Modern Languages and Linguistics

PhD Researcher Subject Handbook
(2019/20)

ulster.ac.uk

Modern Languages and Linguistics
Subject handbook

PhD Research
2019/2020

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Welcome

Dear PhD Scholar,

May I 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.

I hope you will find the forthcoming three years 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 me assure you of our support, and you will always find help and good advice from

- Dr Maxim Fomin, Research Director
- Dr Gearóid Ó Domagáin, PhD Tutor

Please check the University website 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 the PhD researchers 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 the PhD researchers 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

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.

The Research Institute regularly hosts 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 including Societas Celtologica Nordica, Societas Celto-Slavica and the International Society for Ethnology and Folklore. The Institute 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.

Linguistics
Linguistics at Ulster University spans a wide range of areas in the discipline. Particular strengths are in the areas of syntax, semantics, pragmatics, 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, Australia and US.

The overarching objectives of research in linguistics are to produce internationally excellent and world-leading research that offers new insights in language in use, 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 UCoM, the Ulster Centre on Multilingualism, 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 research seminars in language and linguistics, which takes place on Monday afternoons. These are informal meetings, which give the opportunity to staff, researchers and guests to discuss their ongoing research.

A CA-focused research group co-ordinated by 2nd year PhD researcher, Samantha Finlay, runs on Friday afternoons, 3pm (CARDS – Conversation Analysis Reading and Data Sessions). Please contact Samantha if you want to be on the emailing list.

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.

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.

PhD research training
The University provides a wide-ranging and comprehensive PhD researchers' training programme via the Doctoral College, the details are available on the Doctoral College website and the events are regularly publicised via email and the University Portal.

At the subject level, Modern Languages and Linguistics Research Unit convenes a research seminar on a fortnightly basis (led by Dr Jacopo Romoli who contacts the PhD researchers via email about the specific details of the seminars).

The administrative support staff will also communicate to the PhD researchers the details of research training events, and other important information related to their work.

Subject contacts

Research Director
Dr Maxim Fomin

Phone	+44 28 7167 5213
Email	m.fomin@ulster.ac.uk
Room	MA019
Campus	Magee

Academic Profile: https://pure.ulster.ac.uk/en/persons/maxim-fomin

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

Phone +442895367480
Email g.odomagain@ulster.ac.uk
Room BA-02-039
Campus Belfast

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

Magee	Jordanstown/Belfast
Leona O'Neill	Carol Boyd

Phone	+44 28 7167 5077	**Phone**	+44 28 9036 8001
Email	l.oneill@ulster.ac.uk	**Email**	cm.boyd@ulster.ac.uk
Room	MH208	**Room**	21C13
Campus	Magee	**Campus**	Jordanstown/ Belfast

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

Phone	+44 28 9036 8905
Email	a.moorhead@ulster.ac.uk
Room	17E12
Campus	Jordanstown

Academic profile: https://pure.ulster.ac.uk/en/persons/anne-moorhead

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

Dr David Barr

Phone	+44 28 7012 4571
Email	jd.barr@ulster.ac.uk
Room	I134
Campus	Coleraine

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

Supervisors

Irish and Celtic Studies

Dr Caoimhín Ó Dónaill

Phone	+44 28 9536 7388
Email	c.odonaill@ulster.ac.uk
Room	BA-02-039
Campus	Belfast

Academic profile: https://pure.ulster.ac.uk/en/persons/caoimhin-o-donaill

Dr Art Hughes

Phone	+44 28 9536 7247
Email	aj.hughes@ulster.ac.uk
Room	BA-02-039
Campus	Belfast

Academic profile: https://pure.ulster.ac.uk/en/persons/art-hughes

Dr Peter Smith

Phone	+44 28 7167 5334
Email	pj.smith@ulster.ac.uk
Room	MA006
Campus	Magee

Academic profile: https://pure.ulster.ac.uk/en/persons/peter-smith

Dr Niall comer

Phone	+44 28 7167 5270
Email	nm.comer@ulster.ac.uk
Room	MA005
Campus	Magee

Academic profile: https://pure.ulster.ac.uk/en/persons/niall-comer

Dr Nioclas Mac Cathmhaoil

Phone	+44 28 7167 5770
Email	nm.mccaul@ulster.ac.uk
Room	MA106
Campus	Magee

Academic profile: **https://pure.ulster.ac.uk/en/persons/nioclas-mac-cathmhaoil**

Dr Frank Sewell

Phone	+44 28 7012 4310
Email	f.sewell@ulster.ac.uk
Room	I041
Campus	Coleraine

Academic profile: **https://pure.ulster.ac.uk/en/persons/frank-sewell**

Linguistics

Professor Raffaella Folli

Phone	+44 28 9536 7574
Email	r.folli@ulster.ac.uk
Room	BA-05-014
Campus	Jordanstown

Academic profile: **https://pure.ulster.ac.uk/en/persons/raffaella-folli**

Dr Juliana Gerard

Phone	+44 28 9036 8853
Email	j.gerard@ulster.ac.uk
Room	17E07
Campus	Jordanstown

Academic profile: **https://pure.ulster.ac.uk/en/persons/juliana-gerard**

Dr Catrin Rhys

Phone	+44 28 9036 6463
Email	cs.rhys@ulster.ac.uk
Room	17E19
Campus	Jordanstown

Academic profile: https://pure.ulster.ac.uk/en/persons/catrin-rhys

Dr Anthea Irwin

Phone	+44 28 9036 6709
Email	a.irwin@ulster.ac.uk
Room	17E09
Campus	Jordanstown

Academic profile: https://pure.ulster.ac.uk/en/persons/anthea-irwin

Dr Christina Sevdali

Phone	+44 28 9036 6402
Email	c.sevdali@ulster.ac.uk
Room	17E08
Campus	Jordanstown

Academic profile: https://pure.ulster.ac.uk/en/persons/christina-sevdali

Dr Jacopo Romoli

Phone	+44 28 9036 6861
Email	j.romoli@ulster.ac.uk
Room	17E10
Campus	Jordanstown

Academic profile: https://pure.ulster.ac.uk/en/persons/jacopo-romoli

Dr Karyn Stapleton

Phone	+44 28 9036 6321
Email	k.stapleton@ulster.ac.uk
Room	17E16
Campus	Jordanstown

Academic Profile: https://pure.ulster.ac.uk/en/persons/karyn-stapleton

Dr Lynda Kennedy

Phone	+44 28 9036 6009
Email	la.kennedy@ulster.ac.uk
Room	14J04
Campus	Jordanstown

Academic profile: https://pure.ulster.ac.uk/en/persons/lynda-kennedy

Dr Xiuping Li

Phone	+44 28 7012 3052
Email	x.li2@ulster.ac.uk
Room	I237

Academic profile:

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

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.

During your studies, you are expected to meet with your supervisory team regularly, with a schedule to be discussed and agreed. It is required that certain meetings (e.g. monthly) between supervisors and researchers are designated as formal and that a record of these meetings is maintained.

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 *'role of student and supervisor'*.

Subject Level Induction

During 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 www.ulster.ac.uk/researcherdevelopment - the website is continually updated with new courses and other information about training and development opportunities.

New Handbook for 2019-2020
The new Handbook is downloadable from Sharepoint; a hard copy is available by emailing researcherdevelopment@ulster.ac.uk – make sure you include your office address.

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 www.ulster.ac.uk/researcherdevelopment.

Wall Calendars for the RDP will be available at the post-Induction reception to which all our existing PhD Researchers are invited - in the Docs on 17 Sept (CE), 18 Sept (JN) and 19 Sept (MG).

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:

- o 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)
- o Putting Pen to Paper: Writing in the First Year of Your PhD (Dan Soule, Grammatology)
- o Project Management
- o Effective Use of the Library (Library Services)
- o Presentation Skills (Part I: Introduction and Part 2: Practical)
- o Communicating Your Research to a Non-Research Audience (Bespoke)
- o Producing an Effective Poster
- o Introduction to Research Ethics and Governance
- o Introduction to Teaching and Learning in Higher Education (compulsory, if you want to teach in the University)
- o Seven Secrets of Highly Successful PhD Researchers (Hugh Kearns)

See below for an indicative list of relevant face to face sessions for second and third year PhD Researchers (or part time equivalent). This is not an exhaustive list. Some of these will run in Semester 1 (currently open for booking) while some will run in Semester 2 (open for booking shortly).

- Keeping Going in the Second Year of Your PhD (Dr Dave Filipovic-Carter)
- Getting to the End of Your PhD: The Final Push (Dr Dave Filipovic-Carter)
- Care to Write: Writing in the Second Year of Your PhD (Dr Dan Soule, Grammatology)
- Thesis Producer: Writing in the Third Year of Your PhD (Dr Dan Soule, Grammatology)
- Effective Use of the Library (Library Services)
- Nvivo: An Introduction (Ben Meehan, QDA Training)
- Nvivo: Advanced (Ben Meehan, QDA Training)
- R Programming
- SPSS
- The Art of Qualitative Interviewing
- Conducting Focus Groups
- Intellectual Property: What You Need to Know
- Social Media for Researchers
- Producing an Effective Poster
- Communicating Your Research to a Non-Research Audience (Bespoke Communications)
- Professionalism and Self-Confidence
- Introduction to Research Ethics and Governance
- Research Ethics Drop In Clinics
- Introduction to Teaching and Learning in Higher Education (compulsory, if you want to teach in the University)
- First Steps in Learning and Teaching in Higher Education (accredited by the Higher Education Academy (HEA))
- Seven Secrets of Highly Successful PhD Researchers (Hugh Kearns)
- Preparing to Submit your Thesis
- Beyond the PhD: Planning for a Career in Academia
- Planning for a Non-Academic Career
- Marketing Me: CVs and Interviews
- Managing Stress
- Winter School on Statistics

Online Training Provision
The Doctoral College partnership with the University of East Anglia to deliver a suite of online, live-taught sessions continues in 2019-20 with four out of five modules running in both semester 1 and semester 2, allowing more of our PhD Researchers to access the training. Demand is high so please plan well in advance – booking opens at 7.00am on 17 September 2019 for semester one modules.

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.

Internationally, researchers in Irish and Celtic Studies can take part in summer school in Celtic and Breton Studies at the University of Western Brittany (Brest, France) that takes place every June on an annual basis or summer school in Folklore Studies at the University of Turku (currently planned for 2020).

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 [UK and Ireland PhD Celtic Studies Association](#) that convenes its annual colloquia. The next one will be convened at UCD in March 2020 and the researchers are encouraged to attend.

Linguistics

PhD researchers in Linguistics avail of various opportunities: they attend conferences, take part and present at the research seminars (convened on Mondays in 2019/20 in the language lab in 17E24 on the Jordanstown campus), as well as researchers specialising in Conversation Analysis take part in the CARDS workshop each Friday (also convened in 17E24).

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 welcome to attend a research sharing event convened by the School of Communication on 10 October 2019 for everyone to get to know each other on the Belfast campus (room TBC).

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 website.

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
Jordanstown	Commercial Block
Coleraine	Room E008
Magee	Room MC026

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.

Assessment and progress checking

Initial Assessment

The Faculty will, within four months of a full-time PhD researcher's first registration, arrange to carry out an initial assessment of progress. This will be carried out within ten months for part-time PhDs. This paperwork and outcomes of this assessment will be processed through the PhD Manager.

The initial assessment requires the researcher to submit a report through PhD Manager. An event will be held at which the PhD researcher will be expected to give a short presentation of the early progress of the project, to include a discussion of rationale, research questions, proposed methodology, a reading list and an indicative timeline for the project. The researcher should also consider whether ethical approval is necessary for the project at this point in time and arrange to apply for such approval, where appropriate.

The initial assessment is also attended by the chair of the board who takes notes during the assessment, as well as by the supervisors of the PhD researcher. The examiners, one from the subject area and one from outside the subject area review the researcher's progress to date, identify any issues to be addressed and ensure that ongoing training needs are identified before making their decision. The chair consults with the examiners in the absence of the candidate. Once the board comes to the final decision, the candidate is invited back to the audience and the board's final decision on the outcomes of the initial assessment is communicated to the PhD researcher at the end of the meeting. The chair is responsible for submitting a final written report on the assessment via the PhD Manager, which is then channelled to the PhD researcher.

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.

The annual re-registration process will not normally be permitted until an Annual Report has been received from the PhD researcher. 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 satisfaction survey element of the form.

Confirmation Assessment

All candidates for the degree of PhD, whether full or part-time will be required to undergo a formal assessment of progress, before confirmation of registration status. The paperwork and outcomes of this assessment will be processed through the PhD Manager.

The assessment will include the requirement for a piece of written work describing progress to date and demonstrating the suitability of the project for submission at PhD level. The PhD researcher will also be expected to have considered the structure and format of the remaining research and to have drafted a timetable for completion. The Faculty will organise an event at which the researcher will undergo an oral examination in the form of a presentation. The researcher will also be expected to demonstrate understanding of and will be assessed on the ability to apply the components of the Researcher Development programme provided during the first year of study.

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 Assessment formalities.

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. Theses may be submitted, prior to examination, in a temporary binding. Two copies of a thesis (three for members of academic staff or for other researchers who for exceptional reasons require two External Examiners) and an electronic version (to be submitted along with a Turnitin report to PhD Manager) are required.

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 researcher 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 https://www.ulster.ac.uk/doctoralcollege/current-phd-researchers/submitting-your-thesis for further information.

Final Assessment

On receipt of the doctoral thesis, Doctoral College will organise a final assessment (also known as the PhD viva). 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.

Conference attendance

In order to receive financial support for conference attendance, you need to complete a prior approval form. You will then provide the copy of the prior approval form (scans are accepted) to the 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 unique prior approval number.

You should attach all the receipts (credit card receipts are not accepted; the 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.

The actual refund could take between 14 to 31 working days.

PhD Teaching practice/Demonstration

PhD researchers are sometimes asked to cover for some hours of teaching (normally 1-3 hours per week). You can claim the tutor's fee using the following form by submitting the filled in form at the end of semester to your Head of School (Celtic Studies researchers: Dr Tom Maguire; Linguistics researchers: Dr Catrin Rhys; Language & Heritage researchers: Prof Kris Lasslett).

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.