

# Modern Languages and Linguistics

PhD Researcher Subject Handbook (Last updated September 2021)

ulster.ac.uk

# Modern Languages and Linguistics Subject handbook



PhD Research 2021/2022



# **Contents**

	Page No	Э.
Welcome	3	
How to use this handbook	4	
Modern languages and linguistics: an overview	5 - 6	
Subject contacts	7 - 12	
Research Director		
Postgraduate Tutor		
Administrative support staff		
Ethical approval contacts		
Supervisors		
Subject level induction	13	
Research development	13 - 15	
Subject specific training	15 - 16	
Attendance requirements and workspace	16	
Meetings with supervisors	17	
Professional Conduct	17	
Assessment and progress guidelines	18 - 21	
Conference attendance	22	
PhD Teaching Practice/ Demonstration	22	
FAQ/ Useful information	22	
Disclaimer	23	



#### **Welcome**

Dear PhD Scholar,

We would like to welcome you on behalf of the Modern Languages and Linguistics Research Unit (MLLRU), which comprises Celtic Studies, Linguistics, Modern Languages and Language and Heritage research groups.

We hope you will find the forthcoming three years, or five years if part time, the most exciting time of your life.

Please, make sure you avail of all the opportunities that are offered to you by the Unit and by the Doctoral College. Let us assure you of our support, and you will always find help and good advice from:

Dr Maxim Fomin, Research Director, and Dr Gearóid Ó Domagáin, Postgraduate Tutor

Please check the University web-site for further up-dates

https://www.ulster.ac.uk/research/topic/modern-languages-linguistics



# **How to use this Handbook**

The Doctoral College is responsible for the administration and organisation of PhD research at Ulster. Their website contains a wealth of information on every aspect of the PhD process and students are advised to spend some time familiarising themselves with the information available on it.

#### https://www.ulster.ac.uk/doctoralcollege/current-phd-researchers

This handbook has been devised to provide students with information specific to the subject area of Modern Languages and Linguistics.

The Doctoral College website will inform you of the PhD process at an Institutional level while this handbook will detail the important contacts and processes at a subject level.

If you cannot find the information you require in this booklet, it is most likely to be found on the Doctoral College website.

Failing that, the contact list contained herein will direct you to the best person to answer any queries you may have.



#### Modern Languages and Linguistics: an overview

The Modern Languages and Linguistics Unit conducts research in the fields of Irish & Celtic Studies, Linguistics, Modern Languages, and Languages and Heritage.

#### Irish & Celtic Studies

Formerly Research Institute in Irish and Celtic Studies since its merger with other centres of excellence in Linguistics and Modern Languages at Ulster, research group in Irish and Celtic Studies has enjoined international reputation in the discipline which has been at the heart of the University's mission since its foundation. In REF 2014, 100% of our research impact was assessed as internationally excellent or world-leading with 66% of our overall research profile judged to be in these highest categories.

Researchers in Irish and Celtic Studies carry out individual research across the breadth of the discipline, in particular Early and Modern Irish Literature, Celtic Philology and Linguistics, Irish and European Ethnology and Folklore, Manuscript and Textual Studies and Revivalism. Irish & Celtic Studies staff regularly host international conferences and our researchers sit on a wide range of national and international bodies, edit a variety of scholarly journals and direct a number of international research networks.

The unit hosts two annual conferences in Irish language and literature, Éigse Cholm Cille which takes place on the Magee Campus in early March and Éigse Loch Lao which is held on the Belfast Campus at the beginning of October/November.

#### Linguistics

Linguistics at Ulster University spans a wide range of areas in the discipline. Particular strengths are in the areas of syntax, language acquisition, bilingualism, language processing, historical linguistics, discourse analysis and language planning. Members of the unit have several on-going collaborations with colleagues in various institutions and centres of excellence in linguistic research in the UK, Europe, and US.

The overarching objectives of research in linguistics are to produce internationally excellent and world-leading research that offers new insights in language, which are directly relevant both globally and to the immediate environment in which we exist. This includes core theoretical issues in linguistics, and their application to multilingualism, language variation and language status. This agenda has driven the group to establish <u>UCoM</u>, the <u>Ulster Centre on Multilingualism</u>, which aims to educate and inform the public on the benefits and advantages of bringing up children to be multilingual.

The group also organises a series of <u>research seminars</u> in language and linguistics which takes place on Friday afternoons. These are informal meetings which give the opportunity to staff, students and guests to discuss their ongoing research.



#### **Modern Languages**

Research in Modern Languages is conducted by staff at the School of Education, primarily in French and Chinese languages, with a focus on Computer Assisted Language Learning (CALL) methodologies. This is an interdisciplinary collaboration as it entails working in tandem with colleagues in Education, Language Teaching and Pedagogy.

#### Languages and Heritage

Research in the area of Languages and Heritage focuses on the relationship between the state and minority groups – especially linguistic minorities. A focus has been in the area of language policy and planning for (and by) migrant communities. Equally, we supervise projects in the area of Irish culture and heritage, with a focus on both its tangible and intangible aspects, such as the contemporary oral Modern Irish tradition, maritime heritage, and others. These interdisciplinary collaborations bring our specialists to work with colleagues from Social Work and Social Policy research unit as well as with those from Music, Drama, Dance, Performing Arts and Film and Screen Studies.



#### **Subject contacts**

Research Director



#### Academic Profile: <a href="https://pure.ulster.ac.uk/en/persons/maxim-fomin">https://pure.ulster.ac.uk/en/persons/maxim-fomin</a>

The role of the Research Director is to oversee training, monitoring and management of progress and generally developing the research culture of your area. You should contact the Research Director if you encounter a problem that cannot be resolved by the Doctoral College or your Postgraduate Tutor.

# Postgraduate Tutor Dr Gearóid Ó Domagáin



### Academic profile: https://pure.ulster.ac.uk/en/persons/gearoid-o-domagain

Your Postgraduate Tutors will manage your research needs in terms of induction and the organising of subject based training, providing appropriate resources and pastoral care. You should contact your postgraduate tutor if you have a query, question or worry with which your supervisor cannot help.

#### **Administrative Support**

Leona O'Neill Carol Boyd

 Phone
 +44 28 7167 5077
 Phone
 +44 28 9036 8001

 Email
 I.oneill@ulster.ac.uk
 Email
 cm.boyd@ulster.ac.uk

RoomMH208RoomBC-07-227CampusMageeCampusBelfast



Faculty administration staff deal with Faculty related issues such as the organisation of meetings, the administration of assessments during the PhD process and issues relating to conference attendance and fieldwork.

You should contact these members of staff if your admin question does not relate to areas covered by staff in the Doctoral College. View Doctoral College staff and their areas of responsibility at the link below:

https://www.ulster.ac.uk/doctoralcollege/contact

#### **Ethical approval contacts**

In the area of linguistics, please contact Dr Ann Moorhead after consulting with your supervisor on the ethical approval application.

**Dr Ann Moorhead** 



Academic profile: <a href="https://pure.ulster.ac.uk/en/persons/anne-moorhead">https://pure.ulster.ac.uk/en/persons/anne-moorhead</a>

In the area of Modern Languages, please contact Dr David Barr after consulting with your supervisor on the ethical approval application.

**Professor David Barr** 



Academic Profile: <a href="https://pure.ulster.ac.uk/en/persons/david-barr">https://pure.ulster.ac.uk/en/persons/david-barr</a>

In the area of Celtic Studies, please contact your Research Director and/or Postgraduate Tutor.



# **Supervisors**

#### **Irish and Celtic Studies**

Dr Caoimhín Ó Dónaill



Academic profile: <a href="https://pure.ulster.ac.uk/en/persons/caoimhin-o-donaill">https://pure.ulster.ac.uk/en/persons/caoimhin-o-donaill</a>

**Dr Art Hughes** 



Academic profile: <a href="https://pure.ulster.ac.uk/en/persons/art-hughes">https://pure.ulster.ac.uk/en/persons/art-hughes</a>

**Dr Peter Smith** 



Academic profile: <a href="https://pure.ulster.ac.uk/en/persons/peter-smith">https://pure.ulster.ac.uk/en/persons/peter-smith</a>

**Dr Niall comer** 



Academic profile: <a href="https://pure.ulster.ac.uk/en/persons/niall-comer">https://pure.ulster.ac.uk/en/persons/niall-comer</a>



**Dr Nioclas Mac Cathmhaoil** 



Academic profile: <a href="https://pure.ulster.ac.uk/en/persons/nioclas-mac-cathmhaoil">https://pure.ulster.ac.uk/en/persons/nioclas-mac-cathmhaoil</a>

**Dr Frank Sewell** 



Academic profile: <a href="https://pure.ulster.ac.uk/en/persons/frank-sewell">https://pure.ulster.ac.uk/en/persons/frank-sewell</a>

# **Linguistics**

Professor Raffaella Folli



Academic profile: <a href="https://pure.ulster.ac.uk/en/persons/raffaella-folli">https://pure.ulster.ac.uk/en/persons/raffaella-folli</a>

**Dr Juliana Gerard** 



Academic profile: <a href="https://pure.ulster.ac.uk/en/persons/juliana-gerard">https://pure.ulster.ac.uk/en/persons/juliana-gerard</a>



**Dr Catrin Rhys** 



Academic profile: <a href="https://pure.ulster.ac.uk/en/persons/catrin-rhys">https://pure.ulster.ac.uk/en/persons/catrin-rhys</a>

Dr Anthea Irwin



Academic profile: <a href="https://pure.ulster.ac.uk/en/persons/anthea-irwin">https://pure.ulster.ac.uk/en/persons/anthea-irwin</a>

**Dr Christina Sevdali** 



Academic profile: <a href="https://pure.ulster.ac.uk/en/persons/christina-sevdali">https://pure.ulster.ac.uk/en/persons/christina-sevdali</a>

**Dr Karyn Stapleton** 



Academic Profile: <a href="https://pure.ulster.ac.uk/en/persons/karyn-stapleton">https://pure.ulster.ac.uk/en/persons/karyn-stapleton</a>



**Dr Philip McDermott** 



Academic Profile: <a href="https://pure.ulster.ac.uk/en/persons/philip-mc-dermott">https://pure.ulster.ac.uk/en/persons/philip-mc-dermott</a>

**Dr Lynda Kennedy** 



Academic profile: <a href="https://pure.ulster.ac.uk/en/persons/lynda-kennedy">https://pure.ulster.ac.uk/en/persons/lynda-kennedy</a>

**Dr Adrian Kerrison** 



Academic profile: <a href="https://pure.ulster.ac.uk/en/persons/adrian-kerrison">https://pure.ulster.ac.uk/en/persons/adrian-kerrison</a>

**Professor David Barr** 



Academic Profile: <a href="https://pure.ulster.ac.uk/en/persons/david-barr">https://pure.ulster.ac.uk/en/persons/david-barr</a>

**Dr Xiuping Li** 



Academic Profile: https://pure.ulster.ac.uk/en/persons/xiuping-li



#### **Subject Level Induction**

During the Welcome week, you will be invited to a subject level induction that will coincide with the Doctoral College Induction. This will give you the opportunity to meet the Research Director, the Postgraduate Tutor and other staff members in the unit. It will also give you the chance to meet other PhD researchers in your area, some just beginning and some further on in the process.

This induction will give you specific information relating to the PhD process in Modern Languages and Linguistics and you will have the opportunity to ask any questions that you don't feel have been covered in this booklet. More importantly, it will give you a chance to familiarise yourself with the strong research culture that exists within the unit. As a PhD researcher, you will become actively involved in the research activities in the Unit, and you should benefit from the expertise available to you.

#### Research development





#### Researcher Development Programme website

The Researcher Development Programme website has been updated and refreshed and is at <a href="https://www.ulster.ac.uk/researcherdevelopment">www.ulster.ac.uk/researcherdevelopment</a> - the website is continually updated with new courses and other information about training and development opportunities.

#### **Communication and Updates**

You will receive a 'Weekly Update on Researcher Development Programme' email every Wednesday to your Ulster email address. This is a useful way of keeping informed about new courses and to be reminded of upcoming courses and events as well as additional opportunities as they arise.

The email will come from 'Researcher Development – Doctoral College'.

Your Supervisor will also receive a copy of these Weekly Updates. We will also use Twitter to communicate with you about the RDP – please follow us @UlsterUniPhD.

#### **Planning Your Training**

You have probably already completed a **Training Needs Analysis** and your **Training Plan**.



If you have not, these are now to be completed via PhD Manager – under the 'Training and Development' section of your Dashboard. It should be completed in consultation with your supervisor and be reviewed annually.

It is recommended that you undertake 10 days of researcher development activities per year. We interpret this broadly to include the following: participation in workshops and online courses in the Researcher Development Programme, delivery of conference presentations or posters, participation in seminars, external training and so on.

#### Keeping a record: 'Training Log'

PhD Manager holds a Training Log, which records all your researcher development activity. Please ensure that you register for the workshops you would like to attend and ensure that you sign in when you attend. These sign-in records are shared with the Doctoral College and your Training Log will be updated accordingly. You may add your external training activities manually to your Training Log to ensure a full record exists in one place. A very useful tool for CV-building.

#### **Training venues**

Please note: All sessions are open to all PhD Researchers (full time, part time, and international) based on any campus. We try to run the sessions on all campuses but we must take into consideration the number of PhD Researchers and demand for courses when selecting locations. If a session is not running on your base campus, we will cover basic travel costs to allow you to attend at another campus. You are advised to look at the calendar and plan ahead to ensure that you do not miss key training sessions that you want to attend – they may not always run at your base campus.

#### **Booking Workshops**

The Researcher Development Programme workshops and webinars are available to book via PhD Manager – under Events/Workshops. Courses for which dates are confirmed are listed in date order. The full listing of the Programme workshops are listed in <a href="https://www.ulster.ac.uk/researcherdevelopment">www.ulster.ac.uk/researcherdevelopment</a>.

All sessions are open to all PhD Researchers at any stage of their PhD.

However, there are a number of courses specific to those PhD Researchers just starting out and below is an indicative list:

- Research Integrity (mandatory for all PhD Researchers): online, via Blackboard. This online course must be completed before your Initial Assessment – within the first three months.
- o Getting Started in the First Year of Your PhD (Dave Filipovic-Carter)
- Putting Pen to Paper: Writing in the First Year of Your PhD (Dan Soule, Grammatology)
- Project Management
- Effective Use of the Library (Library Services)
- Presentation Skills (Part I: Introduction and Part 2: Practical)



- Communicating Your Research to a Non-Research Audience (Bespoke)
- Producing an Effective Poster
- Introduction to Research Ethics and Governance
- Introduction to Teaching and Learning in Higher Education (compulsory, if you want to teach in the University)
- Seven Secrets of Highly Successful PhD Researchers (Hugh Kearns)

#### Subject specific training

#### **Celtic Studies**

Researchers in Celtic Studies avail of a number of research opportunities to enhance their training. Those specialising in Irish language and literature attend summer schools in Celtic Studies at the School of Celtic Studies, DIAS (Dublin, takes place on biannual basis), in Irish palaeography (UCC, Cork, annually), as well as a three day winter event, Scoil Gheimhridh Merriman, organised by DCU (Dublin, on an annual basis).

Researchers who specialise in Irish culture, folklore and heritage, including a comparative aspect of Celtic Studies, normally visit various research centres, archives and libraries in Dublin, including Special Collections at Trinity College Dublin, National Library of Ireland, Royal Irish Academy, as well as National Folklore Collection (UCD, Dublin) on a regular basis.

Provided Erasmus+ is operational this year, PhD researchers can avail of our international collaborations with partners in France, Germany and Sweden, spending a semester abroad as part of their PhD programme where they can engage in research activities at the European centres of excellence in Celtic Studies.

Researchers are encouraged to join <u>UK and Ireland PhD Celtic Studies Association</u> that convenes its annual colloquia.

#### Linguistics

PhD researchers in Linguistics avail of various opportunities: they attend conferences, take part and present at the research seminars, as well as students specialising in Conversation Analysis take part in the CARDS workshop.

Internationally, they attend summer schools in linguistics in Berlin and Cyprus, as well as can travel to our research partners in Arizona and Leipzig. Scholars who are invited to research seminars sometimes provide research specific training available on demand.

PhD researchers in linguistics are also provided with an opportunity to take part in our Language Made Fun project (sponsored by Barnardos NI) as one-to-one tutors. This opportunity ultimately enhances research skills in multilingualism and language acquisition.



PhD researchers are encouraged to work with Nuffield Trust (contact Dr Juliana Gerard for further details).

#### Language and heritage

Researchers specialising in language and heritage take part in various events and community engagement opportunities that enhances their understanding of the subject beyond academia. Such events included academic conferences, fieldwork, interviews, exhibitions on various cultural and linguistic issues.

For further details on the other aspects of your PhD journey, please check the Doctoral College <u>website</u>.

#### Attendance requirements and workspace

PhD researchers are expected to be working full-time on their project. Full-time PhDs are entitled to 40 days leave per academic year, to include public holidays and periods when the University is closed.

A workspace will be provided by the Faculty on whichever campus you are registered. This will give you access to a computer and printing facilities, both of which will also be available in the library. Each campus also has a PhD Hub, the Doc, providing a social meeting space for PhD researchers.

Campus	Location
Belfast	Room BA-04-03
Coleraine	Room E008
Magee	Room MQ205/ MQ215



#### **Meetings with Supervisors**

During the period of research, PhD researchers are expected to meet the supervisor team regularly and frequently (fortnightly meetings are recommended for full-time PhDs). It is required that certain meetings (e.g. monthly) between supervisors and PhD researchers are designated as formal and that a record of these meetings is maintained on the PhD Manager.

A part-time PhD researcher is admitted on condition that visits to the supervisor take place at least three times each semester and during holiday periods as required. Part-time distance PhD researchers are expected to attend for a minimum of six weeks during their period of study and are required to maintain regular contact by e-mail or other appropriate means.

As researchers at Ulster, your main source of support will come from your team of supervisors. Staff involved in supervision are expected to be able to advise PhD Researchers on aspects of their research projects including matters relating to University procedures.

A good working relationship with your supervisors will be a key factor in the success of your research project and the University provides guidance for both PhD researchers and supervisors to ensure this relationship is maximised, please see '<u>role of student and supervisor</u>'.

#### **Standards of Professional Conduct for PhD Researchers**

Ulster University is committed to creating and sustaining a welcoming, inclusive and accessible learning and working environment which is free from all and any forms of bullying and harassment. This is supported and underpinned by the University's mission, which is to: "transform lives, stretch minds, develop skills and raise ambitions, deliver globally significant research with local relevance, encourage a diverse university community and make a lasting contribution to society as a whole".

All members of the University community (including staff, PhD researchers and students) are expected to assist in the promotion of an environment where every member of the University community is treated with respect and dignity. Bullying and harassment can take many forms, from the most obvious (for example aggression, threats and shouting are clearly bullying) to the more subtle (such as isolation or non-co-operation at work, exclusion from social activities or conversation, which also fall within the definition of bullying).

For more information on Professional conduct for PhD Researchers please see:

https://www.ulster.ac.uk/doctoralcollege/current/handbooks-and-policies/standards-of-professional-conduct-for-phd-researchers



#### **Assessment and Progress Guidelines**

During your time at Ulster, each PhD researcher is required to undergo three summative assessments, to include (1) initial assessment, (2) confirmation assessment, and (3) final assessment. Indicative guidelines for each of the three assessments are outlined in the following sections below.

#### (1) Initial Assessment

#### **Purpose**

After approximately 3-4 months of full-time postgraduate study, or after 10 months in the case of part-time mode of attendance, it is expected that PhD Researchers will have developed a reasonable understanding of the area of research in which they are working and will have some initial ideas on the likely contribution to knowledge that it will make to the subject(s) concerned. The initial assessment will be convened that seeks to ensure that this level of progress has been achieved. The dates of the initial assessment will be notified to Postgraduate Researchers by Leona O'Neill.

#### Content

The assessment process comprises both a written and an oral element and addressing these requirements should be organised in close co-operation with the project supervisors.

The presentation will normally last 10 minutes and will then be followed by 10 minutes of questions. It should provide information on:

- Project background.
- Overall aim of the research.
- Objectives to be achieved within the first 10 months (full-time) or 20 months (part-time) and the activities that will be undertaken to achieve these objectives.
- Type of training and equipment required to advance the project.
- Gantt chart indicating plans over the next 9 months.

#### Assessment

The Panel will be seeking to answer the following core questions:

- 1. Is the project clearly defined?
- 2. Are the objectives realistic and achievable in the time period available?
- 3. Will the project provide adequate research training for the student?
- 4. Is the programme of work likely to provide a sufficient foundation for PhD study?
- 5. Does the student show evidence of at least a basic understanding of the research topic, the nature of the approach being taken to investigate it and the relationship of the work to other research in the field?
- 6. Are the supervisory arrangements, including meeting schedules, satisfactory?
- 7. Is the student content with the research environment?

#### **Procedure**

• Your initial assessment report should be submitted via PhD Manager. A Step by step guide can be found at the following link:

https://phdmanager.ulster.ac.uk/do/activity/guides/all



- Your report needs to be uploaded no later than 10 days before your initial assessment. The report you upload should be approved by your supervisor as the final version changes to the submitted document cannot be made.
- PhD Researchers also need to submit the report document to Turnitin for a plagiarism check. The process to obtain your Turnitin report is straightforward simply access the relevant area within Blackboard (www.learning.ulster.ac.uk), enter your usual password and select 'Courses'. Note that you should upload the FULL Turnitin report not just the submission receipt.

#### (2) Confirmation Assessment

#### **Purpose**

Within the first year of study, at approximately month 12 for full-time PhD Researchers and month 24 for part-time Researchers (assuming there are no exceptional circumstances), a confirmation assessment will take place. The dates of the confirmation assessment will be notified to Postgraduate Researchers by Leona O'Neill.

#### Content

The confirmation assessment comprises written and oral elements and should be organised in close co-operation with the project supervisors.

- 1) The written element comprises two components:
- a) *A Literature Review* (or other relevant piece of academic writing agreed with supervisor) in font Arial 12 with 1.5 line spacing, not exceeding 10,000 words, including any relevant additional information contained in appendices. Please note that the reviewer is not required to read beyond the 10,000 limit. References are not included within the 10,000 word limit.
- b) *A progress update*, a written summary of the work completed to date, not exceeding 10 (ten) A4 pages.
- 2) **Oral Presentation**: PhD Researchers are expected to give an oral presentation to the Assessment Panel. The following points are suggested as guidelines (not requirements due to the varied nature or Research Projects within the unit) for the presentation content:
- Title slide.
- Background to the problem.
- Aims of the research, methodology and planned contribution to knowledge.
- Progress to date, with a plan of activity for the remaining period.
- Thesis outline, emphasising its logical structure and how it meets the aims of the research
- Conferences/journal publications/presentations to date or proposed.
- Summary slide.

#### **Duration**

A maximum of one hour is set aside for each Confirmation Assessment. The presentation will normally last between 10-15 minutes, followed by up to 30 minutes for the Panel to question the researcher. The final 10-15 minutes will be a private discussion between the Panel and the supervisor(s). The researcher will then be invited back into the room to hear the outcome of the assessment.



#### **Procedure**

• Upon receipt of the date for your confirmation assessment, please **log in** to your account in the **PhD Manager** and click on the **PhD Research Project** followed by **Confirmation Assessment** to initiate the process. A training video is available at the following link to guide you through this process:

PhD Manager 7 - PhD Researcher - Confirmation Assessment (panopto.eu)

- All paperwork needs to be uploaded no later than 10 days before your confirmation assessment. The reports you upload are final and cannot be changed so please ensure they the reports have been discussed with your supervisor and are correct at the time of upload.
- PhD Researchers need to submit the document to Turnitin for a plagiarism check. The process to obtain your Turnitin report is as described in the initial assessment guide. It is important that you do not use this system to 'test' your submissions or work at any stage as this will affect the final Turnitin report, which will show a higher similarity index than expected.

#### (3) Final Assessment

#### **Purpose**

To help prepare for the final submission of your thesis and the viva examination, the Final Assessment will take place at 30 months (full-time) and 60 months (part-time) of initial registration. The Final Assessment will take the form of a meeting to discuss progress towards completion of your Thesis.

#### **Content and Procedure**

- 1. PhD Researchers should first talk to your supervisors to set up a meeting for the Final Assessment. The School administrator will also prompt Researchers and Supervisors to plan the final assessment.
- 2. Once the meeting date has been identified, you should begin the Final Assessment process through PhD Manager.

The following should be discussed during the meeting:

- A review of the research plan and thesis structure submitted during the Confirmation Assessment should be undertaken. Key findings and contributions to knowledge should be identified within each section /Chapter.
- A submission timeline plan the work that needs to be completed, identify when you will begin writing your thesis, when/how your supervisors will receive a first draft/chapters and when/how you will receive feedback on the submissions. A realistic submission date for the final thesis should be agreed.
- Identification of potential External Examiners for your viva (thesis defence).

#### **Submission: Notice to submit**

The PhD researcher should decide if necessary following advice from the supervisory team, when he or she should submit the thesis. The notice to submit must be submitted through PhD Manger a minimum of three months prior to the chosen submission date.

This enables Doctoral College and the Faculty to begin making examination arrangements.



Prior to submission, researchers should consult the *Notes of Guidance for the Presentation of Theses for Research Degrees* available on the Doctoral College Website.

#### For information on what and how to submit your thesis:

https://www.ulster.ac.uk/doctoralcollege/current/submitting-your-thesis

The supervisor team should ensure, as far as possible, that the thesis is ready for submission and examination and should be prepared to offer any advice required by the PhD researcher.

Prior to submission, PhD researchers should ensure completion, via PhD Manager, of the student consent form stating which supervisor, if any, they wish to attend the oral examination. Only one supervisor is permitted to attend the oral examination with consent. Please see <a href="https://www.ulster.ac.uk/doctoralcollege/current-phd-researchers/submitting-your-thesis">https://www.ulster.ac.uk/doctoralcollege/current-phd-researchers/submitting-your-thesis</a> for further information.

On receipt of the doctoral thesis, Doctoral College will organise a PhD oral examination (also known as a viva voce). This will take the form of an oral examination, at which the PhD researcher will be examined by external and internal examiners. On the completion of the viva, the decision will be communicated to the PhD candidate by the board of examiners.

#### **Annual Reports**

The Doctoral College will, in April of each year, initiate the online reporting procedure for all PhD researchers through PhD Manager. This consists of a report to be completed by the researcher and a corresponding report, which is completed by the supervisory team. These reports ask for a summary of progress to date from the PhD researcher's and the supervisors' point of view; and for a recommendation from the supervisors on whether or not the researcher should progress to the next academic year. The Faculty will receive and consider all reports at the Faculty progress board.



#### **Conference attendance**

In order to receive financial support for conference attendance, you need to complete a prior approval form and forward to administrative support staff who will advise on how to book flights and accommodation following the University policies and procedures on travel. The administrative staff will also provide you with a unique prior approval number, which you will use when making a claim for reimbursement of travel expenses after the end of the trip.

When your conference or fieldwork trip is complete, you should fill in the travel expenses claim form quoting your prior approval number.

You should attach all the receipts (receipts should be fully itemised; originals should be presented; print outs of original Internet booking are accepted) to the claim, sign and date the form, and forward to administrative support staff for approval.

#### PhD Teaching practice/Demonstration

PhD researchers are sometimes asked to cover teaching, subject to specific regulations stipulated by funding bodies (normally 1-3 hours per week). This normally happens in year two but can (based on agreement with supervisors and Research Director) take place in year one. Teaching must be pre-approved by the Head of School and be claimed by completing a claim form and submitting at the end of semester to the School Officer.

#### Frequently Asked Questions

Read answers to our most frequently asked questions: https://www.ulster.ac.uk/doctoralcollege/current/fags

#### **Useful Links**

Doctoral College website: https://www.ulster.ac.uk/doctoralcollege

School website: https://www.ulster.ac.uk/faculties/arts-humanities-and-social-

sciences/arts-and-humanities

Research studies guide: https://www.ulster.ac.uk/doctoralcollege/current/handbooks-

and-policies

#### Feel free to follow on Twitter

Arts and Humanities @UlsterArts Ulster University @UlsterUni Doctoral College @UlsterUniPhD

#### **Covid-19 Guidelines**

Key information for PhD Researchers on Covid-19 guidelines can be found at: Coronavirus (COVID-19) - Coronavirus (COVID-19) (ulster.ac.uk)
COVID-19 (Coronavirus) - Ulster University



# **Disclaimer**

The information provided in this booklet is correct at the time of going to press. The University reserves the right to make changes to regulations and procedures at any time, before or after a candidate's admission. As much notice as possible will be given of such changes.