IT skills
- improving your writing and communication skills at the Academic Skills Centre
- undertaking teaching activities
- supervising project students
- getting involved with student representation and university committees
- applying for funding, for example travel funding for conferences or research visits
- exploring opportunities for commercialising your research
- taking part in the annual Three Minute Thesis Competition
- volunteering
- taking part in public engagement activities, such as Pint of Science
- using social media such as twitter to promote or facilitate your research - don't forget to add our @DoctoralBath Twitter profile and we'll help you to share
- starting a personal blog
- taking part in festivals, such as Bath Taps into Science
- learning a foreign language.

Supporting your career development


The University Careers Service can support your career planning, whatever your aspirations, at all stages of your doctorate. Being in regular contact with hundreds of major employers and organising several major careers fairs each year, the Service is an extremely valuable source for graduate vacancies through [myfuture portal](#).

As well as providing impartial, confidential guidance on how to make informed career decisions and help with exploring options after the doctorate, Careers Advisers can help you with writing your CV, practising aptitude tests, and improving your interview skills. We also have extensive [web resources](#) tailored for doctoral students and deliver career management workshops through the DoctoralSkills programme.

Doctoral students can access the full range of careers information sources and one-to-one appointments at the Virgil Building, Manvers Street. You can also access Doctoral Student Appointments on campus. For students who do not regularly come to campus, one-to-one appointments are also available via Skype and telephone.

The Careers Service is open throughout the year, including the vacations.





My advice to doctoral students would be do what you are interested in and things will happen. My widening participation work took me to a school in Frome who needed a speaker which led to the TedX talk which helped me develop clarity of thought which helped me secure my lectureship!

Ionannis Costas Batlle, PhD in Education and now Lecturer in Education

The first six months after you begin your doctorate is a good time to look at professional development as you're getting your footing and there's more of a focus around that time on planning and getting started.

I sat with my supervisor and talked about my training needs and then I just looked around to see what I could find. I booked myself onto courses here and I found external ones too. I kept a note of everything I did on SAMIS, as it was really helpful to have a record to look back on. All of it has been really good experience and practice, and in so many different ways. The public engagement work in particular has helped me to feel confident - knowing how to talk to people.

Elizabeth Kaplunov, PhD researcher, Health Psychology

Doing a PhD provides so many amazing opportunities and for me, teaching and educating people about the wonderful world of science has been one of the real pinnacles. Thanks to teaching, I can take that step back, reflect and improve. This has been key in all areas of my teaching and has been an important step in gaining recognition as an Associate Fellow of the Higher Education Authority (HEA).

Alex Cousen, PhD Researcher, Department of Chemistry



Your Doctoral Experience

Make the most of your time at Bath, and keep a healthy work/life balance, by exploring the range of activities on offer beyond your degree

Get involved with the Doctoral College

There are a number of cross disciplinary events and activities organised by the Doctoral College which you can get involved with, including our weekly networking event 'Cake in the Commons' and competitions such as 'Three Minute Thesis®'.

You can also apply for funding to develop and deliver your own initiatives to bring doctoral students together.

Develop your Skills

As well as the DoctoralSkills professional development programme, you may also wish to consider peer mentoring, teaching, outreach work and public engagement activities.

Sports and fitness

The Department of Sports Development & Recreation at the University manages and organises a range of activities under the title Team Bath. Sports facilities at Bath include the state-of-the-art Sports Training Village – home to an Olympic- sized swimming pool, gym, indoor and outdoor tennis courts, an athletics track, fitness classes and much more.

You can activate your Sports Pass on your student library card to access many facilities at the Sports Training Village at no additional cost. The Sports Pass also gives you student membership offers and priority booking opportunities. The SU also runs a recreational sports programme called Bath Active.

Clubs and societies

There are a wide range of societies open to all Bath students, including specific postgraduate groups. You may also be interested in setting up a new society yourself. To find out more visit The SU (Students' Union) website or their Activities Office on Level 3 of the Students' Union building.

Arts

The Edge is an arts and creativity hub informed by the context and research of the University of Bath. It encourages and nurtures arts and research collaborations, providing a place where artists, audiences, researchers and academics can showcase new thinking and ideas. There are opportunities to take part in arts classes and events, and to become part of the Edge Arts Community (EAC). EAC membership gives you discounts on classes and events as well as participatory opportunities and arts/ research meet-ups exclusively for postgraduates.

Languages and culture

There are many language learning opportunities at the University, all of which you can access free of charge. You can learn a new language or develop your existing language skills by attending weekly language classes, or by learning at your own pace using comprehensive range of self-study material. You can also meet with international students to learn about different cultures through a Language Exchange Programme and attend events such as film nights or the Language Café. You may also be able to practice a language with a native speaker.

Volunteering

Volunteering is a great way to make friends, help out and give you the experience you need to gain new skills and become more employable. Find out about local volunteering opportunities in Bath, support charities by joining the University's 'V Team' or its fundraising 'RAG' group. Take a look at The SU (Students' Union) website for specific postgraduate opportunities.

Equality

Everyone at the University of Bath has a responsibility for promoting equality and fostering good relations between all members of our community, students and staff. Our Equality & Diversity Unit provides advice to the University in order to help embed equality and diversity into our strategy, processes and practice. Activities include raising awareness, managing Athena SWAN submissions, providing training for staff, gathering statistics and coordinating initiatives such as the #NeverOk campaign.

Diversity and Support groups

The SU (Students' Union) has a number of Diversity and Support groups that provide advice, information and support to students. The groups run social events and provide a mechanism for students to share their experiences. All Diversity and Support groups are student-led and supported by the SU. They include: BEN (Bath Erasmus and Exchange), Disability Action, Gender Equality, LGBT+, Race Equality Group and Mature Students Group. There are also two service-providing groups: [Nightline](#) and [Student Minds](#).

Tamsyn's Story



I came to the University of Bath in 2009 as an Undergraduate student studying Psychology. I went on to complete my Masters (MSc) in Health Psychology and now I'm in the final year of my PhD in Health Psychology.

My research focusses on stress, coping and resilience with a particular focus on young carers. I'm now in the final stages of collecting data and am beginning to write up my thesis, so it's a very busy time.

During my time at Bath, both the University and my Department have been extremely supportive of me personally and academically. As a doctoral student, you need to feel supported to make the right decisions, but also supported if you make a mistake. Knowing I've had that support behind me has encouraged me to push the boundaries and take more risks.

I believe you should never see a course as just academic. It's an opportunity to learn about yourself and shape who you are. The opportunities I've had at Bath have not only helped me to become a better presenter and communicator but they have also taught me how to justify and defend my decisions. Being responsible for my funding grants, I've even learned how to manage money on a tight budget.

My advice to new students, just starting out at Bath, would be to prioritise self-care. You're a person before you're a PhD student and you're a person ALL of the time. My PhD has helped me learn how to maintain balance throughout life. It's given me the confidence to know when I need to stop and not push myself to the limit or allow myself to burnout.

As someone who suffers from a chronic illness, realising I could get the support I needed helped me to reach my potential. If you feel like there is something holding you back, no matter how big or small, speak to Student Services and see if there is support available that can enable you to reach your potential too.

I knew what I was capable of, I just needed the scaffolding in place to get me there.

Enjoy your time here. With every best wish for your doctoral studies,

Tamsyn

Appendix 1: Useful Forms

These forms are either accessed via your SAMIS in tray or via the Doctoral College website. Your Doctoral College administrator will be able to advise you on which forms to use.

Milestones	
PGR1	Candidature
PGR3	Confirmation of PhD/Transfer from MPhil to PhD
PGR10	Transfer to 'Writing Up'
Examination	
HD1	Notice of Intention to Submit Thesis
HD2	Record of Thesis Submission
HD3	Thesis Final Submission after Examination
Changes in Circumstance	
PGR4	Change of Mode of Study (<i>excluding writing up</i>)
PGR5	Suspension of Registration
PGR6	Extension of Registration
PGR7	Restriction of access to a thesis
PGR8	Change of Supervisor
PGR9	Notification of Withdrawal
PGR11	Change of Thesis title
PGR16	Application for a suspension to attend a work placement or internship

Appendix 2: Useful dates

University closure dates 2020-21

25 December 2020 – Christmas Day
28 December 2020 – University closure
29 December 2020 – University closure
30 December 2020 – University closure
31 December 2020 – University closure
1 January 2021 – New Years
2 April 2021 – Good Friday

5 April 2021 – Easter Monday
6 April 2021 – University closure
3 May 2021 – Bank Holiday
31 May 2021 – Bank Holiday
30 Aug 2021 – Bank Holiday
31 Aug 2021 – University closure

Academic Year Chart

If you're undertaking a taught phase in your degree you'll find this information helpful. If you have no teaching phase you might find it useful to see when the university teaching periods and holidays fall.

Week commencing	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week designation	Timetabling week number
10 Aug 20	Summer vacation	46
17 Aug 20	V/SA	V/SA	V/SA	V/SA	V/SA	.	.	Summer vacation	47
24 Aug 20	V/SA	V/SA	V/SA	V/SA	V/SA	.	.	Summer vacation	48
31 Aug 20			V/SA	V/SA	V/SA	.	.	Summer vacation	49
7 Sep 20	Summer vacation	50
14 Sep 20	Ar	Ar	Summer vacation	51
21 Sep 20	W	W	W	W	W	W	W	Welcome Week/ Summer vacation	52
28 Sep 20	S	S	S	S	S	-	-	Semester 1: Study	1
5 Oct 20	S	S	S	S	S	-	-	Semester 1: Study	2
12 Oct 20	S	S	S	S	S	-	-	Semester 1: Study	3
19 Oct 20	S	S	S	S	S	-	-	Semester 1: Study	4
26 Oct 20	S	S	S	S	S	-	-	Semester 1: Study	5
2 Nov 20	S	S	S	S	S	-	-	Semester 1: Study	6
9 Nov 20	S	S	S	S	S	-	-	Semester 1: Study	7
16 Nov 20	S	S	S	S	S	-	-	Semester 1: Study	8
23 Nov 20	S	S	S	S	S	-	-	Semester 1: Study	9
30 Nov 20	S	S	S	S	S	-	-	Semester 1: Study	10
7 Dec 20	S	S	S	S	S	-	-	Semester 1: Study	11
14 Dec 20	V	V	V	V	V	:	:	Christmas vacation	12
21 Dec 20	V	V	V	V		:	:	Christmas vacation	13
28 Dec 20						:	:	Christmas vacation	14
4 Jan 21	R	R	R	R/A	R/A	[A]	-	Revision & Assessment	15
11 Jan 21	A	A	A	A	A	[A]	-	Revision & Assessment	16
18 Jan 21	A	A	A	A	A	[A]	:	Revision & Assessment	17
25 Jan 21	ISB	ISB	ISB	ISB	ISB	:	:	Inter-semester break	18
1 Feb 21	S	S	S	S	S	-	-	Semester 2: Study	19

Week commencing	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week designation	Timetabling week number
8 Feb 21	S	S	S	S	S	-	-	Semester 2: Study	20
15 Feb 21	S	S	S	S	S	-	-	Semester 2: Study	21
22 Feb 21	S	S	S	S	S	-	-	Semester 2: Study	22
1 Mar 21	S	S	S	S	S	-	-	Semester 2: Study	23
8 Mar 21	S	S	S	S	S	-	-	Semester 2: Study	24
15 Mar 21	S	S	S	S	S	-	-	Semester 2: Study	25
22 Mar 21	S	S	S	S	S	:	:	Semester 2: Study	26
29 Mar 21	V	V	V	V		:	ES	Semester 2: Study	27
5 Apr 21			V	V	V	:	:	Easter vacation	28
12 Apr 21	S	S	S	S	S	-	-	Easter vacation	29
19 Apr 21	S	S	S	S	S	-	-	Semester 2: Study	30
26 Apr 21	S	S	S	S	S	-	-	Semester 2: Study	31
3 May 21		R	R	R	R	[A]	-	Revision & Assessment	32
10 May 21	A	A	A	A	A	[A]	-	Revision & Assessment	33
17 May 21	A	A	A	A	A	[A]	-	Revision & Assessment	34
24 May 21	A	A	A	A	A	.	.	Revision & Assessment	35
31 May 21		Summer vacation	36
7 Jun 21	Summer vacation	37
14 Jun 21	Summer vacation	38
21 Jun 21	Summer vacation	39
28 Jun 21	Summer vacation	40
5 Jul 21	Summer vacation	41
12 Jul 21	Summer vacation	42
19 Jul 21	Summer vacation	43
26 Jul 21	Summer vacation	44
2 Aug 21	Summer vacation	45
9 Aug 21	Summer vacation	46
16 Aug 21	.	.	V/SA	V/SA	V/SA	.	.	Summer vacation	47
23 Aug 21	V/SA	V/SA	V/SA	V/SA	V/SA	.	.	Summer vacation	48
30 Aug 20			Summer vacation	49

Key to academic year chart for 2020/21

S	Study days
V	Christmas/Easter vacation weekdays other than University holidays
ISB	Inter-semester break
R/A	Revision/Assessment days
[A]	Assessment days, if needed
V/SA	Supplementary assessments in vacation period
Ar	Arrival days (undergraduate and taught postgraduate new arrivals will be told when to arrive on these days)
W	Welcome activities for new students
ES	Easter Sunday
	University holidays
.	Other summer vacation weekdays and weekend days
:	Other weekend days (Christmas/Easter/Inter-semester break vacations)
-	Other weekend days (semester weeks)

Notes

This chart is an illustration of the 2020-21 academic year as agreed by Senate on 21 November 2018, 5 June 2019 and 19 March 2020.

1. Award ceremony dates are to be confirmed.
2. Bank holiday dates are shown in their normal, expected slots, but may not be definitive.
3. University holiday dates are shown in their normal configurations around bank holidays, but may not be definitive.

Appendix 3: Campus Map

For information on getting to and around campus (including parking and accessibility):

Web: www.bath.ac.uk/collections/travel-advice



Appendix 4: Glossary of Useful Terms

Athena SWAN	National charter mark to recognise advancement of gender equality in higher education
CDT	Centre for Doctoral Training
DBS	Disclosure and Barring Service
DTC	Doctoral Training Centre
DTE	Doctoral Training Entity
DTP	Doctoral Training Partnership
F/S/UDSC	Faculty/School/University Doctoral Studies Committee
FTE	Full Time Equivalent
GTA	Graduate Teaching Assistant
GW4 Alliance	Regional partnership of Bath, Bristol, Cardiff and Exeter universities
ISA	International Students Association
LGBTQ	Lesbian, Gay, Bisexual, Transgender and Questioning or Queer
Moodle	Online platform for resources and activities, such as training modules (see also VLE)
#NeverOK	Campaign to combat sexual harassment
OPuS	Online Publications Store
PDES	Professional Doctorate Experience Survey
PGA	Postgraduate Association
PGR	Postgraduate Research
PGWT	Postgraduate Who Teaches
PRES	Postgraduate Research Experience Survey
Pure	The University's Research Information System
QA7	Research Degrees statement in the University's Quality Assurance Code of Practice
RDF	Researcher Development Framework (developed by Vitae)
SAMIS	The University's student records database
SSLCs	Staff / Student Liaison Committees
SU	Students' Union
Tier 4	A type of visa for international students studying in the UK
Vitae	An organisation that supports the professional and career development of researchers
VLE	Virtual Learning Environment

Appendix 5: Useful Contacts

Who	Contacts
Academic Representation	thesubath.com/academicreps/structure
Academic Skills Centre	+44 (0) 1225 383024 bath.ac.uk/asc academicskills@bath.ac.uk
Accommodation	+44 (0) 1225 383111 accommodation@bath.ac.uk bath.ac.uk/professional-services/student-accommodation
Appeals	go.bath.ac.uk/appeals
Bullying and harassment	go.bath.ac.uk/dignity-respect
Careers Service	+44 (0)1225 386009 careers@bath.ac.uk go.bath.ac.uk/careers-support-research
Chaplaincy Centre	Between the Library and 1 East. +44 (0)1225 386458 chaplaincy@bath.ac.uk go.bath.ac.uk/chaplaincy
Clubs and Societies	thesubath.com/socs
Complaints	go.bath.ac.uk/student-complaints
Computing Services	IT Service Desk on Level 2 of the Library go.bath.ac.uk/newusers go.bath.ac.uk/computing-services
Copy and Print Service	go.bath.ac.uk/copy-and-print
Counselling and mental health	listening@bath.ac.uk go.bath.ac.uk/student-services
Data Protection	go.bath.ac.uk/data-protection
Disability Service	disabilityadvice@bath.ac.uk go.bath.ac.uk/disability-service
Doctoral College	For all up-to-date contact information for Doctoral College staff, including your Programme Administrator contacts, see the Doctoral College website: go.bath.ac.uk/doctoralcollege For general enquiries, please contact the Doctoral College reception, 10 West 3.50 +44 (0)1225 383463 (internal extension 3463) doctoralcollege@bath.ac.uk
Doctoral College Activities Fund	go.bath.ac.uk/doctoral-interdisciplinary-research-experience

Doctoral College Training Fund	bath.ac.uk/corporate-information/doctoral-college-training-fund
Doctoral Engagement Manager	doctoralengagement@bath.ac.uk +44(0) 1225 3859223
DoctoralSkills	doctoralskills@bath.ac.uk go.bath.ac.uk/ds-workshops-and-courses bath.ac.uk/professional-development-for-doctoral-students
Emergency	On campus emergency: +44 (0) 1225 383999 from a mobile 666 from a landline Off campus emergency: 999
Equality and Diversity	bath.ac.uk/professional-services/equality-diversity-and-inclusion
Examiner Guidelines	go.bath.ac.uk/research-examiner-guidelines
Fees	go.bath.ac.uk/finance-contacts
Forms	go.bath.ac.uk/guidance-and-forms-for-doctoral-students
Funding and money advice	studentmoneyadvice@bath.ac.uk go.bath.ac.uk/money go.bath.ac.uk/doctoral-funding-opportunities
Graduate Commons and study spaces	10 West: Go.bath.ac.uk/10-west-commons Carpenter House: go.bath.ac.uk/graduate commons Virgil Building: go.bath.ac.uk/the-virgil-building
Guidance and Forms	go.bath.ac.uk/guidance-and-forms-for-doctoral-students
Imaging, Design and Print Services	8 West 1.35 go.bath.ac.uk/imaging-design-print
Induction	go.bath.ac.uk/doctoral-induction
Intellectual Property	go.bath.ac.uk/intellectual-property-process
International Students' Association	thesubath.com/internationals
Languages	bath.ac.uk/professional-services/foreign-languages
Library (including contacting your Subject Librarian)	go.bath.ac.uk/library
Maternity, Paternity and Adoption Leave policy	go.bath.ac.uk/pgr-maternity-policy
Mediation Service	University Mediation Service Manager +44 (0)1225 383 098 Students' Union Advice and Community Manager +44 (0)1225 385 863 www.bath.ac.uk/equalities/activities/mediation

Medical Centre	Quarry House, North Road +44 (0)1225 789100 go.bath.ac.uk/medical-centre
Moodle	go.bath.ac.uk/moodle
Nightline	The phone number is on the back of your University Library card. listening@bath.nightline.ac.uk Instant Messenger: bath.nightline.ac.uk go.bath.ac.uk/nightline
Nursery	Westwood Nursery on campus +44 (0)1225 386518 nursery@bath.ac.uk go.bath.ac.uk/westwood-nursery
Ordinances	bath.ac.uk/corporate-information/ordinances
Postgraduate Association	thesubath.com/postgrads
Pregnancy and parenting	go.bath.ac.uk/student-pregnancy-parenthood go.bath.ac.uk/pgr-maternity-policy
Programme Administrators, Doctoral College	go.bath.ac.uk/doctoral-support-contacts
Pure	go.bath.ac.uk/pure
Quality Assurance Code of Practice	bath.ac.uk/quality/cop
RAG	thesubath.com/rag
Registration	go.bath.ac.uk/register
Regulations	go.bath.ac.uk/regulations
Representation	go.bath.ac.uk/doctoral-representation
Researcher Development Framework (RDF)	go.bath.ac.uk/vitae-research-dev-framework
SAMIS	go.bath.ac.uk/samis
Security On campus emergency	+44 (0) 1225 383999 from a mobile 666 from a landline
Other emergency	999
Sport	go.bath.ac.uk/sports
Staff and Student Liaison Committees (SSLCs)	thesubath.com/academicreps/structure
Student Finance Office	Wessex House 3.44 go.bath.ac.uk/student-finance
Studentships team	Wessex House 3.44a stufin-studentships@rt.bath.ac.uk go.bath.ac.uk/studentships

Student Immigration Service	student-immigration-advice@bath.ac.uk +44 (0)1225 383838 go.bath.ac.uk/sis-drop-in go.bath.ac.uk/visas
Student Money Advice	go.bath.ac.uk/money
Student Services	Roper Centre, 4 West +44 (0)1225 385538 studentservices@bath.ac.uk go.bath.ac.uk/student-services See also: <i>Counselling and mental health</i> <i>Disability Service</i> <i>Wellbeing Service</i> <i>Student Immigration Service</i> <i>Student Money Advice</i>
Sustainability	go.bath.ac.uk/energy
Supervisor checklist	go.bath.ac.uk/guidance-and-forms-for-doctoral-students
Support if you are off campus	go.bath.ac.uk/student-services-at-distance
Students' Union Advice and Support Centre	Students' Union building, Level 2 +44 (0)1225 386909 suadvice@bath.ac.uk thesubath.com/advice
SU Education Officer	thesubath.com/officers/education
SU Postgraduate Officer	thesubath.com/officers/postgraduate
Suspension of study	go.bath.ac.uk/suspending-doctoral-study
Teaching during your doctoral studies	bath.ac.uk/campaigns/teaching-during-your-doctoral-studies
The Edge Arts	edgearts.org
Three Minute Thesis (3MT®)	bath.ac.uk/campaigns/explain-your-phd-in-just-three-minutes
University and College Union	ucu.org.uk +44 (0) 333 207 0719
University Independent Advisor for Postgraduate Research Students	Dr Marcelle McManus +44 (0)1225 383877 or M.McManus@bath.ac.uk
V Team	thesubath.com/vteam
Visas	go.bath.ac.uk/visas
Vitae	vitae.ac.uk
Volunteering	thesubath.com/volunteer
Wellbeing Service	+44 (0)1225 383838 go.bath.ac.uk/student-services
West Accommodation Centre	+44 (0)1225 383111

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