



POSTGRADUATE RESEARCH STUDENT HANDBOOK

2016/17

Department of Pharmacy and Pharmacology

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This handbook is available in electronic format via your Moodle (virtual learning environment) pages. The online version includes live links to information sources. If you require a copy in large font or other format please contact the Programme Administrator.

Every effort is made to ensure that the information contained within this handbook is accurate and up-to-date.

1 Welcome to the Faculty of Science



Welcome to the Faculty of Science at the University of Bath. I am delighted that you have chosen to pursue your postgraduate training with us. In some cases that means continuing from your previous studies at Bath, and you will be familiar with the campus and the staff. But for those of you electing to move to Bath from elsewhere, this will be an exciting new challenge. All of you will be embarking on a new phase in your lives and a move to a new style of thinking and learning inherent in postgraduate training; the Faculty of Science Graduate School is here to facilitate this transition. Above all, we want you all to succeed in your chosen course or research project, and that it should be an enriching and enjoyable experience. So do attend the induction events to meet the Graduate School team and to network with your peers. I look forward to meeting you all in the coming weeks.

Prof Sue Wonnacott, Associate Dean for Graduate Studies

1.1 The Faculty of Science Graduate School

There are 6 departments within the Faculty of Science – Biology and Biochemistry, Chemistry, Computer Science, Mathematical Science, Pharmacy and Pharmacology, and Physics. The Graduate School is the home for all postgraduate students engaged in research or taking taught Masters courses within the life sciences, physical sciences and mathematics. The Faculty has several interdisciplinary Research Centres, including the Centre for Extremophile Research (CER); the Centre for Mathematical Biology (CMB), the Centre for Regenerative Medicine (CRM) and Bath Institute for Complex Systems (BICS). These Centres foster cross-discipline interactions, both within and beyond the Faculty of Science, and support interdisciplinary postgraduate training programmes.

Role of the Graduate School

The Graduate School is responsible for supporting postgraduate students throughout their lifecycle at the University, from admission, through progression stages to submission and completion. It also provides a forum for formal and informal interdisciplinary exchanges, offering both academic and social activities. Generic skills training courses are provided by the Graduate Centre via the Graduate School.

Staff in the Graduate School

Location: Wessex House 3.33

Website: <http://www.bath.ac.uk/science/graduate-school/contact/>

Email: fac-sci-gs-admin@bath.ac.uk

Tel: +44 (0)1225 38 3410 (internal ext 3410)

Professor Sue Wonnacott
Associate Dean for Graduate Studies
4 South 0.44

Simon Gane
Graduate School Manager
Wessex House 3.31

Student support

Ceri Dibble
Programmes Officer
Wessex House 3.33

Oversight of PGT and PGR student support.
Secretary to FRSC.

Chris Harrison

PG
Administrator
Wessex
House 3.33

*Current PGR support:
B&B,
Computer Science,
Maths*

Susan Alston

PG
Administrator
Wessex House
3.33

*Current PGR support:
Chemistry,
Physics,
Pharmacy &
Pharmacology*

Sophie Hill

PG Taught
Administrator
Wessex
House 3.33

*Current PGT support:
B&B,
Chemistry,
Computer Science,
Maths*

Student recruitment

TBC
Postgraduate Officer
Wessex House 3.33

Oversight of PG admissions, funding and recruitment activities.
PG admissions: Chemistry

Katie Coy

PG
Administrator
Wessex
House 3.33

*PG admissions:
B&B,
CompSci

Visiting PG students*

Tracey Brend

PG
Administrator
Wessex House
3.33

*PG admissions:
Computer Science,
Pharmacy &
Pharmacology,
Physics*

Rachael Ward

PG
Administrator
Wessex
House 3.33

*PG admissions:
Maths,
CompSci
PG conversion*

2. Welcome to the Department

2.1 Department of Pharmacy & Pharmacology

Welcome to the Department of Pharmacy & Pharmacology. You will probably have heard about the excellence of research and teaching at Bath from league tables and world rankings, but these give little indication of the department's character as somewhere to study and undertake research.

Pharmacy and Pharmacology is one of the largest departments in the university and we welcome students and scholars from more than 20 countries as well as the UK. Each will be here because of the high standards of achievement that they have set for themselves and yet there is another characteristic of 'Bath people' and that is their warmth and friendliness. The result is a department that is welcoming and friendly whilst enjoying the highest levels of success.

The department is home to several world-class groups undertaking leading edge research in pharmacy and pharmacology, many of which involve interdisciplinary approaches to questions in drug discovery, drug delivery and drug action.

Students and research scholars alike make full use of the world-class sports facilities on campus and there are plenty of opportunities to contribute to the creative arts and pursue personal beliefs. Just 'down the hill' is Bath, one of the world's most beautiful cities with its cosmopolitan mix of lively bars and quieter cafés and restaurants.

Prof. Stephen Ward

Head of Department

3. Department Structure

3.1. Who's Who in the Department

See <http://www.bath.ac.uk/pharmacy/contacts/> for a full list of Department staff.

Some contacts most relevant to PG students are:

Head of Department	Prof Stephen Ward
Director of Studies for PGR Students	Dr Lorenzo Caggiano
Department Coordinator	Helen Thame
Department Secretary	Eleanor Jones
Department Superintendent /Safety Advisor	tbc
Technical Team Leader	Jo Carter
Chemical Safety Officer	Dr Tim Woodman
Purchasing Technician	Edwina Wilkinson
Athena SWAN representative	Dr Sarah Bailey
Equality and Diversity co-ordinator	Dr Charareh Pourzand

The Departmental Enquiries Office is in 5W Level 3 and is open on weekdays from 09.00 to 17.00.

Office telephone number: (01225) 38 3782
Fax number: (01225) 38 6114
Address: Department of Pharmacy and Pharmacology
University of Bath
BATH BA2 7AY

3.2 Research Areas of the Department

The Department has a long-standing and internationally recognised reputation for high-quality research in the pharmaceutical and pharmacological sciences, spanning the drug development process from target identification and drug design, synthesis and structural optimisation, through to drug formulation and delivery, pharmacovigilance, adherence and drug use. It provides a broad platform for cutting-edge research and is committed to maintaining its position of international excellence. In the most recent Research Excellence Framework (REF 2014), 91% of the Department's research was rated as world-leading or internationally excellent. Postgraduates have the opportunity to work on projects ranging from fundamental aspects of drug discovery, action and development to applied areas that are closer to healthcare delivery. Currently, there are more than 50 research postgraduates and 25 post-doctoral research officers working in the Department.

Our research is grouped into six themes:

- Biological chemistry and drug design
- Research in Medicines Design (ReMedDes)

- Inflammation, infection and immunity
- Neuroscience
- Population and lifelong health
- Health services research

Visit www.bath.ac.uk/pharmacy/research to find out more.

Key facilities

The department benefits from well-managed, expert-resourced, multi-user research facilities. These include the Bioscience Services Unit providing state-of-the-art facilities for transgenic animals and in vivo pharmacology, and the Chemical Characterisation and Analysis Facility (CCAF) combining cutting-edge analytical equipment (a range of X-ray diffraction, NMR and LC-coupled mass spectrometry apparatus) with extensive in-house expertise. The Microscopy & Analysis Suite offers a comprehensive range of imaging equipment (electron, confocal, high-content, Raman, and scanning probe microscopies, single-cell calcium imaging, flow cytometry and cell sorting) and incorporates the recently established advanced hypoxic imaging facility with expertise essential for research at the chemistry-biology interface. Additional departmental facilities exist for synthetic chemistry, tissue culture, intra-cellular/patch clamp electrophysiology, and real-time PCR analysis. Research in the department also benefits from a licence to the Clinical Practice Research Datalink (CPRD) database.

4. Working in the Department

4.1 Department Website

Please regularly refer to the Department webpages as these contain the most recent and continually updated sources of information <http://www.bath.ac.uk/pharmacy/> and <https://wiki.bath.ac.uk/display/Pharm/>

There is an "Induction Checklist" for all new starters to complete, to help you familiarise yourself with the Department.

Go to <https://wiki.bath.ac.uk/display/Pharm/Induction+Information> for links.

4.2 Stationery

You will be permitted a restricted amount of stationery, such items include lab books (hard-back or duplicate), OHP Pens, Pencils and Biro's. You may collect stationery Monday to Friday between 10.30 – 12.30 from the Departmental Secretary in the Enquiries Office.

4.3 Mail Pigeon holes

Any mail which arrives for you will be put into the postgraduate pigeon holes in the 5W foyer, Level 3.

4.4 Finances

When you order consumable items, you will need to complete a requisition form (available in the laboratories). Please get your supervisor to agree to the expenditure and sign the form then give it to the Purchasing Technician in 5W 2.16 or alternatively place it in their tray in Reception. Your supervisor will advise you of the code to be used (i.e. that of your Training Support Fee).

Demonstrating

You may be asked to undertake demonstrating duties. You should do this only with the agreement of your supervisor. Please be sure to complete a claim form, which can be found on the University web pages, at the end of each calendar month. If you do not do this, you may be liable for National Insurance payments! Get the form signed by a member of academic staff to confirm that you actually did the work, and then return it to Jo Carter (5W 3.39), Senior Technician.

Outside Interests, Full-time Postgraduate Students

The Department requires that a postgraduate student registered for full-time study will not undertake any external work within the working week (as defined by the Supervisor). Only under exceptional circumstances and with the written agreement of the Head of Department, will laboratory work be allowed to continue beyond 36 months for students undertaking a 3 year PhD (42 months for a 4 year PhD).

Financial matters are dealt with by the Faculty Science Finance Office located in Wessex House 3.50A.

Training Support Fund

Your supervisor may have access to a Training Support Fund (TSF) to support your research. With their approval, this can be used to purchase books, equipment, computing, travel to conferences, plus other expenditure that your supervisor believes will benefit your work. The amount available in this fund varies considerably depending on the source of your funding, and the programme of study you are on. Please check with your supervisor regarding arrangements for this.

Purchasing Travel

Although you are able to purchase travel tickets yourself and claim the costs back with a receipt, the University can buy these tickets upfront on your behalf. This is charged directly to the University. The University's travel agent, Ian Allan Travel, is available to postgraduate students to book their own journeys and accommodation online (see uob.ianallantravel.com to register). You will need to know your project code, so if you don't know this, please ask your supervisor.

Conference fees and associated costs can be arranged through the Faculty Finance Office (fac-sci-finance-admin@bath.ac.uk). Please check with your supervisor before making any purchases for travel.

Expense Claims

The process for claiming back research expenses you have paid yourself is the same for postgraduate students as for staff. This is done with the Agresso system online at <https://agresso.bath.ac.uk>. If you do not have access to Agresso, or require some help completing your claim, please speak to the BUCS helpdesk in the Library. Agresso web expenses enables you to enter the costs online and print out a summary to which you attach your receipts and hand in to the Faculty of Science Finance Office in Wessex House 3.50. Please check with your supervisor before claiming any expenses.

Student Maintenance Payment (Stipend)

If your study is funded from a Studentship (i.e. URS, ORS, DTG) you will most likely be receiving a quarterly payment for living costs during your degree. This is not applicable for self-funded students. Maintenance is paid directly to your bank account in October, January, April and July. Please be aware though, that this payment will stop for periods of suspense, and status changes from full or part time study (i.e. Writing-Up, Thesis Submitted etc.) Any questions about maintenance can be directed to the Student Finance Office (stufin-stipends@rt.bath.ac.uk).

4.5 Technical Information

The Department will provide you with clean laboratory coats. Labcoats will be available every Monday between 9.15 - 10.15am in the 5 West level 1 store room. If you need a laboratory coat change out of these hours; please contact Patricia Higgins on Level 1.

In order to make full use of the computer facilities available in 5 West and 7 West, you must register with Mr Pascal Loizeau, the Departmental IT Co-ordinator who can be found in 5W 4.6a, extension 4710, pharm-it@bath.ac.uk. If you do not register with him you will not be able to make full use of the IT facilities.

4.6 You and Your Supervisors

You should maintain close contact with your lead supervisor throughout your career as a research student. He/she will establish the directions of your research and will ensure that you receive the correct training in the different specialised techniques that are required and in the material that forms the background to your research. He/she will also arrange for the facilities necessary for your research to be available. You should also regularly meet with your supervisory team throughout your PhD and update them on progress and ask for feedback. In addition to your supervisory team, you will also be assigned two academic assessors who will be involved in monitoring your progress during your studies.

Research is increasingly a strongly collaborative activity and you should make sure that you work closely not only with your supervisor but also with other members of the research group. They, and other students and staff in the Department, can often provide you with specialised knowledge or advice that can prove invaluable. Make sure, too, that you share *your* experience with others: this means learning to communicate your ideas well.

These are a few suggestions for students to consider:

- Full-time students are advised to meet their lead supervisor on a *formal* basis for supervision at least once a fortnight (it is expected that there will also be more frequent informal contact).
- Part-time students are advised to meet their supervisor on a formal basis for supervision about three times a semester.
- It is the responsibility of students to arrange meetings with their supervisors.

- The expertise of other staff is also available to all students, but again the student is responsible for making contact with the appropriate member of staff.
- Students must be prepared to go out and seek help and advice. They should not rely on other people approaching them.
- Any problems that arise that cannot be solved by direct student – supervisor discussion should be brought initially to the Director of Postgraduate Studies, who may refer the matter to the Head of Department.

4.7 Some Differences Between First and Higher Degrees

The nature of study for higher degrees by research is very different from that for first degrees. In undergraduate courses, students' activities are very well defined, with comprehensively timetabled formal commitments.

Postgraduate studies are far less structured and consequently students have a much greater responsibility for organisation of their own work and for time management. There are various PGskills courses available to help you with this and other aspects relevant to conducting your PhD. See <http://www.bath.ac.uk/learningandteaching/rdu/courses/pgskills/index.html>

4.8 How to Get Things Done

As your research progresses, especially if your area of work is experimental, you will need to make the best use of the University's technical resources.

Your supervisor will advise you about the ways in which equipment and other items can be ordered and who to see when you need items manufactured. The University has its own mechanical workshop in the basement of 4E for the making of equipment and there is also a glass-blowing workshop. The personnel are highly skilled and produce excellent items of apparatus: however, there is a high demand for their services which are not cheap or available on instant demand. Remember also that there will be a waiting time of around 3-4 weeks (and sometimes longer) so think well ahead so that your research is not delayed. Simple pieces of apparatus and electronics can sometimes be made in the Department's own workshops, perhaps with the help of our own technical staff. Again, discuss your needs with your supervisor before committing technical staff to major tasks. If you wish to make small items yourself, you can obtain the necessary training and clearance from the Department's technical staff. When using communal research areas such as the workshop or clean room, please keep everything as tidy as possible!

5. Health and Safety

5.1 Safety Policy

Dr Tim Woodman is our Chemical Safety Officer and Chemical Safety Advisor to the University and is located in 9W 0.03 (NMR suite) or 5W 3.04 (office) call ext. 6778

Statement of Intent

A concern for health and safety is an integral part of the management of the Department of Pharmacy and Pharmacology. This policy statement indicates the organisation, arrangements, monitoring and remedial actions which will be used by the Department to implement the requirements of the University Safety Policy, and the local Department rules. The local rules are in addition to, and not a substitute for, the requirements of the general University Safety Policy. The Department will make available resources of both time and money, and arrange for training and instruction in safety matters, so far as is reasonably practicable, so that the Safety Policy can be implemented.

General Department Safety

All members of the Department have a responsibility for safety. As a Department we have a wide range of activities which if not carried out properly could pose safety risks. Therefore it is important that everyone is safety conscious. The greatest potential risks are found with regard to fires, radiation hazards, microbiological/tissue culture hazards, pressure vessels, centrifuges, weighing toxic chemicals or drugs and electrical equipment. Our most common problems are minor cuts resulting from people opening ampoules, and needle stick incidents. Although we have safety procedures in place, designed to pre-empt problems, we do depend on everyone being alert to these risks and bringing to the attention of colleagues any safety matters they are concerned about.

If you have visitors in the department you should be responsible for their general safety and evacuation in case of an emergency.

Visitors with mobility issues should inform their host prior to arrival of their needs or requirements as soon as possible. If children are brought on to the campus they should be under constant supervision. Children should not be brought into the Department unless absolutely necessary. If they are in the Department they must not enter the laboratories.

Local Rules

Everyone should comply with the following points:

Before you start work

1. Any research work should be discussed and approved by your supervisor and not started until a **Risk Assessment Form** has been completed by you and your supervisor. This should be kept in your **Laboratory Safety File**.
2. If you will be using chemicals or biological agents, the appropriate **CoSHH** (Control of Substances Hazardous to Health) form should be completed. One copy of this should be kept in your **Laboratory Safety File**. A video explaining the COSHH regulations is available from the Chemical Liaison Officer.
3. Mrs Jo Carter is acting Radiation/Laser Safety Liaison Officer, and is also the Safety Liaison Officer for work with pathogens, genetic manipulations and human tissues. If your work involves any of these areas you should be registered with the appropriate Departmental Safety Liaison Officer, and the appropriate University Safety Officer, and attend an approved training course if necessary.
4. If you are using human tissues or fluids you should discuss the possibility of having a Hepatitis B vaccination.
5. If you will be handling animals you should have an up to date tetanus injection and be aware of the signs and symptoms of allergy should they occur.
6. If your work requires prolonged use of a VDU you may be entitled to free eyesight tests. You may also be eligible for Safety Prescription Spectacles if you are working in the chemistry laboratories.
7. Make yourself familiar with the safety equipment in your laboratory and the location of the nearest telephone, fire extinguisher, fire alarm, first aid box and emergency exits.
8. If you will be working outside normal hours (8:00am – 6:15pm) or at weekends you need to be registered to use the Department's Security system. This can be done via the Department Superintendent.
9. If you have a health problem which could be affected by the laboratory environment, you must inform the Departmental Safety Liaison Officer and the University Medical Officer in Quarry House.
10. Undergraduate classes have been assessed by the course coordinator and these assessments will be incorporated in your

practical notes, but see below for further details relating to undergraduate classes.

11. Read the University Safety Manual as this provides additional safety information and the names of key University Safety Personnel. Copies of this are held by the Safety Liaison Officer. It is also available on the University Home Page on the University Website. <http://www.bath.ac.uk/hr/stayingsafewell/contacts.html>

Once you start work

1. Always wear laboratory coats when you are in the laboratory. If you are wearing protective gloves do not contaminate door handles and taps with hazardous materials. Do not wear open shoes (flip flops, sandals or crocs), or other clothing which would compromise your safety in the event of a safety incident. Open cuts/sores should be protected from infection/contamination.
2. Do not smoke or apply cosmetics in the laboratories. Food containers and cups should not be taken into or through laboratories.
3. If you see a fire, sound the alarm immediately. If the fire cannot be dealt with quickly and safely, evacuate the building by the nearest exit. Following evacuation the assembly point for 5West and 7 West is outside POLDEN COURT.
4. Do not obstruct routes to emergency exits with equipment and keep bottles of solvents well away from exit doors.
5. Do not attempt to re-sheath syringe needles; once used place directly in a sharps disposal bin.
6. When disposing of waste material ensure that you comply with the **Waste Disposal Guidelines**. A copy is located on the door of every laboratory. Do not put unauthorized materials down sinks. If in doubt consult Mr Ben Groombridge (5W 3.18) or Mr Russel Barlow (ext. 3297) who will offer specialist advice for the correct disposal of hazardous waste. It is particularly important to prevent flammable solvents being disposed of via sinks. Bottles should be rinsed out and the label defaced before being placed in the waste bins.
7. Radioactive waste should be disposed of in the bins provided or approved sinks. A record of the radioactive material used and disposed of should be entered on your **Track Record**.
8. Rinse out all glassware prior to sending it for washing up by the Laboratory Assistants. Do not return Pasteur Pipettes and needles

- for washing up; dispose of them in the **Sharps Bins** that are provided for this purpose.
9. If you notice a potential hazard, immediately bring this to the attention of a Technician in your area.
 10. When you leave the laboratory at the end of the day please ensure that all solvent bottles are returned to the storage cupboards, and turn off equipment which has been used during the day. Any equipment or reactions which are left running overnight should be clearly labelled with a **Yellow Information Card**.
 11. If you work outside normal hours, i.e. before 8:00 am and after 6:15 pm, or at weekends, you must register with the Department Security system, and **sign in and out** on the notice boards in the foyer of 5 West and other main doors. Do not leave security doors unlocked. **Never work alone when carrying out work involving hazardous procedures.**
 12. If you do have a safety incident, or an accident resulting in injury, fill in an **Incident Report Form** available in the Department Office and give a copy to the Departmental Secretary for our records.
 13. If you notice something which you regard as a hazard, please complete a **Notification Of Hazard Form**, which can be obtained from the Department Office, and inform the person in charge of the laboratory.

Laboratory Safety Information

While in the Pharmacy and Pharmacology laboratories you will carry out various experiments which if not performed properly could present a risk to yourself and to others working with you. If you see anything which gives you concern over safety please inform the person in charge of the class.

There are potential risks arising from the use of pressurised vessels, centrifuges, microbiological and tissue culture work, chemicals, drugs, needles, ampoules, gases, radiation sources, exposure to allergens and electrical equipment. Therefore, do not carry out any experiment unless you are fully aware of the correct procedures. If you are unsure, do not proceed without taking advice from the class supervisor. Do not attempt to repair faulty equipment.

If you have a health problem which could be affected by laboratory work you must inform the Department Safety Liaison Officer, and the University Medical Officer in Quarry House.

When carrying out individual projects during the later stages of your course you and your supervisor(s) will need to make a **Risk Assessment** prior to any practical work being carried out. This may also involve filling out **Control of Substances Hazardous to Health (CoSHH)** forms.

Risk assessments have been made by members of staff on all of the standard practical classes you will be carrying out and the level of safety is considered to be adequate to comply with the COSHH regulations.

When in the laboratories you must comply with the following rules.

1. Make yourself familiar with the location of fire extinguishers and fire alarms together with evacuation routes. On hearing a fire alarm leave the building by the nearest safe route and assemble outside **POLDEN COURT** which is the assembly point for 5West and 7West.
2. Laboratory coats must be worn at all times and be properly fastened. Cuts/sores etc should be covered to prevent contamination.
3. Safety spectacles must be worn at all times in the laboratory, and protective gloves must be used when required.
4. Long hair or loose clothing should be tied back if naked flames or rotating equipment is being used.
5. Smoking, eating, drinking and the application of cosmetics are forbidden in the laboratories.
6. Pipetting by mouth is forbidden.
7. Take special care when weighing out chemicals as this is the time when maximal exposure to toxic agents can be expected.
8. Do not bring personal bags, coats etc. into the laboratories.
9. If you do have an accident, report it to the person in charge and fill out an **INCIDENT REPORT FORM** which is available in the Department Office. This should then be returned to the Department Secretary.
10. Clear up any breakages and spillages and inform the person in charge of the class. When you have finished your work leave the laboratory in a clean state.
11. Never work in any laboratory unsupervised.
12. If you notice something which you regard as a hazard, please complete a **NOTIFICATION OF HAZARD** form, which can be obtained from the Department Office, and inform the person in charge of the laboratory.

Public Liability Insurance

The University has a public liability insurance policy to cover any claims brought by students or members of the public against the University where the University has been negligent. This policy does not, however, cover students who come to harm because of their own fault, or cause damage of their own volition.

Further Information

Further safety information can be found on the back of laboratory doors, where key information is summarised. Additional information on the Department's health and safety policy can be found on the Pharmacy and Pharmacology Intranet, updates and latest procedures will also be posted there. There you can also obtain information on matters such as:

- Decontamination of Biological waste
- Handling of Human Blood
- Storage and use of human material
- Taking human blood
- CoSHH Form

5.2 First-Aid

Fire Safety Adviser: Mr Mark Burton (ext. 5171)

Local Appointed First Aiders:

Miss Layla Malt, ext. 3642, 5W 2.19

Mrs J Carter, ext. 4282, 5W 3.39

5.3 Safety Contacts

The Departmental Safety Team has been formed to help the Head of Department discharge the duties of implementing and monitoring the University Safety Policy. The Terms of Reference of the Team are as stated in Appendix 3.4 of the University Safety Manual. The Team meets at least three times a year. Compliance with the University Safety Policy will be monitored in accordance with procedures laid down in Section 3.4 of the Safety Manual. The Head of Department will arrange, in consultation with the Departmental Safety Team, for a group to inspect the area at least twice a year. The result of the inspection will be reported on a suitable pro forma, and target dates will be set for any remedial actions. The Head of Department will acknowledge completion of the remedial actions and a copy of the completed report will be sent to the University Safety Officer for record purposes.

Department Safety Team

The person with overall responsible for safety in the Department is the Head of Department, Professor Stephen Ward.

Safety-related duties have been delegated to the following persons:

University contacts: <http://www.bath.ac.uk/hr/stayingsafewell/contacts.html>

Safety Liaison Officer:	tbc
Chemical Liaison Officer:	Dr T Woodman, 9W 0.01
Radiological/Laser and Microbiological Liaison Officer:	Mrs J Carter, 5W 3.39
Electrical Safety Testing:	Mr S Phillips, 5W 3.28 and Mr D Perry, 7W 4.8

5.4 Building Security

You will in the first instance be permitted access to your laboratory out of working hours BUT under NO circumstances should you work there alone for the first term of your registration. Please consult your supervisor about this.

6. Training and Seminars

6.1 PG Skills Training

In addition to the specialised training that you will need for your particular project, the University and Department also provide training in a number of more generic skills. There are also external training courses, operated for example by EPSRC.

At the end of your postgraduate studies you will be expert in a highly specialised field, but to be successful in your future career a number of 'generic skills' are required. Developing generic skills will help to make you a more effective researcher, produce better research, be more aware of your skills, make informed career choices and be more employable. Such skills are provided by the Researcher Development Unit <http://www.bath.ac.uk/learningandteaching/rdu/>

Generic skills will be developed in the normal course of your studies, and by attendance at some of the courses offered by the University's PG Skills

Programme. An important first step in developing generic skills is to carry out a self-assessment of your strengths and weaknesses, and for you to develop a plan to strengthen the weaker areas. It is very useful to think about how the 'generic' skills are embedded in your everyday work, and to record these in the training log too.

You should NOT attempt to attend everything in the first few months. Instead, discuss your priorities with your supervisor, and determine the development activities that you need to do now for the next 6-12 months of your project, and also to prepare you for your future career. You should be planning and reviewing your development all the way through your research project, and discussing this regularly with your supervisor.

The University PG Skills Programme runs training sessions throughout the year that address all aspects of the Joint Statement of Skills Training. These courses are free to research students. To browse courses and book online, see: <http://www.bath.ac.uk/learningandteaching/rdu/courses/pgskills/index.html>

The PG Skills Programme includes sessions delivered by Computing Services and the Library. However, you may also wish to visit their websites to look for other opportunities they may offer. Please also note that we have the **Academic Skills Centre**, which provides support for both native and non-native speakers.

<http://www.bath.ac.uk/asc/for-current-students/>

In addition to the PGskills and training opportunities listed above, the Department has a very active **Departmental Seminar** programme throughout Semester 1 and 2. **All PGR** are expected to attend these seminars, which will provide you with a broad overview of pharmacy and pharmacology. These will be held weekly, on Wednesday afternoon's.

External activities

A range of courses are also run on a national level by organisations such as "Vitae" to support the personal development and teamwork skills of postgraduate schools. For details, see the link at the PG Skills Homepage. Other opportunities may also be offered by specific funding bodies. You should take the initiative in finding such courses and you should discuss possible funding with your supervisor.

Departmental & Group Seminars

The Research Themes, Challenges and Centres hold regular seminars and meetings, which form an important part of your PGR student experience. Some

of the speakers will be external, some internal, including PGR students themselves. In addition there may be more broadly-aimed Departmental Colloquia, which you will be expected to attend as often as possible.

7. The PhD / EngD lifecycle

The diagram below illustrates the typical lifecycle for standard PhD or integrated PhD/EngD students and includes details of the key progression milestones and when they occur. Further details about these progression milestones can be found in the *University Handbook for Research Students*, which will be included in your welcome pack.



The PhD/EngD lifecycle

