



School of Engineering

PhD Researcher Subject Handbook
(2019/20)

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PhD Research Handbook

School of Engineering

FACULTY OF COMPUTING, ENGINEERING AND THE BUILT ENVIRONMENT



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1.0 Introduction to PhD Study in the School of Engineering

The School of Engineering at Ulster University boasts a strong research portfolio covering areas that include biomaterials, healthcare technologies, materials characterization, nanomaterials, photocatalysis, plasma physics, and advanced composite manufacturing. A healthy balance of theoretical and applied multidisciplinary activities facilitate successful research impacting highly important global challenge areas and in turn promoting healthy and sustainable futures for all citizens.

Engineering Research at Ulster is administered primarily within the School of Engineering which is based at the University's Jordanstown (Belfast) Campus. A further spoke of engineering research activity has been established in the North West of the province at the Magee campus (Londonderry) - activity at that campus is primarily affiliated with the University's School of Computing, Engineering and Intelligent Systems.

Engineering at Ulster has brought together a 140 strong multi-disciplinary group of researchers (academic, contract researchers and PhD Researchers) from a range of disciplines to undertake various forms of advanced engineering research in a number of key challenge areas. This work is undertaken in two main divisions/centres, namely:

- NIBEC (Nanotechnology and Integrated Bioengineering Centre)
- NIACE (Northern Ireland Advanced Composites Engineering)

PhD Researchers form an integral part of the research environment within the School, currently there are over 50 PhD Researchers working alongside academics and Post-Doctoral Researchers.

1.1 Managing your PhD Journey

PhD Manager is the primary tool used by the Doctoral College, the School and both you and your supervisors to manage all aspects of your PhD journey (<https://phdmanager.ulster.ac.uk>). There are a series of guides available on PhD Manager to help you learn to navigate around the system with detailed videos to show you how to conduct the majority of the tasks and processes required during your PhD study.

PhD Researchers will be assigned to a lead supervisor (Chair of the Supervisory Team) and at least one joint supervisor prior to registration. Supervisors will be experts in the field of the PhD. For interdisciplinary projects the supervisory team may include supervisors from other Faculties/Schools within the University. External supervisors can also be assigned from other universities, companies or specialist partners (e.g. clinical collaborators) where appropriate. Supervisors will meet with PhD Researchers within the first week of study to discuss the research topic and develop a Research Plan for the 3 years (6 years part-time) of the PhD program. PhD Researchers and supervisors are expected to meet regularly (at least once per month) to discuss progress throughout the course of study. PhD Manager should be used to schedule and record meeting notes from Supervision Meetings – the PhD Researcher being responsible for scheduling meetings and preparing draft meeting notes for assessment and confirmation by the Supervisor.

In addition to the support provided by Supervisors, the School of Engineering provides administrative, academic and personal support throughout the course of your PhD study - details of primary contacts

and useful links to information can be found within this guide. Information on the training provided by the Doctoral College and the School can be found within the training section of this guide.

1.2 Attendance

PhD Researchers within the School are expected to work full-time (35 to 40 hours a week) and will be based at one of the School's dedicated facilities (e.g. in NIBEC, NIACE, or other labs on either the Jordanstown or Magee campus). PhD Researchers are entitled to 26 days of annual leave per year plus University closure days (40 days in total). Working arrangements for Part-time PhD Researchers will be discussed and agreed prior to registration. Requests for, approval of and details relating to your annual leave allowance are available via PhD Manager.

1.3 Important Milestones

There are three major assessment milestones throughout the duration of study (3 years for full time, 6 years for part-time), described on the Doctoral College website: <https://www.ulster.ac.uk/doctoralcollege/current-phd-researchers/handbooks-and-policies/research-studies-handbook/the-phd-journey-key-milestones>. The first is the initial assessment which occurs around 3 months into the PhD (10 months for part-time). The second, the confirmation assessment, occurs 8-10 months into PhD study (16-20 months for part-time), with a third checkpoint (the final assessment) scheduled for month 30. PhD Researchers are expected to submit their PhD thesis at month 36 and begin preparation for the final element of assessment, the viva. Further details on the structure and content for each assessment can be found within the Assessments section of this guide.

Other important dates relate to:

- Re-enrolment, annually mid-September – online via the Ulster portal.
- Annual Report, first week in May each year – online via PhD Manager. This is your opportunity to report on your progress and provide feedback on your supervision and the research environment.
- Postgraduate Research Experience Survey (PRES), annually end of May – online via a unique link emailed from Doctoral College staff. PRES is the only UK higher education sector-wide survey to gain insight from postgraduate researchers about their learning and supervision experience. Data for the School of Engineering from the 2018 PRES showed an overall satisfaction score of 84%.

1.4 Local Induction

During Welcome Week in mid-September, a local induction will be organised to introduce PhD Researchers to the School facilities, key staff and supervisors. An overview of relevant University and School Policies will be provided. This Local Induction is complemented by a Doctoral College Induction, details of these arrangements are sent directly by the Doctoral College.

1.5 Disseminating Research Findings

During your PhD you will generate new knowledge - it is important that you share this with the research community via conference presentations, publications and through public and school's engagement events. Planning how you disseminate your research requires close collaboration with your Supervision Team. Learning how to develop research questions, design experiments, conduct data analysis and discuss findings is hugely important – your supervisors will be able to provide guidance and help with this aspect of your PhD. Publishing your work permits the opportunity for peer-review and is an excellent way to demonstrate your research potential to future employers.

1.6 Help and Support

If you have questions related to the content of this handbook or any other aspect of the PhD process, please ask your supervisor/s or those listed in the Contacts section of the Handbook – we are happy to help.

Additional information regarding help with PhD budgets, travel, purchasing, changes during your PhD and support services can be found within the Additional Information section of this guide.

A detailed FAQ guide is also available on the Doctoral College website: <https://www.ulster.ac.uk/doctoralcollege/current-phd-researchers/faqs>

Central University Support is provided via Student Support <https://www.ulster.ac.uk/studentsupport>. This includes Health and Wellbeing (physical and mental health, academic support) and Money advice (dealing with debt and crisis funds available to all PhD Researchers who can evidence hardship). Feedback from PhD researchers who have accessed this support has been extremely positive.



2.0 Contacts for PhD Researchers

Whilst your supervisory team will be your primary contact, a number of key staff are on hand to help as described below:

Administrative contact for PhD Researchers:

Ruth Holman (Academic Excellence Executive Assistant).

r.holman@ulster.ac.uk

+44 28 9036 6927

Room 25A01 (NIBEC Office)

<https://www.ulster.ac.uk/staff/r-holman>

Ruth's working hours are Monday-Thursday 9am-5pm and Friday 9am-4pm



Ruth Holman is the administrator for Research within the School, please contact Ruth for information related to travel/expenses, purchasing, assessments, change requests, PhD Manager system queries and any other administrative processes.

Administrative contact (NWCAM Project):

Tracey McCarron

t.mccarron@ulster.ac.uk

+44 28 9036 6128

Room 05B08A

<https://www.ulster.ac.uk/staff/t-mccarron>

Tracey's working hours are – Wednesday 9am – 12pm, Thursday 9am-5pm and Friday 9am-4pm

Tracey McCarron provides administrative support for Academics, Researchers and PhD Researchers working on the NWCAM Project. For PhD Researchers working on NWCAM please contact Tracey for information related to travel/expenses and purchasing.

Administrative contact (ECME Project):

Ann Blair

a.blair@ulster.ac.uk

+44 28 9036 8664

Room 25A01

<https://www.ulster.ac.uk/staff/a-blair>

Ann's working hours are Monday-Thursday 9am-5pm and Friday 9am-4pm

Ann Blair is the Project Officer for the ECME project. For PhD Researchers working on the ECME project please contact Ann Blair for information related to travel/expenses and purchasing.

Post-Graduate Tutor:

Dr Patrick Dunlop (Senior Lecturer)

psm.dunlop@ulster.ac.uk

+44 28 9036 8942

Room 25A20

<https://www.ulster.ac.uk/staff/psm-dunlop>



Dr Patrick Dunlop is a Senior Lecturer and the Post-graduate tutor for the School. Dr Dunlop is responsible for supporting PhD Researchers with their studies and is the point of contact for academic support, personal support and support with assessments for both PhD Researchers and supervisors. Contact Patrick directly if you want to arrange a meeting.

Research Director:

Professor Dewar Finlay

d.finlay@ulster.ac.uk

+44 28 9036 6586

Room 25B06

<https://www.ulster.ac.uk/staff/d-finlay>



Professor Dewar Finlay is the Research Director for the School of Engineering. Professor Finlay is responsible for the Research activities within the School, including oversight of PhD Researcher achievements and wellbeing. If there are any queries throughout your studies that cannot be resolved by your supervisors and/or the Post-Graduate tutor Professor Dewar Finlay is the next contact. To arrange a meeting please contact Ruth Holman (details above).

Associate Dean (Research and Impact):

Professor Brian Meenan

<https://www.ulster.ac.uk/staff/bj-meenan>

bj.meenan@ulster.ac.uk

+44 28 9036 8939

<https://www.ulster.ac.uk/staff/bj-meenan>



Professor Brian Meenan is the Associate Dean (Research and Impact) for the Faculty of Computing, Engineering and the Built Environment. Professor Meenan has oversight of all Research activities within the Faculty including PhD Researchers.

3.0 Facilities and Training

NIBEC and NIACE contain a broad range of specialist facilities to support research. Please refer to the Useful Links section for a breakdown of the key pieces of equipment available within each Centre. PhD Researchers and supervisors will agree throughout the PhD on the most appropriate equipment for use during your project. Please note that for a small number of specialist systems, an introduction to the system may be provided and you will be assisted to run samples. Following completion of the Training Needs Assessment (TNA) on PhD Manager, a training development plan should be agreed with supervisors early in the PhD – including both generic and specific training needs. You will be asked to confirm that the TNA has been completed at your Initial Assessment.

3.1 Local Training

PhD Researchers should arrange to be fully trained on necessary equipment and complete appropriate health and safety training, including risk and COSHH assessments before any equipment is used. The online equipment booking systems can be used to reserve time on the major items of equipment. The School is developing a formal structure to record specific training, such as proficiency in equipment use, software etc. Specific training complements the Doctoral College Researcher Development Programme.

3.2 Doctoral College Based Training

The Doctoral College provides excellent training for your PhD through the Researcher Development Programme (RDP), details are available here: <https://www.ulster.ac.uk/researcherdevelopment>. Sessions should be booked in advance via PhD Manager (Events/Workshops section), please ensure you attend or cancel in good time. If you have questions relating to the RDP please contact Lisa Thompson, l.thompson@ulster.ac.uk.

There are several mandatory courses, such as Research Integrity Training, which must be completed before submission of reports for the initial assessment – this is an online course on Blackboard. It's advised to complete this training as soon as possible after you start your PhD – the assessment panel will ask you to confirm completion of this mandatory training at your assessments. A wide range of generic training opportunities can be used to support your training development plan – soft-skills are highly regarded by employers; developing scientific writing and presentation skills will help you prepare for preparation of reports, conference presentations etc.; some excellent courses are available to help you prepare for your final viva.

Your training and development activity is recorded on PhD Manager and produces a Training Log, including downloadable certificates. This Training Log can also be updated with external activities, so that you have a comprehensive record of all your researcher development activity over the course of your PhD.

3.3 Teaching and Demonstrating

Many PhD Researchers help teach tutorials, act as lab demonstrators and occasionally undertake coursework assessment within the School. If you are interested in demonstrating, please discuss with your supervisor and subsequently inform the Associate Head of School, Dr Alan Brown, a.brown@ulster.ac.uk. Whilst most Scholarships prevent paid part-time working, PhD Researchers are

permitted to conduct up to 6 hours per week of University demonstration. School Office staff will provide details of the payment process - the demonstrating rate, paperwork and claim deadlines etc.

You will need to undertake the one-day Introduction to Teaching and Learning for PG Teaching Assistants prior to being eligible for teaching – this course is available multiple times in the academic year and can be accessed via the Doctoral College Researcher Development Programme.

4.0 Assessments

4.1 Initial Assessment Guidelines

Purpose

After approximately 3-4 months (100 days) 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 seeks to ensure that this level of progress has been achieved.

The dates of the initial assessment will be notified to Postgraduate Researchers by Ruth Holman, Academic Excellence Executive Assistant, School of Engineering.

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.

PhD Researchers are expected to give an oral presentation, using appropriate materials, e.g. PowerPoint, to an Assessment Panel including one or more of their supervisors, a reviewer and a chairperson appointed by the Research Director.

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.

The associated written element should be presented as a concise Research Plan, in font Arial 12 with 1.5 line spacing not exceeding four A4 pages in length, excluding appendices and a Gantt chart (as presented in the oral element). Please note that the reviewers are not required to read beyond the four-page limit.

Assessment Criteria

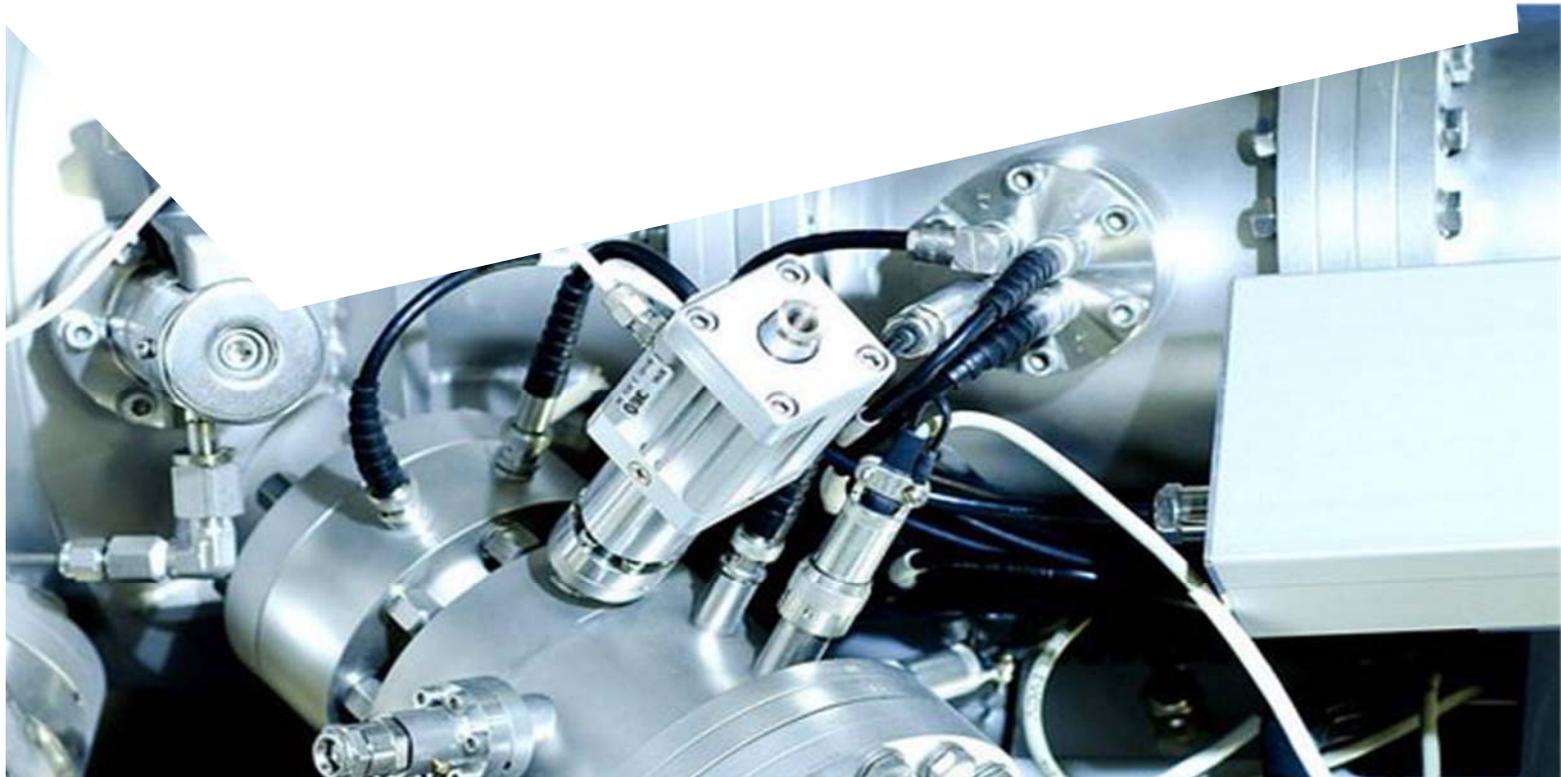
The Panel will be seeking to answer the following core questions:

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 to at least MPhil level?
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?

Note: Supervisors are required to complete a short report on PhD Manager prior to the assessment meeting. Assessors are asked to email the Chair of the assessment panel with a short paragraph of their comments 2 days prior to the initial assessment.

Procedure

- An Assessment Panel, comprising a reviewer (suggestions are requested from the supervisors) and a chairperson, will be appointed by the Research Director. The other individuals present at the viva will be the PhD Researcher, at least one supervisor and, possibly, an adviser, if one has been appointed.
- Your initial assessment report should be submitted to and assessed via PhD Manager. Once you receive the date of your assessment, please log into PhD Manager and click on *PhD Research Project* followed by *Initial Assessment* to initiate the process.
A training video is available at the following link to guide you through this process: <https://ulster.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=8b9e3030-8978-4fd8-a582-a98b00fddac8>
- *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’. From here, you should see ‘PhD Researchers Turnitin’. You then just need to click on the icon for your Faculty and follow the upload instructions. Within Blackboard, there are various guides on submitting an assignment, which you may follow if you have any difficulties. Additional support can be provided by the admin staff within the School.*
- Once you have uploaded your assignment through the link you just need to login again after a period of time (usually 30 minutes or so) and click on the link again. You will then see your Turnitin report instead of an option to upload. *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.*



4.2 Confirmation Assessment Guidelines

Purpose

Within the first year of study, at approximately month 8 for full-time PhD Researchers and month 20 for part-time Researchers (assuming there are no exceptional circumstances), PhD researchers shall apply to Senate for confirmation of their registration status. As a result of this assessment the student will either have his/her PhD registration status confirmed or will be invited to transfer registration and continue studying for the degree of MPhil – the process is again conducted via PhD Manager.

Content

The 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, in font Arial 12 with 1.5 line spacing, not exceeding 30 A4 pages, including any relevant additional information contained in appendices. Please note that the reviewer is not required to read beyond the 30 pages limit. References are not included within the 30-page limit.

The Literature Review should:

- Identify the area in which the research is being undertaken.
- Describe the particular problem being addressed.
- Summarise relevant work in that area.
- Conclude with a summary evaluation of previous work (possibly in tabular form) showing strengths and weaknesses. This should reveal the knowledge gap(s) that the research is attempting to fill.

- b) A progress update, a written summary of the work completed to date, not exceeding 10 A4 pages.

The progress update should:

- Identify the primary aim of the research project.
- Summarise the work completed to date, and identify any conferences, publications or presentations to date or planned for the near future.
- Outline the plan of activity for the remaining period of study (including a Gantt chart).
- Summarise the thesis outline emphasizing the structure and how it meets the research aims.

2) Oral Presentation

PhD Researchers are expected to give an oral presentation to the Assessment Panel, using appropriate materials, e.g. PowerPoint, summarising the information contained in the written components.

The following points are suggested as guidelines (not requirements) for the presentation content:

- Title slide.
- Background to the problem.
- Aims of the research 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.

Assessment

A maximum of one hour is set aside for each Confirmation Assessment. The presentation will normally last between 15-20 minutes, followed by up to 30 minutes for the Panel to question the PhD researcher and supervisors(s). 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.

The Assessment Panel will consider the following questions:

1. Have the objectives of the first 10 (20) months period of work been achieved?
2. Is the proposed programme of work a logical extension of the completed studies?
3. Are the defined objectives likely to be achieved with the available resources?
4. Is the work likely to provide adequate research training to doctorate level for the student?
5. Is the work sufficiently well defined to (potentially) provide publishable work within a 12-18 (24-30) month period?
6. Can the practical studies be completed within the next 18 (30) month period?
7. Does the student show evidence of ability to critically evaluate the work and place it within the context of related studies?
8. Are the supervisors satisfied with the progress to date?
9. Is the student satisfied with the current supervisory arrangements?
10. Should the student be permitted to confirm registration status of PhD?

Note: Supervisors are required to complete a short report on PhD Manager prior to the assessment meeting. Assessors are asked to email the Chair of the assessment panel with a short paragraph of their comments 2 days prior to the initial assessment.

Procedure

- An Assessment Panel, comprising a reviewer (suggestions are requested from the supervisors) and a chairperson, will be appointed by the Research Director. The other individuals present at the viva will be the PhD Researcher, at least one supervisor and, possibly, an adviser, if one has been appointed.
- *Upon receipt of the date for your confirmation assessment, please log in to 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: <https://ulster.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=8b9e3030-8978-4fd8-a582-a98b00fddac8>
- *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.*

4.3 Final Assessment Guidelines

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 structured meeting to discuss progress towards completion of your Thesis. The meeting will be undertaken in collaboration with your Supervisors. You should prepare the following for discussion:

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. This will allow for the formal assessment to be made by your Supervisors.
3. The material required for assessment should be agreed with your Supervisors. 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).
4. You should aim to submit the required materials 10 days in advance of your meeting to allow your supervisors to prepare for the Final Assessment meeting. Submissions are made using PhD Manager.
5. Following the assessment, your Supervisor will provide some comments/feedback (through PhD Manager). This should include:
 - A short description of progress to date.
 - Comment on how far the PhD Researcher is from completion and if the current plan/timetable is feasible. Proposed key dates associated with preparation of the final thesis should be included. The expected submission date should be stated.
 - If required, a statement of difficulties/issues encountered or significant events preventing timely submission should be included.
 - If required, a statement detailing additional support required to ensure thesis submission.
 - Any other comments.

Feedback should be shared with the PhD Researcher and discussed at the next supervisory meeting.

4.4 Preparing your Thesis and Final Viva

Please speak with your supervisor and refer to the Doctoral College website for guidance on preparing your thesis. Doctoral College organise regular training events to help you prepare for your final viva, your supervisory team will usually conduct a mock viva close to the date of your final viva.

Whilst the majority of the PhD process is managed via PhD Manager, the final stages are still paper-based, available here: <https://www.ulster.ac.uk/doctorscollege/current-phd-researchers/forms> . You should submit the Intention to Submit paperwork 3 months prior to your expected submission date. Prior to your viva the Oral Examination Consent Form should also be completed.



5.0 Useful Links for PhD Researchers

PhD Manager: <https://phdmanager.ulster.ac.uk/>

PhD Manager is the system used to record all activities in your PhD. Supervisor meetings, initial and confirmation assessments, changes to supervisors, project titles etc., leave requests, training and final assessments will all be recorded on PhD Manager. Log in using your University email address through the link above. Guides are available on PhD Manager for processing requests etc. on the system.

Doctoral College: <https://www.ulster.ac.uk/doctoralcollege/home>

The Doctoral College website includes handbooks and policies, guidelines for your PhD, information on the Researcher Development Programme and Information for International PhD Researchers. Details of events and competitions for PhD Researchers across the University will also be advertised on the Doctoral College Website. An excellent FAQ section is available here: <https://www.ulster.ac.uk/doctoralcollege/current-phd-researchers/faqs>

Researcher Development Programme: www.ulster.ac.uk/researcherdevelopment

This website gives an overview of all the training and development opportunities available to PhD Researchers as well as additional activities such as PhD Researcher-led Initiatives, Festival of PhD Research and the Three Minute Thesis competition.

School of Engineering Research Website includes details of the research conducted within the School, including current projects, staff lists and information on facilities and equipment. <https://www.ulster.ac.uk/faculties/computing-engineering-and-the-built-environment/schools/engineering/research>

A list of the major pieces of equipment within NIBEC can be found here: <https://www.ulster.ac.uk/nibec/equipment/equipment>, the facilities booking system for NIBEC is available at: http://www.supersaas.co.uk/schedule/ERI_Equipment/NIBEC

Information relating to capabilities at NIACE is available here: <http://www.niace-centre.org.uk/>

Following training, please use the above links to book time on the equipment in NIBEC. Supervisors will discuss equipment needs with PhD Researchers and will arrange for training and risk and COSHH assessments to be completed when appropriate.

6.0 Additional Information

6.1 Accommodation Details

PhD Researchers will be invited to attend a local induction during registration week, where you will have to opportunity to meet key staff within your research area. You will be assigned a desk in you first week of study. PhD Researchers will discuss needs for a computer etc. with their supervisors and any arrangements will be made as soon as possible after registration. There are kitchen facilities including tea/coffee making facilities and fridges/microwaves both in NIBEC and in Block 5. PhD Researchers will be given a facilities tour during the local induction.

6.2 Technical Support

Technical support for PC's is available within NIBEC via Mr Damien McDonald (Room 25A05, d.mcdonald@ulster.ac.uk) and in Block 5 via Dr Paddy Porter (Room 5F07, p.porter@ulster.ac.uk). Please use the Feynman ticket system to raise any problems and get technical assistance. Guide and link to the ticket system in appendices.

6.3 PhD Budgets

PhD Researchers in receipt of Scholarship funding will receive an annual or monthly budget for the purchasing of materials/equipment or for attendance at conferences or training etc. Specific scholarships have different funding structures. PhD Budgets will be discussed at local induction and supervisors will agree with PhD Researchers how this budget will be spent throughout the course of the PhD. An account of your budget will be held by the Admin Contact for your area.

6.4 Change Requests

Throughout the course of study changes in circumstances may occur. Change requests are processed through the PhD Manager system. Guides are available on PhD Manager to aid processing changes including, but not limited to, Change of Supervisors; Change of Project Title; Leave of Absence; Extension of Time.

6.5 Research Seminar Series

The School is reinvigorating the Research Seminar Series to provide PhD researchers with an opportunity to practice oral presentation skills, share research findings with your peers, hear from leading experts visiting the School and from School staff. Contact Dr Navneet Soin, n.soin@ulster.ac.uk.

6.6 Campus Social Spaces

The Docs @Ulster have been established on each Campus to facilitate interdisciplinary interactions and to help you engage with other researchers. Many of the Doctoral College RDP events are based in the DOC and the space is available for researchers to use for work and social activities. The DOC at UUJ is based on the Commercial Mall.

A large number of Student Societies organised by the UU Students Union, in particular the Ulster Society of Student Engineers (USSE) <https://www.uusu.org/organisation/usse/> and the Doctoral Society <https://www.uusu.org/organisation/uusudoctoral>.

7.5 Requisition Form

Requisition Reference **YYMMDD Initials** Format - YYMMDDInitials Company eg 121018AB Sigma

Requester's Name

Tel no + e-mail address

School/Faculty/Dept.

Suggested Supplier :

Suppliers Address/website

Suppliers Tel No

Quote Ref No

Quotes

Quotes should be attached to the email as a separate file

All INI and EU funded projects require at least 2 quotes or a Sole Supplier form to be completed

[Link to Sole Supplier form](#)

Orders over £5,000 require 3 quotes

[Link to Procurement website](#)

Currency

Cost Centre

Project Number

Today's date

Item Line	Product Code	Requisition Line Description	Unit of Purchase e.g. Box of 10	Quantity	Unit Price ex VAT	Line Value ex VAT
1						£ -
2						£ -
3						£ -
4						£ -
5						£ -
6						£ -
7						£ -
8						£ -
9	Delivery					£ -
					Total exc VAT	£ -
					VAT	£ -
					Order Value	£ -

Everything the supplier will charge you for should be detailed on this Requisition e.g. Carriage : Service Costs etc should be entered on a separate line.

Requested by : (electronic signature)

Approved by: Supervisor/PI

7.6 Technical Support Ticket System Guide

Technical Support Ticket System

The system can be found at

<https://feynman.ulster.ac.uk/rt/> and you should login with your staff/student number and password as usual.

Important

When you first login, you will need (once only) to tell the system your email address.

Hover on "Logged in as e..." at the top;

Hover on "Settings" that will appear;

Click on "About Me";

Fill in the details on identity in the top left;

Click "Save Preferences" at the bottom

