



# PhD Research Handbook 2023-2024

## School of Medicine

FACULTY OF LIFE AND HEALTH SCIENCES

July 2023



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## Welcome from Postgraduate Tutor

I am delighted to welcome you to the School of Medicine at Ulster University. I am sure you will enjoy the time you spend working towards your PhD. Our aim is to equip you with the subject knowledge, research expertise and transferable skills that you will need to advance your research skills, whilst enhancing your prospects. We hope you will also embrace the opportunities available in the world-leading research community at Ulster University and meet new friends and colleagues.



Postgraduate research is extremely challenging, not only are you trying to discover or create new knowledge, but you are simultaneously learning how to do research effectively. You will need to be highly motivated and determined in order to make a significant independent contribution. A PhD is very much what you make of it and will also be an incredibly rewarding journey. Your supervisors are there to guide you towards your research objectives and help you develop your abilities.

If you have any problems whilst at Ulster (whether academic, personal, or financial) help and advice is always available. Please check through this Handbook - it will serve as a first source of information if you need help. Your main contact should always be your supervisors, but many others can offer advice and assistance – they are listed in the following pages. I hope you enjoy your studies here and I look forward to talking with you about your research.

### Dr Elaine Murray

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## Welcome from Foundation Dean of the School of Medicine



Even though the School of Medicine only opened its doors to its first medical students in August 2021, it is already established firmly within the Faculty of Life and Health Sciences at Ulster University. We are growing an enviable reputation for education; at the same time enabling world leading research to flourish and grow. I am delighted that you are joining our School as you embark on your PhD: you are so very welcome. I hope that you will really feel part of the

School during your time with us- please make the most of all the School and University has to offer you on this exciting step of your academic journey. I will look forward to meeting you when you arrive.

### Professor Louise Dubras

Foundation Dean of the School of Medicine  
Ulster University  
Derry~Londonderry campus | Room MB119 | BT48 7JL  
T: +44 (0) 28 7167 5112  
E: [l.dubras@ulster.ac.uk](mailto:l.dubras@ulster.ac.uk)

## 1. Introduction

### ***Who is this handbook for and what does it contain?***

This handbook has been prepared by the School of Medicine to help PhD Researchers and their Supervisors find their way through the various School level administrative stages of the PhD Research Degree. This includes information on where to get help, staff responsibilities, procurement and travel arrangements, services, office safety, demonstration / teaching opportunities and local guidance on initial, confirmation and final assessments.

The handbook supplements the information provided by the Doctoral College in relation to policies and procedures. More information provided by the Doctoral College can be found [here](#). This handbook is primarily for PhD researchers, but the information provided is also relevant to those undertaking other postgraduate research degrees within the School (MPhil, MD). Where the requirements are different between research degrees e.g. assessment requirements, links have been provided to direct you to this information.

## 2. Staff Responsibilities and Contacts

### ***School Structure and Staff responsibility***

The School of Medicine is part of the Faculty of Life and Health Sciences.

The Faculty consists of eight Schools:

- [School of Medicine](#)
- [School of Biomedical Sciences](#)
- [School of Geography and Environmental Sciences](#)
- [School of Health Sciences](#)
- [School of Nursing and Paramedic Science](#)
- [School of Pharmacy and Pharmaceutical Sciences](#)
- [School of Psychology](#)
- [School of Sport](#)

The School of Medicine is based on the Derry~Londonderry campus. It welcomed the first undergraduate students in 2021, and since this has expanded.

Our vision for research in the School of Medicine is to:

- inspire and integrate our local community and clinical partners through high quality, ambitious, research and innovation
- conduct research that is locally relevant but delivers global impact, benefitting health across the Island of Ireland through interdisciplinary collaborations, whilst seeking to address health inequalities
- become a research environment that promotes research excellence with integrity, transparency, respect, and inclusivity

Research in the School of Medicine is organised into three Research Clusters, with cross-cutting interdisciplinary themes, encompassing the full range of our research methodologies and unique disciplinary approaches, as illustrated by Figure 1.



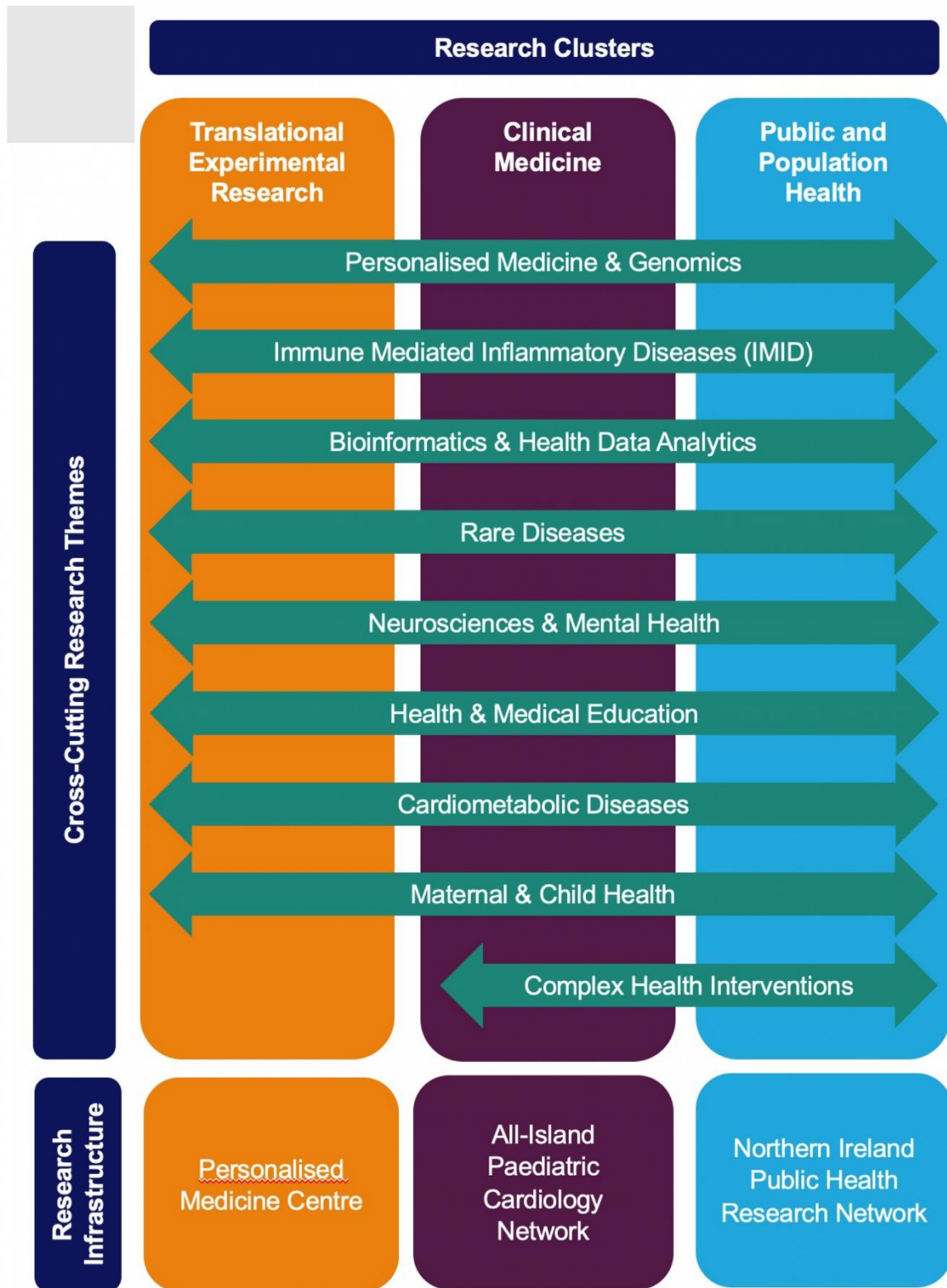
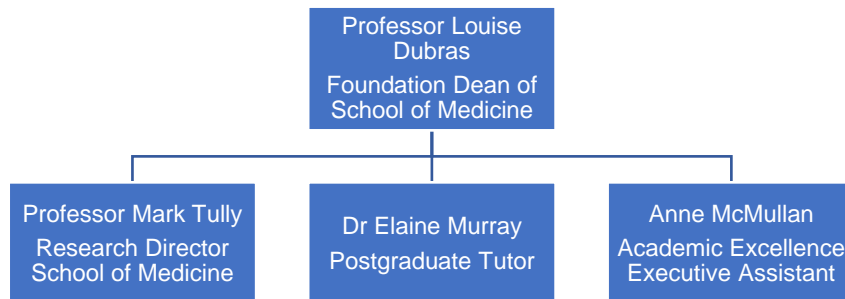


Figure 1. Research Structure of the School illustrating the three research clusters and cross cutting interdisciplinary themes.

The School has a number of academic and administrative staff who support the PhD research within the school, a simplified structure for this is shown in Figure 2. These include the Research Director, Postgraduate Tutor, and Academic Excellence Executive Assistant. The Foundation Dean, Professor Louise Dubras, oversees all teaching and research activities within the School.



**Figure 2. Staff structure within the School of Medicine related to PhD Research**

### ***You and your Supervisors***

The primary responsibility for organising your research work lies with you. It is your supervisors' responsibility to guide your research, point you in interesting directions, monitor your progress and generally provide moral and technical support. Supervisors differ in their methods, but you should normally expect to see your supervisors at least once a fortnight. Feel free to contact them at any time if you have a problem or are unsure how to proceed. You will find that you can obtain the most benefit from meetings with your supervisors if you prepare some material for them to read in advance or formulate some specific questions you would like to discuss.

### ***Postgraduate Tutor***

The Postgraduate Tutor is responsible for the overall running of the School's PhD programme, providing pastoral support for PhD. They are available to discuss any matter, personal or academic, in confidence.

For questions relating to your research or administrative process please contact the Research Director, Postgraduate Tutor, or Administrative Support directly.

Research Director	Postgraduate Tutor	Academic Excellence Executive Assistance
<b>Prof Mark Tully</b> Room BC-01-141, Belfast campus <a href="mailto:m.tully@ulster.ac.uk">m.tully@ulster.ac.uk</a> +44 28 95367616	<b>Dr Elaine Murray</b> Room 7 CTRIC <a href="mailto:e.murray@ulster.ac.uk">e.murray@ulster.ac.uk</a> +44 28 71675667	<b>Anne McMullan</b> Room H159 Coleraine Campus <a href="mailto:a.mcmullan@ulster.ac.uk">a.mcmullan@ulster.ac.uk</a> +44 28 70124490

## ***Where to get Help***

There are a number of places you can look for help on policies and procedures.

This Handbook covers the majority of aspects relating to your PhD Research within the School.

- PhD Manager - information on the various processes and forms involved with research study at Ulster can be found online in **PhD manager**. It is important you document all your supervision meetings on PhD manager.
- Your Supervisors - consult your supervisors on all academic matters. The formal obligations and responsibilities of your supervisors are explained in the **University Handbook**.
- **Postgraduate Tutor** - for any queries regarding academic policies within the school or pastoral support.
- **Academic Excellence Executive Assistant** - for queries regarding equipment, travel, budgets, and general administration.
- Administrative Problems - for issues concerning your scholarship funding, registration, fees etc., contact the **Doctoral College** directly or email [pgr@ulster.ac.uk](mailto:pgr@ulster.ac.uk).
- General Enquiries - ask at the School Office Room MB018 or email [medicine@ulster.ac.uk](mailto:medicine@ulster.ac.uk).
- Student Support - for complex problems around family, finances, health, disability, or other issues affecting your general welfare you should make an appointment to see a **Student Support**.
- **Occupational Health** - for information regarding occupational health and the services available.
- First Aid/Defibrillator is available on each campus by contacting Security – on internal phones dial 22222 (Direct Dial (DDI) 02870123456). In event of an emergency requiring Police, Fire or Ambulance dial (9)999 directly then contact security immediately on extension 22222 (DDI 02870123456).
- You should also download the Safezone app on your mobile phone (<https://www.ulster.ac.uk/safezone>). This is free app for students and staff that connects you to the University security team if you ever need urgent help, first aid or if you have an emergency while on campus.

The Doctoral College website contains many **Frequently Asked Questions** covering topics such as administration, funding, training, ethical approval, relationships, and support.





### 3. Working Environment

**People** - School of Medicine staff, students, and visitors.



#### ***Your Office Space***

A desk within a shared office will be provided for you to work at whilst on campus. This will be arranged for you by your supervisors and will be located on the same campus that your supervisors are based. In addition, Room MB122 on the Derry~Londonderry campus has a couple of hot desks for PhD researchers to use whilst on that campus.

These are generally in open plan office space. Offices are a mix of PhD Researchers and Research Staff. You should endeavour to make use of the knowledge you have available in your office. Typically, this space will include a clear desk space, a comfortable computing chair and a set of lockable drawers.

It is a Researcher's responsibility to keep these spaces tidy and to clear the space when leaving at the end of the PhD journey. Similarly, for those working in any kind of laboratory space, it is your responsibility to keep your area tidy.

#### ***Computing Equipment***

A Desktop or Laptop computer will be provided for you if needed. This should be discussed with your supervisors. In some cases, a new desktop / laptop computer will need to be purchased. If this is the case, it will be purchased from your Research Training Support Grant and must be returned when you complete your PhD. Your Supervisors can advise you further on this.



## ***Lunch Facilities***

On the Derry~Londonderry campus, the MB building offers a student hub on the second floor, with a common area, microwave, and kettle facilities. A range of University facilities are available in the MM and MU buildings and the 'Doc'. Other campuses have similar facilities which your supervisors will advise you on.



**Figure 3. Images of the Working Environment for PhD researchers.**

## ***Photocopying and Printing***

**Digital Services** provide information on how to print including how to access multi- function devices (MFD) that will allow you to print, copy and scan documents. Digital Services can also provide support with university wide IT services such as email and WIFI.

## ***Attendance & Absences***

Attendance at University on a daily basis is expected, except by agreement of your supervisors or the Research Director. Hours should be agreed with your supervisors. Typically, PhD Researchers will work 35-40 hours per week, between core hours of 9:00am-5:00pm. Holidays, as approved by your supervisors, are allowed within the period of the Studentship. These must not exceed a total of eight weeks including public holidays (40 days) per year. Any periods of sickness should be notified to your supervisors.

If you experience some health, family or other problems that make it difficult for you to continue working on your PhD research project, you may need to consider applying for leave of absence. Funded PhD researchers should be aware that they may normally only be allowed Leave of Absence for a maximum of one year, and that their maintenance allowance is suspended during any Leave of Absence. It is also important to note that Leave of Absence is not permitted if the main reason is to take up paid employment. Should you need any advice on Leave of Absence you can ask your supervisors. Support is also available through the Doctoral College and Student Wellbeing.

## 4. Research Integrity and Ethics

Ulster University requires the highest standards of professionalism in research conducted by all staff and students in all disciplines. Refer to the [Research Office policy and procedures](#) with regard to research practice, publications, and intellectual property. All PhD researchers should act professionally in their role. Including the use of appropriate email etiquette in a reasonable fashion and acting professionally in the office and around campus.

### *Research Integrity*

[The University's Code of Practice for Professional Integrity in the Conduct of Research](#) is a useful and compact guide to the responsibilities of those involved in research.

Integrity is fundamental to the research process and an important component of our research environment, demonstrating to partners and funders that we undertake excellent quality research to a consistently high standard. The importance of research integrity is further explained in this short [video](#).

The research integrity course is mandatory for all PhD researchers and **must be completed prior to undertaking the Initial Assessment**. This course is available via your [Blackboard account](#).

Please note that all investigators named on applications to UREC, and via the IRAS system for studies in the NHS and HSC for which the University is sole or co-sponsor, are required to provide confirmation of successful completion of research integrity training before University approval will be granted.

### *Research Ethics*

It is [University policy](#) that all research involving human participants must be reviewed through the filter and ethics committee process as appropriate.

It should be noted that, in many cases, review is a legal or regulatory as well as policy requirement (for example, research involving HSC/NHS patients and others in care, and research which requires the use of human cellular material) and in others it reflects accepted best practice (for example, research involving those aged under 18 and other potentially vulnerable people). Increasingly, in many disciplines, evidence of ethical review is required by editors before they will accept a paper for publication.

Studies covered by the University's policy include interview, questionnaire, and focus group research as well as research involving interventions of any kind.

There are several reasons for this, including:

- reducing risk of harm;
- protection of participants, researchers and the reputation of the University;
- maintenance of insurance cover/indemnity;
- providing assurance to collaborating organisations, funders and publishers;
- maintaining and improving quality and standards; and
- demonstrating adherence to research integrity requirements

Details of the University's policies and procedures in this area are currently available through the [portal](#). Please click on the Research Governance & Ethics tab. Early in your project you should discuss the ethical implications of your work with your supervisor. If ethical approval is required, you should then make an application.

Filter committees have been established in all areas of the University in which significant levels of human research are likely to take place.

Researchers in the School of Medicine can submit ethics applications to the Biomedical sciences ethics filter committee, which is co-chaired by Dr Maria Mulhern ([m.mulhern@ulster.ac.uk](mailto:m.mulhern@ulster.ac.uk)) and Dr Julie McClelland ([jf.mcclelland@ulster.ac.uk](mailto:jf.mcclelland@ulster.ac.uk)). Submission to the filter committee is via the [portal](#), your supervisors will make you aware of this as required.

## 5. PURE

PURE is an abbreviation of 'Publication and Research' and is the University's Current Research Information System (CRIS). It is a single source location for much of the University's research data. A highly versatile centralised system, it enables our Institution to build reports, carry out performance assessments, manage researcher profiles, enable research networking and expertise discovery and more, all while reducing administrative burden for researchers, faculty, and staff.

PURE provides functionality for academics, research staff and PhD Researchers to manage their individual research profile by recording research outcomes, such as:

- Research Outputs/Publications
- Activities
- Press & Media
- Projects/Awards
- Datasets
- Impacts

PURE is designed to maintain an ongoing historical record of research activity at Ulster University. All members of staff in academic and research related posts, and PhD Researchers, are provided with PURE profiles when joining Ulster University.

Additional PURE accounts may be requested by emailing: [pure-support@ulster.ac.uk](mailto:pure-support@ulster.ac.uk)

More information on PURE and support materials can be found on the PURE Support webpage at this link <https://www.ulster.ac.uk/internal-research/puresupport>

## 6. Health and Safety

### *Laboratory and Office Safety*

It is everyone's duty to ensure a safe working environment. Your first point of contact if you have a health and safety query should be your supervisor. The Schools Health and Safety Co-Ordinator is **Jason Murray**. Risk assessments are carried out and updated annually. First Aid/ Defibrillator available from Security – on internal phones dial 22222 (DDI 02870123456).

In event of an emergency requiring Police, Fire or Ambulance dial (9)999 directly then contact security immediately on extension 22222 (DDI 02870123456). If working late you should make security aware and let them know when you leave.

### *Fire Safety*

If you discover a fire, activate the alarm immediately using nearest break glass point.

On hearing alarm:

- You **must** leave the building using the nearest available route by following the emergency exit signs
- You **must** go directly to the assembly point
- You **must** not re-enter the building until told it is safe

Fire marshals sweep each floor in the event of an evacuation. The alarm is tested on all campuses at 1:10pm and 5:55pm every Wednesday. During the test the alarm will sound for a short period of around 10-15 seconds. Any continuous sounding of the alarm is not a test and should be treated as a genuine alarm.

You should also download the Safezone app on your mobile phone (<https://www.ulster.ac.uk/safezone>). This is free app for students and staff that connects you to the University security team if you ever need urgent help, first aid or if you have an emergency while on campus.





## 7. Training and Research Community

The School of Medicine provides a number of fora to enable you to engage and immerse yourself in the vibrant research community. These can help with skills development and feedback on your own research ideas.

Our postgraduate tutor holds regular meetings with our School's PhD representative. If you have any issues about your experience, you would like raised, please contact the School of Medicine PhD Researcher Representative Rachel Devenney ([r.devenney@ulster.ac.uk](mailto:r.devenney@ulster.ac.uk)).

The Doctoral College run the Postgraduate Research Experience Survey (PRES) bi-annually (<https://www.ulster.ac.uk/doctorscollege/current/pres>). We strongly encourage all PhD researchers to complete this as another opportunity to share your thoughts and experiences about your research degree at Ulster.

### Training

In addition to the **Researcher Development Programme** (RDP) at Ulster which covers generic research and transferable skills, the School will occasionally offers focused training courses on technical aspects including writing and grantsmanship. If you have an idea for a training course which you feel may be useful for Researchers within the School; please contact the Postgraduate Tutor or Research Director. Your Research Training Support Grant can also be used to attend more specific training needs as agreed with your supervisors.

The Doctoral College also run an annual **Festival of PhD Research** ([ulster.ac.uk](http://ulster.ac.uk)). This a two-day event bringing together PhD Researchers from all campuses and all disciplines to showcase and celebrate PhD research at Ulster. You will be given the opportunity to present your research to other PhD researchers, and enter the popular three-minute thesis competition (**PhD Festival & 3MT 2023 Highlights - YouTube**).

During the year within the School of Medicine there will be ad hoc guest lectures, with national and international speakers presenting on a range of topics. When these lectures occur, they are advertised in advance and researchers are encouraged to attend and expand their knowledge base.

Within many groups a journal club or equivalent is offered these informal seminars are designed to give PhD Researchers an opportunity to share their research in a supportive environment, with their student peers and interested academic colleagues.



## 8. Travel and Procurement Procedures

If you have received a studentship for your PhD, you will have access to Research Training Support Grant (RTSG). This can be used to travel to conferences or to purchase necessary equipment. In your first year, this fund will be used to purchase a laptop to support the completion of your PhD. The following flow chart will help you determine the right process to follow. For **any/all** spend on your yearly allocated RTSG funding, a request must be made in advance.

An overview of the processes for approval of spend and expenses claims is provided in Figure 4 below.



**Figure 4: Overview of approval for RTSG spend**

As a PhD Researcher, it is expected that you will try to attend at least one academic conference during your studies, in order to present your work to a wider audience. Talk to your supervisors about how to fund such trips. Your Research Training Support Grant can be used to travel to conferences and attend training events. Additionally, many organisations, including the University, have travel awards for which you may apply for.

Agreement for travel and accommodation must be sought from your supervisors prior to proceeding with any booking, once confirmed, you should complete a prior approval form and submit for approval. Please allow sufficient time for processing prior approvals, as these can take several weeks.

## ***Travel Procedures***

### ***Prior to Travel***

- Check with your supervisors
- Complete a Prior Approval (PA) Form: [Prior Approval Form Students](#)
- PA signed by your supervisor.
- Send signed PA to the School Office (medicine@ulster.ac.uk) for approval from the Research Director or Foundation Dean.
- Once approved a PA number will be issued. PA number and cost code is used to book travel through Key Travel following the University's travel policy.

### ***After Travel***

- Receipts for expenses incurred whilst travelling can be claimed back.
- This includes food and transport (the purchase of alcohol is not permitted)
- Complete a Travel Subsistence claim form: [Travel and Expenses Claim Form](#)
- [Car Mileage claim form](#)
- Attach original receipts formatted appropriately.
- Travel expenses form signed by one of your supervisors.
- Send the completed travel expenses form, along with receipts to the School Office (medicine@ulster.ac.uk) for approval by the Research Director or Foundation Dean.

You may occasionally need to purchase small pieces of equipment or consumables for your PhD Research. As above, discuss with your supervisors first, before completing a Non-conference RTSG spend prior approval form.

## ***Non-Travel Spend Procedures***

- Check with your Supervisors
- Complete an approval form: [Approval- all other spend.pdf](#)
- Form signed by your supervisor.
- Send signed form to the School Office (medicine@ulster.ac.uk) for approval from the Research Director or Foundation Dean.
- Once authorised, you will receive a confirmation email, directing you to the [BMS portal](#) to proceed with your order, in accordance with the university procurement regulations.
- When submitting your order, you should upload the approved form to the BMS Portal for reference.



## 9. Demonstration and Teaching Opportunities

Many PhD researchers help with the teaching and marking within the School, which takes place on our Derry~Londonderry campus. For example, they may support workshops and act as demonstrators on courses within the School. If you are interested, please discuss with your supervisor, and inform the coordinator for Demonstrators (details below). 'Practical Laboratory Assistance within modules is facilitated by current PhD Researchers who have completed the course, 'Introduction to Teaching and Learning for Postgraduate Tutors and Demonstrators'.

Applications are invited prior to the commencement of each new semester and demonstrators are allocated according to their area of specialism and experience. This is an opportunity for practical laboratory and assessment experience which contributes to the Students' employment record and also for an opportunity for financial benefit. PhD Researchers can do up to 6 hours per week in demonstration. This can cover a range of practical skills including programming, professional issues and communication skills.

There may also be opportunities to take lectures and seminars, and to carry out assessment marking. All of these activities are useful for your CV.

### ***Reasons to do Lab Demonstration***

- Builds your CV
- Gets you talking to staff you may not necessarily talk to
- Gives you some extra money
- Become a part of the wider team
- It's rewarding!

### ***Teaching and Demonstration is co-ordinated by the School Office***

If you are interested in demonstrating, please complete the [Ulster University Expression of Interest MS Form](#) for Researchers so we can identify relevant opportunities which you may be interested in.



## 10. Assessments

During your research journey, there are several key milestones which you will be expected to achieve within specific timeframes. This table provides you with an overview of what is expected of you. General information about these milestones can be found on the doctoral college [website](#). The table below provides some rough guidelines of when each of these assessments will take place. The School may adjust the timing in order to better accommodate the assessments within the academic calendar.

Process	When (full time)	When (part time)
Re-enrolment	Around mid-September, annually, on your home campus	Electronically, every summer
Initial Assessment	Within four months of first registration. Typically, these occur January	Within ten months of first registration
Annual report	First week in May, annually	First week in May, annually
Confirmation Assessment	Between eight and twelve months of first registration, Typically, these occur June.	Between twelve and twenty-four months of first registration
Final Assessment	Within thirty months of first registration	Within sixty months (PhD) or thirty-six months (MPhil) of first registration
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

### Key Dates for PhD Researchers over the 2023-2024 Academic Year

- **21<sup>st</sup> September 2023 (3-5pm)** PhD Induction Room MU125
- **22<sup>nd</sup> January 2024 (all day)** Initial Assessments Room MU125
- **24<sup>th</sup> June 2024 (time TBC)** Confirmation Assessments Room MU125

The following sections provide School specific guidance for the Initial, Confirmation and Final assessment. Dates and times for each of these assessments will be communicated to you by the School.

### *Doctor of Medicine (MD) and MPhil*

The assessment criteria for **MD and MPhil Researchers** is slightly different, and can be reviewed on the doctoral college [website](#)

## **Assessment Information**

### ***School of Medicine Initial, Confirmation and Final Assessment***

Convening of the assessment day for initial assessment (January, month 4) confirmation assessment (June, month 9) will be organized by the Post Graduate Tutor (PGT). Guides for Initial/Confirmation and Final (month 30) assessment process <https://phdmanager.ulster.ac.uk/do/activity/guides/all>

Each assessment will take the form of submission of a written report of project and progress, along with an oral presentation. This will be assessed by two appointed individuals, one within and one outside the research group.

### ***Initial Assessment***

The stepwise workflow for the initial Assessment is built into PhD Manager. The process is as follows:

1. PhD Researcher completes initial Assessment report. The PGT will inform PhD researchers of the specific date (Jan, month 4) on which to submit their report via PhD manager.
2. The PGT will organise assessment panel (presentation) for the PhD researcher(s).
3. The PhD supervisors will complete their report form via PhD manager.
4. The PhD researcher completes assessment process (Presentation). Initial assessment report completed by assessors including recommendation.
5. The Research Director will approve confirmation assessment report via PhD manager.

#### ***Initial Assessment Information for PhD researcher and staff.***

The written report is minimum of 4 and maximum of 8 A4pages excluding diagrams, tables and figures. Font - Times new roman, size 12, line spacing 1.5. Referencing convention is British Harvard as per University guidance. The written report should be submitted no less than one week prior to the oral presentation assessment.

The project report and associated oral presentation (initial assessment) must include information on:

- (a) the project background;
- (b) the overall aim of the investigation;
- (c) the methods to be employed;
- (d) the objectives to be achieved within the first year of registration

The presentation should be of 15 minutes duration, followed by a 5-minute discussion period. Projection/PowerPoint facilities will be available.

## **Confirmation Assessment**

The stepwise workflow for the Confirmation Assessment is built into PhD Manager. The process is as follows:

1. PhD Researcher completes Confirmation Assessment report. For each research group the PGT will inform PhD researchers of the specific date (June, month 9) on which to submit their report via PhD manager.
2. The PGT will organise an assessment panel (presentation) for the PhD researcher(s).
3. The PhD supervisors will complete their report form via PhD manager.
4. The PhD researcher completes assessment process (Presentation). Confirmation assessment report completed by assessors including recommendation.
5. The Research Director will approve confirmation assessment report via PhD manager.

### *Information for PhD researcher and staff.*

The written report is a minimum of 6 and maximum of 15 A4 pages excluding diagrams, tables and figures. Font - Times new roman, size 12, line spacing 1.5. Referencing convention is British Harvard as per University guidance. The written report should be submitted no less than one week prior to the oral presentation assessment. The project report and associated oral presentation (confirmation assessment) must include information on:

- (a) the project background;
- (b) the overall aim of the investigation;
- (c) the methods employed;
- (d) data obtained to-date;
- (e) the proposed program for future PhD work;

or, in the case of those intending to complete at MPhil stage, the program for completion of practical and written work within the next twelve months.

The presentation should be of 20 minutes duration, followed by a 10-minute discussion period. Projection/PowerPoint facilities will be available.

## **Final Assessment**

This is due in month 30. Supervisors, in consultation with the PhD researcher, will submit a report on PhD researcher progress to the Research Director via PhD manager. No formal report or presentation will be required at this point, but research groups are welcome to solicit oral presentation from researcher for their own meetings.



## 11. Contacts

**Foundation Dean of the School of Medicine**, Prof Louise Dubras; [l.dubras@ulster.ac.uk](mailto:l.dubras@ulster.ac.uk)

**Research Director**, Prof Mark Tully; [m.tully@ulster.ac.uk](mailto:m.tully@ulster.ac.uk)

**Post Graduate Tutor**, Dr Elaine Murray; [e.murray@ulster.ac.uk](mailto:e.murray@ulster.ac.uk)

**School Administrative Officer**, Claire McDaid; [c.mcdaid1@ulster.ac.uk](mailto:c.mcdaid1@ulster.ac.uk)

**Administrative Support**, Anne McMullan; [a.mcmullan@ulster.ac.uk](mailto:a.mcmullan@ulster.ac.uk)

**Laboratory Technician at C-TRIC**, Tonina Sechi; [t.sechi@ulster.ac.uk](mailto:t.sechi@ulster.ac.uk)

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