PhD Biological Sciences

MPhil Biological Sciences

Full-time and Part-time

Programme Handbook

2017/2018

Institute Director of Postgraduate Research: Dr Meriel G Jones

Postgraduate Research Student Experience Administrator: Mrs Linda Marsh

☎ 0151 795 5121

Email: biolres@liverpool.ac.uk

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This Handbook is also available on-line at the Institute website
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This Handbook has been prepared to assist you during your programme.

You should be aware that, although the contents of this Handbook were correct at the time of printing, the current versions of the handbook and other documents will always be found, in electronic format, at the indicated links and you are encouraged to always consult these.

Most communication to students is now through email.

Check your email on a regular basis otherwise you will miss important information.

We want to make this handbook useful to IIB postgraduate research students. If you have suggestions for additions, clarifications or deletions – email them to biolres@liv.ac.uk
1. Welcome to new postgraduate research students

Welcome to the Biological Sciences PhD and MPhil programmes.

The University of Liverpool is probably unique in having the largest concentration of bioscience departments in the UK. Research in the Institute of Integrative Biology spans the complete range of biological scales from genes and genetic regulation through proteins, post-translational modification and cellular function to whole organisms, populations and ecosystems. We use state-of-the-art “omics” technologies to generate large data-sets and we develop new mathematical and computational models to make sure we can fully exploit these data. The Institute has three administrative Departments (Biochemistry; Evolution, Ecology and Behaviour; Functional and Comparative Genomics).

We aim to provide our postgraduate students the opportunity to undertake research with internationally recognised academic scientists. We provide top class central facilities in our purpose-built Biosciences Research Building, adjacent Life Sciences Building and the Leahurst Campus on the Wirral. We collaborate with researchers at other UK and international universities, research organisations and industry, allowing many postgraduate research students to work away from Liverpool for a time. The Institute also has a strong ethos of collegiality.

Our research is focused on four themes that are key components of our research environment.

- Dynamics and management of host-microbe interactions
- Molecular basis of therapeutic targeting
- From genomes to biological systems
- Adaptation to environmental change

The role of these research themes is to support and develop an environment for research excellence including fostering interdisciplinary research and knowledge exchange. As the centre of research excellence in IIB, they have a natural role to support the development of the Institute’s current postgraduate research students.

The Institute has systems to support postgraduates throughout scientific and non-academic issues that occur, starting with supervisors, assessors and the Institute’s Director of Postgraduate Research but also through the Institute’s Pastoral Team, Heads of Department and Head of Institute and the personal support available through the University’s Student Services.

All PhD and MPhil students are also members of the Liverpool Doctoral College (LDC), established to enhance overall student experience focusing on innovative training, supporting the doctoral community and delivering employability and entrepreneurial insights.

We hope you have a successful, productive and enjoyable life during your time in the Institute.

Professor Christiane Hertz-Fowler, Interim Head of Institute, October 2017
2. General Information about the Institute of Integrative Biology (IIB)

2.1 Key sources of information

The website is the major source of information about the Institute (www.liverpool.ac.uk/integrative-biology).

An on-line and updated version of this document is maintained at www.liverpool.ac.uk/integrative-biology/postgraduate-study/current-students/

Further documents are available on the postgraduate pages of the IIB Intranet at https://www.liverpool.ac.uk/intranet/integrative-biology/postgraduate-research-students/

The daily IIB News Bulletin is emailed to all in the Institute. Items for inclusion should be emailed to iibnews@liv.ac.uk

A postgraduate research (PGR) student email list is used for information of specific relevance or importance to the PGR community in IIB.

2.2 Key contacts

(All are based in the Biosciences Building unless noted)

Interim Head of Institute: Professor Christiane Hertz-Fowler
Email: inbiohio@liv.ac.uk
Tel: 0151 795 4417

Institute Director of Postgraduate Research: Dr Meriel G Jones
Email: m.g.jones@liverpool.ac.uk
Tel: 0151 795 4562

Institute PGR Student Experience Administrator: Mrs Linda March
Email: biolres@liverpool.ac.uk
Tel: 0151 795 5121
Location: PGR Hub
Ground Floor, Sherrington Building

Head, Department of Biochemistry: Professor Sonia Rocha
Email: srocha@liverpool.ac.uk
Tel: 0151 794 9084

Head, Department of Evolution, Environment and Behaviour: Professor Mike Begon
Email: mbegon@liverpool.ac.uk
Tel: 0151 795 4525
Head, Department of Functional and Comparative Genomics:  
Professor Mark Caddick  
Email: caddick@liverpool.ac.uk  
Tel: 0151 795 4566

Theme Lead, Adaptation to Environmental Change:  
Dr Ilik Saccheri  
Email: I.J.Saccheri@liverpool.ac.uk  
Tel: 0151 795 4522

Theme Lead, Dynamics and Management of Host-Microbe Interactions:  
Professor Greg Hurst  
Email: G.Hurst@liverpool.ac.uk  
Tel: 0151 795 4520

Theme Lead, Molecular Basis of Therapeutic Targeting:  
Professor Claire Eyers  
Email: Claire.Eyers@liverpool.ac.uk  
Tel: 0151 795 4424

Theme Lead, From Genomes to Biological Systems:  
Professor Francesco Falchiani  
Email: F.Falciani@liverpool.ac.uk  
Tel: 0151 795 4514

Institute Manager:  
Mrs Kate Jones  
Email: ans064@liverpool.ac.uk  
Tel: 0151 795 4418

Institute Technical Manager:  
Mr Paul Gilbert  
Email: pgilbert@liverpool.ac.uk  
Tel: 0151 795 8614

Institute Management Services Team Leader:  
Mrs Tina Lewis  
Email: tjhen@liverpool.ac.uk  
Tel: 0151 795 4406

Institute Research and Finance Team Leader:  
Mr Colin Webster  
Email: c.webster@liverpool.ac.uk  
Tel: 0151 795 4459

PA to Interim Head of Institute:  
Mrs Elaine Daugan  
Email: elaine.daugan@liverpool.ac.uk  
Tel: 0151 795 7336

Institute’s Safety Officers:  
Dr Jon Bollback  
Email: bollback@liverpool.ac.uk  
Tel: 0151 795 4526

Mrs Deborah Stevens  
Email: dstevens@liv.ac.uk  
Tel: 0151 795 5119  
Location: Room 3.29, Life Sciences Building
2.3 Postgraduate student roles and representation within IIB

Postgraduate students are an essential part of the research activity of the Institute. They are immediately members of the research groups of their supervisory teams, comprising researchers working with one or several PIs. These provide scientific and social mentors as well as a supportive research environment. Research groups hold regular group meetings and journal clubs in which PGR students enjoy participating.

All postgraduate students are members of Liverpool Doctoral College. See https://www.liverpool.ac.uk/intranet/doctoral-college/ and section 7 for more information.

2.3.1 Postgraduate representation on Institute committees

Key committees within the Institute have postgraduate representation. These are:

- IIB Postgraduate Committee
- Institute Steering Group
- Academic Staff Meeting
- Public Engagement and Communications Group
- Site Safety Group and Biological Safety Group
- IIB Health and Well-being Group

2.3.2 The IIB Postgraduate Committee

The Institute’s Postgraduate Research Student Committee began in academic year 2016-17. The members are postgraduate students representing the diversity of interests in the Institute as well as academic and professional services staff. The Chair is the Institute’s Director of Postgraduate Research.

The Committee meets 3 times each year.

You can communicate with the postgraduate student members directly) and also using an anonymous form on the IIB intranet at:

https://www.liverpool.ac.uk/intranet/integrative-biology/postgraduate-research-students/pgr-committee/

Reports from the committee are also posted on this webpage. See Appendix 3 for report from the final meeting in 2016-17.

The Committee has the following terms of reference:

(a) To ensure compliance with University PGR policies and regulations;
(b) To cover all matters that would be raised at a Staff-Student Liaison Committee;
(c) To develop and ensure compliance with Institute PGR policies and procedures;
(d) To monitor and review all aspects of Institute PGR programme delivery;
(e) To define Institute PGR admissions policy and procedures;
(f) For PGR students, via representatives, to provide input regarding the PGR student journey;
For PGR students, via representatives, to provide input regarding Institute arrangements;

For PGR students, via representatives, to provide input regarding Institute/Faculty/University resources (for example: library facilities, research facilities);

To ensure good communications between students, academics and professional services colleagues;

To consider arrangements for PGR student and supervisor training;

To consider the results of Postgraduate Research Student surveys and report issues to the Faculty PGR Working Group and other Institute Committees as appropriate.

The Institute PGR Committee reports to the following, as required:
- Institute Management Committee / Institute Steering Group / Institute Senior Management Team;
- Faculty PGR Working Group.

The Institute PGR Committee will receive issues from the following, as required:
- Staff meetings;
- Institute Management Committee / Institute Steering Group / Institute Senior Management Team;
- Institute MRes Committees;

A student representative from IIB PGR Committee attends the Faculty of Health and Life Sciences PGR Committee to provide good information flow and feedback.

**Student representatives 2017-18:**

Hammed Badmos, Year 2, Ground Floor, Lab B and Fly Lab, supervisor Dr Daimark Bennett, Biochemistry

Sophie Cowman, Year 4, Ground Floor, Lab B, supervisor Dr Violaine See, Biochemistry

Holly Coombes, Year 2, based at Leahurst, Supervisor Prof Jane Hurst, Evolution, Ecology and Behaviour

Amber Leckenby, Year 3, Second Floor, Lab E, Supervisor Prof Christiane Hertz-Fowler, Functional and Comparative Genomics

Caisey Pulford, Year 2, Third Floor, Lab H, Supervisor Prof Jay Hinton, Functional and Comparative Genomics

James Torpey, Year 3, First Floor, Lab C, supervisor Dr Jill Madine, Biochemistry (Postgraduate representative on the Site Safety Committee)

Representatives from among new students starting in 2017-18

More postgraduate students are welcome to join the committee. You can ask current representatives or the Institute’s Director of Postgraduate Research about what is involved.

**2.3.3 The IIB Postgraduate Forum**

This event is held in June/July each year and all PhD/MPhil students are required to attend. Following a social lunch, there are short scene-setting presentations and then a facilitated discussion on one topic. The Institute takes this feedback event seriously and responds to student’s ideas and concerns.

Information about the outcome of recent forums is in Appendix 2.
2.3.4 The Postgraduate Biology Society
This society is open to all postgraduate students on either research or taught programmes. The society is a platform for postgraduate students to undertake activities for their own benefit. It is run by a small committee that changes from year to year. All are welcome to volunteer for leadership and organisational roles in the society. Activities have included social events, seminars, support for science competitions, a well-being week and outreach activities, changing with the interests of the society members.

2.3.5 The Herbert and Dorothy Catlow and Michael Pugh Thomas Endowment Awards
These are funds for PGR student travel to conferences or training from two generous bequests received in 2013. Decisions are made by a group of 2 PhD students, 1 professor and 1 other member of academic staff, supported by one of the Institute’s Management Services Team. There are application calls every 3 months (in IIB News Bulletin) and recipients of funds have to provide a report on their travels that may be publicised by the Institute. Information and application forms are on the Institute Intranet PGR pages. For more information see: https://www.liverpool.ac.uk/intranet/integrative-biology/postgraduate-research-students/endowment-awards/

2.4 IIB Pastoral Group for postgraduate research students
Research students in IIB have always been encouraged to seek advice within the Institute, including on non-academic issues, from:
- Supervisors
- Assessors
- Institute Director of Postgraduate Studies (Dr Meriel Jones)
- Heads of Department (Professor Sonia Rocha, Professor Mike Begon, Professor Mark Caddick)
- Interim Head of Institute (Professor Christiane Hertz-Fowler)

The University’s Student Services offers a wide range of support, advice and guidance (see section 8.3 and https://www.liverpool.ac.uk/studentsupport/)

Starting January 2016, the IIB Pastoral Group for postgraduate research students provides an additional route, at any time in the academic year, for research students to meet with someone who can be independent of their own supervisors, Assessors or academic area.

The group are not expert counsellors or advisors and are expected to signpost students to sources of further advice. The group maintains confidentiality but will encourage students to meet with others when appropriate or necessary to resolve problems. The group reports to the Institute Steering Group but reporting will not disclose confidential information.

The IIB Pastoral Group are:
Dr Tom Price, Lecturer (T.Price@liverpool.ac.uk)
Dr Seth Barrieau, Lecturer (sethb@liverpool.ac.uk)
Dr Natasha Savage, Lecturer (Natasha.Savage@liverpool.ac.uk)
Professor Sorayah Shirazi-Beechey (Spsb@liverpool.ac.uk)
Mrs Tina Lewis, Management Services Team Leader, (Tina.Lewis@liverpool.ac.uk)
Mrs Kate Jones, Institute Manager, (kate.jones@liverpool.ac.uk)
3. The Biological Sciences PhD and MPhil degree programmes

3.1 Overall aims and objectives

The University of Liverpool PGR Code of Practice (including its appendices) provides an authoritative institutional framework for the delivery of the University’s postgraduate research degrees, including the Doctor in Philosophy (PhD) and the Master of Philosophy (MPhil). See https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/pgr-code-of-practice/

It sets out the University’s expectations of quality and standards in relation to the range of activities associated with postgraduate research provision.

Its reference point for the standards of the University’s research degree awards is the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (see www.qaa.ac.uk)

One reference point is that doctoral degrees are awarded to students who have demonstrated:

- The creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
- A systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;
- The general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
- A detailed understanding of the applicable techniques for research and advanced academic enquiry (University of Liverpool PGR Code of Practice, section 2.2)

Additional reference points are also given in the University’s PGR Code of Practice. Examiners of research degree theses will use their academic and professional knowledge and judgement with the reference points to determine whether the candidate has achieved the standard required for the award to be made.

In the case of MPhil degrees the Examiners’ expectations with regard to the originality of the research and/or the scope/size of the thesis will be appropriately moderated.

It is also important that, in addition to your degree, you gain the personal and professional skills needed for your career after graduation. The Institute and Liverpool Doctoral College will provide many opportunities for development in these areas. Many research graduates from IIB go into academic science careers in the UK or around the world as well as working in industry, government, intellectual property, the NHS, consultancy or research organisations. Others take skills learnt in scientific research to other areas of employment including management, school teaching and media organisations.
3.2 The PhD and MPhil degree programmes

These research degree programmes are structured as a supervised research project with Personal and Professional Development Training and Core Training to support the student’s research and career objectives.

Students are more likely to succeed in their research programme if they engage fully with their supervisory team, attend training and supervisory meetings as required and plan their work carefully to meet deadlines.

Students are expected to take full ownership and responsibility for their research project and the interactions they have with their supervisors.

3.2.1 Time limits of the programmes

The full-time and part-time PhD and MPhil degrees have specific time limits from first registration to thesis submission. These are stated in the individual Offer Letter sent to each postgraduate research student.

During the registration period students must pay the appropriate tuition and research support (bench) fee – or it must be paid on their behalf by a sponsor, research organisation or other source of funding – in order to have full access to research facilities. After a minimum registration period students can:

- Submit a thesis for examination for the degree
- Continue to be registered (paying the appropriate full fees) and continue their research until the maximum time limit when a thesis must be submitted
- If all research is completed and they are only writing the thesis, students can transfer to ‘Submission Pending’ status at a much lower fee (see 3.2.10 for more information)

Once the maximum time limit for registration is reached a thesis must be submitted or no degree may be awarded

The University Ordinances for these degree programmes details the time limits and other information (Ordinance 56A and 57A for all MPhil and PhD students commencing from 2015). They are at https://www.liverpool.ac.uk/corporate-governance-and-support-office/how-we-are-governed/programme-ordinances/
3.2.2 Supervision
Each student is assigned at least 2 supervisors who are expected to establish a professional and supportive relationship in order to facilitate their student’s development as a researcher, within a vibrant and stimulating research environment. Supervisors are assigned at the inception of the research project and are stated in the Offer Letter.

Supervisors should make it clear to students that their research project is the students’ own responsibility and that it is the Examiners, who are entirely independent of the supervisors, who will ultimately determine the final outcome of the award.

The University’s Policy on Research Student supervision (Appendix 2) is at https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/pgr-code-of-practice/

3.2.3 Assessors
The University requires that an Independent Progress Assessment Panel (IPAP) assesses the progress of each research student annually. In IIB the panel consists of two Assessors who are chosen to be knowledgeable in the student’s research area but not involved in supervising the student. These can be members of staff in IIB or other Institutes/Schools/Departments of the University. The Assessors are appointed by the student’s supervisors with oversight by the Institute Director of Postgraduate Research. One of these Assessors will normally act as the Internal Examiner at the final degree viva voce examination.

3.2.4 Training
The Institute of Integrative Biology requires that all PhD and MPhil students undertake scientific training (Core Training) that supports their project and development as research scientists. You should discuss your options with your supervisor. Some training is mandatory, such as in safety. Training from advanced and specialist courses provided outside the University that supports your project is encouraged, as well as training from courses provided by the University. Training in languages is also available and advised if your research programme takes you to countries where they are spoken. English language training is available for students whose first language is not English. If you have already studied suitable subjects at M-level, no additional training may be available within the University, or required.

The Liverpool Doctoral College is the focus for training in Personal and Professional Development for a successful research experience and career.

See Section 5 and Appendix 1 for more information about training.

3.2.5 Requirements of specific funded studentships
Postgraduate students in the Institute are funded in several ways including external sponsors, external funding grants, charities or industrial collaborators as well as funding from the University or from students themselves. Funders may make specific requirements that gives students specific obligations and opportunities. You should ensure that you know any requirements of your funder and discuss this with your supervisors so that you can undertake your obligations.
Funding schemes include:

3.2.5.1 BBSRC Doctoral Training Partnership between the Universities of Newcastle, Liverpool and Durham (BBSRC DTP1, NLD BBSRC DTP2)

Students are required to engage fully in the training offered by the DTP, including attendance at cohort events, throughout the 4-year programme. There will be induction events at Liverpool and Newcastle in October each year (20 October; 29/30 October in 2017) and further events in February and June/July.

Students will engage in a variety of flexible training, utilising the expertise of the whole partnership. Training will provide opportunities to engage in New Ways of Working, including the online SysMIC course in systems biology for researchers in the biological sciences (offered through UCL, more information at http://sysmic.ac.uk), non-credit bearing master classes, laboratory rotations and a Professional Internship for PhD students (PIPS) in a non-academic setting.

Your Liverpool DTP co-ordinator is Dr Mal Horsburgh (malhorsb@liv.ac.uk) for any queries specifically related to the DTP. The Liverpool programme lead is Professor Alan McCarthy (aj55m@liv.ac.uk)

The partnership website is: www.nld-dtp.org.uk/

3.2.5.2 NERC Doctoral Training Partnership between the Universities of Sheffield, Liverpool and York – Adapting to the Challenges of a Changing Environment (NERC ACCE DTP)

You must attend all the training and cohort events provided by the partnership. There will be induction events at Liverpool and to the ACCE Partnership at Sheffield. You will be sent more information about these.

Your Liverpool DTP co-ordinators are Dr Stephen Cornell (Stephen.Cornell@liverpool.ac.uk) and Dr Samantha Patrick (samantha.patrick@liverpool.ac.uk) for any queries specifically related to the DTP.

The Liverpool members of the DTP Management board are: Professor Mike Begon (mbegon@liv.ac.uk), Dr Jenny Hodgson (jenny.hodgson@liverpool.ac.uk) and Dr Stephen Cornell (Stephen.Cornell@liverpool.ac.uk)

The partnership website is: https://acce.shef.ac.uk/

3.2.5.3 MRC Doctoral Training Partnership between the Universities of Leeds, Liverpool, Newcastle, and Sheffield – Discovery Medicine North (MRC DiMEN DTP)

DiMeN uses existing and emerging strengths to deliver a unique, flexible, student-centred programme of training that combines gateway training and cohort building events with access to advanced level Masters modules, bespoke doctoral level courses, and world class facilities across the partnership. Core training events occur throughout the programme to bring students together.

The Liverpool leads are Professor Graham Kemp (gkemp@liv.ac.uk Institute of Ageing and Chronic Disease) and Professor Julian Hiscox (julianh@liv.ac.uk Institute of Infection and Global Health).

The partnership website is: www.dimen.org.uk/
3.2.5.4 North West Cancer Research Centre Doctoral Training Programme, University of Liverpool (NWCR DTP)

These are studentships in cancer research funded by the charity North West Cancer Research (http://www.nwcr.org/). Students may be required to take an MRes programme which is followed by funding for 3 years of PhD research, or may embark immediately on 4 years of funded PhD research.

The website is: https://www.liverpool.ac.uk/nwcr/research/dtp-studentships/

3.2.5.5 University of Liverpool Internationalisation Programmes – RIKEN, A*STAR, Soleil, Mahidol University, Chulalongkorn University

These studentships are partnerships between the University of Liverpool and leading research organisations and universities around the world, often involving substantial secondments to the partner institution. Your Offer Letter will have stated the pattern of your programme. Any changes need to be notified to the Institute PGR Student Experience Administrator (biolres@liv.ac.uk). The IIB Academic Lead for Internationalisation Programmes is Professor Dave Fernig (dgfernig@liv.ac.uk).

You will receive an induction and further information about your specific partnership programme.

The partners include:

- RIKEN (Japan) - Programme Lead Dr Massimiliano Stagi (Institute of Translational Medicine, Massimiliano.Stagi@liverpool.ac.uk)
- A*STAR (Singapore) - Programme Lead Dr Laura Swan (Institute of Translational Medicine, Laura.Swan@liverpool.ac.uk)
- Soleil (France) - Programme Lead Dr Svetlana Antonyuk (antonyuk@liuv.ac.uk)
- Mahidol University (Thailand) - Programme Lead Dr Svetlana Antonyuk (antonyuk@liuv.ac.uk)
- Chulalongkorn University (Thailand) - Programme Lead Professor Steve Edwards (sbir@liv.ac.uk)

Administrative questions about these programmes should be addressed in the first instance to the Institute PGR Student Experience Administrator (biolres@liv.ac.uk).

3.2.6 Working while studying

Full-time postgraduate students are permitted to undertake a maximum of 15 hours per week (averaged across the year) in employed work either within the University or outside.

It is University policy that postgraduate students registered for a higher degree should be allowed and encouraged to undertake a limited amount of teaching and continuous assessment work when appropriate. This is subject to approval of their supervisor, on a voluntary basis (but with payment for their work) and if allowed by any external sponsor or funder. There must be a written agreement of the duties expected of
the student and appropriate training must be given (Policy on Students Undertaking Teaching Duties https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/pgr-code-of-practice/).

The School of Life Sciences (www.liv.ac.uk/life-sciences/ email: bioteach@liverpool.ac.uk academic contact: Dr Terry Gleave tgleave@liverpool.ac.uk ) and School of Veterinary Science (www.liv.ac.uk/veterinary-science/) are responsible for undergraduate teaching in areas relevant to most postgraduate students in IIB. Information about teaching opportunities, primarily assistance in laboratory classes, fieldwork and workshops (statistics, data-handling, bioinformatics), will be made available by these Schools.

The part-time degree pathways provide additional time until thesis submission and are appropriate for students who are in full-time employment or for other reasons cannot study full time.

Students with study visas will have specific conditions about employment stated in the visas.

3.2.7 Insurance when working away from Liverpool

The University can provide insurance for postgraduate students working away from Liverpool on business (e.g. in the field, on placements, at conferences, internationalisation studentships). The current PGR Travel Insurance Form is at https://www.liverpool.ac.uk/student-administration/research-students/a-z-forms-procedures/

It is advisable to check that this meets your personal situation and requirements.

3.2.8 Preparation and submission of a thesis

If you are in the process of writing your thesis, you should make clear and unambiguous arrangements with your supervisors for reading, editing and approval of draft chapters for your PhD or MPhil thesis. The following points describe what would reasonably be expected from you and your supervisors.

- Normally, supervisors will comment and suggest modifications to an overall thesis outline and plan produced by the student. This should be done at an early stage. Both supervisor(s) and student should be clear as to the agreed structure and content of the proposed thesis. Students must have a thesis plan as the focus on meetings with their Assessors in the later years of their studies (see section 4.3.1).

- You should expect the supervisors to read and comment on draft chapters of the thesis on an agreed timescale. You should plan the preparation of your thesis to allow time for your supervisors to read your drafts carefully.

- You can expect supervisors to supply detailed comment and suggestions for modifications but you should not expect supervisors to provide extensive re-written sections of your drafts or to proof-read your English.

- The University’s guidelines on formatting and presentation of a PhD thesis are in Annex 1 of the Policy on Research Code of Practice, Appendix 7 (pages 7 and 8).
You are expected to take ownership of your thesis; it is your work and you will be examined on the presentation and interpretation of it.

Because the University regulations stipulate that the thesis has a fixed submission time from the registration date, you must ensure that there is adequate time to interact with your supervisors during the preparation of the thesis.

Your supervisors should ensure that you understand the procedures for the submission and examination of the thesis and should assist you in preparing for the oral examination (viva voce examination).

The Institute provides an annual (March/April) informal question and answer event about thesis writing and the viva. The LDC Development Team also offer events about writing a thesis and the viva. Notifications about these events will be in IIB Daily Email Bulletin or emailed directly to you.

If you are in any doubt about the current regulations that apply to you or the submission of your thesis, consult the Research Student website (https://www.liverpool.ac.uk/student-administration/research-students/) that provides links to all current information. The decision to submit rests with you, and while you should take due account of your supervisor’s opinion, it must be stressed that at this stage it is advisory only.

The supervisors should initiate procedures for the appointment of examiners well in advance of the thesis being submitted.

You must submit 2 softbound copies of your thesis at the Foundation Building accompanied by the ‘Submission of softbound thesis’ form and also email a pdf of the thesis to pgrs@liv.ac.uk. You should also make a softbound copy of the thesis for yourself to consult during the viva examination.

Theses can be softbound at the Sydney Jones Library but do not leave this to the last moment.

### 3.2.8.1 Forms appointing degree Examiners and for thesis submission

Forms are all at: https://www.liverpool.ac.uk/student-administration/research-students/a-z-forms-procedures/ unless noted.

Forms needed are:

- Certificate of Completion of Laboratory Work and Data Storage (obtained from biolres@liv.ac.uk) – if not already completed when transferring to Submission Pending registration

- Intention to Submit form (ITS form).

- Submission of a Soft Bound Thesis form
3.2.9 *Viva Voce* Examination and Graduation

For University policies see: [https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/pgr-code-of-practice/](https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/pgr-code-of-practice/)

The University requires the *viva* examination to be held within 3 months of thesis submission. It is organised by the Internal Examiner. Students should communicate with the Internal about the *viva* date and arrangements. The date is usually dependent on the diary of the External Examiner, and students should make sure that they are available. They should inform the Internal and Institute PGR Student Experience Administrator (biolres@liv.ac.uk) if any problems arise (e.g. illness).

The *viva* is attended by the student, Internal and External Examiners only. It will take place at the University of Liverpool with the student and examiners present in person. An Independent Chair will be present in some circumstances to advise on University rules and policy but takes no part in the examination.

For further practical information see: [https://www.liverpool.ac.uk/student-administration/research-students/submission-and-examination/](https://www.liverpool.ac.uk/student-administration/research-students/submission-and-examination/).

After the viva, the Examiners may require corrections to the thesis before it is accepted. A pdf of the final version of the thesis has to be uploaded to the open access research portal Liverpool Elements. Emails are sent to students about this. Also see [https://www.liverpool.ac.uk/student-administration/research-students/submission-and-examination/](https://www.liverpool.ac.uk/student-administration/research-students/submission-and-examination/) for more information.

The University holds graduation ceremonies in December and July (see [www.liverpool.ac.uk/graduation/](http://www.liverpool.ac.uk/graduation/)). All formalities must be completed before a specific deadline date (mid-November and June) in order to graduate at these times and receive the degree certificate in person. Certificates will be sent to those graduating *in absentia*. The University can provide an official letter about degree status on request to those who have completed all formalities and await the next graduation date (see [www.liv.ac.uk/student-administration/research/faq/](http://www.liv.ac.uk/student-administration/research/faq/)).

For more practical information see: [www.liverpool.ac.uk/student-administration/research-students/graduation/](http://www.liverpool.ac.uk/student-administration/research-students/graduation/)
3.2.10 Changes in registration status while studying

Students may need to change their registration status during their studies. The Transfer of Registration form is used unless noted otherwise, obtained from [https://www.liverpool.ac.uk/student-administration/research-students/a-z-forms-procedures/](https://www.liverpool.ac.uk/student-administration/research-students/a-z-forms-procedures/)

Transfers cannot be done retrospectively.

The most common changes are:

- From ‘Registered’ to ‘Submission Pending’ when all laboratory or field work is complete and thesis writing is underway. The Completion Certificate of Laboratory Work and Data Storage form also needs to be submitted for this transfer (obtain this from biolres@liverpool.ac.uk). A reduced tuition fee is paid when ‘Submission Pending’.

- From MPhil to PhD (or PhD to MPhil)

- From full-time to part-time (or part-time to full-time)

Time limits on studies are relevant to transfers since they will generally not be permitted once the minimum registration period has passed. See section 3.2.1 for more information and take advice from your supervisors, the IDPR or Institute PGR Student Experience Administrator as early as possible if you are contemplating changing your registration status.

3.3 Induction

In October the Institute holds an Induction Day for all new postgraduate research students attended by the Head of Institute, Institute Manager, Institute Director of Postgraduate Research and other staff members. The purpose is to welcome students to the Institute and become familiar with the research environment.

It provides important information on procedures for training, Supervisory Meetings and assessment that will operate throughout the PhD or MPhil degrees. This day will also cover matters of general safety, including biosafety and risk assessment that operate within the Institute. Representatives of the University’s PGR Student Team and LDC Development Team will be present. The Institute’s Postgraduate Biology Society hosts a social event at the end of the day.

Students can commence a postgraduate research degree on the first of any month of the year, and a significant number of postgraduates in IIB start in months other than October. Individual inductions to the University, the Institute and the degree programme are given to these students. They also receive a personal safety induction and are directed to further initial resources and training as appropriate. This can include recordings of the October induction event.

Students are provided with several documents at induction, including this Handbook, Liverpool Doctoral College Handbook, Induction Checklist and a Development Needs Analysis form as well as safety documentation.
3.4 Finance, Funding and Fees
Students must pay all fees to the University themselves or know that payments will be made on their behalf by a funding organisation, sponsor or other source. The University will invoice external organisations and students may have to provide information for this to be done. Information and direction to relevant webpages can be found at:

www.liverpool.ac.uk/student-administration/research-students/fees-and-funding/

In addition, some students are paid a stipend via the University or are paid by the University for demonstrating to undergraduate students or other activities. Payments are always made directly to bank accounts and students should be sent a form to supply their bank details.

Stipend payments are made monthly but are scheduled about 2 weeks in advance.

In the first instance contact the Institute Research and Finance Team Leader Mr Colin Webster (email: webbo77@liverpool.ac.uk) for any problems arising over fee or stipend payments.

Postgraduate research students who are financially suspended for debt to the University are not eligible to be provided with access to University facilities, services and buildings, and if they remain financially suspended for a period of six months or more, their studies will be terminated automatically after appropriate warnings have been issued.

3.5 Holidays
Research students are permitted reasonable holidays. A student is entitled to take 25 working days per annum (including University of Liverpool closed days and closed days of any partner institution in which the student is working as part of a split-site or off-site agreement), plus bank holidays, as annual leave in agreement with their supervisors.

Students should discuss proposed holidays in advance with their supervisors. They should ensure that there is a plan for the care of all organisms, materials and equipment during their absence.

(Postgraduate Research Student Code of Practice, Appendix 2, Policy on Research Student Supervision, section 7h; https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix-2-PGR-CoP.pdf)

3.6 Illness and other unforeseen events
If postgraduate students have illness or other unforeseeable events that prevent study for more than one month, they should seek advice on whether a suspension of study or something else would be appropriate (see section 3.7 for more information). Do this as soon as possible.

Students should ensure they are registered with a local GP.

The University’s Student Services website (www.liverpool.ac.uk/studentsupport/) gives useful links.

The University Wellbeing Hub (https://www.liverpool.ac.uk/intranet/wellbeing/) is based on developing a ‘whole university’ approach to health and wellbeing for students and staff.
3.7 Suspension of registration

A ‘suspension’ of your registration is where the University puts your registration on hold for a set period of time as a result of unforeseen personal or medical grounds that prevent you studying. This must be for longer than a month. Suspension should be done as soon as possible once the long-term nature of the illness/event become apparent.

Documentary evidence to support the length of suspension is required and should be sent in confidence to the Institute PGR Student Experience Administrator (biolres@liv.ac.uk).

During this period you are not expected to continue your studies or research in any way and no registration fee will be charged for the period of the suspension. Your submission deadline will be adjusted accordingly in recognition of the period of time lost to your studies during the period of suspension.

Requests for suspension of studies should normally be initiated by the student within 10 days of the event through an on-line process in the Liverpool Life portal (https://student.liv.ac.uk/). You are encouraged to discuss suspensions with your supervisor or Institute Director of Postgraduate Studies before you initiate your request.

International students with visas must contact the International Support Team for advice before requesting a suspension.

Approval of suspensions is given at University level, following support within the Institute and Faculty. You may be required to provide evidence that you are now fit to resume your studies at the end of a period of suspension.

Your registration status will change to ‘SU’ when suspended. Once you resume your studies you must email your supervisor, PGR Student Team (pgrs@liv.ac.uk) and the Institute PGR Student Experience Administrator (biolres@liv.ac.uk) so that your registration can be returned to ‘Registered’ or ‘Submission Pending’.

3.8 Extension of registration

An ‘extension’ is where the University grants a further period of time for the completion and submission of a thesis beyond the stated submission deadline in your student record. (This date is also shown on your Annual Progress Review form and in your Study Offer letter.)

Only in exceptional circumstances will any extension period be granted to your submission deadline. This will usually involve substantial loss of time due to illness or other unforeseen circumstances.

Applications for an extension of studies should be initiated by the student using the on-line workflow in Liverpool Life. Your supervisor and the Institute Director of Postgraduate Research will be asked to comment on your request. The decision to grant or deny an extension of studies will be made by the Faculty Director of Postgraduate Research in consultation with the PGR Student Team. Such applications must be made in advance, approximately 2-3 months before the submission deadline. The University will charge a fee for the extension period.
The University will not consider retrospective requests for an extension or a request submitted less than 30 days from the submission deadline.

Extensions are only granted for exceptional circumstances; factors such as pressure of new employment, slow progress in writing or short periods of illness are normally insufficient grounds.

If you are considering an extension request you are encouraged to discuss it with your supervisors and the Institute Director of Postgraduate Studies at the earliest opportunity.

3.9 Complaints

It should be recognised that the vast majority of concerns which a student may have can be handled fairly, amicably and to the satisfaction of all concerned on an informal basis. Only when informal means have been exhausted should a formal complaint be pursued.

The University has a formal complaints policy and procedure that applies to all students. Information is at:

www.liverpool.ac.uk/student-administration/student-administration-centre/policies-procedures/complaints/

4. Monitoring and Reporting on Progress

4.1 Supervisory Meetings

Regular contacts between a postgraduate student and supervisors is considered essential for a successful research degree and to ensure that students are fully engaged with their studies. Supervisors in IIB generally operate an ‘open door’ policy (although this can vary depending on their other commitments) and hold regular research group meetings. There are therefore many opportunities for these contacts.

The responsibility for monitoring student engagement falls to the Institute, in consultation with the student’s supervisory team. The University has provided the on-line Supervisory Meeting system accessed through Liverpool Life to enable recording of a minimum number of student-supervisor meetings annually.

The University requires that all PhD and MPhil students should initiate regular Supervisory Meetings that are signed-off promptly by a supervisor.

These meetings must be approximately every month (full-time students) or every two months (part-time students) i.e. 12 or 6 meetings each year until the award of the degree after the viva examination. The PGR Toolbox software within Liverpool Life (https://student.liv.ac.uk/) is the system used to record these meetings.
The existence of meetings (whether initiated by student or signed-off by supervisor) can be seen by the IDPR and central PGR administrators.

Meetings should be formally planned and recorded in the Record of Supervisory Meetings section of the PGR Toolbox. There should also be at least one formal meeting with the whole supervisory team per term. It is expected that, in most cases, students and supervisors will meet more frequently than the minimum requirements and will make some informal record of their meetings. The recording of Supervisory Meetings using the PGR Toolbox should be undertaken contemporaneously and not completed summarily at the end of the year. Supervisors will receive monthly emails about the record of Supervisory Meetings. The default setting is for the primary supervisor to sign-off meetings but s/he can change the settings so the secondary supervisor signs-off.

The University acts as sponsor for students from outside the European Economic Area with a Tier 4 visa and has a statutory responsibility to monitor engagement with their research programme, including interactions with their supervisors. Completion of the record of Supervisory Meetings by international students is one means for this. Failure to engage with the record of Supervisory Meetings is likely to lead to the University considering that a student is not engaging appropriately with their programme and could lead to the University’s withdrawal of sponsorship of the student and to termination of studies.


Practical information about the Supervisory Meetings software and contacts for problems at:

http://pcwww.liv.ac.uk/~pgro/ToolboxGuides/supervisormeetings.html and
http://www.liv.ac.uk/pgr-development/annual-progression/supervisory-meetings/

4.2 Research and Training Plan (Three Month Report)

The University requires that all full-time and part-time PhD and MPhil students write a Research and Training Plan (Three Month Report) within 3 months of initial registration for the degree. It is submitted by the student to the Institute PGR Student Experience Administrator (biores@liv.ac.uk). This document consists of:

- 1-4 pages of A4 double-spaced in length
- Text agreed between student and supervisors
- Defines, but does not limit, scope of project
- Informs Assessors of nature of project (see sections 3.2.3 and 4.3 for roles of Assessors)
- Provides a brief description of how project supervision will be conducted (such as frequency of meetings) and expectations of both student and supervisors
- Accompanies the initial Development Needs Analysis with plans for Personal and Professional Development Training and for Core Training (see section 5)
- Signed and dated by student and supervisors
4.3 Annual Progress Review, Reports and Assessment

All PhD and MPhil students are registered for one year only but will be re-registered for further years on evidence of satisfactory progress towards a thesis. There is an annual review process in the Institute and by the University.

4.3.1 University Annual Progress Review

**June every year** - University Annual PG Progress Report (APR) on-line forms are released to all students and accessible through Liverpool Life. Students are informed by email. Completion of this form is a requirement for all full-time and part-time PhD and MPhil students (Years 1, 2, 3, 4, 5, 6 and 7). Only students who have had the thesis viva examination or with studies suspended are exempt from this requirement.

The 'Student' stage must be completed by each student before 31st June annually.

Approval for re-registration is given after the supervisors and independent Assessors have reported on each student’s progress. This should be completed before September annually.

Registration lapses if renewal is not approved.

Full details are available at: [https://www.liverpool.ac.uk/student-administration/research-students/progression/](https://www.liverpool.ac.uk/student-administration/research-students/progression/)

4.3.2 Institute of Integrative Biology Annual Progress Review

There is an annual review of the progress of postgraduate students and their research projects within the Institute. The objective is to support students, identifying and removing barriers to successful degree completion. It involves an annual meeting between each student and two independent academic Assessors. See section 4.3.2.5 for typical assessment timetables of postgraduate students in IIB.

In addition, students are expected to give two seminars to the Institute during their studies.

A copy of all reports from students and Assessors should be emailed to the Institute PGR Student Experience Administrator.

Examples of Progress Reports/Thesis Plans by past students can be seen on the Postgraduate Research Student pages on the IIB Intranet ([https://www.liverpool.ac.uk/intranet/integrative-biology/postgraduate-research-students/](https://www.liverpool.ac.uk/intranet/integrative-biology/postgraduate-research-students/)).

The style of reports should be typical of a doctoral thesis in the student’s research area, so that the student can begin to develop thesis writing and organisation skills.
4.3.2.1 Progress Report 1
This is a report of 10 A4 pages (double-spaced) used as the basis of discussion with Assessors after around 9 months (full-time PhD and MPhil) or 21 months (part-time PhD and MPhil) study. This report should be agreed by the student with her/his supervisor before emailing to the two Assessors. Students should allow time for feedback on a draft from the supervisor, so should start preparing the report in good time to keep to the 9 or 21 month deadline.

Progress Report 1 should provide:
• a simple literature review
• basic outline to the project
• indicate the methods used in sufficient detail to understand any results
• any results obtained and analyses completed
• progress made
• plans for research and training to be undertaken in the subsequent year (full-time) or two years (part-time).

4.3.2.2 Progress Report 2
This is a report (20 pages, double-spaced) that is somewhat longer and more detailed than the first report and is used as the basis of discussion with Assessors after around 21 months (full-time PhD) or 45 months (part-time PhD) of study. The contents should be similar to Progress Report 1 but:
• make use of feedback from Assessors on Progress Report 1
• more results and analyses
• plans for research and training to be undertaken in the subsequent year (full-time) or two years (part-time). This can be framed around a thesis plan.

4.3.2.3 Thesis Plan and Revised Thesis Plan
In the later years of study, (Full-time, Years 3 and 4; Part-time, Years 5, 6) a detailed report is not required since students should be starting to draft their thesis. Students will therefore provide their Assessors with a Thesis Plan or Revised Thesis Plan as the basis of an annual discussion about the progress of their research project and thesis writing.

Students planning to submit their thesis significantly before their final deadline date should inform their Assessors of the correct meeting schedule for their circumstances.

A format for these plans is provided below. The thesis plan should:
• outline each proposed chapter. A title and a few sentences is sufficient.
• indicate progress towards completion of each chapter
  o experimentation and/or data collection;
  o data analysis;
  o drafting chapter;
  o feedback from supervisor;
  o completion of chapter
The meeting about the Revised Thesis Plan should be at 6 months from the proposed thesis submission date to allow time for action on advice from Assessors. Students proposing to submit their thesis significantly before their final submission deadline should tell their Assessors of proposed meeting dates in good time.

Otherwise, meetings to discuss the Thesis Plan will be held at, from first registration,

- 33 months (full-time PhD or part-time MPhil (registered from 2014 onwards))
- 57 months (part-time PhD)

and for Revised Thesis Plan at

- 18 months (MPhil),
- 42 months (full-time PhD or part-time MPhil (registered from 2014 onwards)),
- 66 and/or 78 months (part-time PhD).

**Thesis Plan** and **Revised Thesis Plan Format**

Students may adopt the style shown below, or another, but should make sure the same topics are included.

<table>
<thead>
<tr>
<th>Chapter Title</th>
<th>Outline content</th>
<th>Experiments/ data analysis completed?</th>
<th>Timetable for experiments/data analysis completion</th>
<th>Is chapter completed &amp; reviewed by supervisor(s)?</th>
<th>Timetable for writing completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Title 1:</td>
<td>1:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter Title 2:</td>
<td>2:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>etc</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**4.3.2.4 Meeting between student and Assessors**

The student must organise a meeting with the Assessors and provide the appropriate documents (Three Month Report, Progress Report 1, Progress Report 2, Thesis Plan or Revised Thesis Plan) to the Assessors in good time prior to the meeting. The supervisor will be asked to provide a statement on progress that may be from a recent University Annual Progress Form (requirement introduced from 2016). If requested, students should bring additional materials to the meetings with Assessors – examples include lab books, training information, record of Supervisory Meetings, PGR Portfolio of Activity from the PGR Toolbox (requirement introduced in 2016).

Discussion at the meeting can be wide-ranging although centred on the report, research plan or thesis plan and provides training for the PhD or MPhil viva.

The Assessors will submit to the Institute PGR Student Experience Administrator (biolres@liv.ac.uk) their report on the student’s report, work or thesis plan and viva. As well as the scientific research, the Assessors will comment on the presentation of student reports and plans in the context of what will be required for a successful PhD or MPhil thesis. This will include a recommendation on whether degree registration should be continued or whether further information is required before reaching this decision. Times for any supplementary actions, reports or meetings must be agreed.
A copy of the Assessor’s report will be made available to the student and supervisors. It is on the basis of this report that the IDPR ratifies any recommendation made by the supervisor in the annual on-line University Progress Report with regard to registration status.

4.3.2.5 Typical timetables for Assessment

The typical timetable for Institute assessment of postgraduate students is shown below in Tables 1 – 4.

Students should ensure that they plan sufficiently far ahead to prepare documents and dates of meetings with Assessors to meet this schedule.

Table 1: Full-time PhD

<table>
<thead>
<tr>
<th>Year</th>
<th>Month of meeting with Assessors</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3 (report sent to Assessors – no meeting)</td>
<td>3 month report</td>
</tr>
<tr>
<td>1</td>
<td>9</td>
<td>Progress Report 1 (10 pages)</td>
</tr>
<tr>
<td>2</td>
<td>21</td>
<td>Progress Report 2 (20 pages)</td>
</tr>
<tr>
<td>3</td>
<td>33</td>
<td>Thesis plan – chapter headings and outline content. Timetable to thesis submission.</td>
</tr>
<tr>
<td>4</td>
<td>42</td>
<td>Revised thesis plan &amp; timetable to submission over next 6 months</td>
</tr>
<tr>
<td>4</td>
<td>48</td>
<td>Latest date for thesis submission</td>
</tr>
</tbody>
</table>

Table 2: Part-time PhD

<table>
<thead>
<tr>
<th>Year</th>
<th>Month of meeting with Assessors</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3 (report sent to Assessors – no meeting)</td>
<td>3 month report</td>
</tr>
<tr>
<td>1</td>
<td>9</td>
<td>Discuss 3 month report with Assessors</td>
</tr>
<tr>
<td>2</td>
<td>21</td>
<td>Progress Report 1 (10 pages) + plan for Years 3 &amp; 4</td>
</tr>
<tr>
<td>3</td>
<td>33</td>
<td>Discuss plan for Years 3 and 4</td>
</tr>
<tr>
<td>4</td>
<td>45</td>
<td>Progress report 2 (20 pages) + plan for Years 5 and 6</td>
</tr>
<tr>
<td>5</td>
<td>57</td>
<td>Thesis plan</td>
</tr>
<tr>
<td>6</td>
<td>66</td>
<td>Revised thesis plan with timetable to submission</td>
</tr>
<tr>
<td>6</td>
<td>72</td>
<td>Latest date for thesis submission for part-time PhD commenced after March 2015</td>
</tr>
</tbody>
</table>
Revised thesis plan with timetable to submission over next 6 months

Latest date for thesis submission for part-time PhD commenced prior to March 2015

Table 3 Full-time MPhil

<table>
<thead>
<tr>
<th>Year</th>
<th>Month of meeting with Assessors</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3 (report sent to Assessors – no meeting)</td>
<td>3 month report</td>
</tr>
<tr>
<td>1</td>
<td>9</td>
<td>Progress Report 1 (10 pages) including thesis plan and timetable. Discussion with assessors to include consideration of transfer to PhD.</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
<td>Revised thesis plan with timetable to submission over next 6 months</td>
</tr>
<tr>
<td>2</td>
<td>24</td>
<td>Latest date for thesis submission for full-time MPhil</td>
</tr>
</tbody>
</table>

Table 4 Part-time MPhil (registration from 2014 onwards)

<table>
<thead>
<tr>
<th>Year</th>
<th>Month of meeting with Assessors</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3 (report sent to Assessors – no meeting)</td>
<td>3 month report</td>
</tr>
<tr>
<td>1</td>
<td>9</td>
<td>Discuss 3 month report with assessors</td>
</tr>
<tr>
<td>2</td>
<td>21</td>
<td>Progress Report 1 (10 pages) including thesis plan and timetable. Discussion with assessors to include consideration of transfer to PhD.</td>
</tr>
<tr>
<td>3</td>
<td>33</td>
<td>Thesis plan with timetable to submission.</td>
</tr>
<tr>
<td>4</td>
<td>42</td>
<td>Revised thesis plan with timetable to submission over next 6 months</td>
</tr>
<tr>
<td>4</td>
<td>48</td>
<td>Latest date for thesis submission</td>
</tr>
</tbody>
</table>
Note: Changes to University Ordinances for part-time PhD and MPhil degrees in 2014/15 mean that timings for a small number of students will be different. Transfers between MPhil and PhD, full-time and part-time study and periods of suspension of studies will also affect the timing of reporting for individual students.

Students should ensure that they calculate and meet their own individual reporting schedule.

4.3.2.6 Seminars by PhD and MPhil students

The Institute expects research students to give a seminar about their research plans during the first year of registration and a second seminar as their research project is nearing completion. These seminars are given to an audience of an appropriate Research Theme, Research Group or Department. Students will be notified of arrangements.
5 Personal and Professional Development Training and Core Training

5.1 University approach to postgraduate student training

With the introduction of the Liverpool Doctoral College in 2015 it has been agreed that a flexible, choice led approach to PGR development should be introduced. Development needs will be identified through a Development Needs Analysis (DNA), led by the Primary Supervisor, during which the student and supervisors should agree what training should be undertaken.

5.2 Personal and Professional Development (PPD)

Information on Personal and Professional Development (PPD) training offered by the Faculty/ University is available at https://www.liverpool.ac.uk/intranet/doctoral-college/development/

5.3 IIB Core Training Statement

Core Training is the term used to describe the development opportunities on offer within an Institute that are discipline specific and often confined to the students undertaking a PGR programme within the area.

The Training Statement provides details of Core Training opportunities available within the Institute; including relevant UG and PGT modules, seminars and informal training sessions. Additional training opportunities may become available during the academic year and this information will be circulated to postgraduate students. Please note that the University does not ‘credit count’ PGR development training.

To get the most out of the training on offer, a PGR student should complete a Development Needs Analysis with the Primary Supervisor at the start of the programme and review the DNA on a regular basis. Through the DNA, students may identify gaps in their skills or knowledge base where addressing them will aid the progress of their research project.

The statement below sets out the Core Training available to students within the Institute of Integrative Biology as at October 2017. Additional training may be added during the 2017-18 academic year.

The Institute expects all PhD students to undertake 3 M-level modules (or equivalent) of training to support their research project. Students with Masters-level qualifications may already have taken appropriate training. Training is generally taken during the first year of study but may be taken later if appropriate. MPhil students should discuss training modules with their supervisor and the IDPR before decisions. The limited time available for studies by part-time students is recognised and on-line or short intensive courses (University of Liverpool or external organisations) may be more appropriate. Part-time students may undertake training over several years.
Although modules offered in IIB are appropriate for some students, they are not relevant to all. Modules in other Institutes/Departments can be taken. For students moving into the biological sciences with a background in, for example, mathematics or physical sciences, it may be appropriate to take undergraduate modules in the biological sciences. Training in languages for students undertaking placements abroad, or in English for those where English is not their first language is seen as very appropriate. In addition, advanced training available outside the University is also encouraged. Recent examples include SYSMic (BBSRC-funded students only), the Anthrotree phylogenetics workshop (Duke University, UAS) and HERCULES synchrotron radiation use (Université Joseph Fourier and Grenoble INP, France). Several students interested in Python have found HyPy Liverpool useful (www.hipy.uk/).

Students who already have knowledge at M-level or higher in subjects offered at the University are not required to repeat courses. Training should be selected after discussion with supervisors. Advice can also be obtained from the IDPR and Institute PGR Student Experience Administrator.

To attend a course email the designated contact who will let you know about availability and dates.
## 5.3.1 Section 1: Informal Training Sessions

<table>
<thead>
<tr>
<th>Course name</th>
<th>Content</th>
<th>Contact</th>
<th>Dates</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIORS05 Institute Safety Procedures and Biosafety</strong></td>
<td>Mandatory introduction to safety procedures in Institute of Integrative Biology</td>
<td>Mrs Deborah Stevens, Site Safety Co-ordinator, <a href="mailto:Deborah.Stevens@liv.ac.uk">Deborah.Stevens@liv.ac.uk</a></td>
<td>11:00 – 13:00 Monday 2nd October, Lecture Theatre 1, Sherrington Building and by arrangement at other dates during the year</td>
<td>None. Required before access to laboratory space</td>
</tr>
<tr>
<td><strong>Managing Stress and Well Being</strong></td>
<td>An overview of issues and sources of advice and help for postgraduate research students. Dr Tom Price</td>
<td>Part of October’s Researcher Week. Details will be circulated to all students.</td>
<td>9 – 13 October 2017; March 2018; June 2018</td>
<td>None</td>
</tr>
<tr>
<td><strong>The PhD Thesis and Viva – Questions and Answer workshop</strong></td>
<td>A panel of experienced Professors in IIB will give advice and answer questions about writing a PhD thesis and the PhD viva from their perspective as both External Examiners and Supervisors of PhD Students.</td>
<td>Mrs Linda Marsh, PGR Administrator for IIB, <a href="mailto:biolres@liv.ac.uk">biolres@liv.ac.uk</a></td>
<td>March 2018. Date and location to be announced. 1 hour</td>
<td>None</td>
</tr>
<tr>
<td><strong>BIORS07 Demonstrator Training</strong></td>
<td>PGR students can act as demonstrators in undergraduate laboratory classes and workshops and at field visits. Specific training is required prior to undertaking this role. The University Centre for Lifelong Learning (CLL) offers training for the role of graduate teaching assistant. This can be a single</td>
<td></td>
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<tr>
<td>5.</td>
<td><strong>Course name</strong></td>
<td>BIOR609 Research Ethics Training</td>
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<td></td>
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<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Content</strong></td>
<td>Students should attend training in research ethics and integrity. There will be a workshop in October required by all taking or teaching in SLS modules.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Contact</strong></td>
<td>Mrs Linda Marsh, PGR Administrator for IIB, <a href="mailto:biolres@liv.ac.uk">biolres@liv.ac.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Dates</strong></td>
<td>To be announced</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Cost</strong></td>
<td>None</td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6.</th>
<th><strong>Course name</strong></th>
<th>BIOR503 Introduction to Central Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Content</strong></td>
<td>The Institute host training events in the use of various central resources during the year. These can be in collaboration with the Technology Directorate or scientific societies. Topics include advanced microscopy, next-generation sequencing, proteomics, NMR, X-ray crystallography, biological computation and bioinformatics. Students should select training after the Development Needs Analysis with their primary supervisor.</td>
</tr>
<tr>
<td></td>
<td><strong>Contact</strong></td>
<td>Training events are notified via IIB Daily Bulletin email.</td>
</tr>
<tr>
<td></td>
<td><strong>Dates</strong></td>
<td>Various during the academic year.</td>
</tr>
<tr>
<td></td>
<td><strong>Cost</strong></td>
<td>None or variable</td>
</tr>
</tbody>
</table>
### SECTION 2

#### SEMINARS

<table>
<thead>
<tr>
<th>Course name</th>
<th>Content</th>
<th>Contact</th>
<th>Dates</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIOR605 Institute seminars</strong></td>
<td>Regular seminar series in ‘Dynamics and Management of Host-Microbe Interactions’ and ‘Adaptation to Environmental Change’ themes.</td>
<td>See ‘Events’ on <a href="http://www.liv.ac.uk/integrative-biology/">www.liv.ac.uk/integrative-biology/</a></td>
<td>Tuesday 16:00 – 17:00 Lecture Theatre 1, Life Sciences Building followed by socialising in the Pen Factory (Hope Street). Any alternative venues will be advertised.</td>
<td>None</td>
</tr>
<tr>
<td><strong>BIOR605 Institute seminars</strong></td>
<td>Regular seminar series in ‘Molecular basis of therapeutic targeting’ and ‘From genomes to biological systems’ themes.</td>
<td>See ‘Events’ on <a href="http://www.liv.ac.uk/integrative-biology/">www.liv.ac.uk/integrative-biology/</a></td>
<td>Monday 12:00 – 13:00 Lecture Theatre 2, Life Sciences Building. Any alternative venues will be advertised.</td>
<td>None</td>
</tr>
<tr>
<td><strong>Career and Cake Seminars</strong></td>
<td>Alumni and others give insight into their careers since PhD. The NERC ACCE DTP hosts several of these seminars.</td>
<td>Dates will be announced in the IIB Daily Bulletin email.</td>
<td>Alternate months throughout the academic year</td>
<td>None</td>
</tr>
</tbody>
</table>
### Section 3: Postgraduate Taught Modules

#### SECTION 3

**POSTGRADUATE TAUGHT MODULES**

<table>
<thead>
<tr>
<th>Course name</th>
<th>LIFE721 Informatics for the Life Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>Introduces major areas of informatics and what they can do for you. Introduces you to staff in IIB expert in these areas, and to current PhD students who are using particular tools in their projects. Registration required. See full details via Liverpool Life/Vital. Taking this module is required before taking LIFE708 Post-genomics Bioinformatics in Semester 2.</td>
</tr>
<tr>
<td>Contact</td>
<td>Mrs Linda Marsh, PGR Administrator for IIB, <a href="mailto:biolres@liv.ac.uk">biolres@liv.ac.uk</a></td>
</tr>
<tr>
<td>Dates</td>
<td>Semester 1. From October 2017, weekly lectures and workshops. Assessments.</td>
</tr>
<tr>
<td>Cost</td>
<td>None.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course name</th>
<th>LIFE731 Research Methods and Applications in Biological Sciences</th>
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</thead>
<tbody>
<tr>
<td>Content</td>
<td>Includes training in scientific writing styles, ethics, experimental design &amp; hypothesis testing and industrial applications. Select further topics from proteomics, genomics, modelling, meta-analysis, transcriptomics and microarrays, advanced microscopy, molecular ecology. Registration required. Assessments. Can be taken off-site via the internet. See full details via Liverpool Life/Vital.</td>
</tr>
<tr>
<td>Contact</td>
<td>Mrs Linda Marsh, PGR Administrator for IIB, <a href="mailto:biolres@liv.ac.uk">biolres@liv.ac.uk</a></td>
</tr>
<tr>
<td>Dates</td>
<td>Semester 1. From October 2017, weekly lectures and workshops. Assessments.</td>
</tr>
<tr>
<td>Cost</td>
<td>None.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course name</th>
<th>LIFE707 Advanced Statistics for Biological Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>Advised for those who already have some familiarity with statistics. M-level statistics recommended for those with prior knowledge of statistics and experimental design. Includes introduction to the R programming language. Delivered primarily through on-line self-learning and optional support workshops. Registration required. Assessments. Can be taken off-site via the internet. See full details via Liverpool Life/Vital</td>
</tr>
<tr>
<td>Contact</td>
<td>Mrs Linda Marsh, PGR Administrator for IIB, <a href="mailto:biolres@liv.ac.uk">biolres@liv.ac.uk</a></td>
</tr>
<tr>
<td>Course name</td>
<td>LIFE763 Statistics for Biological Research</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>Content</td>
<td>Advised for those who have little knowledge of statistics and need to learn more. Introduces software package. Registration required. Requires attendance at lectures and workshops as well as online material.</td>
</tr>
<tr>
<td>Contact</td>
<td>Mrs Linda Marsh, PGR Administrator for IIB, <a href="mailto:biolres@liv.ac.uk">biolres@liv.ac.uk</a></td>
</tr>
<tr>
<td>Dates</td>
<td>Semester 1. From October 2017, weekly workshops. Assessments</td>
</tr>
<tr>
<td>Cost</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course name</th>
<th>LIFE733 Programming for Life Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>Provides a broad overview of the use of a scripting language (Python) in the biological sciences. Useful for those who want to write their own scripts and/or analyse large datasets. Registration required. Requires attendance at lectures, workshops, assignments and exams. See full details via Liverpool Life/Vital</td>
</tr>
<tr>
<td>Contact</td>
<td>Mrs Linda Marsh, PGR Administrator for IIB, <a href="mailto:biolres@liv.ac.uk">biolres@liv.ac.uk</a></td>
</tr>
<tr>
<td>Dates</td>
<td>Semester 2. From February 2018, weekly lectures and workshops. Assessments</td>
</tr>
<tr>
<td>Cost</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course name</th>
<th>LIFE708 Post-Genomics Bioinformatics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>Following an overview of genome and proteome bioinformatics, select 3 topics from applications to protein structure &amp; function, unusual protein structures, phylogeny, genomics, proteomics or ‘omic data analysis. Registration required and a pass in LIFE721 Informatics for Life Sciences. Requires attendance at lectures, workshops, assignments and exams. See full details via Liverpool Life/Vital</td>
</tr>
<tr>
<td>Contact</td>
<td>Mrs Linda Marsh, PGR Administrator for IIB, <a href="mailto:biolres@liv.ac.uk">biolres@liv.ac.uk</a></td>
</tr>
<tr>
<td>Dates</td>
<td>Semester 2, from February 2018, weekly lectures and workshops. Assessments</td>
</tr>
<tr>
<td>Cost</td>
<td>None.</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
</tr>
<tr>
<td><strong>Course name</strong></td>
<td><strong>LIFE709 Evolution and Behaviour</strong></td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Using evolutionary theory to understand animal behaviour. Developing knowledge and understanding of the complexity of animal behaviour. See full details via Liverpool Life/Vital</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td>Mrs Linda Marsh, PGR Administrator for IIB, <a href="mailto:biolres@liv.ac.uk">biolres@liv.ac.uk</a></td>
</tr>
<tr>
<td><strong>Dates</strong></td>
<td>Semester 1, weekly lectures and workshops. Assessments</td>
</tr>
<tr>
<td>Cost</td>
<td>None.</td>
</tr>
<tr>
<td><strong>Course name</strong></td>
<td><strong>LIFE713 Advanced Topics in Cell Signalling</strong></td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Cellular responses to external signals – receptors, cyclic nucleotides, calcium, phosphorylation and the kinome. Cell strategies for processing signal information. Applications in biochemistry and biomedicine. See full details via Liverpool Life/Vital</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td>Mrs Linda Marsh, PGR Administrator for IIB, <a href="mailto:biolres@liv.ac.uk">biolres@liv.ac.uk</a></td>
</tr>
<tr>
<td><strong>Dates</strong></td>
<td>Semester 2, from February 2018, weekly lectures and workshops. Assessments</td>
</tr>
<tr>
<td>Cost</td>
<td>None.</td>
</tr>
<tr>
<td><strong>Course name</strong></td>
<td><strong>BIOR607 Other training</strong></td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Students are encouraged to undertake training identified in the Development Needs Analysis offered by other Institutes/Departments/Faculties within the University of Liverpool or offered by external organisations. This may include language training in English, Japanese, French, Chinese or other languages.</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td>As appropriate</td>
</tr>
<tr>
<td><strong>Dates</strong></td>
<td>Throughout the year</td>
</tr>
<tr>
<td>Cost</td>
<td>None or various</td>
</tr>
</tbody>
</table>
### Undergraduate Year 3 Modules

<table>
<thead>
<tr>
<th>Course name</th>
<th>Content</th>
<th>Contact</th>
<th>Dates</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any appropriate Year 3 module offered by the School of Life Sciences</td>
<td>The School of Life Sciences offers a very wide range of modules. Some of these may provide training that supports PhD students working on specific projects, identified during the Development Needs Analysis with the Primary Supervisor. Some examples taken by students in the past are listed below.</td>
<td>Mrs Linda Marsh, PGR Administrator for IIB, <a href="mailto:biolres@liv.ac.uk">biolres@liv.ac.uk</a></td>
<td>Semester 1 and 2</td>
<td>None</td>
</tr>
<tr>
<td>LIFE303 Protein Structure, Function and Organisation</td>
<td>To develop in students knowledge and understanding why protein structures are important for function, and how proteins fold into functional conformations. To provide an overview of current NMR, X-ray crystallography and proteomics-based approaches to solve fundamental and applied problems in biology and biotechnology. To the latest techniques used to define protein structures. See full details via Liverpool Life/Vital</td>
<td>Mrs Linda Marsh, PGR Administrator for IIB, <a href="mailto:biolres@liv.ac.uk">biolres@liv.ac.uk</a></td>
<td>Semester 1</td>
<td>None</td>
</tr>
<tr>
<td>LIFE324 Current Skills and Topics in Evolution</td>
<td>To develop the skills to construct phylogenetic trees and to use them to infer the evolutionary origins of novel traits, using the latest software packages. To encourage exploration of key concepts in contemporary evolutionary biology. To develop knowledge and deep understanding in selected areas of evolutionary biology, providing opportunities for students to apply, critically evaluate and interpret evolutionary knowledge and ideas. Lectures, seminars, computer workshops and tutorials. See full details via Liverpool Life/Vital</td>
<td>Mrs Linda Marsh, PGR Administrator for IIB, <a href="mailto:biolres@liv.ac.uk">biolres@liv.ac.uk</a></td>
<td>Semester 2</td>
<td>None</td>
</tr>
</tbody>
</table>
6. Key Deadlines 2017-18

6.1 All Year 1 postgraduate students

15th December 2017 – For students registering 1 October 2017, the Research and Training Plan (Three Month Report) is submitted by the student to PGR Student Experience Administrator (biolres@liv.ac.uk).

For PhD and MPhil students starting in other months of the year, student submits this document within 3 months of registration.

6.2 Full-time PhD students in Years 1, 2 and 3

May 2018

- prepare Institute Progress Reports/Thesis Plan if registration started October - December.

June 2018

- Students provide a copy of the Progress Report/Thesis Plan to Assessors. Students arrange a date in June to meet with Assessors.
- Meeting with Assessors to discuss progress during the year and any issues that have arisen that affect progress. The report from the Assessors is required to inform decision on re-registration for a further year of PhD or MPhil study.
- Student must have completed 'Student' stage of University on-line APR form.

The report from the Assessors on progress towards a successful thesis must be returned to the Postgraduate Student Experience Administrator by 31st August 2018 to guarantee timely re-registration.

For students where registration started in the months January to September, you must complete the on-line progress report form each June. However, your annual report and viva with your Assessors will be held at 9 months after your start date. For example, a student registering in March will write Progress Reports/Thesis Plan and meet with her/his Assessors in November during the first three years of full-time PhD study.

Full-time and part-time students who first register in May 2018 onwards complete their first on-line progress report form in the next academic year (i.e. June 2019). Your first viva with your Assessors will be held around 9 months after your start date (i.e. February 2019 and subsequent years).

6.3 Full-time PhD Year 4 students

March 2019

- Meeting with Assessors to discuss thesis plan and aims for thesis submission. Students who plan to complete their thesis in less than 4 years should arrange this meeting 6 months before planned thesis submission so that Assessors can provide timely advice.
- Students must complete the University on-line APR form in June
6.4 Part-time PhD students

Students must complete the University on-line APR form June each year. In Year 1, after 9 months, students will meet with their Assessors to discuss the 3-month report. Progress Reports are written and discussed with Assessors during the second and fourth years of registration. The timing is at 21 and 45 months after first registration. Research plans for Years 3 and 4 are also discussed with the Assessors at these meetings. In the subsequent years it is expected that these students will be writing drafts of their doctoral thesis so discussions centre on the Thesis Plan or Revised Thesis Plan.

6.5 Full-time MPhil students

Students must complete the University on-line APR form June each year. Progress Report 1 should be discussed with Assessors after 9 months and the discussion will include the possibility of transfer to PhD. In discussion with their supervisors, students may choose to discuss a Progress Report with Assessors each year. In subsequent years it is expected that these students will be writing drafts of their doctoral thesis.

6.6 Part-time MPhil students

Students must complete the on-line APR form June each year. Discussion in Year 1 centres on the Three Month Report after around 9 months registration. Progress Report 1 is written and discussed with Assessors during the second year of registration. The timing is at around 21 months after first registration. The discussion will include the possibility of transfer to PhD. In subsequent years it is expected that these students will be writing drafts of their doctoral thesis so discussions centre on the Thesis Plan or Revised Thesis Plan.
7. The Liverpool Doctoral College

Website: https://www.liverpool.ac.uk/doctoral-college/

Welcome to the Liverpool Doctoral College (LDC), the home for all doctoral training and development across the University.

Our aim is to help you, as postgraduate researchers across the University, thrive in your doctoral programme and progress to the post-doctoral career of your choice. We will support you in this with the full resources of our dedicated team of expert supervisors, professional services staff and student peers. We are a world-leading research institution. Our researchers work at the highest international levels and the impact of their work is felt across the globe. As well as the value this adds to the experience of our doctoral students, LDC makes three specific commitments:

- Innovative doctoral training – a choice-led approach allowing you the flexibility and freedom to tailor your development programme to meet your needs, circumstances and aspirations.

- The support of a thriving global LDC community - enhancing both the student experience and the University’s research culture, and supporting the development of future research leaders.

- A focus on employability and entrepreneurship - delivering a tailored package of careers inspiration and skills development, to help you meet the expectations of employers, but also to help you thrive as entrepreneurs in your own right.

I am delighted to welcome you to the Liverpool Doctoral College and the University of Liverpool, and I wish you every success as you embark on your research degree.

Professor Graham Kemp
Director of the Liverpool Doctoral College and Associate Pro-Vice-Chancellor (Postgraduate Research)

Postgraduate Researcher Weeks 2017-18
Liverpool Doctoral College leads these events and IIB often contributes something for the Institute’s students. The week include sessions to induct new students, provide refresher information for current students and provide networking and community development sessions for all. The first will take place between 9th and 13th October 2017. Further Postgraduate Researcher Weeks will take place in March, June and October 2018.

7.1 The Liverpool Doctoral College Handbook

This is available at https://www.liverpool.ac.uk/student-administration/research-students/pgr-handbook/. It summarises the University’s organisational and administrative information important during your studies as well as advice on your development as a researcher and the overall support offered by the University. Importantly it also outlines what we expect from you in terms of organisation, reporting and ethical behaviour. Information about thesis submission, the viva examination and its possible outcomes are also included. Finally, there is advice on what to do if things do not go as planned.
8. The University of Liverpool Administration and Support for Postgraduate Students

8.1 University policies

These are available from: https://www.liverpool.ac.uk/student-administration/research-students/

Students have a responsibility to become familiar and keep up to date with changes and updates to the relevant University policies and procedures and the academic regulations governing their research degree programme. They should adhere to the content of these documents, as appropriate. Students also have a responsibility to become familiar with the various professional and specialist services for students, particularly in relation to health, counselling, finance, disability and immigration.

8.2 PGR Student Team

The Postgraduate Research Student Team, part of Student Administration and Support Division, aims to support the delivery of a stimulating research environment. The team manages and supports:

- Registering for the degree
- Changes to registration status
- Guidance on preparing the thesis for submission and examination

The website is: www.liverpool.ac.uk/student-administration/research-students/

Email pgrs@liv.ac.uk

8.2.1 Forms for thesis submission, change of registration status, travel insurance and other procedures

These are maintained by the PGR Student Team at: https://www.liverpool.ac.uk/student-administration/research-students/a-z-forms-procedures/

8.3 Student Services

Based in the Student Services Centre, this is the hub for all of the University’s specialist support and welfare services for all students.

Their role is to offer advice, support and information on a wide range of non-academic issues including:
The experienced advisers are available throughout the year. The Student Services Centre is located at Alsop Building on Brownlow Hill (building 750, ref E7 the Campus map).

The website is: www.liverpool.ac.uk/studentsupport/

There is a guide for international students with advice about visas at: https://www.liverpool.ac.uk/media/livacuk/student-support/ist/pdfs/Tier,4,Guide,for,Students,web,version,2017.pdf

8.3.1 Counselling and Mental Health Services

Key statistics:

One in four people in the UK suffer a serious mental health problem each year, and 95% of people suffer clinical anxiety at some point in their life (NHS figures).

Several surveys suggest that mental health issues are substantially more prevalent in PhD students, with some sources suggesting 40-50% of PhD students will suffer poor mental health each year, approximately twice the rate seen in undergraduates and the general UK population (Berkeley mental health survey 2014, Exeter mental health questionnaire 2015, NUS survey 2017, YouGov survey 2016).

The most common issues seem to be depression and anxiety (clinical stress). These are also the most common conditions in the general UK population.

In one survey, one in seven PGRs reported feeling alone and isolated, with no help available.

Some factors that seem to correlate with MH issues in postgraduate students:

Poor physical health - bouts of illness, or long term illness, correlate with poor MH in several surveys.

Year of study - third and fourth year students report more problems.

There is a great deal of help available. No one is alone.

Resources available to postgraduate students at Liverpool include:
3.2.1.1 Big White Wall

University of Liverpool students going through a tough time can now access free online support with Big White Wall. Whether you’re struggling to sleep, feeling low, stressed or not coping, Big White Wall can help you get support, take control and feel better.

The service provides 24/7 online peer and professional support, with trained counsellors. Big White Wall provides a safe space online to get things off your chest, explore your feelings and learn how to improve and self-manage your mental health and wellbeing.

Big White Wall is totally anonymous, so no one will know you’ve chosen to use it unless you tell them!

More than three quarters of members feel better as a result of using the service and nearly 90% use Big White Wall outside of 9-5pm. You can get support on the service at any time of the day or night, 7 days a week, 365 days a year!

To join Big White Wall’s supportive online community, simply go to bigwhitewall.com and sign up with your university email address. You then choose an anonymous username for your time on Big White Wall.

3.2.1.2 University Counselling Services

University of Liverpool counselling service: Drop in counselling from 10-11am Monday to Friday

www.liverpool.ac.uk/studentsupport/counselling/contactus/

NHS - your GP has a responsibility for your mental health. Ask for a diagnosis and/or treatment. The NHS can also provide counselling and other treatment, but will need a referral from your GP.

The NHS has approved online Cognitive Behavioural Therapy (CBT) as a treatment for depression, anxiety, and panic disorders. You will need a referral from your GP to access this.

Other sources of support at Liverpool

● Guild of Students advice service
● Disability support team
● International Support Team

● Friends and Family
● Supervisors and Assessors
● IIB Pastoral Group

● Institute Director of Postgraduate Research
● Head of Department
● Head of Institute
3.2.1.3 Student focused mental health and well-being organisations

http://studentsagainstdepression.org/

http://www.studentminds.org.uk

3.2.1.4 Mental health charities with an array of advice and counselling

MIND

http://www.mind.org.uk/

Campaign Against Living Miserably

https://www.thecalmzone.net/

The NHS maintains a list of UK organisations supporting a variety of mental health conditions, from anxiety to bipolar to obsessive compulsive disorder. It can be found at:


3.2.1.5 Help lines you can call to talk anonymously about any issues

The Samaritans

http://www.samaritans.org/

Nightline

https://www.nightline.ac.uk/

3.2.1.3 Online self-assessments for mental health issues

NHS depression self assessment: http://www.nhs.uk/Tools/Pages/depression.aspx

Online assessment for anxiety and depression

8.4 The University Library

The Harold Cohen Library is the University’s science library. As well as the physical building there is very extensive electronic access to books and scientific journals free to students. Several interlibrary loan systems also allow subsidised or free access to books or individual articles from journals where the University does not have the item. Training is offered in the use of the library systems and facilities.

The Leahurst Campus Library is a specialist veterinary library serving the Leahurst campus on the Wirral.

The library website is: www.liverpool.ac.uk/library

8.5 Computing Services

Computing Services provides networked computer facilities to the University such as access to email, software, training and data storage. The Computing Services website is http://www.liv.ac.uk/csd/

Regulations and policies for the use of University computing facilities are at: www.liv.ac.uk/csd/regulations/

Students should be aware of the need for computer security, organisation and secure back-up of their data and writing from the beginning of their degree.

All PGR students can have a refurbished PC Teaching computer, if this meets their research needs. Discuss with your supervisor for this provision.

Note: Specialist servers and software for bioinformatics and some computationally intensive work are available via the Institute. Consult your supervisors if in doubt.
8.6 LDC Development Team

LDC Development works with Liverpool Doctoral College so postgraduate students can design personal development programmes to prepare to be effective researchers as well as providing the tools to build the knowledge, behaviours and attributes that employers demand. They provide workshops and training to help new postgraduate researchers manage the transition into research and plan their professional development, achieve impact with research and prepare for careers.

The website is: [www.liverpool.ac.uk/pgr-development/](http://www.liverpool.ac.uk/pgr-development/)

8.7 The Guild of Students

This is the student union organisation at University of Liverpool.

Its Mission is to:
- Fight for the things that matter
- Re-establish the Guild as the heart of campus
- Develop and support students

Its Vision is to improve, develop and enrich the lives of all students - from application to graduation.

The website is: [http://www.liverpoolguild.org/](http://www.liverpoolguild.org/)

9. National and International Opportunities for Networking, Outreach and Impact by Postgraduate Students

9.1 Why?

Modern biology is both highly competitive and highly collaborative. Teams of scientists work nationally and internationally in the most exciting projects of the 21st century. To develop a scientific career, whether in academia, industry, medicine or government service, your PhD is the platform for developing your contacts, reputation and network of future collaborators and funders. You will have many opportunities to do this while a postgraduate research student and some are listed here.

9.2 Scientific Societies

National and international scientific societies organise scientific conferences, publish scientific journals and undertake outreach to the public, government and the media. They are run by and for their members and all have specific programmes for postgraduate students and young doctoral scientists. These usually include substantially discounted membership rates, funding to attend conferences and training opportunities throughout the year.
You are encouraged to join and participate in an appropriate scientific society. Your supervisor will be able to advise you about the most relevant for your research area. Some are listed below, but there are many more:

The Biochemical Society [www.biochemistry.org/](www.biochemistry.org/)
The British Ecological Society [www.britishecologicalsociety.org/](www.britishecologicalsociety.org/)
Microbiology Society (previously Society for General Microbiology) [www.microbiologysociety.org/](www.microbiologysociety.org/)
Society for Experimental Biology [www.sebiology.org/](www.sebiology.org/)

9.3 Biotech YES and Environment YES

These Young Entrepreneur Schemes (YES) are run by the UK national research organisations BBSRC and NERC. They are business plan competitions where teams of 4 -5 develop marketing of an imaginary, but plausible, new bioscience product. They are open to all postgraduate students and early postdoctoral scientists who research in the biosciences; funding from BBSRC or NERC is not necessary.

Teams sign-up in May/June, prepare and then take part in a regional competition in November followed by the final in London in December. There will be publicity within the Institute to build teams and about preparation.

The competitions are designed to develop business awareness and an understanding of entrepreneurship in UK bioscience and environmental postgraduate students and postdoctoral scientists. This is important to academic as well as industrial careers.

In previous years teams from IIB have won awards in the North-West regional competition such as Best Elevator Pitch, and the award for Best IP strategy in the national final. In 2013 the national BiotechYES overall winner was the Nutec Ltd team from the Institute of Translational Medicine at Liverpool.

More information at: [www.biotechnologyyes.co.uk](www.biotechnologyyes.co.uk) and [www.environmentyes.org](www.environmentyes.org)

9.4 Scientific outreach

Most academic scientific research is funded by tax-payers (usually via government organisations) or charities. The remainder is funded by industry. Promoting public awareness and understanding of science, and the research undertaken in IIB, is thus an obligation and in self-interest for future funding.
Postgraduate students should take opportunities to develop their skill and knowledge in these activities. The funders of some students require their students to be involved in outreach.

Staff and students in the Institute undertake a wide range of activities. The Institute’s Public Engagement and Communications Group (chair Dr Raphael Levy, raphe@liv.ac.uk) has an overall view of outreach undertaken in the Institute. The daily IIB News Bulletin advertises and reports many outreach events.

Further sources of information include:

- Blog about outreach from IIB and the School of Life Sciences: https://blogandlog.wordpress.com
- Twitter from IIB: @livunillB
- Twitter about IIB outreach: @livunillBpec

(Note that the University has a policy about the use of social media: www.liv.ac.uk/csd/regulations/ )
## Important Institute Events for PhD and MPhil students, Autumn 2017 – Summer 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Self-registration for modules during 2017/18 opens.</td>
<td>See advice below on what modules are available. You can self-register when you are in Liverpool via Liverpool Life and have discussed choices with your supervisor. Details of modules on pages 5 - 6.</td>
</tr>
<tr>
<td>Mon 25th Sept – Fri 6th Oct</td>
<td>Modules start in timetable</td>
<td>First sessions of M-modules are timed to be available to PhD/MPhil students, usually from 2 October onwards (see below for dates of first sessions). Full timetables available on-line via Liverpool Life.</td>
</tr>
<tr>
<td>Mon 2nd Oct</td>
<td>PhD and MPhil Induction Event</td>
<td>All day event</td>
</tr>
<tr>
<td>11:00 – 13:00</td>
<td>Safety procedures</td>
<td>Institute Safety Procedures and Biosafety, Mrs Deborah Stevens, Drs Roger Barraclough and Jon Bollback. Location Sherrington Building, LT1</td>
</tr>
<tr>
<td>12:30-13:30</td>
<td>Buffet lunch</td>
<td>Inform <a href="mailto:biolres@liverpool.ac.uk">biolres@liverpool.ac.uk</a> of any dietary requirements. Location Life Sciences Building, SR2 (floor 2)</td>
</tr>
<tr>
<td>13:30 – 18:00</td>
<td>Induction to research in the Institute of Integrative Biology</td>
<td>Welcome and Introduction: Professor Christiane Hertz-Fowler (Interim Head of Institute), Dr Meriel Jones (Institute Director Postgraduate Research), Mrs Kate Jones (IIB Manager) and others. Introduction to Professional Services team in IIB. Training and assessment during your PhD. Welcome from Liverpool Doctoral College (LDC), PGR Student Team and LDC Development Team, IIB Public Engagement followed by a Social Event hosted by IIB postgraduate students.</td>
</tr>
<tr>
<td>Semester 1</td>
<td>M-level modules from School of Life Sciences</td>
<td>First sessions are timed to be available to PhD students or are recorded for viewing at any time. Vital is the University of Liverpool Virtual Learning Environment – providing on-line resources for taught programmes. Timetables can be viewed in Liverpool Life and may be updated from times/locations shown here.</td>
</tr>
<tr>
<td>Semester 1, 2017</td>
<td>LIFE721 Informatics for the Life Sciences</td>
<td>Organiser: Dr Lu Mello de Vieira First session Friday 5th October, 3 – 4 and 4 – 5 pm. Location BROD-106 Full timetable via Liverpool Life and details on-line (Vital).</td>
</tr>
</tbody>
</table>
| Semester 1, 2017  | LIFE707 Advanced Statistics for Biological Research | Organiser: Prof Martin Mortimer This module is self-directed learning with optional workshops. All information is on-line (Vital). A recording of the introductory lecture to
<p>| Semester 1, 2017 | LIFE763 Statistics for Biological Research | the module (25th September) will be available in Vital for those registered. There is a version of this module for those off-campus (LIFE607). |
| Semester 1, 2017 | LIFE731 Research Methods and Applications in Biological Sciences | Organiser: Dr Mal Horsburgh Requires attendance at lectures and workshops. First session Thursday 5th October (9 – 11 am, Life Sciences Building, LT1). |
| Semester 1, 2017 | LIFE709 Evolution and Behaviour | Organiser: Dr Tom Price Requires reading, writing and group discussions. First session Thursday 28th September, 2-3pm (overview of module). First taught session Thurs 5th October, 2 – 4 pm. Sessions every Thursday 2-4 pm. All in the Masters Base Room (SR12), Life Sciences Building. [Timetable not available on-line via Liverpool Life] |
| Semester 1 and 2 | English classes for First Year PhD &amp; MRes | Designed for PGR students in Faculty of Health and Life Sciences who do not have English as a first language. First session Thursday 5 October, 9 – 10 am Room 201(E1) Elec Eng &amp; Electronics Building |
| 26, 28 Sept 2, 3 October 9:30 – 12:30 or 13:30 – 16:30 | Graduate Teaching Assistant (GTA) Demonstrator Training. | General training for postgraduates on demonstrating in laboratory classes. (Specific training is provided prior to each class by the module organiser) Training is repeated am and pm, and 24 and 25 Jan 2018 – attend one only. More information and booking: <a href="http://www.liv.ac.uk/cll/booking/">www.liv.ac.uk/cll/booking/</a> and scroll down |
| 4 October 14.00-16.00 | Safety for Research Students (compulsory) | Safety training from University Safety Advisor’s Office. Location: LT C Central Teaching Hub Sign in on the day; no registration necessary |
| Time and location to be announced | Scientific and Academic Integrity (compulsory) | Integrity – Plagiarism, Collusion and Fabrication. Dr David Montagnes. For all taking and demonstrating in SLS/IIB modules. |
| October onwards | Introduction to Professional Development as a Researcher | From LDC Development Team. Information on content and booking at <a href="https://www.liverpool.ac.uk/pgr-development/offering/catalogue/">https://www.liverpool.ac.uk/pgr-development/offering/catalogue/</a>. Run repeatedly during the year but becomes fully booked. Other training also announced on this website. |
| 9 – 13 October | Postgraduate Researcher Week | Includes: an introduction to Liverpool Doctoral College, refresher induction sessions, networking events and seminar series. Full timetable and bookings available at <a href="https://www.liverpool.ac.uk/intranet/doctoral-college/researcher-week/">https://www.liverpool.ac.uk/intranet/doctoral-college/researcher-week/</a>. Includes events from IIB listed below. |
| 13 October, 12 – 1 pm. | Managing Stress and Well Being. | An overview of issues and sources of advice and help for postgraduate research students. Speaker: Dr Tom Price (IIB). |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 October 14:00</td>
<td>Careers and cake</td>
<td>Informal workshop with IIB alumni about their career. Dr Chris French including an introduction to project management. There will be a full workshop on this topic in March/April 2018.</td>
</tr>
<tr>
<td>1 November 14:00</td>
<td>IIB PGR Committee meeting</td>
<td>Meeting of PGR student representatives, academic staff and professional services. Monitors and discusses all PGR matters.</td>
</tr>
<tr>
<td>November or December</td>
<td>Careers and cake</td>
<td>Informal workshop about a career after PhD organised by students in NERC ACCE DTP.</td>
</tr>
<tr>
<td>15 December</td>
<td>3 Month Report (mandatory)</td>
<td>Required from all full-time and part-time PhD/MPhil students. Max. 4 page report defining, but not limited, scope of project. Text agreed between student and supervisor.</td>
</tr>
<tr>
<td>15 December</td>
<td>University closure for Christmas and New Year</td>
<td>University buildings are closed to all but authorised staff. Professional services staff on leave. University computer services available but ‘at risk’.</td>
</tr>
<tr>
<td>January or February</td>
<td>Careers and cake</td>
<td>Informal workshop with IIB alumni about their career. Dr Charles Dall’Omo about his career in providing training and coaching services.</td>
</tr>
<tr>
<td>Semester 2 Start</td>
<td>M-level modules from School of Life Sciences</td>
<td>Timetables can be viewed in Liverpool Life. Vital is the University of Liverpool Virtual Learning Environment – providing on-line resources for taught programmes.</td>
</tr>
<tr>
<td>February 2018</td>
<td>LIFE708 Post-genomic Bioinformatics</td>
<td>Organiser: Dr Jill Madine. Students must have already completed LIFE721 before taking this module</td>
</tr>
<tr>
<td>Semester 2</td>
<td>LIFE733 Programming for Life Sciences</td>
<td>Organiser: Dr Alistair Darby. Application of Python to handle large datasets and develop own scripts.</td>
</tr>
<tr>
<td>Semester 2</td>
<td>LIFE713 Adv Topics in Cell Signalling</td>
<td>Organiser: Dr Helen Wright (IACD)</td>
</tr>
<tr>
<td>February</td>
<td>IIB PGR Committee meeting</td>
<td>Meeting of PGR student representatives, academic staff and professional services. Monitors and discusses all PGR matters.</td>
</tr>
<tr>
<td>March</td>
<td>Postgraduate Researcher Week</td>
<td>From Liverpool Doctoral College Includes: refresher induction sessions, networking events and seminar series.</td>
</tr>
<tr>
<td>March/April</td>
<td>PhD Thesis &amp; Viva - questions &amp; answers</td>
<td>Panel of experienced Professors in IIB give advice and answer questions.</td>
</tr>
<tr>
<td>Month</td>
<td>Event Description</td>
<td>Details</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>March/April</td>
<td>IIB Career Development Series</td>
<td>In response to a survey to all in IIB in July 2017 there will be an event open to all focusing on: Grant writing; Project management; job application preparation; Leadership training</td>
</tr>
<tr>
<td>May</td>
<td>Careers and cake</td>
<td>Informal workshop with IIB alumni about their career.</td>
</tr>
<tr>
<td>May</td>
<td>IIB PGR Committee meeting</td>
<td>Meeting of PGR student representatives, academic staff and professional services. Monitors and discusses all PGR matters.</td>
</tr>
<tr>
<td>June</td>
<td><strong>University Annual Progress Report (mandatory)</strong></td>
<td>On-line form for your Annual progress Report (APR) to the University is released for completion by you before the end of June every year.</td>
</tr>
<tr>
<td>June</td>
<td><strong>Progress Report 1 and meeting with Assessors (mandatory)</strong></td>
<td>Required report on your research progress after 9 months study. You arrange to meet and discuss this with your Assessors. They provide report to the Institute about your progress before your continued registration for PhD/MPhil is approved. University requirement for all full-time and part-time PhD/MPhil. Discussion in Year 1 centres on Progress Report 1 (full-time students) or 3 month report (part-time students).</td>
</tr>
<tr>
<td>June</td>
<td>Careers and cake</td>
<td>Informal workshop about a career after PhD organised by students in NERC ACCE DTP.</td>
</tr>
<tr>
<td>June-July, Foresight Centre</td>
<td><strong>IIB PGR Forum (compulsory)</strong></td>
<td>Required attendance by all research students in IIB. A themed meeting for students to discuss and give feedback. Lunch provided</td>
</tr>
<tr>
<td>June</td>
<td><strong>Postgraduate Researcher Week</strong></td>
<td>From Liverpool Doctoral College. Includes: refresher induction sessions, networking events and seminar series.</td>
</tr>
<tr>
<td>September</td>
<td>Self-registration for modules during 2018/19 opens.</td>
<td>Possible to take further modules if necessary to support project. Not normally taken by full-time PhD students after Year 1.</td>
</tr>
</tbody>
</table>
APPENDIX 2

Postgraduate Forum 2016

Foresight Centre 12 – 3.30 pm 14 July 2016

Theme: Students Effecting Change

This year’s PGR Forum was to raise awareness about the IIB PGR Committee that would meet 3 times each year from October 2016 onwards.

Dr Meriel Jones, Institute Director of Postgraduate Studies opened the event. She provided an update on what has been put into place since the University’s review of PGR in the Institute in 2015. These included:

- clarification of ‘out of hours’ laboratory access and supervision
- training workshops for supervisors
- PGR Pastoral Group for informal and confidential advice to students
- more training workshops for students
- review of participation in international collaborations (RIKEN, Soleil, ASTAR)
- new IIB PhD/MPhil Biological Sciences Handbook and webpages
- meetings between students and assessors every year
- formal mechanism for the IIB student’s voice through the new IIB Postgraduate Committee
- action to investigate and improve temperature control in Biosciences and Life Sciences Buildings

She explained that the IIB PGR Committee required active participation from the Institute’s postgraduate research students. The subject of today’s Forum was to start this off.

Prof Anthony Hollander, Head of the Institute, then emphasised that the postgraduate students were an important body of people in the Institute and he wanted their influence in its life. He introduced Professor Christiane Hertz-Fowler, now Deputy Head of the Institute, since he now also had the role of Associate Pro-Vice-Chancellor for Enterprise occupying two days each week. He also noted that 3 new members of academic staff would join the institute in autumn 2016. Finally he commented on the recent referendum result that the UK would leave the EU (Brexit). It was not yet known what the longer term consequences would be. However, there has been publicity about increased racism and bullying. Students should not have these experiences and he advised that if postgraduates encounter this, they should see us about it.
Mrs Jan Chesters, Institute Technical Manager, then gave an update on the buildings and other items.

- Following a Health and Safety review a new policy had been launched. Updated information was on the Institute’s intranet (https://www.liverpool.ac.uk/integrative-biology/ scroll to bottom of the page, click on Staff Intranet and then choose Health and Safety from menu).
- Housekeeping was being improved through walk-rounds by senior staff and with the cleaning supervisor. Postgraduate students could help with this by keeping their work areas clean and tidy.
- There has been some improvement to heating/cooling in the building, but there will be a further review to assess this. The air conditioning units on the roof appear to be working better. There are plans to put solar foil onto the laboratory windows to reduce thermal gain in summer.
- Refurbishment has taken place (or will occur shortly) of the insectaries, foyer and Biosciences toilets.
- Multi-user offices – there are plans for improvements in the future
- Drinking water – there are plans to install cooled drinking water units on each floor of Biosciences [installed September 2016]
- One comment from the 2015 Postgraduate Forum was that café and food facilities were less available for postgraduates during the undergraduate vacations. This year we have asked that the ‘Grab-and-Go Bar’ in Life Sciences should be open in the summer vacation. [This happened during much of August and September 2016, with reminders people needed to purchase from it to keep it open]

Ms Sam Hardy (Guild of Students PGR Student Voice Co-ordinator) presented about the role of the Guild. She made the point that the Guild was for postgraduates as well as undergraduates, with events for both. It was at the heart of the campus to help and enrich all student’s experiences. She highlighted some events that take place and showed a slide to introduce the Offices of the Guild. The Guild web site (www.liverpoolguild.org/) has introduced the “Change it” tab for students to post ideas for changes. There is also an “Advice and Support” tab. Finally she explained about the course representative system and their role.

Ms Tracy Ellis (HR, Organisational Development and Diversity Team) then facilitated the major part of the event that allowed students to visit different tables to discuss the following questions:

- What should be the first things on the Committee’s agenda?
- How would you know if this new Committee has been effective?
- How should the group of postgraduate representatives be recruited or selected?
- How will this Committee relate to the Guild of Students?
- What resources should be available from the University for postgraduates?
- What is the risk if students do not engage with the Committee?

Following discussions one person on each table fed back to the forum. Below summarises the comments which were made.

**How should the group of postgraduate representatives be recruited or selected?**

- Volunteers
- Mix of different years and campuses
  - Strategy for involving students from Leahurst
  - Video conferencing facilities
- Meeting to know each other
• Choose one rep for each lab
• Vote
• Multiple representatives on rotation

What should be the first things on the Committee’s agenda?
• Student led activities – seminars, debate sessions, e.g. DEEB Christmas seminar, student talks
• Workshops and modules – workload too much, course materials need to be more accessible, adapt modules to suit PhD students
• Facilities – water dispenser, food and drinks out of hours
• Student experience – improve connection between students in different buildings

How would you know if this new Committee has been effective?
• Email list of actions and items raised in meetings
• Timetable to show when action will take place emailed out
• Student feedback given on the actions taken

What is the risk if students do not engage with the Committee?
• Decisions may be made about PGR students without input
• Nothing, disaster, disconnection, problems won’t be heard
• How do students feed into the agenda/discussion topics?
• Online forum that feeds into the committee – ideas can be submitted

How will this Committee relate to the Guild of Students?
• Is a relationship with the Guild needed?
  o Don’t use the Guild much or know much about it
• Could help mediate relationships with other committees
• Centralise resources

What resources should be available from the University for postgraduates?
• Specific resources for postgrads – explore!
• Public transport – Leahurst
• More scientific software – download on home computers
• Space for skype/telephone calls
• Prayer rooms
• Career advisor
• Synthetic grass
• Jacuzzi
• Petting zoo etc etc etc
Postgraduate Forum 2017

Foresight Centre 12 – 3.30 pm 28 June 2017

Theme: The IIB PGR Committee – Feedback and Feedforward

This year’s PGR Forum was to raise awareness of what the IIB PGR Committee has achieved since October 2016 and for input on what it should focus on next. Also, to encourage more students to act as representatives on the committee.

Professor Christiane Hertz-Fowler, Interim Head of the Institute of Integrative Biology opened the event and emphasised that the research of postgraduate students is essential to IIB and highly valued.

Mr Hammed Badmos, PGR Committee rep outlined what the Committee had done and ended with a call to revive the Postgrad Biology Society and volunteer for the PGR Committee.

Mrs Kate Jones, Institute Manager, gave an update on the IIB Professional Services team, improvements to the building environment and other items. To summarise:

- Working environment was being improved through walk-rounds by senior staff and with the cleaning supervisor.
- Cleaning – a list of what you can expect and who to contact
- Wifi at Leahurst – installation in progress.
- OFN (oxygen-free nitrogen) supply being upgraded July 2017.
- Plans for outdoor furniture in front of Biosciences building.
- Collective responsibility needed for:
  - Take glass waste from kitchens to blue bins in Loading Bay
  - Do not use loading bay or 2nd floor doors between Life and Biosciences Buildings as a pedestrian route
  - Report building maintenance issues to the Building Manager (Amanda Cassidy cassidy@liverpool.ac.uk)
  - Have collective responsibility good state of shared offices

Ms Rachel Coleman (Guild of Students PGR Student Voice Co-ordinator) presented about the role of the Guild. She explained about the course representative system and their role. She made the point that the Guild was for
postgraduates as well as undergraduates. She highlighted some changes in university policy following action by the Guild. The Guild website is www.liverpoolguild.org/.

Mr Matt Davis (HR, Organisational Development and Diversity Team) then facilitated the major part of the event that allowed students to visit different tables to discuss the following questions and then send comments using the PollEv app.

Below summarises the comments which were made, and further information or suggestions following from them.

**What can we do to improve health and well-being in IIB?**

<table>
<thead>
<tr>
<th>Student comments on working environment</th>
<th>Further information or suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fix the heating (lab F PGR offices 28-29 degrees c on a warm day)</td>
<td>As explained by Kate Jones, improvements have been made to temperature control but some issues remain. Continue to report problems to your senior technician (e.g. Carl Wright, research lab supervisor for Lab F) copied to Paul Gilbert (Institute Technical Manager)</td>
</tr>
<tr>
<td>Printer are occupying communal places</td>
<td>Objective is to use office space better</td>
</tr>
<tr>
<td>Windows that can open in lab offices</td>
<td>Cannot change this aspect of building design</td>
</tr>
<tr>
<td>Provide more office desk space and a means of removing equipment that is no longer needed (in labs and offices)</td>
<td>On-going effort to provide enough office space. New on-line space request form should aid space usage and also removal of unwanted items. Report unwanted equipment to your senior technician/research lab supervisor.</td>
</tr>
<tr>
<td>Fix the lifts!!</td>
<td>Report as soon as they breakdown. Contact the building manager (Amanda Cassidy for Biosciences 07970247337) or direct to Facilities Management (794 3000)</td>
</tr>
<tr>
<td>Bench at the garden outside IIB</td>
<td>Has been an idea for many years. Plans still underway for seating outside Biosciences.</td>
</tr>
<tr>
<td>Tuck shop (Haribo = health)</td>
<td>There are several shops very near Biosciences on Brownlow Hill (e.g. Tesco, Subway, Guild). The short walk to them could be seen as good for health.</td>
</tr>
<tr>
<td>More secure cycle parking</td>
<td>Report any problems with cycle parking to the Building Manager (Amanda Cassidy for Biosciences 07970247337) or Security (794 3252). To exert collective pressure for more bike racks, develop a case showing need, use the Guild, contact the University Travel Plan co-</td>
</tr>
</tbody>
</table>
ordinator for advice (travel @liverpool.ac.uk) and
the IIB PGR Committee.

Showers

Emergency showers exist for chemical spills.

Rooftop garden where PGRs can grow fruit and veg

Why not become involved with Green Guild who have a rooftop garden? See http://www.liverpoolguild.org/greenguild

Puppy room; A napping room; Swimming pool
on life sciences roof

Nice ideas. There is a swimming pool in the Sports Centre.

We want the sport center to open longer; Free sports facilities

Join Sport Liverpool and exert collective pressure. Check costs of alternative sports facilities.

Student comments on Health and Safety

Further information or suggestions

Ergonomic keyboards and mouses, my shoulder hurts all the time

See IIB Safety Officer, Debbie Stevens (dstevens@liverpool.ac.uk; 3rd floor Life Sciences)

Adjustable chair and desk. We are not all the same size; More supportive chairs in lab

See IIB Safety Officer, Debbie Stevens (dstevens@liverpool.ac.uk; 3rd floor Life Sciences)

Student comments on community

Further information or suggestions

Organised sports events - teams between the labs/groups

These have been organised by postgrads in the past. Go for it!

More coffee mornings, 3 times a week

Could be organised by postgrads

Attend social events organised by PGR to meet NEW people

Could be organised by postgrads

Swimming event

Could be organised by postgrads. For example, swims to support charities have been organised by postgrads.

Organise social events with a means of registering your attendance, because people are less likely to go if they won't know at least one person.

Could be organised by postgrads
<table>
<thead>
<tr>
<th>Student comments on support</th>
<th>Further information or suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>more access to counselling (currently geared towards undergrads)</td>
<td>Head of Counselling assures that students are prioritised by need or academic risk, not whether undergrad or postgrad. This inevitably means some students have to wait longer for counselling. The service has been 25% busier in 2016/17 so far than in 2015/16.</td>
</tr>
<tr>
<td>Access to better, quicker mental health facilities. At the moment, undergraduates are prioritised. This doesn't seem fair.</td>
<td></td>
</tr>
<tr>
<td>Annual IIB health and wellbeing</td>
<td>There is now an annual University Health and Wellbeing event and additional events throughout the year. There will be IIB events as well. Ensure PGR representation on IIB Health and Wellbeing Group.</td>
</tr>
</tbody>
</table>

**How can we improve the working environment further for all?**

<table>
<thead>
<tr>
<th>Student comments on working environment</th>
<th>Further information or suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve the toilet facilities on the 3rd floor of Life sciences</td>
<td>Planned to be completed by end 2017.</td>
</tr>
<tr>
<td>Some people turn the offices into a (loud) chatting room. Please let everyone know that the office is a working places and they should be considerate of others.</td>
<td>Develop agreement amongst those in office on what is acceptable and when people should go elsewhere to talk. Consult with supervisors.</td>
</tr>
<tr>
<td>provision of laptops that we can borrow for personal needs</td>
<td>Discuss possibilities with supervisor.</td>
</tr>
<tr>
<td>Water dispenser in 2nd floor kitchen</td>
<td>There is a water cooler/dispenser in one kitchen on 2nd floor, as on the other floors in Biosciences.</td>
</tr>
<tr>
<td>Specifics equipment for computer based research students.</td>
<td>Discuss possibilities with supervisor.</td>
</tr>
<tr>
<td>provision of more office accommodation; Don’t use old lab cupboards as PhD offices, then we might be able to have windows that open; Stop trying to cram PhD students in offices that don’t have the space; Printers are occupying communal areas.</td>
<td>On-going efforts to provide enough office space. All PhD students are entitled to desk space and a computer.</td>
</tr>
<tr>
<td>More regular cleaning in the office</td>
<td>Cleaning standards agreed – offices hoovered once per week. Contact Kate Jones (Institute manager) or Paul Gilbert (Technical manager) if this does not happen.</td>
</tr>
<tr>
<td>More items in stationary</td>
<td>Discuss possibilities with supervisor.</td>
</tr>
<tr>
<td>Institute-wide PI fund for general lab equipment</td>
<td>There is some funding. Consult with your supervisor.</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Quicker computers. Some are very old.</td>
<td>Consult with supervisor about provision of recycled teaching computer that would be only 3 years old and with fresh operating system.</td>
</tr>
<tr>
<td>Let us through the corridor connecting biosciences to life sciences. The teaching techs have been borderline bullying students.</td>
<td>Access available on Ground, First and Third floors but not Second because that is part of laboratory prep area.</td>
</tr>
<tr>
<td>free lunch at least twice a week</td>
<td>Attend more seminars and training events</td>
</tr>
<tr>
<td>Reduce the prices in the Life Sciences cafe</td>
<td>Outside IIB control</td>
</tr>
<tr>
<td>Somewhere closer to buy good food</td>
<td>There are several shops very near Biosciences on Brownlow Hill (e.g. Tesco, Subway, Guild). Also cafes in Victoria Building, Sherrington Building and Guild.</td>
</tr>
<tr>
<td>Benches and wildflowers outside the building</td>
<td>Seating is planned outside Biosciences. Lawns are full of wildflowers.</td>
</tr>
<tr>
<td>Replace common room coffee machine with a good one</td>
<td>Common room provisions under review.</td>
</tr>
<tr>
<td>Provide milk; Kill milk thieves</td>
<td>Consider collective arrangement (e.g. see lab G and H situations)</td>
</tr>
<tr>
<td>Bring your dog to work day</td>
<td>Interesting idea. Labs restrict animal access</td>
</tr>
<tr>
<td>Silk lab coats</td>
<td>Interesting idea but not going to happen</td>
</tr>
<tr>
<td>A napping room for greater productivity</td>
<td>Not going to happen.</td>
</tr>
<tr>
<td>Address our complaints</td>
<td>Many are addressed; complain to the right person; some are outside IIB control. Become a member of IIB PGR Committee.</td>
</tr>
</tbody>
</table>

**How could representation of PGRs on the IIB PGR committee be further improved?**

<table>
<thead>
<tr>
<th>Student comments</th>
<th>Further information or suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognition for the PGRs making an effort to represent us on the committee. Thank you for taking the time!</td>
<td>Yes, definitely.</td>
</tr>
<tr>
<td>As we do not know our representatives are; The representatives should at least come around to meet and identify with each group so</td>
<td>Names are given in minutes circulated to all students (and available at IIB PGR Committee webpage:</td>
</tr>
</tbody>
</table>
that we get to know who they are; Give the detail of the committee members so that we can contact anytime; [https://www.liverpool.ac.uk/intranet/integrative-biology/postgraduate-research-students/pgr-committee/](https://www.liverpool.ac.uk/intranet/integrative-biology/postgraduate-research-students/pgr-committee/). Representatives can introduce themselves.

<table>
<thead>
<tr>
<th>Advertise positions better</th>
<th>Send feedback on how. Currently done by emailing all postgraduates asking people to put themselves forward.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Every group should be represented in the PGR committee.</td>
<td>Most groups are represented: each year of study (need new Year 1 from October 2017); Biosciences, Leahurst and study abroad; men and women; different labs and floors in Biosciences; different research areas; UK and international students. Every group can be represented in the PGR committee if students volunteer as representatives.</td>
</tr>
<tr>
<td>Suggestions box</td>
<td>There is one; Biosciences ground floor, main entrance next to the lifts. Also an on-line form at <a href="https://www.liverpool.ac.uk/intranet/integrative-biology/postgraduate-research-students/pgr-committee/">https://www.liverpool.ac.uk/intranet/integrative-biology/postgraduate-research-students/pgr-committee/</a></td>
</tr>
<tr>
<td>More meetings... like 4 to 6 times a year</td>
<td>University specifies 3 per year. However, PGRs could hold their own meeting before each IIB PGR Committee meeting to provide better representation – needs lead from students.</td>
</tr>
<tr>
<td>PGRs on the committee have veto powers</td>
<td>Suggest you volunteer as a representative on the IIB PGR Committee to contribute.</td>
</tr>
<tr>
<td>Speak in Mike Begon’s voice</td>
<td>Interesting idea.</td>
</tr>
</tbody>
</table>

**What do you consider the role of Liverpool Doctoral College (LDC)?**

<table>
<thead>
<tr>
<th>Student comments</th>
<th>Further information or suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible for the development of PGs during their PhDs etc. Poster days, presentations, careers...; Responsible for the development of PGs during their PhDs etc. Poster days, presentations, careers...</td>
<td>Yes ...</td>
</tr>
<tr>
<td>It is a mailing group(list); Its a mailing list</td>
<td>Yes ...</td>
</tr>
<tr>
<td>Opportunities for work experience?</td>
<td>Yes ...</td>
</tr>
<tr>
<td>Don’t know; I don’t know what it is; Actually what’s the Ldc?; Not 100% sure what it is; The what?</td>
<td>... but needs to do some work to publicise itself.</td>
</tr>
<tr>
<td>Give the introduction about Ldc for first year student please</td>
<td>Website is <a href="https://www.liverpool.ac.uk/intranet/doctoral-college/">https://www.liverpool.ac.uk/intranet/doctoral-college/</a>. Doctoral College Handbook is at <a href="https://www.liverpool.ac.uk/student-administration/research-students/pgr-handbook/">https://www.liverpool.ac.uk/student-administration/research-students/pgr-handbook/</a>. Mentioned in IIB induction events; Explained in Researcher Week 3 times each year (9 – 13 October 2017; March 2018; June 2018)</td>
</tr>
<tr>
<td>Is it a physical place or a support group?</td>
<td>No physical place yet</td>
</tr>
</tbody>
</table>

### How can we revive the PGR Biology Society?

The PGR Biology Society is run by IIB postgraduates for postgraduates. There was an impromptu discussion about it at the end of the PGR Forum. The comments below, about events and how to revive the society are information to help all postgraduates give it a future.

<table>
<thead>
<tr>
<th><strong>Student events suggested</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Turn up to the events?</td>
</tr>
<tr>
<td>IIB or AJ pubquiz</td>
</tr>
<tr>
<td>Bbq events</td>
</tr>
<tr>
<td>Where do we meet?</td>
</tr>
<tr>
<td>Day trips</td>
</tr>
<tr>
<td>party</td>
</tr>
<tr>
<td>Friday happy hour supported by the institute</td>
</tr>
<tr>
<td>Agree with the Friday happy hour- do it!</td>
</tr>
<tr>
<td>We did run an event in February, did you come?</td>
</tr>
<tr>
<td>Travel</td>
</tr>
<tr>
<td>Free alcohol</td>
</tr>
<tr>
<td>No one drank our free alcohol!!!</td>
</tr>
<tr>
<td>Friday pub whatsapp group</td>
</tr>
<tr>
<td>Join forces with the other PGR socs throughout the faculty - ITM etc</td>
</tr>
</tbody>
</table>
We did join forces with ITM once... never again

Events that are suitable for everyone one

Create Facebook events so people can register attendance/interest

organize monthly events

Cake. Prosecco. Movie nights.

do one turned up to movie nights!!!!!!

De-formalise events

More activities for students and make sure that everyone knows about the events

Student comments on the problem and solution to reviving IIB PGR Society

Have students that actually care about it

Students participation

People NEVER turn up to events

More people from more floors actually need to get involved. It always falls down to the same people in the same offices

1 member of the committee per office

Organisers from a range of offices. Less cliquey

get a mixed committee so events spread through word of mouth

Can we talk instead of this passive aggressive battle?

There’s no more people from the other floors, would you like to join?

Don’t complain that there aren’t enough events if you don’t turn up to them

Which seminar speakers with broad appeal in hot scientific topics would you like to invite to IIB?

Lots of ideas of speakers and topics from the UK and abroad. To see about inviting any of them, contact one of the academics in charge of the seminar programme of a relevant theme. Choose the one who seems most relevant to the topic. Allow time – some speakers make arrangements a year or more in advance, especially if travel to the UK is needed:

- Molecular basis of therapeutic targeting: Dr Dada Pisconti
- Dynamics and management of host-microbe interactions: Dr Natasha Savage
- From genomes to biological systems: Dr Luning Liu
- Adaptation to environmental change: Dr Jakob Bro-Jorgenson

Speakers from UK: Richard Dawkins, Natasha De Vere (Welsh Royal Botanic Gardens), Tim Clutton-Brock, John Harris, Sheena Radford, David Attenborough
Speakers from Germany: Ilme Schlichting, Henry Chapman

Speakers from USA: Mina Bissell, Dennis Selkoe, Elizabeth Murphy (NIH), Jennifer Doudna

Speakers from IIB: Mike Begon; Dave Fernig; Meriel Jones; Jamie Alison

Speakers outside biological sciences: Elon Musk, Stephen Hawking, James Comey, Theresa May, Jeremy Corbyn, David Beckham, Thor

Seminar topics rather than specific speakers: Scientists in cancer; Someone from PHE (Public Health England?); A scientist who then became a successful business woman

**Final comments**

Finally, there were two extra comment:

*Postgraduate common room??*

We do not want to isolate postgrads from others. The Institute currently has a single common room (ground floor, Life Sciences Building) for use by all postgraduate students and Institute staff. Postgraduates are therefore very welcome to make use of this space, and the Biology PGR Society has also used it for several events.

*There’s a collective consensus that our opinions are not listened to, or addressed. There may be less complaints and attendance at the PGR forum due to pure apathy. My confidence isn’t high about anything ever being addressed.*

As can be seen from the work of the IIB PGR Committee, Christiane Hertz-Fowler and Kate Jones presentations to the PGR Forum and the suggestions made to the responses above, the Institute does listen and act on postgraduate opinions. Without knowing which opinions are meant, it is difficult to give a more detailed response.

As a constructive response:

- join the IIB PGR Committee as a representative so that you can make you opinions known and also be involved in discussing how to address them
- discuss your opinions with your supervisor
- talk with the IDPR
- meet with your Head of Department or the Interim Head of Institute, especially if you feel that your opinions are on something important that has not been addressed by others.
APPENDIX 3

Full sets of Minutes for October 2016 onwards and other information about the IIB PGR Committee is at:

https://www.liverpool.ac.uk/intranet/integrative-biology/postgraduate-research-students/pgr-committee/

Institute of Integrative Biology

PGR Committee

Wednesday 3 May 2017

2.00 p.m.

Seminar Room 3, Life Sciences Building

MINUTES


Anita Irving (Philanthropy (Giving) and Alumni Relations) invited for Item 4.

1. Apologies for Absence


2. Minutes of the Previous Meeting

The minutes of the meeting held on 8 February 2017 were approved. There are two SC on the Committee and it was AGREED to refer to S Cornell as (SJC) and Sophie Cowman as (SOC).

3. Matters Arising from the Previous Meeting
Item 3a – (Matters Arising) Representation on Faculty PGR Committee: MGJ indicated that she needed to provide a name to the Faculty PGR Committee who would be the IIB representative. The next meeting is Friday 5 May.

(GP attended this Faculty PGR Committee meeting as IIB PGR Representative)

Item 4 – Stress, Health & Wellbeing: TP unable to attend and will report at the next meeting.

Item 5 – Wi-Fi at Leahurst: Has been ordered. KJ is chasing progress.

Item 5 – Streaming: MGJ reported that this can be done. HC advised that Leahurst students will come to Liverpool rather than watch remotely. The next careers talk on 17 May, hosted by NERC ACCE DTP, will attempt streaming to York/Sheffield (successfully via Adobe Connect).

Item 5 – Leahurst Transport: Improved transport is relevant to undergraduate students as well as postgraduates and Prof Blair Grubb (Associate Pro-Vice Chancellor, Education) has become involved. RC stated that IIGH have included Leahurst transport in their self-evaluation document for their Periodic PGR Review by the University (May 2017).

Item 5 – IIB PhD/MPhil Handbook: MGJ reported that an updated version is now available online from https://www.liverpool.ac.uk/integrative-biology/postgraduate-study/current-students/. Examples of annual reports will be made available on the IIB intranet (https://www.liverpool.ac.uk/intranet/integrative-biology/postgraduate-research-students/progress-report-examples/).

Item 9 – University Resources: Reported that AL is waiting for further information for a presentation about the University’s data repository system. It was suggested November might be a good time for this.

Item 11 – Communications: MGJ reported that information on the anonymous form (https://www.liverpool.ac.uk/intranet/integrative-biology/postgraduate-research-students/pgr-committee/) has been in the IIB News email.

Item 12a – PGR Representative on IIB Site Safety Committee: James Torpey is the current PGR Representative on this Committee and will attend the IIB PGR Committee to facilitate information flow.

4. Alumni of IIB

Anita Irving (Head of Alumni and Supporter Relations) was welcomed to this meeting, who tabled information on Alumni for IIB. Reported:

Just under 5,000 contactable graduates; (from B.Sc., Masters and Ph.D. degrees)

Majority aged between 31 – 45;
1,600 in Northwest England;

Occupations are: Industry top 10: Education (FE, HE and other); Health/Medical/Nursing; Chemical/Pharmaceutical industry; Education (Secondary); Government/Local Government; Banking/Finance/Investment/Insurance; Business Services; Environmental work/Protection/Conservation; Veterinary Sciences; Other Manufacturing;

Alumni spread across a large number of countries;

We ask our graduates to volunteer; we have their agreement information on record.

Talked to the Committee about:

Liverpool Connect – The web address for Liverpool Connect: [https://alumni.liv.ac.uk/give-back/volunteer/become-a-mentor](https://alumni.liv.ac.uk/give-back/volunteer/become-a-mentor). This is an online network platform. The Alumni Relations team are building contacts and aim to roll out to all students from the next academic year. The site provides a professional network of staff/students and has a search engine. Consent is requested at sign-up.

Formal Mentoring – This platform will facilitate the mentoring relationship where alumni indicated that they wish to act as a mentor, for example in interview experience. Currently developed to support Widening Participation and MBA students.

5. From Guild Representative

RC reported a conference 7 May for student representatives. Some places were available if any from this committee had not already signed up but want to attend.

The Guild had hosted a meeting about the Liverpool City Region Mayoral election 2nd May which was well attended with 50 students.

We encourage all students to register to vote for the General Election in June.

Guild Officer Elections – The officer team for 2017/18 will be returning officers Oba Akinwale, Ananda Mohan and Sean Turner as President, with newly elected officer Rory Hughes. The new officers will start their posts in August.

6. From Institute Representatives

a. Report on International PGR Programmes (DGF) – DGF unable to attend and will report in the next meeting.

b. Annual Progress Reports – MGJ reported that this University process will start in June. The on-line form was discussed, specifically sections about reporting problems affecting research progress and advice to students related to this. The IIB Pastoral Team was mentioned as a source of advice outside the academic supervisory team available year round. RC reported that The Guild was working on a report (TSEP) that included postgraduate support recommendations to the University due summer 2017.

Action: MGJ to take to Faculty PGR Committee possible changes to the on-line form for 2016-17 session to signpost sources of advice.
7. From Student Representatives

HC reported on confusion over end dates for a student funded by NLD BBSRC DTP. MGJ explained that the BBSRC expected students to submit their PhD thesis by the end of their funding. This meant that some students who had taken MRes in their first year were expected to submit their PhD thesis by the end of 3 years PhD registration.

8. Safety Matters

JT (PGR representative, IIB Site Safety Committee) talked the Committee through the report, previously circulated (Item 8, Safety Report attached).

The use of headphones/personal audio when people were working out-of-hours was raised. It is University policy that these are not allowed in the laboratory.

The IIB Site Safety Committee meets 3 times each year (Oct/Jan/May). JT has been the PGR representative for 2016-17. There was an opportunity for a new representative for 2017-18.

**Action:** PGR student representatives to advertise this and report back.

9. MRes Matters

MGJ reported that JH had nothing to report.

10. Training (Institute and University)

There were no items to discuss.

11. University Resources

There were no items for discussion.

12. IIB Infrastructure

KJ reported on developments:

- There is now a joint Space Committee involving Life Sciences, NMR and Biosciences buildings. KJ is Chair of the committee with Dr Chris French (Manager, School of Life Sciences).
- Heat protecting window-film will be fitted to laboratory windows starting 8 May. From the outside the windows will look mirrored.
- Outline business case for animal tissue culture facilities refurbishment (Lab C). Costings are scheduled to take place over the summer. The piped gas to this tissue culture will be refurbished.
- Toilet flooring on Ground and First floor has been replaced.
- Replacement and cleaning of carpets in offices is being investigated.
- Offices are being reviewed again related to anticipated new academic and research staff arrivals.
- Third Floor of MerseyBio has been allocated to IIB.
• Cryo storage is not within IIB budget, but discussions with FM to achieve improvements are progressing.
• Progressing with Facilities Management obtaining and siteing benches for outside Biosciences Building.

For Information:

• **Technical Review** – The Institute Technical Team is being restructured. In due course there will be a meeting with information.
• **Professional Services** (Technical, Management, Research and Finance) – These are involved in projects to bring about changes in IIB. This includes follow-up from the Staff Survey results; contributing to University Wellbeing Week (8 – 12 May 2017); Induction processes; Online ordering. All these projects are open to suggestions from postgraduate students.
• **Sustainability Group** – A Plant Sale has been organised for 4 May (*raised £528.10 for New Ferry Butterfly Park and Art Trail*). In discussion about the remit of this group, an example was rationalising freezer space in the Institute aiming to reduce their number and thus both electricity usage and heat generated.

13. Communications

There were no items for discussion

14. Any Other Business

**IIB PGR Forum** – MGJ reported that this year’s topic will be ‘The IIB PGR Committee: Feedback and Feedforward’. She and the PGR representatives will meet with the HR facilitator on Tuesday 9th May to finalise the structure of the Forum.

The need for attendance was discussed and clarified. It was AGREED that this event would be compulsory for all PhD and MPhil students.

15. Date of Next Meeting

The next meeting would be held in November, date and venue to be confirmed.

Meeting closed at 3.30 p.m.

MGJ/LJM (5 5121)

**ITEM 8:**

**Update from the Site Safety Sub-Committee – 03/05/2017**

There is a meeting of the Site Safety Sub-Committee three times per year (previously quarterly). During the meetings there are updates from the: Dangerous Goods Safety Advisor, Fire Safety Officer, Biological Safety Officer, Radiation Safety Officer and Fieldwork Safety Officer. We also receive reports on general
accidents and near-misses, and any ongoing points of concern. I have put together a list of some of the incidents that have occurred over the previous few months and have been discussed by the Committee.

- **Multiple eye-related incidents: brain homogenate, bacterial cell lysate and UV transilluminator.**
  - Increased push for use of PPE in line with that stated on risk assessments. Stopped short of compulsory eye-protection in the labs.

- **Fires in Lab D and the aquarium.**
  - University policy is to raise the fire alarm and to evacuate the building. Training in the use of extinguishers is not University policy, yet if people feel confident in tackling a fire with an extinguisher they are free to do so. Emergency services are to be contacted via security (2222). During the incident in Lab D security could not be raised.

- **Flooding in the workshop, Wolfson cluster and field store.**

- **Multiple centrifuges severely damaged as a result of improper use.**
  - Looking into introduction of a centrifuge-training course as part of the site safety plan.

- **Headphones/personal audio and mobile phones within the lab.**
  - University policy is that these are not allowed in the laboratory.

- **Installation of new gas-detection systems.**
  - New, more powerful gas-detection systems have been installed throughout the Institute. Emergency action flash cards have been updated to show the correct procedure in raising the alarm in the event of a leak.

- **Safety culture.**
  - Greater vigilance with signing-in/-out after hours.
  - Avoid ‘tail-gaters’ following into the lab/challenge unfamiliar persons.

- **The comprehensive checking/editing/resubmission of risk assessments across the Institute.**

  Copies of Risk Assessments are kept at the safety stations in each lab.
  - It remains on the agenda to compile and collate all of the risk assessments and move onto an electronic-based risk assessment system.