



# School of Nursing and Health

**PhD Researcher Subject Handbook**  
(2019/20)

[ulster.ac.uk](http://ulster.ac.uk)



**INSTITUTE OF NURSING AND  
HEALTH RESEARCH**

**DOCTORAL STUDIES INFORMATION  
2019/20**



## W E L C O M E

### ***to the Institute of Nursing and Health Research (INHR)***

***On behalf of the Institute Director, Associate Director, Research Supervisors, Lecturing Staff, Research Secretary and Nursing Secretaries, I would like to welcome you to Ulster University. We hope that you will enjoy and develop personally, academically and professionally as you progress in your doctoral studies.***

***Doctor Donna Brown***

***Postgraduate Tutor***

***Room 12J21, Ext:6851***

The purpose of this document is to help you to piece together relevant information regarding assessment of progression through doctoral studies.

***NOTE: The information provided here draws upon and supplements that provided in the Doctoral College postgraduate studies student handbook***

**<https://www.ulster.ac.uk/doctoralcollege/current-phd-researchers/handbooks-and-policies>**

**<https://www.ulster.ac.uk/doctoralcollege>**

**Research Director Institute Life and Health Sciences**

Professor Kader Parahoo

**Associate Research Director Institute Life and Health Sciences**

Dr Ciara Hughes

**Head of Research Centres**

Dr L Taggart: Centre for Intellectual and Developmental Disabilities (CIDD)

Professor Marlene Sinclair: Centre for Maternal, Fetal and Infant Research (CMFIR)

Professor Vivien Coates: Managing Chronic Illness Research Centre (MCI)

Professor Assumpta Ryan: Person Centred Practice Research Centre (PCPRC)

Professor Suzanne McDonough: Centre for Health and Rehabilitation Technologies  
(CHaRT)

**Postgraduate Tutor Institute Life and Health Sciences**

Dr Donna Brown

**Associate Postgraduate Tutors and member of the Doctoral Education Research Committee**

**Associate Postgraduate Tutors per Research Centre**

Dr L Taggart: Centre for Intellectual and Developmental Disabilities (CIDD)

Dr Patricia Gillen: Centre for Maternal, Fetal and Infant Research (CMFIR)

Dr Toni McAloon: Managing Chronic Illness Research Centre (MCI)

Dr Vidar Melby: Person Centred Practice Research Centre (PCPRC)

Dr Cathal Breen: Centre for Health and Rehabilitation Technologies (CHaRT)

**PhD Researcher Representatives per Research Centre**

Olivia Boyda: Centre for Intellectual and Developmental Disabilities (CIDD)

Medbh Hillyard/ Alison Little: Centre for Maternal, Fetal and Infant Research (CMFIR)

Jeffrey Hanna: Managing Chronic Illness Research Centre (MCI)

Rosemary Kelly: Person Centred Practice Research Centre (PCPRC)

Rachel Savage: Centre for Health and Rehabilitation Technologies (CHaRT)

**Terms of Reference: Postgraduate Doctoral Education Research Committee, INHR.**

To advise the INHR Leadership committee on:

1. Issues related to the supervision, education and training of research students in INHR.
2. The quality review of procedures for the admission, supervision, reporting of performance, progress and examination of research students.
3. The development of support mechanisms for research students, working alongside the Doctoral College.
4. The recruitment of PhD researchers.
5. Issues relating to staff training and development for supervisors and examination of research supervision.
6. Any other matters relating to postgraduate studies and PhD researchers that may arise from time to time.

## Helpful Contacts

**Mr Paul Henry, Academic Excellence Executive Assistant Room 12J07, Jordanstown campus**

Authorised expenditure

Booking progress seminars (initial, confirmation, final)

Stationery

### **Queries in relation to progressed authorised expenditure**

Karen Haggan, Payments administrator

*\*Please note that your supervisory team are the first point of contact to discuss and agree any funding or courses that you wish to undertake*

### **Allocation of Desk spaces**

Dr Donna Brown- nursing offices on Jordanstown campus, Block 12, floor J

Mrs Lorraine Brownlie , Support Assistant, School of Nursing – keys for nursing offices on Jordanstown campus, Block 12, floor J

Dr Donna Brown – nursing offices on Magee campus, MD building

Dr Cathal Breen – Health Sciences offices, block 1, floor F

### **Computer issues**

Mr Neil Brady, IT technician within the INHR, Jordanstown campus

Ms June Baldrick IT technician within Nursing, Magee campus

PhD researchers in the INHR are allocated a desk, computer and filing cabinet for their individual personal use throughout their studies. These office spaces should be quiet areas that are conducive to learning and for gaining peer support. As data may be stored in locked filing cabinets in these areas, many of our office spaces must be kept locked whenever there are no PhD researchers present.

The protection of our research, participants and data is of paramount importance. Therefore, please be advised that there should be **no occasion** where a PhD researcher should permit their office space to be used by any other person, nor should anyone who is not formally allocated a space in the office, be left alone for a long period of time.

In Ulster University we have a number of different types of spaces that can be used to talk to visitors, friends and colleagues. Please use these places and keep the PhD researcher spaces for the purpose for which they are intended.

## Key Processes for PhD Researchers– what happens and when

These are the key administration and academic processes for MPhil and PhD researchers and when they happen during your period of study. You are asked to note, in particular, the processes that occur on an annual basis - re-enrolment and the completion of annual reports. Please ensure that respond to the instructions provided through the PhD manager system. It is *absolutely essential* that you return your annual report and complete your progress seminars within the specified periods of time. If you do not, your progress will be delayed, suspended or terminated. Applications relating to any change in circumstances (such as change from full-time to part-time, leave of absence, extension etc) must be completed as far in advance of the date of change as possible. A three-month period of time allows time to process information through PhD manager and make any adjustments to finances.

Process	When – full time	When – part time
Re-enrolment*	Mid-September, annually	Electronically, every summer
Initial assessment	Within three months of first registration	6 months from first registration
Annual report*	As prompted through PhD manager, annually	As prompted through PhD manager, annually
Confirmation/formal assessment	Between ten and fifteen months of first registration	Between 20 and 25 months of first registration
Final Assessment	Within thirty months of first registration	Within sixty months (PhD) or thirty-six months (MPhil) of first registration
Hand in of Intention to Submit	Three months before proposed submission date	Three months before proposed submission date
Submission of thesis	Within thirty-six months (PhD) or twenty-four months (MPhil) of first registration	Within seventy-two months (PhD) or forty-eight months (MPhil) of first registration

**Please ensure you read emails from the Doctoral College and PhD manager in relation to key administration and academic processes and feel free to discuss changes with your supervisory team or postgraduate tutor.**

## INITIAL ASSESSMENT

PhD researchers will be notified of their expected seminar date through PhD Manager. The initial seminar is normally undertaken within three months of a full-time PhD researcher's first registration. For part-time PhD researchers this will be carried out within six months. Within the INHR, postgraduate seminars are held TEN times throughout the year. The dates will be released to PhD researchers and their supervisory teams by the Postgraduate Tutor. Following discussions within the supervisory team, the PhD researcher is required to book their initial assessment with the INHR Postgraduate Tutor ([d.brown1@ulster.ac.uk](mailto:d.brown1@ulster.ac.uk)) and Paul Henry ([p.henry@ulster.ac.uk](mailto:p.henry@ulster.ac.uk)), administration support. Once the date for the seminar has been booked the PhD researcher will be required to:

1. Ensure that their assessors (Doctoral studies panel) are available for the date of the arranged seminar.
2. Complete their report.
3. Upload an electronic version of their final version of their report through Turnitin, on Blackboard Learn.
4. Upload the electronic final version of their report and Turnitin report onto PhD Manager.
5. Send an electronic copy of the final version of their report and Turnitin report to Paul Henry ([p.henry@ulster.ac.uk](mailto:p.henry@ulster.ac.uk))
6. Complete their seminar.
7. The outcome of the assessment will be communicated to the Doctoral College via PhD Manager.

The assessment process in the INHR (initial seminar) involves completing the report **two weeks** prior to the assessment date. This is to provide time for supervisors to complete their report and assessor to read the material prior to the initial assessment. You will be advised of the dates that you are required to submit your work via an email from Dr Donna Brown or Paul Henry. *Please ensure you read your email carefully.*

Within the INHR, the initial assessment focuses upon:

**A report designed to articulate what PhD researchers are planning to do for their PhD research project. This should take the form of an outline proposal.**

- A maximum of 1,200 words for the report.
- The report should be structured using the headings of an abstract
  - Background literature – a general overview of the relevant literature
  - Clear aims and objectives
  - Justification of the research topic/ Identify the research gap
  - Theoretical framework
  - Brief methodology (study design, participants, etc)
  - Ethical considerations
  - Brief timetable for your PhD study
  - There should be no appendices beyond references

\*PhD researchers considering formatting their thesis using the PhD by papers format (formerly PhD *with* papers) option should identify what their publications are likely to be focused around.

**This initial assessment:**

1. Assesses initial thinking and planning underpinning the study.
2. Considers if the appropriate literature is being explored.
3. Identifies key issues to be considered in taking the study forward.
4. Determines that supervision arrangements are satisfactory.

5. Determines that the PhD researchers has the necessary resources to undertake the proposed research.
6. Identifies issues for research ethics and governance and ensuring these processes are initiated at this stage.
7. PhD researchers will receive feedback on their report through PhD Manager and should discuss this with their supervisory team.

**Seminar presentation:** PhD researchers will be required to give a formal presentation for 15 minutes using PowerPoint. You will then engage in discussion with the assessors for approximately 15 minutes. The focus of the discussion is on helping to critique the proposed research plan and offering helpful suggestions to shape the study.

- All seminars take place in an open setting in which the PhD researcher presents their work in front of their assessors, academic supervisors and staff and other PhD researchers. This provides an opportunity for learning for all.
- PhD researchers will to be advised by the Chair that they will be stopped if they go over their time.
- PhD researchers are encouraged to do a dry run of their presentations in the seminar room particularly if they want to use alternative ppt formats (e.g use of presenter view).
- First year PhD researchers are encouraged to network with 2<sup>nd</sup> and 3<sup>rd</sup> year PhD researchers to advance their knowledge of what is required for seminars.
- *Many of our seminars have invited lunch time speakers who will provide presentations on topic pertinent to INHR researchers. All PhD researchers should make every effort to attend the monthly post-graduate seminars as a learning and networking opportunity.*

NOTE 1: For PhD researchers registering from September 2018 onwards please note the requirements for the establishment of a ' Doctoral Studies Panel' (Appendix 1)

## CONFIRMATION ASSESSMENT

All candidates for the degree of PhD, whether full or part-time will be required to undergo a formal assessment of progress. This procedure is known as the confirmation assessment. This is an important seminar and it is essential that students can demonstrate adequate progress.

PhD researchers will be notified of their expected seminar date through PhD Manager. The confirmation assessment is normally undertaken within ten to fifteen months of a full-time PhD researcher's first registration. For part-time PhD researchers this will be carried out between twenty and twenty-five months from registration. Within the INHR, postgraduate seminars are held TEN times throughout the year. The dates will be released to PhD researchers and their supervisory teams by the Postgraduate Tutor. Following discussions within the supervisory team, the PhD researcher is required to book their confirmation assessment with the INHR Postgraduate Tutor ([d.brown1@ulster.ac.uk](mailto:d.brown1@ulster.ac.uk)) and Paul Henry ([p.henry@ulster.ac.uk](mailto:p.henry@ulster.ac.uk)), administration support. Once the date for the seminar has been booked the PhD researcher will be required to:

1. Ensure that their assessors (Doctoral studies panel) are available for the date of the arranged seminar.
2. Complete their report.
3. Upload an electronic version of their final version of their report through Turnitin, on Blackboard Learn.
4. Upload the electronic final version of their report and Turnitin report onto PhD manager.
5. Send an electronic copy of the final version of their report and Turnitin report to Paul Henry ([p.henry@ulster.ac.uk](mailto:p.henry@ulster.ac.uk))
6. Complete their seminar.
7. The outcome of the assessment will be communicated to the Doctoral College via PhD Manager.

The assessment process in the INHR (confirmation assessment) involves completing the report **two weeks** prior to the assessment date. This is to provide time for supervisors to complete their report and assessor to read the material prior to the initial assessment. You will be advised of the dates that you are required to submit your work via an email from Dr Donna Brown or Paul Henry. *Please ensure you read your email carefully.*

Within the INHR, the confirmation assessment builds on your initial assessment. Please note PhD researchers may be at different stages depending on their research topic. Your presentation, while based on your report, should be used to add to the material you have in your report. On this occasion PhD researchers must complete:

**A report designed to articulate what progress PhD researchers have made to date and should concentrate on data collection and preliminary analysis (if it is available).**

- A maximum word count of 1,200 words for the report.
- The report should be structured using the headings of an abstract.
  - On this occasion the background should be short & concise and not fully re-visit the literature you presented previously.
  - The research question/Aim should be re-stated.
  - Focus on methodology.
  - Report on progress / data collected to date this includes: has ethics been obtained, has a formal and robust review of the literature been started, has any of the stages/phases of the study commenced and data been collected (this includes systematic review data).
  - Report preliminary findings (if available).
  - Plan for further data collection with dates.
  - Theoretical framework.

- Conclusion to include proposed outline some notion of your contribution to knowledge.
- Publications and dissemination.
- There should be no appendices beyond references.

*\*PhD researchers considering formatting their thesis using the PhD by papers format option should identify what publications they have achieved or submitted to date.*

In the INHR, the confirmation assessment focuses upon:

1. Assessing that the research being undertaken is of doctoral standard i.e. is being undertaken rigorously and systematically, answering a specific research question that requires systematic inquiry/analysis and is contributing to new knowledge.
2. Assessing the quality of the research work undertaken and ensuring that it is achievable in the time-frame.
3. Determining that supervision arrangements are satisfactory.
4. Determining that the PhD researcher has the necessary knowledge and skills to undertake the proposed research.
5. Determining that the PhD researcher has the necessary resources to undertake the proposed research.
6. Ensuring that research ethics and governance issues are being adhered to.

Please **note 1**: At the end of the seminar the assessors will determine (1) that the PhD researcher's work is of sufficient standard for them to progress with their studies or (2) that major amendments need to be made to the research plan and progression is not advised. If the latter is decided the assessors will advise that the assessment needs to be repeated and/or a revised plan is submitted for review by the lead assessor. The outcome from the seminar will be progressed through PhD Manager.

Candidates for the degree of MPhil will also be required to undergo a formal assessment at this time. Following completion of the Confirmation process the Doctoral College will write to students confirming their PhD status or otherwise.

**Note 2**: The annual re-registration process will not normally be permitted until the Doctoral College has received notification from the Faculty of successful completion of all Confirmation formalities.

**Seminar presentation**: PhD researchers will be required to give a formal presentation for 15 minutes using PowerPoint. You will then engage in discussion with the assessors for approximately 15 minutes. The focus of the discussion is on helping to critique the research being undertaken, ensure it is of doctoral standard, ensure that the work is achievable and advise as appropriate. The PhD researcher will also be expected to demonstrate their learning achieved through their Training Needs Analysis and undertaking Researcher Development Programmes.

- All seminars take place in an open setting in which the PhD researcher presents their work in front of their assessors, academic supervisors and staff and other PhD researchers. This provides an opportunity for learning for all.

- PhD researchers will to be advised by the Chair that they will be stopped if they go over their time.
- PhD researchers are encouraged to do a dry run of their presentations in the seminar room particularly if they want to use alternative ppt formats (e.g use of presenter view).
- PhD researchers are encouraged to network with their peers to advance their knowledge of what is required for seminars.
- *Many of our seminars have invited lunch time speakers who will provide presentations on topic pertinent to INHR researchers. All PhD researchers should make every effort to attend the monthly post-graduate seminars as a learning and networking opportunity.*

### **FINAL ASSESSMENT**

PhD researchers in the INHR are expected to complete a final assessment. This assessment is normally undertaken within thirty months of a full-time PhD researcher's first registration. For part-time PhD researchers this will be carried out within sixty months from registration. Within the INHR, postgraduate seminars are held TEN times throughout the year. The dates will be released to PhD researchers and their supervisory teams by the Postgraduate Tutor. Following discussions within the supervisory team, the PhD researcher is required to book their final assessment with the INHR Postgraduate Tutor ([d.brown1@ulster.ac.uk](mailto:d.brown1@ulster.ac.uk)) and Paul Henry ([p.henry@ulster.ac.uk](mailto:p.henry@ulster.ac.uk)), administration support. Once the date for the seminar has been booked the PhD researcher will be required to:

1. Ensure that their assessors (Doctoral studies panel) are available for the date of the arranged seminar.
2. Complete their report.
3. Upload an electronic version of their final version of their report through Turnitin, on Blackboard Learn.
4. Upload the electronic final version of their report and Turnitin report onto PhD manager.
5. Send an electronic copy of the final version of their report and Turnitin report to Paul Henry ([p.henry@ulster.ac.uk](mailto:p.henry@ulster.ac.uk))
6. Complete their seminar.
7. The outcome of the assessment will be communicated to the Doctoral College via PhD manager.

The assessment process in the INHR (final assessment) involves completing the report **two weeks** prior to the assessment date. This is to provide time for supervisors to complete their report and assessor to read the material prior to the initial assessment. You will be advised of the dates that you are required to submit your work via an email from Dr Donna Brown or Paul Henry. *Please ensure you read your email carefully.*

Within the INHR, the final assessment should be decided in line with guidance from your supervisory team. Your presentation, while based on your report, should be used to add to the material you have in your report. On this occasion PhD researchers must complete: **A report that is focused on the presentation of findings and discussion and submitted as an abstract.**

- Maximum word count of 1000 words.
- The report should be structured using the headings of an abstract.
  - Background
  - Aim
  - Design
  - Results
  - Contribution to knowledge, Theory and/or Practice
  - Conclusion
  - Implications for practice, theory or policy
  - Publications and dissemination
  - No appendices beyond references

\*PhD researchers formatting their thesis using the PhD by papers format option should identify what publications they have achieved or submitted to date.

In the INHR, the final assessment focuses upon:

1. Assessing that the research undertaken has the potential to make a significant contribution to knowledge.
2. Assessing the quality of the research work undertaken and ensuring that key processes are in place for achieving successful completion/submission of thesis.
3. Determining that supervision arrangements are satisfactory.
4. Ensuring that research ethics and governance issues are being adhered to.
5. Ensuring that a clear plan is in place to ensure successful completion in the given time- frame or discussing options for extension of time.
6. PhD researchers will be notified of the outcome of their assessment through their report which should be discussed with their supervisory team.

**Seminar presentation:** PhD researchers will be required to give a formal presentation for 15 minutes using PowerPoint. You will then engage in discussion with the assessors for approximately 15 minutes. The focus of the discussion is on helping to critique the research undertaken, discuss key issues that could impact on successful/timely completion, discuss the contribution to new knowledge and identify issues to consider in preparation for Viva.

- PhD researchers will be advised by the Chair that they will be stopped if they go over their time.
- PhD researchers are encouraged to do a dry run of their presentations in the seminar room particularly if they want to use alternative ppt formats (e.g use of presenter view).
- *Many of our seminars have invited lunch time speakers who will provide presentations on topic pertinent to INHR researchers. All PhD researchers should make every effort to attend the monthly post-graduate seminars as a learning and networking opportunity.*

### **Annual Reports**

The Doctoral College will initiate the online reporting procedure, through PhD Manager, for all research students in March each year. Both you and your supervisory team will be asked to complete a confidential annual report detailing a summary of your progress to date. *As a PhD researcher you should be aware that the report you submit will **not** be shared with your supervisors.* You are encouraged to be open and considered in your responses as the feedback will help us to make changes if necessary.

Your supervisors will also be asked to provide a recommendation on whether or not you should progress to the next academic year. If reports are not submitted they will be pursued by the INHR Associate Director, Postgraduate Tutor and Doctoral College and progress to the next academic year may be delayed.

The Faculty will receive and consider all reports at the Faculty Progress Board. If the Research Director/Associate Research Director is also a member of your supervisory team, then your report will be considered by the Associate Dean of the Faculty to ensure confidentiality. When the forms have been considered by the faculty progress board and any action identified and carried out, they should be returned to the Doctoral College where they will be held on file, and may be referred to at a future date should issues of academic progress come under discussion.

***Please note the annual re-registration process will not normally be permitted until the Doctoral College has received your Annual Report.***

### **PhD Researcher feedback**

A wide range of methods are used to find out from PhD researchers how satisfied you are with the service we are providing, any difficulties you are having and what improvements can be made. Your contribution to this process is invaluable and you are encouraged to contribute whenever you feel able. You may express views informally to your supervisors, Postgraduate Tutor, Research Director, Associate Research Director or to relevant faculty and University committees through PhD Researcher representatives. The Doctoral College also has a PhD researcher Forum which reports to the Doctoral College Board. PhD researchers should also note that they will be given the opportunity to comment on the research degree provision at the University through completion of the **National Postgraduate Research Experience Survey (PRES)**. **YOU ARE STRONGLY ENCOURAGED TO COMPLETE THE PRES SURVEY AS IT CONTRIBUTES TO FUTURE STUDENT EXPERIENCE AND PERMITS THE UNIVERSITY TO EVALUATE ITS PERFORMANCE.**

### **Students union.**

All PhD researchers enjoy free and automatic membership of the University of Ulster Students' Union. The Union is active in all matters of student welfare and represents students within the University and externally.

Throughout the course of study there may be times when differences occur between yourself and supervisors. There are clear processes to be followed within the INHR for dealing with these situations- please see Appendix 2.

## **Ethics procedures**

Obtaining the correct ethics and governance approval is vital for research. Please ensure that you familiarise yourself with the Doctoral College website in relation to ethical approval.

All researchers will be required to complete their research integrity course prior to their initial assessment. For those conducting research in clinical practice there is a requirement to also complete the Good Clinical Practice course. Please contact Mr Nick Curry, Head of Research Governance (Email: [n.curry@ulster.ac.uk](mailto:n.curry@ulster.ac.uk)) or Ms Elaine Bell, Research Governance Officer (Email: [e.bell2@ulster.ac.uk](mailto:e.bell2@ulster.ac.uk)) for guidance.

All research in the INHR is required to be presented to the filter committee. This committee is chaired by Professor George Kernohan. Chair, Nursing and Health Research, Research Governance Filter Committee, (Email: [wg.kernohan@ulster.ac.uk](mailto:wg.kernohan@ulster.ac.uk))

Please contact Emma McFall (Email: [e.mcfall@ulster.ac.uk](mailto:e.mcfall@ulster.ac.uk)) to verify the dates that you are required to meet for your proposal to be considered at the INHR filter committee.

A key element for researcher development is the clear identification and assessment of your own learning needs.

*“Personal development planning enables individuals to take charge of their own learning. Learning becomes a proactive as well as a reactive process, designed and prioritised to support immediate development needs as well as longer term ambitions”*

In order to further assist students in the INHR, please use the Training Needs Analysis template for assessing your own learning needs available from the Doctoral College web site. This should be shared with your supervisory team to assist with the subsequent identification of your learning needs and personal development plan.

NB: The Doctoral College have undertaken significant work to enhance developments around the researcher development programme. The main enhancements that have resulted from this work include:

1. Development of an implementation model to support The Researcher Development Framework (Vitae 2010)
2. A restructuring of the online, in classroom ‘curriculum’ to align more carefully with the developmental phases associated with a doctoral study
3. A reframing of the curriculum to encourage doctoral candidates to take more responsibility for planning their personal researcher development in collaboration with supervisors.
4. Since 2017, the development of the Doctoral College has seen exciting and significant changes to Doctoral Researchers learning experience. You are encouraged to engage with the activities of the Doctoral College as this will help you build your networks and enhance your learning.

**ULSTER UNIVERSITY**  
**INSTITUTE OF LIFE AND HEALTH SCIENCES**  
**DOCTORAL STUDIES PANEL**

The 'seminar/assessment' programme for PhD researchers (3 seminars over the programme period) is an important part of PhD researcher support, PhD researcher progression and quality assurance mechanisms in the School/University. The Doctoral College have brought in changes to maximise the effectiveness of the seminar/assessment experience, the rigor of the process and improved opportunities for learning and development.

One of the key challenges to the effectiveness of the seminars/assessment is the contribution of the assigned assessors and the quality of the engagement with candidates and the feedback offered. A key feature here is the continuity of feedback between first, second and third seminars. To ensure that, as far as possible, we provide the best support for your studies 'doctoral studies committees' have been introduced in the School of Nursing/INHR.

What this means is:

1. When a doctoral candidate commences their studies at the INHR, they, with their supervisors, will be asked to establish a 'doctoral studies committee' to support their work.
2. The committee will be normally comprised of:
  - a. 2-3 members of academic staff (from within the School/INHR or another School/Faculty in the University) who will form the PhD researchers central supervisory team.
  - b. In addition, if the PhD researcher is undertaking clinical/practice based research, then an additional member of the committee would be appointed, i.e. a senior (expert) professional (e.g. expert nurse, policy analyst, strategic stakeholder etc as relevant to their area of study). The intention being to ensure the clinical/practice relevance of the research and to enhance opportunities for knowledge/technology transfer.
3. It will be the role of the Supervisors in consultation with the Associate Postgraduate Tutor, aligned to each centre, to invite members to the committee.
4. All Doctorally prepared academic staff will be expected to participate in committees.
5. The committee needs to be in place prior to the initial assessment seminar.
6. A list of 'doctoral studies panels' will be maintained by the INHR/Associate Postgraduate Tutor.
7. The role of the 'doctoral studies panel' is to support the work of the candidate by:
  - a. Being familiar with the candidate's work by receiving the candidate's research proposal when it is agreed with the supervisors.
  - b. Acting as assessors at student seminars.
8. At each seminar/assessment the assessors will be drawn from the candidates 'doctoral studies panel and for clinical/practice-based research an additional 'professional' member of staff (as per 2b above) will also be invited to act as assessor.
9. **Postgraduate Seminar dates are planned and published 12 months in advance and all members of staff are notified of dates. It is the responsibility of the supervisors and PhD researchers to notify the Doctoral Studies Panel Members of dates when they will be required to attend seminars as assessors at least 3 months in advance.**

Please note that occasionally, due to unexpected circumstances, it may be necessary for a different assessor to replace those in your team. We will do our best to let you know of any changes in advance of your seminar.

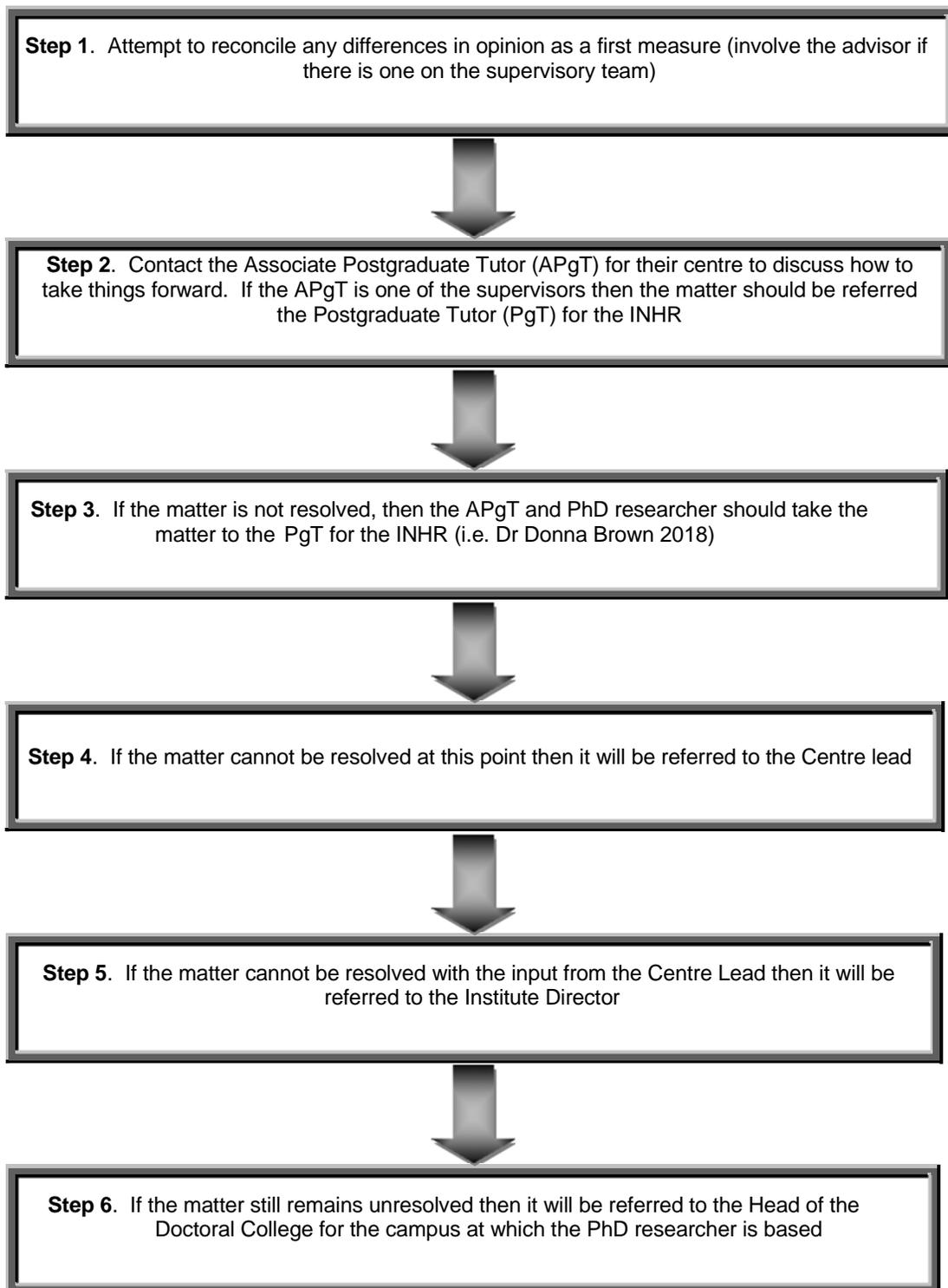
## **Appendix 2: Guidelines for PhD Researchers**

The contract between the PhD researcher and the supervisors is a working arrangement. The supervisors have a wealth and breadth of experience in doctoral supervision and in some cases they have the added input from an advisor to the research. The supervisors will endeavour to work with the PhD researcher (in their independent piece of research) to support them to a successful completion. Like all working relationships there may be times when the harmony is strained. In situations where there is some discord there are a set of procedures that should be followed.

There may be times when the PhD researcher feels they would like to speak with an independent person at some point (for personal or other reasons). The student should be aware that the APgT will act to support them through their research activity and should be their first point of contact. If the APgT is also their supervisor then they should seek advice from the PgT for the Institute.

If the PhD researcher disagrees with a recommendation of their supervisors then they should (in the following order): See flow chart

## FLOW CHART



*Compiled by  
Dr Donna Brown  
PG Tutor INHR 2019*

Please note this information was correct at the time this handbook was compiled. It is possible that there will be changes throughout the academic year and these will be communicated to you via email.