# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreword from the Vice-Chancellor</td>
<td>01</td>
</tr>
<tr>
<td>Welcome from the Liverpool Doctoral College</td>
<td>02</td>
</tr>
<tr>
<td>Introduction</td>
<td>03</td>
</tr>
<tr>
<td>Equality, diversity and inclusion</td>
<td>04</td>
</tr>
<tr>
<td>Important dates</td>
<td>04</td>
</tr>
<tr>
<td>Term Dates</td>
<td>04</td>
</tr>
<tr>
<td>Chapter 1 – The Postgraduate Research Community</td>
<td></td>
</tr>
<tr>
<td>Structure of the University</td>
<td>05</td>
</tr>
<tr>
<td>Liverpool Doctoral College</td>
<td>05</td>
</tr>
<tr>
<td>PGR Week 05</td>
<td>05</td>
</tr>
<tr>
<td>LDC Placements Scheme 05</td>
<td>05</td>
</tr>
<tr>
<td>Communications 05</td>
<td>05</td>
</tr>
<tr>
<td>Chapter 2 – Getting Started</td>
<td></td>
</tr>
<tr>
<td>Liverpool Life</td>
<td>06</td>
</tr>
<tr>
<td>Academic registration</td>
<td>06</td>
</tr>
<tr>
<td>Financial registration – paying your fees</td>
<td>07</td>
</tr>
<tr>
<td>University ID card</td>
<td>07</td>
</tr>
<tr>
<td>Computing Services</td>
<td>07</td>
</tr>
<tr>
<td>Communicating with the University</td>
<td>08</td>
</tr>
<tr>
<td>If you are New to Liverpool...</td>
<td>08</td>
</tr>
<tr>
<td>Accommodation</td>
<td>09</td>
</tr>
<tr>
<td>Chapter 3 – Your Research Programme</td>
<td></td>
</tr>
<tr>
<td>Minimum and maximum registration times</td>
<td>10</td>
</tr>
<tr>
<td>Induction</td>
<td>11</td>
</tr>
<tr>
<td>Code of Practice</td>
<td>11</td>
</tr>
<tr>
<td>Your supervisory team</td>
<td>11</td>
</tr>
<tr>
<td>Making the most of your meetings</td>
<td>11</td>
</tr>
<tr>
<td>Maintaining mental wellbeing during your PhD</td>
<td>12</td>
</tr>
<tr>
<td>Chapter 4 – Developing as a Researcher</td>
<td></td>
</tr>
<tr>
<td>Your professional development plan</td>
<td>13</td>
</tr>
<tr>
<td>The LDC Development Team</td>
<td>14</td>
</tr>
<tr>
<td>Thesis writing for international research students</td>
<td>14</td>
</tr>
<tr>
<td>Preparing for your career</td>
<td>14</td>
</tr>
<tr>
<td>The Liverpool Doctoral College Placements Scheme</td>
<td>15</td>
</tr>
<tr>
<td>Developing teaching skills</td>
<td>15</td>
</tr>
<tr>
<td>Teaching development for PGRs</td>
<td>15</td>
</tr>
<tr>
<td>The University Library</td>
<td>16</td>
</tr>
<tr>
<td>Social media</td>
<td>16</td>
</tr>
<tr>
<td>Chapter 5 – What We Expect From You</td>
<td></td>
</tr>
<tr>
<td>Research project plan and the Development Needs Analysis</td>
<td>17</td>
</tr>
<tr>
<td>Supervisory meetings – your formal record</td>
<td>17</td>
</tr>
<tr>
<td>Annual Progress Reporting</td>
<td>18</td>
</tr>
<tr>
<td>The Portfolio of Activity</td>
<td>18</td>
</tr>
<tr>
<td>Ethical concerns</td>
<td>18</td>
</tr>
<tr>
<td>Plagiarism and fabrication of data in research degree programmes</td>
<td>18</td>
</tr>
<tr>
<td>Intellectual property and confidentiality</td>
<td>18</td>
</tr>
<tr>
<td>Research ethics</td>
<td>18</td>
</tr>
<tr>
<td>Chapter 6 – Submission and Viva Examination</td>
<td></td>
</tr>
<tr>
<td>Submission pending</td>
<td>19</td>
</tr>
<tr>
<td>Intention to submit</td>
<td>19</td>
</tr>
<tr>
<td>Thesis Submission</td>
<td>19</td>
</tr>
<tr>
<td>Your viva examination</td>
<td>20</td>
</tr>
<tr>
<td>Viva outcomes</td>
<td>20</td>
</tr>
<tr>
<td>Resubmission of your thesis</td>
<td>21</td>
</tr>
<tr>
<td>Submitting your final thesis to Liverpool Elements</td>
<td>21</td>
</tr>
<tr>
<td>Graduation</td>
<td>21</td>
</tr>
<tr>
<td>Chapter 7 – When Things Change</td>
<td></td>
</tr>
<tr>
<td>Suspension</td>
<td>22</td>
</tr>
<tr>
<td>Extension of study</td>
<td>23</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>23</td>
</tr>
<tr>
<td>Termination of studies</td>
<td>23</td>
</tr>
<tr>
<td>Deemed withdrawn</td>
<td>23</td>
</tr>
<tr>
<td>Chapter 8 – Beyond your Research: Facilities and Support</td>
<td></td>
</tr>
<tr>
<td>School support and advice</td>
<td>24</td>
</tr>
<tr>
<td>Central support and advice</td>
<td>24</td>
</tr>
<tr>
<td>Student Services 24</td>
<td>24</td>
</tr>
<tr>
<td>Advice &amp; Guidance 24</td>
<td>24</td>
</tr>
<tr>
<td>International Advice and Guidance 24</td>
<td>24</td>
</tr>
<tr>
<td>Student Health Services 25</td>
<td>25</td>
</tr>
<tr>
<td>Disability Advice and Guidance 25</td>
<td>25</td>
</tr>
<tr>
<td>Student Counselling Service 25</td>
<td>25</td>
</tr>
<tr>
<td>Mental Health Advisory Service 25</td>
<td>25</td>
</tr>
<tr>
<td>Money Advice and Guidance 26</td>
<td>26</td>
</tr>
<tr>
<td>Childcare 26</td>
<td>26</td>
</tr>
<tr>
<td>Liverpool Guild of Students</td>
<td>26</td>
</tr>
<tr>
<td>My Liverpool</td>
<td>27</td>
</tr>
<tr>
<td>Sport Liverpool</td>
<td>27</td>
</tr>
<tr>
<td>Chaplaincy</td>
<td>27</td>
</tr>
<tr>
<td>Employment</td>
<td>27</td>
</tr>
<tr>
<td>Chapter 9 – Key Reference Points and Contacts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>28</td>
</tr>
</tbody>
</table>

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**Off-campus provision**

This handbook is intended for postgraduate researchers undertaking the degrees of PhD, MD and MPhil, who are primarily based on the Liverpool campus.

Postgraduate researchers undertaking online professional doctorates (such as EdDs and DBAs) and those based off-campus, including those at Xi’an Jiaotong-Liverpool University should consult their respective handbooks. If you are unsure which handbook applies to you please contact your Primary Supervisor.
Dear Postgraduate Researcher

This handbook has been written to provide you with important information to help you through your career as a postgraduate researcher at the University of Liverpool. It gives details about the offices, agencies and individuals within the University who are ready to help and advise you. Also included is information on your research programme, your professional development, Annual Progress Monitoring, writing your thesis and your eventual graduation.

In a large university, in order to look after everyone’s interests, it is necessary to formulate regulations, policies and procedures and codes of practice. In this handbook you will find details of these and the appropriate web links to them. The handbook also tells you about the other sources of information likely to be useful to you while you are here. It is updated each year and is available at liverpool.ac.uk/student-administration/research-students/

I hope that by the end of your research project, you will regard this handbook as a familiar and useful companion. The Liverpool Doctoral College will be pleased to receive suggestions about ways in which we can improve so please email ldc@liverpool.ac.uk with your suggestions.

I would like to take this opportunity to wish you a happy and successful career as a research student of the University.

Yours sincerely

Professor Janet Beer
Vice-Chancellor
Welcome
from the Director of the Liverpool 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 postgraduate researcher peers.

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.

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, the 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 postgraduate research 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.

Professor Sineon Yates
Associate Pro-Vice-Chancellor for the Research Environment and Postgraduate Research
Introduction

The University of Liverpool’s research is contributing to solutions to some of the most pressing challenges facing the world today.

The University has brought together internationally renowned researchers from across its Faculties of Health and Life Sciences, Humanities and Social Sciences, and Science and Engineering to conduct research that has significant impact on global policy, the environment, and the lives of people from across the world.

Sharing knowledge and resources with national and international partners in business, industry and other academic institutions, researchers are able to make a significant impact on the welfare of global communities, as well as improve business and decision making processes worldwide.

Postgraduate Research Students (PGRs) at Liverpool work at the forefront of their subject in well-supported research groups, harnessing the latest in laboratory equipment, archives, and fieldwork provision. You are a valuable part of the University’s research community and we hope that you find you are able to make a contribution to the community and have a fulfilling stay in Liverpool as a postgraduate researcher.

The University is committed to offering you with:
- Supervision by a research-active team of at least two supervisors, at least one of whom will be a University of Liverpool staff member
- Outstanding support, in terms of access to essential equipment, desk space, access to the library and electronic resources, computing facilities and facilities related to the research area
- Regular supervision, including a minimum of 12 formal planning meetings per academic year, at which targets are agreed and recorded
- Annual Progress Monitoring
- Opportunities for professional development as a researcher, including a flexible programme and access to a large postgraduate research community through the Liverpool Doctoral College
- An oral examination of the thesis normally within three months of submission by an external examiner and an internal examiner.

We are ranked 20th in the UK for research power
Equality, diversity and inclusion

The University aims to create an inclusive learning, working and living environment where all members of the University community are treated with dignity and respect.

The University recognises its responsibility to promote equality and eliminate discrimination against students. This commitment is irrespective of your age, disability, gender, gender identity, pregnancy or maternity status, marriage or civil partnership status, race and nationality, religious belief or non-belief, or your sexual orientation.

This commitment applies to all areas of your academic and social life at the University. If you feel that you are being bullied or harassed or being discriminated against by other students or the University, you should not hesitate to seek advice from your supervisor or from Student Services.

Equally, you have a responsibility not to engage in any bullying or harassment of others, such as homophobia, sexism or racism, or to engage in other discriminatory conduct. Further information about the University’s commitment can be found at liverpool.ac.uk/intranet/hr/diversity-equality or alternatively email E: equality@liverpool.ac.uk

Important dates

Due to the nature of the research process, postgraduate researchers do not have set breaks, and may be required to be in attendance during taught students’ breaks.

Postgraduate researchers are entitled to 25 days holiday per year, to be agreed with your supervisory team, in addition to bank holidays.

University Closure Days

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas Closure</td>
<td>23 December 2019 – 1 January 2020</td>
</tr>
<tr>
<td>Easter Closure</td>
<td>10 – 13 April 2020</td>
</tr>
<tr>
<td>May Bank Holiday</td>
<td>8 May 2020</td>
</tr>
<tr>
<td>Spring Bank Holiday</td>
<td>25 May 2020</td>
</tr>
<tr>
<td>Summer Bank Holiday</td>
<td>26 August 2020</td>
</tr>
</tbody>
</table>
Chapter 1
The Postgraduate Research Community

Structure of the University
The University functions under three Faculties, operating under slightly different structures; the Faculty of Health and Life Sciences has Research Institutes whereas within the other two Faculties, research and teaching are offered through the Schools; Schools are comprised of discipline level departments. For the purposes of this handbook, the term School is used to refer to Schools and Institutes. Below are the key academic units for postgraduate research studies:

- Faculty of Health & Life Sciences
  - Institute of Ageing and Chronic Disease
  - Institute of Infection and Global Health
  - Institute of Integrative Biology
  - Institute of Psychology, Health and Society
  - Institute of Translational Medicine
- Faculty of Humanities & Social Sciences
  - School of the Arts
  - School of Histories, Languages & Cultures
  - School of Law & Social Justice
  - University of Liverpool Management School
- Faculty of Science & Engineering
  - School of Electrical Engineering, Electronics and Computer Science
  - School of Engineering
  - School of Environmental Sciences
  - School of Physical Sciences

You can refer to School handbooks for information about local procedures and support.

As a postgraduate researcher (PGR), you are a researcher in training, but you are registered as a student and have access to all student services at the University. You can make the most of being part of a vibrant researcher and student community at The University of Liverpool.

In addition to the Faculties, the LDC Student Experience Team sits within the Student Administration and Support Division and is responsible for:
- Providing advice and guidance on research ordinances, regulations, policies and procedures
- Administration of PGR records
- Administration of the PGR examination process; from submission to award
- Administration of annual progress reporting for PGRs
- Central administration of funding and payments for research councils, PGR scholarships and studentships.

Liverpool Doctoral College (LDC)
The Liverpool Doctoral College is the home for all doctoral training and development across the University. LDC supports all postgraduate researchers across the University to thrive in their doctoral programme, and is dedicated to fostering an interdisciplinary research environment across the University. The LDC Development Team deliver a flexible programme that supports all postgraduate researchers with their ongoing professional and personal development. You can read more about training and development options in Chapter 4 of this Handbook.

Please refer to the LDC website for further information liverpool.ac.uk/study/postgraduate-research/liverpool-doctoral-college

PGR week
We will hold two events dedicated to PGR’s. The first in October is an introduction to PGR study at the university, it will be held over 2.5 days and should give you all you need to know to get started in Liverpool, both at the University and the city as well as giving you the chance to meet other new and established PGR’s at the social events. The second which will be held approximately half way through the academic session is aimed at all PGR’s at the university. This will be more of a conference and poster session but will also have introduction events for those not able to attend the October event.

LDC Placements Scheme
LDC also offers the opportunity to all PGRs to undertake a short-term, funded placement with an external organisation. This is a great opportunity to gain some skills beyond your research. You can find out more about the scheme on page 15.

Communications
You will receive a monthly LDC newsletter – the newsletter will contain information about training and development opportunities, as well as advising about changes in policies. A similar newsletter is also distributed to supervisors. This is an important way to keep in touch with what is going on across the LDC. Some Schools or Faculties also send out local newsletters. Please note: all communications will be sent to your University email address. This also includes communications about your registration and progress.

You can also keep up to date by following the LDC Development Team’s blog PGRNews@Liverpool and Twitter @lunipgrdev

Details of PGR Week activities and dates are available on the Liverpool Doctoral College website liverpool.ac.uk/intranet/doctoral-college/researcher-week/
Chapter 2
Getting Started

Liverpool Life

Liverpool Life is the online portal that provides access to your University of Liverpool student record. This enables you to update important information such as your contact details, view information about your course of study and apply for changes to your registration status. You can find more information at liverpool.ac.uk/student-administration/liverpool-life

Liverpool Life also includes an additional tab for postgraduate researchers, called the PGR Toolbox. liverpool.ac.uk/life/pgr-development/toolbox. This is the system used to record your progress through your doctoral programme, such as your supervisory meetings and other training, and professional activities that you have undertaken during your research. This is also where you will complete your Annual Progress Report, which is used to assess whether you can progress to the next academic year (see Chapter 5).

How to activate your UoL account and access Liverpool Life?

To activate your computing account and access Liverpool Life, we need you to enter along with your name and date of birth using the following website liverpool.ac.uk/activate

Once notification is received, you should login to Liverpool Life, by entering the URL http://liverpool-life.bitcampus.com into your browser. You should follow the instructions to gain access and create a password.

 Forgotten your PIN?

If you have previously used Liverpool Life but have forgotten your PIN, you should enter your University ID in the field provided and click ‘Forgot PIN’. The system will prompt you to enter the answer to the security question that you set up when you first used Liverpool Life. Assuming that you answer the question correctly, you will be able to reset your PIN to a new value. If, after following the procedure and answering the security question, you are still unable to log in to Liverpool Life, you should email the Liverpool Life Enquiry Team at E: StudentsLife@liverpool.ac.uk

For problems activating your computing account you can contact: E: servicesdesk@liverpool.ac.uk

Academic registration

A key thing you need to organise prior to arrival is your academic registration which is done via Liverpool Life. You will be able to review and update your personal and academic information in this system prior to your start date. Details about how to complete the academic registration process will be sent to you via email. Further information on how to register for your programme can be found at liverpool.ac.uk/student-administration/student-administration-centre/student-record/academic-registration

Your academic registration is made up of three parts:

1. The initial application and academic offer of a place to study
2. Logging on to a PC connected to the University network on campus, either a University PC or your own device connected to the University Wi-Fi
3. You will also need to register for fee payment (Financial Registration).

You will not be fully registered until all three parts have been fulfilled.

International PGRs

If you are an international postgraduate research student you will need to provide the Student Administration Centre with your passport and, where applicable, your visa or BRP that shows you have the right to study in the UK with the University of Liverpool. You should also provide the University with original evidence of your successfully completed qualifications, so please make sure you bring these along with you if you did not submit them with your application.
Financial registration – paying your fees
Before you commence your programme you must make arrangements to pay your programme fees. This is your financial registration as mentioned in point 3 on page 06. Information about postgraduate research fees is available at this link liverpool.ac.uk/study/postgraduate-research/fees-and-funding/

Self-funding PGRs
If you pay your own fees, you can either pay for your whole year’s programme fees in full (or part of the year) if you start in a month other than October) or you can pay your fees in three equal instalments. If you choose to pay by instalments, you will pay the first instalment immediately and complete a payment mandate for the other two instalments. If you do register at a later point in the academic session you should talk to the Student Fees and Funding Office for advice about paying your fees. You can pay fees online at liverpool.ac.uk/feespayment/tuition

Sponsored PGRs
If you are sponsored by a government body, private company or a research contract, you must provide the Student Fees and Funding Office with a letter from the sponsor confirming the terms of the sponsorship. This must be emailed to E: feeseng@liverpool.ac.uk. Your sponsor letter should state that the funding covers the full period of registration (including the submission pending period, see page 19), if not, you will either need to provide evidence of continued sponsorship or you will be liable for the payment of your own fees. If your sponsor fails to pay, you will become liable for all fees.

University studentship/scholarship
If your fees are paid by University funding, the Student Fees and Funding Office will have been informed in advance. If your studies are supported by funding administered by the University and this studentship provides you with maintenance, these payments will be administered by the LDC Student Experience Team.

If you do not inform the Student Fees and Funding Office about who your fee payer is, you will become liable for your programme fees. We are happy to discuss any difficulties you may have paying programme fees. If you require any support with your fees, please visit the Money Advice and Guidance web pages at liverpool.ac.uk/supportfinance

Fee status
Your fee status defines whether you are classed as a Home/EU or Overseas research student and should have been determined as part of the admissions process. Any queries related to this should be sent to the Fee Status Team at E: feesstatus@liverpool.ac.uk

Research support or bench fees
Please note that additional fees may be payable to cover some costs of your research. Where this is the case, your formal offer letter will give the details and costs. This fee will also be included in your fee invoice.

Non-payment of programme fees
If you do not complete your financial registration or pay fees at the required times then the University will withdraw your access to the libraries and its computing services until all debts are cleared. Anyone with an outstanding debt to the University will be unable to continue into the next year of study or to graduate. Full details of the steps taken by the University for non-payment of fees are available in the University’s Payment Policy at liverpool.ac.uk/feespayment

Contact the Student Fees Team
If you have any queries regarding programme fees you should contact the Student Fees and Funding Office
E: feeseng@liverpool.ac.uk
T: +44 (0)151 794 6777

University ID card
You will be issued a University ID card at the Student Administration Centre once you have completed registration. It is important that your name is correctly shown on the card. If your name is not correct you should visit the Student Administration Centre bringing your passport with you. Please bear in mind that for graduation, publication and archive purposes the name used will be as you have provided it during academic registration.

Student Administration Centre
The Foundation Building
The University of Liverpool
765 Brownlow Hill
Liverpool L69 7ZX
T: +44 (0)151 794 6759
F: +44 (0)151 794 2041
E: studenteng@liverpool.ac.uk

You can call into the Centre at any time between 9am and 5pm Monday to Friday with the exception of Wednesday when our opening hours are 10am-5pm

Your card serves as proof of your membership of the University and allows you to gain access to and borrow books from the Library, access printing facilities, access the Sports & Fitness Centre (additional charges apply) and access to the reward and loyalty scheme used across all of the University managed cafés, bars and restaurants. Try not to lose your card nor lend it to others. Carry it at all times – you may be asked to produce it to obtain various services or to establish your right to be in certain places. Some departments have local rules that identify cards must be displayed in certain areas. Your smart card is also used to provide access to certain areas of the University, you should discuss the areas you are likely to need access to with your school PGR team as well as your supervisor.

Replacement ID cards can either be obtained from the Student Administration Centre (in the case of damaged, stolen or expired cards) or requested online (in the case of lost cards). Please be aware that replacements for lost cards will incur a charge. Further information can be found at liverpool.ac.uk/student-administration/student-administration-centre/documents-id-cards/documents-id-cards

Computing Services
Computing Services provides and supports the University’s IT services to assist with teaching, learning and research.

You can access these services once you have activated your computing account online at liverpool.ac.uk/activate. You should have already done this before arriving on campus.

We have over 3,200 PCs across campus which are available for you to use unless they have been booked for teaching. PC Centres run the latest version of Microsoft Windows on the Managed Windows Service (MWS).

The Managed Windows Service (MWS) provides a wide range of pre-installed software for you to use along with a secure area where you should save your work (known as your M: drive). You can also use the PCs on campus to access the Internet, your University email and VITAL – the University’s Virtual Learning Environment.

If you are bringing your own computer, mobile or tablet you can connect to the University’s free Wi-Fi service, eduroam, to access the Internet and University IT services. Wi-Fi is available in many areas, including cafés, bars and communal areas in Halls of Residence. Halls of Residence also have wired network points which you can use to connect your own computer, or one of several supported games consoles.

If you are having IT problems or need advice, the CSD Helpdesk Team man a customer service desk in both of the libraries where you can get on the spot advice or they will raise a query on your behalf. Telephone support is available 24/7 on T: +44 (0)151 794 4567

Further information on all the University’s IT services can be found at liverpool.ac.uk/csd
**Communicating with the University**

If your address changes during the time you are registered at the University (until your degree is awarded), it is extremely important that you inform the University of this change. Unless you do this, important items of mail are unlikely to reach you.

Your contact details are maintained in the Personal Details portlet of Liverpool Life. It is important that you keep all of your contact details up-to-date which include any changes you make to telephone/mobile numbers or your permanent (home) address. This is to ensure that you can be contacted in an emergency and that the University can give you important information when necessary.

The University will normally use your University email address and/or the address shown on Liverpool Life to contact you throughout the year.

The University is required by UK law to ensure that those international PGRs who require a visa to study and conduct research in the UK maintain their contact details as part of the UK Home Office Tier 4 immigration system.

A guide to updating your personal details on Liverpool Life can be found at liverpool.ac.uk/student-administration/liverpool-life

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**If you are New to Liverpool...**

**Bank accounts**

There are four main banks on campus: Barclays, Santander, TSB, and HSBC. If you don’t already have a student account, it is advisable to look at the accounts and facilities that each bank offers and choose the one that you think suits you best. All of the banks will offer facilities for students, but they are not automatic and you should apply when making your account application. You will need to provide some documentation to open an account which may vary depending on the bank.

You will normally need the following:

- Identification – passport or birth certificate
- Confirmation of address and student status – an official letter confirming your permanent address, term time address and student status is available via Liverpool Life.

The campus banks don’t open bank accounts, you will need to make an appointment with a city centre branch of the bank of your choice.

**Police registration**

Entry regulations for non-European Union nationals coming to study in the United Kingdom require students from certain countries to register with the local police. The University is not responsible for such registration, and the onus to register lies with the student.

If the words ‘The holder is required to register at once with the police’ are stamped in your passport when you arrive in the United Kingdom then you should do so within seven days. Failure to register is a criminal offence and could result in your removal from the United Kingdom. More information about police registration in Liverpool is available on the International Advice and Guidance website at liverpool.ac.uk/support/international/living-and-working/registration-with-the-police

**Medical registration**

If you have recently moved to Liverpool, it is important that you register with a local General Practitioner (GP). This ensures you have access to full medical care including 24-hour medical cover. The choice of doctor is entirely your own. You may, if you wish, register with the University Medical Practice based in the Student Health Centre if you live within the practice area (see Chapter 8).

If you are living in University residences, you are asked to inform your Hall Warden of the name of the doctor with whom you register in Liverpool. Details of medical practices in the area are available from Liverpool Clinical Commissioning Group T: +44 (0)151 296 7000 liverpoolccg.nhs.uk/health-and-services

**TV licence**

If you wish to watch or record television as it is being broadcast, in your University bedroom or on your off-campus room (including via devices such as a computer, laptop, mobile phone or DVD digital recorder), it is a legal requirement to obtain a television licence and failure to do so can lead to a fine of up to £1,000. The current cost of the TV licence is £47 per year. You will also need a licence to view BBC programmes on-demand or catch-up through BBC iPlayer.

Further information on buying a TV licence can be found at tvlicensing.co.uk/students

**Council tax**

Under the Local Government Finance Act 1992, registered full-time students – including postgraduate researchers – may be exempt from paying the tax or may be eligible for a discount. Students living in Halls of Residence will be exempt. The University will also provide Liverpool City Council with limited data on all full-time students living within the city’s boundaries. Some full-time students residing within the private sector may find their landlord asking them for a Council Tax Student Certificate in order for them to apply for exemption from the tax. You can request a certificate online via Liverpool Life which will be posted to your term time address within three working days.
University accommodation
The University’s designated postgraduate accommodation can be found at Vine Court, Dover Court, Philharmonic Court and Tutor Close. Accommodation is offered on a self-catering or catered basis (7 days a week breakfast and evening meal) with single-occupancy private rooms. Vine Court is the only hall that can offer a catered option. Tutor Close is the only hall that offers shared bathrooms. Prices include utility bills, broadband, basic contents insurance and use of communal spaces. The flat sizes differ, residents share a kitchen with between 2-9 postgraduate students.

The Accommodation Office is located opposite Crown Place Reception on Brownlow Hill and is a short walk from University Square. The staff are there to help you with your accommodation queries and can be contacted before you arrive as well as during your time at Liverpool.

The Accommodation Office can be contacted on T: +44 (0)151 795 0319 or by email at E: accommodation@liverpool.ac.uk.

A live chat system is also available on the Accommodation web page, where you can discuss your queries with an advisor liverpool.ac.uk/accommodation

Please also note the Accommodation Office’s full address:
Accommodation Office
University of Liverpool
202 Brownlow Hill
Liverpool, L3 5UE

Liverpool Student Homes
In the event you would rather rent something privately, you should contact Liverpool Student Homes (LSH). LSH is the University’s service for private student accommodation. Working to increase the choice and standard of housing for the city’s students, their aim is to help you find the property most suited to your needs as easily and as quickly as possible. LSH register private landlords, agents and accommodation providers and inspect all new properties to ensure that they meet the criteria in the LSH Standards.

Free contract checking service
Before you sign a tenancy agreement (contract) for a property, you can take it along to LSH who will check it for you and explain anything that you don’t understand. Tenancy agreements are legally binding, so it’s important that you have been to view the property and you are happy with everything that is detailed in your tenancy agreement before you sign.

Accredited landlords and agents
In addition to all of these great services, the advantage of using LSH is that their registered landlords have to promise to fulfill all of the responsibilities of the LSH Standards. The Standards cover a wide variety of matters, including the provision of adequate space and equipment, as well as repairs and retention of deposits.

If your landlord breaches any aspect of the Standards during the course of your tenancy, then your complaint can be investigated by LSH, and if necessary pursued formally through an agreed complaints procedure. Landlords who breach the Standards risk being removed from the LSH register.

In some instances you may need more than general advice regarding a housing related issue. To assist, the service employs a Housing Rights Advice Worker. You can obtain confidential advice and support on housing related issues irrespective of whether the property is registered with Liverpool Student Homes. Advice drop-in sessions are available on campus, please check the website.

Events
LSH Find a Housemate Meet-Ups have become increasingly popular and provide you with the opportunity to meet other students looking for accommodation or for you to find someone to take a spare room in an LSH registered property (if you are unsure, contact LSH to check).

The annual housing fair is held on campus and is a great place to start your accommodation search for the following year. You will get the opportunity to chat with some registered accommodation providers and have a think about where you want to live.

Further details of LSH events can be found on their website and social media pages.

Student message board
The student message board on the LSH website is another way to contact other students who are also looking for accommodation, especially if you have not been able to attend a Find a Housemate Meet-up. If you have a spare room available in an LSH registered property, you can advertise it here too. There is also a forum on the message board for Postgraduate and PhD students.
Chapter 3
Your Research Programme

Pursuing a full-time PhD at Liverpool involves three to four years of conducting and writing up your research, supported by subject-specific and generic skills training and development (see Chapter 4). You are encouraged to submit your thesis within three years of registration, and you must ensure that your submission happens within four years (or six years for part-time PhD researchers).

If you are pursuing the award of MPhil, you would normally be expected to submit your thesis within two years from the beginning of registration (full-time) or four years (part-time).

The Doctor of Medicine (MD) is a research qualification for practitioners of medicine. Candidates must hold a medical qualification to be admitted to the degree. You must submit your written thesis between two and four years (full-time) and four and six years (part-time) from the beginning of registration.

### Minimum and maximum registration times

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<tr>
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<th>Full-time</th>
<th>Part-time</th>
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<tr>
<td><strong>PhD and MD</strong></td>
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<tr>
<td>Minimum time to submission</td>
<td>2 years</td>
<td>4 years</td>
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<tr>
<td>Maximum time to submission</td>
<td>4 years</td>
<td>6 years</td>
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<tr>
<td>Maximum time to completion of the award</td>
<td>7 years</td>
<td>9 years</td>
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<td>Including any periods of suspension or extension; examinations, corrections and potential re-submission and re-examination</td>
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<td><strong>MPhil</strong></td>
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<tr>
<td>Minimum time to submission</td>
<td>1 year</td>
<td>2 years</td>
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<tr>
<td>Maximum time to submission</td>
<td>2 years</td>
<td>4 years</td>
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<tr>
<td>Maximum time to completion of the award</td>
<td>5 years</td>
<td>7 years</td>
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<td>Including any periods of suspension or extension; examinations, corrections and potential re-submission and re-examination</td>
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You will also complete and record appropriate personal and professional development during your period of registration. Registration for the MPhil/PhD/MD degree represents a contract between you and the University, within which are a number of requirements and expectations on both sides. These are described in the following sections and chapters.

The university recognises that there are times when you may need to stop studying for a short time or that events may overtake you and you may need extra time. However, there are strict regulations regarding this outlined in Appendix 6 of the PGR Code of Practice which should be consulted prior to making a request of this type. Approval is not guaranteed, it should also be noted that international students on a Tier 4 visa need to be aware that a suspension of studies recorded on the system will result in the university having to withdraw its sponsorship. You will have to return to your home country and then need to get a new CAS and visa to return to your studies in the UK. Further information on page 22.
Induction
This handbook will form a significant part of your induction to the University — please refer to it when you need information. It can be consulted at any time on the University website at the following address: lv.ac.uk/student-administration/research/pgr-handbook/

Your induction will take many forms. It will consist of an introduction to the research environment by your supervisor, or supervisory team. Schools, Institutes and Faculties will introduce you to their research themes and let you know what opportunities are available within your department (please refer to local handbooks for more details on these). In addition, the Liverpool Doctoral College Postgraduate Researcher Week seeks to build on this by creating awareness of PGR provision whilst offering you a chance to network with PGRs from other Faculties and at different stages of their research (see page 05).

Further information on development opportunities as well as additional resources will be available in the PGR Toolbox in Liverpool Life (see page 06).

Induction activities are designed to foster a supportive environment and give you opportunities to meet a range of contacts, which can include other postgraduate researchers, supervisors and administration staff. These will also provide you with an overview of life as a postgraduate researcher at Liverpool as well as the expectations that we have of you.

Your supervisory team
The first few weeks of your registration with the University are an extremely important time for establishing the pattern of your relationship with your supervisory team and your Primary Supervisor, in particular. This is a key time to negotiate the relationship. Some things you will need to discuss with your Primary Supervisor include your supervisory meetings (the format, scope, location and frequency), how your progress will be reviewed and what form of feedback will be the most productive to help you to submit a successful thesis at the end of the programme. This supervisory relationship will hopefully become the basis for a long and productive partnership that will last long after you graduate.

Please note that the University expects that a minimum amount of supervisory meetings per year take place which should be recorded in the PGR Toolbox. See page 06 for more details.

The Policy on PGR Supervision can be found at liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix-2-PGR-CoP.pdf

Making the most of your meetings
Establishing mutual expectations
You will have at least two people in your supervisory team: a Primary Supervisor and a Second Supervisor. Some postgraduate researchers may have more than one Second Supervisor. A key part of establishing a good working relationship with your supervisory team is to agree mutual expectations at the start of your research programme. You may wish to discuss the following at an initial meeting:

- The respective roles of your primary and second supervisor
- How often you wish to meet and for how long
- A plan and timescales for your research project, and a process to agree deadlines
- How your supervisor(s) wish to review your work: would they prefer regular updates, or finished drafts? You might find it helpful to talk to other postgraduate researchers who are supervised by your Primary Supervisor to find out more about their style, as every supervisor is different
- Your development and training needs, this will be discussed through the Development Needs Analysis, which is described in more detail in Chapter 4.

Your involvement with the School/Department/Institute, eg departmental research activity, seminars and conferences

- What to do if your Primary Supervisor is away, eg at a conference or on research leave
- Any ethical or intellectual property issues if you are working as part of a research team, or researching humans or animals.

Remember that you are responsible for your research project. If you are having difficulties with your work, don’t wait for your supervisors to contact you: be proactive and get in touch. If your supervisors don’t hear from you, they are likely to assume you’re doing fine.

Before supervisory meetings
Supervisory meetings are a key part of a postgraduate researcher’s life, and the University’s policy is that they should occur at least once a month (for full-time PGRs – see page 16). They are an opportunity to discuss your research and its progress, and gain expert insight from your supervisor(s). You can make the most of these meetings by being prepared and focusing on what you want to get out of the meeting:

- Agree dates and times in advance. It is your responsibility to organise meetings with your supervisor(s) on a regular basis and record the discussion afterwards.
- Prepare some work for discussion at the meeting. This will look different depending on your specific discipline, but generally supervisors will expect to see work towards a paper or presentation for a conference, results of an experiment, data analysis or a draft section/chapter of your thesis.
- Summarise your progress and achievements since your last meetings, any problems you are having or areas where you need advice, and your plans for what’s next.

During supervisory meetings
Take notes of the discussion, particularly of anything you need to do or follow up after the meeting.

Don’t expect your supervisor(s) to do all the talking: be prepared to lead the discussion, and ensure that your prepared topics are covered. Ask questions as you go along to make the most of your time with your supervisor(s).

Be prepared to explain and defend your ideas or findings: this will help you to clarify your opinions and arguments, as well as providing good training for your viva examination.

Code of Practice
The PGR Code of Practice provides the framework for the University’s postgraduate research degrees, including online professional doctorates and joint/dual research degrees. It contains the policies and procedures which relate to research students, to supervisors of research students and to examiners of doctoral awards. It includes policies on admission, supervision, progress, thesis submission and examination, plagiarism and dishonest use of data, suspension, extenuating circumstances, and academic appeals. You can refer to the Code of Practice, which can be found at this page liverpool.ac.uk/tqsd/academic-codes-of-practice/pgr-code-of-practice
After supervisory meetings

- Ensure there is a formal record of the meeting, including outcomes and targets reached. This should be done through the University’s PGR Toolbox after each meeting. It is very important that this is recorded, as it feeds into your Annual Progress Report (see page 18).
- Take some time to reflect on the meeting, any feedback you received and any new ideas you’ve had as a result, and think about what you are going to do next.
- Consider your supervisor’s advice carefully, including any constructive criticism. You’re not expected to do everything your supervisor suggests, but you should give appropriate consideration to their recommendations.

Your journey as a postgraduate researcher

Your relationship with your supervisor(s) will change over the course of your research project as you develop into a proficient researcher. You are likely to ask for more guidance nearer the start of your project, whereas towards the end you will have more knowledge about your research area than your supervisor(s). You can expect that as you progress, your supervisor(s) may offer less advice and encourage you to be more independent and exercise your own judgment on aspects of your research.

If the relationship breaks down

Communication is crucial to maintaining a good working relationship with your supervisor(s); it is very important to try and maintain regular communication, and not let the relationship deteriorate to the point where you don’t talk. If you are having problems with your supervisor(s), first of all think about what the issue actually is. Focus on specific professional difficulties rather than the personality or character of your supervisor(s). You may wish to discuss your issues with a trusted friend or family member. If possible, you should raise any concerns you have with the supervisor themselves.

If you are not comfortable or it would not be appropriate to talk directly to your supervisor, you could talk to other members of your supervisory team or your Department, or Institute Director of PGR. You will also be allocated an academic advisor in your Faculty who may be able to offer advice or support. You could also visit your School’s dedicated PGR office. Another option is to raise any problems at your Independent Progress Assessment Panel. You are also encouraged to raise your issue with your Faculty Director of PGR, the Advice and Guidance team in Student Services, or advisers at Liverpool Guild of Students if problems continue.

Maintaining mental wellbeing during your PhD

Evidence suggests that one of the greatest challenges of research can be maintaining good mental wellbeing. The University of Liverpool takes your mental wellbeing very seriously. Hopefully you will not be affected by poor mental wellbeing during your research. But you might be and it is very likely that some of your colleagues and friends will be. It is important to be aware of the issues, and to know where to turn to for help, whether for yourself or a friend.

Key statistics: Mental health problems are extremely common. Each year, 25% of people in the UK suffer a serious mental health problem, with 95% of people suffering from mental health issues at some point in their life. Some surveys suggest that rates are even higher in postgraduate researchers.

Be aware

Research can be challenging. Novel research is hard, research often lacks structure, and many researchers can feel quite isolated. Health, money, and family problems can also impact on your mental wellbeing. There are many forms of poor mental health. A good rule is that if poor mental wellbeing is making it difficult for you to do the routine tasks of life like sleeping well or cooking, then you may be suffering a mental health issue, and should consider getting help. It is important to think about the mental wellbeing of you and those around you, as early detection and treatment really helps.

Be prepared

It is important to have a plan for how to deal with poor mental health if it’s a problem. You should consider your likelihood of poor mental wellbeing. Building a supportive network of friends and colleagues is really important. Eating well and exercising, taking time for outside interests, and maintaining a reasonable perspective about your research are also important. The Wellbeing Hub has many other ideas for building your resilience.

There is a Wellbeing Drop-in 11am-3pm Monday to Friday in the Atop Building. More info can be found on that is on page 24.

If you suffer from poor mental health – get help!

All mental health issues can be improved by appropriate support. Key sources of support include:

- University counselling service – the University has counsellors who can meet with you individually, and daily drop-in sessions from 10-11am that you can simply turn up to. There is also a Mental Health Advisory Service. See page 25
- Disability Advice and Guidance – mental health problems that cause significant difficulties and last more than a year are classed as a disability, so additional long-term support is available. See page 25
- Friends and family – people in the UK are very sympathetic to mental wellbeing issues, and are likely to be very supportive. Friends and family can also help to keep your research in perspective
- Colleagues – many academics and other postgraduate researchers have struggled with mental wellbeing, or have supported colleagues through issues. There is a lot of understanding of these issues in academia.

A range of other support is available, including helplines you can phone anonymously to discuss any issues (Samaritans; Nightline), major mental health charities (MIND; CALM), and student focused mental health organisations (Student Minds; Students Against Depression).

Please see the Wellbeing Hub liverpool.ac.uk/Intranet/Wellbeing/PhDresearchers for much more information.
Chapter 4
Developing as a Researcher

One of the most significant outcomes of pursuing a research degree is becoming a confident and capable professional researcher. A commitment to planning and completing your own professional and personal development goals ensures that you will gain skills, experiences and competencies throughout your degree, which will allow your career to flourish.

All postgraduate researchers are expected to engage in a programme of training and professional development during their degree. The Liverpool Doctoral College provides all postgraduate researchers, regardless of how they are funded, with a relevant and flexible programme. This section of the Handbook outlines the processes for assessing and planning your training and development and provides information about the University-wide support available.

Your professional development plan: an overview
Each year you are expected to undertake a professional and personal development plan to advance your research progress and to meet your longer-term personal and professional ambitions. The development plan is completed in consultation with your supervisors through the following process:

1. Within the first three months of your degree you will need to complete a Development Needs Analysis (DNA – see page 17). Completion of this document will encourage you to critically review your current skills and abilities and plan the development of new skills and professional competencies.

2. You will use the DNA document, in discussion with your supervisors, to decide your priorities for development and identify appropriate training. To inform this discussion, you will need to consult:
   a) The training and development recommendations in your School, Institute or Departmental Handbook. Some subject areas have particular training requirements relating to your research subject, your programme type or the specifications of your research funding body. Furthermore, some researchers will also have access to opportunities outside the University, made available through the Research Councils (now part of UKRI – UK Research and Innovation) or other funded Training Programmes.
   b) The list of Faculty-wide training that can be accessed from the LDC website liverpool.ac.uk/intranet/doctoral-college/development/catalogue. Faculty Handbooks outline the breadth of training and development available outside of your specific area of research, which will contribute to your success as a researcher and support your career development.
   c) The University-wide opportunities for professional development offered by the LDC Development Team, The Library, Educational Development, Computer Services, the Cross-Faculty Research and Methods Initiative, engage@liverpool and other groups across the University.

3. You and your supervisors will then agree on a programme of professional development for the coming year. Your plan and your progress with completing your development and training will be reviewed on an annual basis as part of your Independent Progress Assessment Panel.

4. It is your responsibility to make arrangements for the agreed development at dates that suit the needs of your research project. You will also need to complete a record of this attendance, for example, using the PGR Portfolio of Activity.

The PGR Portfolio of Activity, within the PGR Toolbox, is an online tool where you can formally record and reflect on your development as a researcher. It is aligned to Vitae’s Researcher Development Framework, which is a nationally recognised approach to researcher development acknowledged by employers and endorsed by the Research Councils (see here vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework). The portfolio is designed to provide a flexible means to record and evaluate the wide range of activities and experiences you will gain during your research degree, and it is beneficial in helping you prepare your CV and provide evidence of your professional development progress. A summary of activities that you record in the Portfolio each year will appear in your Annual Progress Report.

Professional development is an ongoing self-directed activity, and you are encouraged to regularly reflect on your goals and achievements throughout your research degree. You will also be expected to present your professional development progress as part of the annual review process (see 3 above).
The LDC Development Team
The LDC Development Team provides a programme that supports all postgraduate researchers with their professional and personal development and prepares them for their ongoing career. The programme delivery includes full-day and shorter workshops, delivered on campus, and webinars, which are accessible to researchers working on campus or off-site.

Our programme is structured around the following specific themes:

- **Taking Ownership of Your PhD** — Plan your PhD journey as a new researcher to develop into a confident and effective researcher
- **Resilience** — Gain skills and find support to manage the challenges of life as a researcher
- **Research writing** — Develop the skills and consistent practice to communicate your research effectively for your thesis and research publications
- **Presentations** — Enhance your skills and gain confidence when communicating your research in presentations and academic posters
- **Research Productivity** — Identify techniques to help your work productivity and achieve your own goals
- **Creative & Critical Thinking** — Explore how to develop creative mindsets and skills for problem solving, innovation and critical thinking
- **Careers** — Take control of your own career planning and prepare for the next step in your career.

The Development Team also provides a Development Tutor Scheme, to develop your facilitation skills and gain paid teaching to plan and deliver workshops or webinars on the programme.

You can explore the full development programme by visiting the LDC Development Team website [liverpool.ac.uk/pgr-development](http://liverpool.ac.uk/pgr-development). A wide directory of advice and support is available in the Online Resources area, which is accessible to all registered PGRs. The PGRNews@Liverpool blog offers the most up-to-date development opportunities available. You can subscribe to the blog to receive updates directly via email.

The LDC monthly newsletter (see page 05) also contains information about upcoming development events.

**Thesis writing for international research students**
The University’s English Language Centre (ELC) provides thesis writing support for international PhD researchers. Classes run throughout Semesters 1 and 2 and are designed to help develop the academic writing skills needed to write up research effectively.

The sessions are taught by tutors with their own research experience. They have PhDs themselves and have many years of experience in analysing writing in different disciplines. The course also provides an opportunity for postgraduate researchers to receive individual feedback on samples of their own writing.

The following classes are available:
- **Thesis Writing for Science, Technology, Engineering and Medicine**
- **Thesis Writing for Humanities and Social Sciences**

The timetable for the 2019/20 academic year and further details of the support will be emailed to you at the start of each semester.

In addition to these Thesis Writing classes, the ELC also provides a 11 Academic Writing Consultation service. Details can be found at [liverpool.ac.uk/english-language-centre/in-sessional-support/writing-consultations/](http://liverpool.ac.uk/english-language-centre/in-sessional-support/writing-consultations/).

The ELC also runs ‘Know How Academic English Classes’ which cover a range of skills and are open to all International students and staff members. Details can be found at [liverpool.ac.uk/english-language-centre/in-sessional-support/know-how-academic-english/](http://liverpool.ac.uk/english-language-centre/in-sessional-support/know-how-academic-english/).

**Preparing for your career**
The Liverpool Doctoral College is strongly committed to providing a programme with a strong focus on employability and entrepreneurship for all PGRs at Liverpool. There are many opportunities for you to find advice and expand your experience to help prepare for your career at the end of your PhD, including:

- Career focused workshops, webinars and resources provided specifically for PGRs as part of the LDC Development programme (see above)
- Online career resources dedicated to career management for post-graduate researchers (see LDC Development Team website)
- Provision from the Careers and Employability (see below).

**Careers and Employability**
Our award-winning Careers and Employability team are here to help you make the most of your time at the University of Liverpool.

As a postgraduate research you will have full access to up-to-date resources and support from our Careers Studio based in the centre of campus.

We offer comprehensive support from our team of Career Coaches, as well as a programme of careers related seminars, employer workshops, fairs and recruitment events. In addition to our on-campus activities we also offer online support, webinars, resources, and access to our job vacancy website.

We can help you with:
- Career planning
- Understanding the job market
- Making effective applications through CVs, letters and application forms
- Preparing for and attending job interviews
- Performing effectively at Assessment Centres
- Strengthening your networking skills
- Industry networking opportunities.

We have won several prestigious awards, most recently the University Career Service Best Practice award at the Global University Careers Development Conference 2019.

You can contact the Careers and Employability team on: T: +44 (0)151 794 4647 or by email to careers@liverpool.ac.uk.

Further information can be found at [liverpool.ac.uk/careers](http://liverpool.ac.uk/careers) or follow @livuniCareers on Twitter, Instagram and Facebook for updates on the latest careers news, events, and job opportunities.
Developing teaching skills
As a postgraduate researcher you may be encouraged to undertake a limited amount of teaching and continuous assessment work when appropriate (maximum of 15 hours per week). This is subject to approval by your Supervisor and Head of Department but should be on a voluntary basis. Care should be taken to comply with the terms of any external sponsorship or research grant funding relating to teaching activity. Teaching activity is subject to a letter of agreement, setting out your duties and the amount of contact and preparation time to be spent on the activity and, if appropriate, the payment to be made. Each agreement requires your signature and the signature of your Supervisor, Head of Department and the member of staff responsible for the module. Work undertaken should be added to your Portfolio of Activity and you should receive from your Head of Department a formal statement of the work you have performed.

Your School or Institute will provide a member of academic staff to act as your Teaching Mentor. They will take responsibility for any quality assurance issues regarding your teaching and deal with any problems. In addition, you may receive advice from a designated staff member for each module or activity you support and this staff member will normally be the lecturer involved.

No postgraduate research student shall undertake any teaching without appropriate training and initial supervision. Each Department will arrange for your attendance at a training session at the start of each academic year when you are a teaching assistant for the first time. Such training may be provided by individual departments, by groups of departments or by the Academy.

Teaching development for PGRs
The Academic Development team within the Leadership, Organisational and Academic Development Academy (the Academy) has developed a suite of training and development opportunities for those new to teaching. This programme of events is designed in particular to support postgraduate researchers, post-docs and other early career academics with limited teaching experience as they take their first step into university teaching at Liverpool.

We offer two options as a first introduction to teaching, which may serve as the prerequisite for taking up teaching duties at the University. For those who will be primarily supporting undergraduate practical classes as demonstrators, we offer two half day workshops — an Introduction to Demonstrating, and a follow-up Advanced Demonstrator session. Open to anyone new to teaching, we also offer a full day Introduction to Supporting Student Learning workshop. This one day introduction to teaching will provide a great starting point for anyone new to teaching, in particular those who will be leading tutorials or seminar groups, giving occasional lectures or assisting with marking of assessments.

More information about this introductory programme is available. Liverpool.ac.uk/edddev/supporting-teaching/introduction/.

Finally, for those who wish to continue their development in university teaching and gain some formal recognition of this development, we offer the Foundations of Learning & Teaching in Higher Education. This is a four month long programme leading to recognition as an Associate Fellow of the HEA. More information about this programme is available here Liverpool.ac.uk/edddev/supporting-teaching/fthe/.

The Liverpool Doctoral College Placements Scheme
As part of your development, you may wish to carry out a work placement in a non-academic organisation in order to gain skills and contacts that may enrich your research and your employability. The Liverpool Doctoral College offers you a chance to apply to undertake a 15-day (consecutive or non-consecutive) placement via two application methods. You may apply for one of the placement opportunities listed on the LDC intranet during an application round or you can apply, in conjunction with a partner organisation, to carry out a placement that you have developed yourself. As part of the process you should discuss this with your supervisor (either primary or secondary), who will endorse your application. As well as discussing how you can benefit from the experience, you should talk about how it will fit in with your current workload. Placements will last for 15 days and you will receive a £500 bursary in order to meet expenses associated with the placement. More details will be publicised throughout the year as placements become available and details on how to apply can be found below Liverpool.ac.uk/study/postgraduate-research/Liverpool-doctoral-college/placement-scheme/.
The University Library

The University Library provides support for postgraduate research through a wide range of collections and services. There are over two million books and periodicals and significant collections of rare books and archives. The huge range of online resources available includes most major databases, many thousands of journal titles (current and historic), and productivity tools such as support for bibliographic software.

The Library organises the Researcher KnowHow programme of events for postgraduate researchers and staff. Events take place throughout the year and cover topics such as developing your researcher identity, tracking the impact of your research, managing your research data and understanding your rights, responsibilities and the academic publishing process. You can book onto future sessions, and access materials from previous sessions, at http://libguides.liverpool.ac.uk/researcherknowhow

The Library is located on two main sites, the Sydney Jones Library and the Harold Cohen Library (there are also library sites at the Veterinary Teaching Hospital on the Wirral and at the London campus). The libraries provide computer and study spaces, zoned areas for group and quiet study, and staffed helpdesks. Both libraries offer designated study space for postgraduate research students, self-service loanable laptops and a refreshment area. In particular, the Sydney Jones Library features a card-entry only Researcher Reading Room, including lockers, for postgraduate researchers and staff – full details on how to gain access are available at libanswers.liverpool.ac.uk/faq/49513

The two main libraries are open 24 hours a day 7 days a week throughout the academic session – see http://libguides.liverpool.ac.uk/hs for out-of-term opening hours. Most items can be borrowed for a full calendar year and can be renewed online, by phone or in person.

The Sydney Jones Library houses collections in Arts, Humanities, Law, Management, and Social and Environmental Studies. The Special Collections and Archives Department is located in the Sydney Jones Library and includes rare books, manuscripts and the Library of the Science Fiction Foundation. Further information on the range of special collections, along with access details, are available at http://libguides.liverpool.ac.uk/library/sca

The Harold Cohen Library houses the main collections in Dentistry, Engineering, Science, Medicine, Veterinary Science and Mathematics. Bookable study rooms are available.

Your University ID card will give you access to the libraries and enable you to self-issue and return books. A team of Liaison Librarians (see http://libanswers.liverpool.ac.uk/faq/49396) are available to support you in your specific subject area, and offer workshops and sessions across the year.

General guidance and support to using the Library can be found in person at the Helpdesks, or by contacting the Ask Us online enquiry service.

Further information can be found at liverpool.ac.uk/library

Social media

Social media is an important communication tool used by researchers to socialise, network and interact online. It can also prove useful for research dissemination. The University of Liverpool has a Social Media Compliance Policy liverpool.ac.uk/media/livacu/computingservices/regulations/social-media-policy.pdf. This Policy is in place to protect University security as well as the reputation and personal security of members of the University while using social media.

For help, hints and tips about how to make social media work for you while you are a postgraduate researcher at the University of Liverpool, you can refer to our Student Guide to Social Media at liverpool.ac.uk/media/livacu/corpcommms/pdf/Socialmediaguide.pdf and the Vitae Social Media Handbook vitae.ac.uk/vitae-publications/reports/innovate-open-university-social-media-handbook-vitae-2012.pdf. Relevant workshops and webinars may also be offered with LDC Researcher week or the LDC Development programme.
Chapter 5
What We Expect From You

During the period of your registration, there are a few essential tasks that you need to complete throughout the year and on an annual basis. These are described below. In addition to these general requirements, Schools and Institutes may also have specific requirements.

Research project plan and the Development Needs Analysis
Normally no more than three months after initial registration, and in consultation with your supervisor(s), you will be expected to prepare a project plan that defines the scope of the research project and outlines the objectives to be achieved in the first year. A Development Needs Analysis (DNA) will also be conducted (see page 13). The plan, including the results of the DNA, should be signed and dated by you and your supervisor(s) to confirm that the project aims are clear to all parties. The document should provide a brief description of how the supervision will be conducted including the frequency of meetings, timing of feedback on drafts and the expectations of both you and your supervisor(s).

The DNA should be kept by either you or your supervisor as a reference document to ensure that the plan objectives are met or adapted throughout your research.

Supervisory meetings – your formal record
The Record of Supervisory Meetings (accessed via the PGR Toolbox in Liverpool Life) enables you to keep a record of the formal meetings with your supervisor. By maintaining a summary of your progress and targets for the next period, you can use the tool to record your own progress for future reference and use it to help plan your research. You can also record key decisions made within your supervisory meetings and demonstrate that you and your supervisor are satisfied with your progress.

The University expects that a full-time PGR should have at least one formal meeting per month (12 per year) with their Primary Supervisor and a part-time PGR a minimum of 6 formal meetings per year. This is a compulsory requirement for all PGRs. For those on a Tier 4 visa, this requirement is statutory and is one of the conditions of your sponsorship by the University. All formal meetings must be recorded in the Record of Supervisory Meetings in the PGR Toolbox (see page 06).

The PGR Code of Practice Appendix 3 allows that anyone not meeting the annual requirements for progression will be withdrawn from their studies.

£600 million invested in our campus.

The actual amount of detail stored within the record is a choice for you and your supervisor team. The exact details of this record are not visible to anyone outside of this team. To ensure that your Annual Progress Report (APR – see page 18) contains all relevant information please ensure that your supervisory meetings are recorded immediately after each meeting; the University undertakes regular checks to ensure that meeting records are being completed throughout the year.

Further information about the record of supervisory meetings is available at liverpool.ac.uk/pgr-development/toolbox/supervisory-meetings
Annual Progress Reporting
Each year you are required to complete an Annual Progress Report (APR). This is accessed via Liverpool Life. The purpose of the APR is to ensure that you are making progress as expected but also to ensure that you feel your supervisory arrangements and facilities are satisfactory and give you the opportunity to highlight any difficulties you may be experiencing. It is important that you raise any matters of concern in the APR to give the University an opportunity to resolve them. The online APR form is populated with the supervisory meetings and activities you will have recorded in the PGR Toolbox. To ensure that your APR contains as much information as possible please remember to log your supervisory meetings and your PGR Portfolio of Activity on a continuous basis throughout the year.

Together with the Independent Progress Assessment Panel (see below), the APR is part of your annual progress monitoring and represents an opportunity for your supervisory team to comment on your progress, and is also used to identify and record unsatisfactory performance where required.

The Independent Progress Assessment Panel (IPAP) is a meeting between you and two members of academic staff who are nominated to act as independent assessors. The purpose of the IPAP is to independently assess your progress. Prior to the IPAP you will be asked to produce a written report (in a format defined by your School or Institute). You will usually have to provide your School with some evidence of progress; this can take many forms, for example, a presentation, a chapter of the thesis or a ‘mini viva’. Your supervisor is not directly involved in the IPAP but may be invited to attend for part of the meeting to submit relevant and appropriate information to the Panel. An IPAP may be held independently of the APR process throughout the year when concerns about progress are raised.

This report should be completed alongside the IPAP meeting in your school, described below. The APR is a central function fed into by the IPAP meeting in your school. The APR shouldn’t really take more than about 15 minutes to complete (unless you have a lot to say!). Read more about the IPAP above. Please note: non-completion of the student section of the APR by the start of the next academic session will result in you being withdrawn from your studies.

The Portfolio of Activity
The Portfolio of Activity (also accessed via the PGR Toolbox in Liverpool Life) is an online record of the professional and career-related activities that you engage in, including conference attendance, teaching or demonstrating duties, presentations and so on.

The meetings with your supervisors and your Portfolio of Activity are ongoing activities throughout the year and allow you to build an academic CV over the period of your degree. These activities will be reviewed as part of the Annual Progress Report process each year, through the Independent Progress Assessment Panel or meetings in your School or Institute that form part of this review process.

Further information about the PGR Toolbox is available at liverpool.ac.uk/pgddevelopment/toolbox

Policy and Procedures on the Academic Progress of Postgraduate Research Students liverpool.ac.uk/media/livvacu/tqsd/code-of-practice-on-assessment/appendix-3-PGR-CoP.pdf

Ethical Concerns
Plagiarism and fabrication of data in research degree programmes
The University does not tolerate academic misconduct and takes instances of plagiarism and fabrication of data very seriously. Suspected cases of plagiarism and fabrication of data in research degree programmes are dealt with under the Policy on Plagiarism and Dishonest Use of Data for PGR Programmes.

Policy on Plagiarism and Dishonest Use of Data for PGR Programmes liverpool.ac.uk/media/livvacu/tqsd/code-of-practice-on-assessment/appendix-4-PGR-CoP.pdf

Intellectual property and confidentiality
By completing and submitting your registration form, you are confirming that you have read and will comply in full with the University Intellectual Property Policy which can be found at liverpool.ac.uk/intellectual-property

You are acknowledging that during the course of your studies or research you may have access to confidential information belonging to the University or a third party. You agree that you will not use such confidential information other than in connection with your studies or research (and then only upon such terms and conditions as may have been agreed) and will not without the prior consent of the University or the third party to whom it belongs disclose such confidential information.

Research Ethics
The University of Liverpool is fully committed to the advancement of high quality academic research, and to ensuring that all research activities undertaken by University employees, or on University premises, involving human participation are undertaken in a way that safeguards the dignity, rights, health, safety, and privacy of those involved. Studies requiring ethical review must not commence without ethical approval from a University research ethics committee. The ethical review process involves the scrutiny of ethical considerations that arise during research and can take some time. Please allow for this when planning research projects.

Guidance, policy and legislation on Research Ethics liverpool.ac.uk/intranet/research-support-office/research-ethics

Online courses in research integrity for postgraduate researchers https://pcwww.liverpool.ac.uk/ALLPGR/ResearchIntegrity/index.html
Chapter 6
Submission and Viva Examination

Submission pending
When you have completed your experimental work/laboratory work/fieldwork/data collection/archival work and are ready to begin writing up your thesis you may, at the discretion of your supervisor and School/Institute Director of PGR, be eligible to transfer registration to 'submission pending'. This means you have completed the active research element of your project and are focusing on preparation of your thesis for submission, and you are therefore eligible for a reduced rate of tuition fee.

This will normally be at the end of your third (or 6th for part-time) year of study, it can be done earlier but normally would need exceptional permission. Please also be aware that you can't backdate submission pending status to a previous academic session.

If you are funded you should consult with your funding body or sponsor before transferring to submission pending, and you might not be eligible to transfer before the end of your funded period. You should also bear in mind that if you don't transfer you will become liable for any fees accrued.

Your supervisor and School/Institute Director of PGR will need to complete and sign the Transfer to Submission Pending form before your record can be amended.

It is important that you submit your thesis within your registration deadline. To ensure that you do not exceed your maximum periods of study set out by the University or the terms of any funding you may have been awarded, your research should be planned with these timescales in mind. It is a key responsibility for all research students, with the support of the supervisory team, to manage the timing of the research and submission.

Details of minimum and maximum timescales for submission of theses for all research degrees may be obtained from the relevant University Ordinance (you can find a summary on page 10 of this Handbook).

University Ordinances for all programmes are available at liverpool.ac.uk/governance/programme-ordinances

Intention to submit
The process begins at least two months before you think you will submit your thesis, at which point you need to complete a Notice of Intention to Submit (NIS) form and forward this to your Primary Supervisor. This form is used to nominate your examiners so there is sufficient time for examiners to be approved and appointed before your viva, we cannot send out your thesis to the examiners without this form.

The NIS form is available at liverpool.ac.uk/student-administration/research-students/submission-and-examination/intention-to-submit

Thesis submission
There are two stages of thesis submission:

1. Submission of your soft-bound thesis and a copy of your thesis provided electronically, in advance of your viva examination
2. Submission of your final thesis to the University Library after passing your viva and completing your corrections (if any), when you have been notified that your thesis has been approved by the examiners.

Submitting the soft-bound and electronic thesis
You should submit two soft-bound copies at the Student Administration Centre located in the Foundation Building, together with a Submission of Soft-bound Thesis form. Please note that spiral binding is not permitted, and that all copies must be identical, additionally, once submitted, the thesis cannot be changed nor a different thesis submitted.

Alternatively, you can send your thesis by mail/courier to:
LDC PGR Team
1st Floor, Foundation Building, University of Liverpool, 765 Brownlow Hill, Liverpool, L69 7XZ.

The electronic copy should be sent in PDF format only to the LDC Student Experience Team on pgrs@liverpool.ac.uk ensuring that your name and University ID are stated in the subject line of the email.

Guidance on the format of your thesis is provided in Annex 1 of Appendix 7 of the PGR Code of Practice liverpool.ac.uk/media/liveuk/tqsd/code-of-practice-on-assessment/appendix-7-PGR-CoP.pdf
Exceptionally, the electronic copy can be provided on CD/DVD or pen drive in PDF format only. These should be clearly labelled with your name and ID number and will not be returned to you. Electronic copies, in these formats, should also be submitted at the Student Administration Centre located in the Foundation Building (at the same time as the soft-bound copy), or sent by mail/courier.

Your viva examination
The viva examination is an important milestone in your research programme. The aim of the viva examination is to allow you the opportunity to explore, clarify and defend your research in the presence of academic leaders in your discipline area. Your viva examination will normally be conducted by an external and an internal examiner. Your supervisor will not take part in or attend the viva examination.

Once the viva examination is over (it usually takes around two to three hours), the examiners will come to a decision about their recommendation in terms of whether to make an award (and if so what conditions may apply) or whether some changes to the thesis may be necessary and corrections be made. These can be minor corrections or they may require resubmission of your thesis. This decision and the reasons behind it are forwarded to the PGR Student Administration Team in the form of a Joint Examiners’ Report. The decision will be confirmed to you by the PGR Student Administration Team via your University email address.

You are entitled to see a copy of the examiners’ reports, both initial and final, following your viva examination.
To obtain a copy please email E: pgse@liverpool.ac.uk

For more information, please see the University’s Policy on Research Degree Examinations and Examiners (Appendix B to the PGR Code of Practice) at liverpool.ac.uk/media/livacuk/tsgd/code-of-practice-on-assessment/appendix-B-PGR-CoP.pdf

Viva outcomes
For the degree of PhD, examiners can recommend:

a) That the degree of PhD be conferred
b) That the degree of PhD be conferred subject to minor modifications to the thesis, normally completed within three months of the formal notification of the outcome of your viva

c) That the degree of PhD be conferred subject to major modifications to the thesis, normally completed within six (6) months of the formal notification of the outcome of your viva

d) That you are invited to resubmit your thesis for the degree of PhD, no later than one calendar year from the date of the formal notification of the outcome of your viva (see section on ‘Resubmission of your thesis’ Page 21)

e) That the degree of MPhil be conferred, subject to minor modifications being made to the thesis, normally completed within three months of the formal notification of the outcome of your viva

f) That you are invited to resubmit your thesis for the degree of MPhil, no later than one calendar year from the date of the formal notification of the outcome of your viva (see section on ‘Resubmission of your thesis’ Page 21)

g) That you are deemed not to have attained the standard required for the degree of PhD or MPhil and that no further opportunity for examination be allowed.

Please note: this is a summary of the outcomes – a more detailed list can be found in the relevant ordinance for each degree liverpool.ac.uk/governance/programme-ordinances/. You should ensure that any changes required to the thesis are given to you in writing by the examiners on the day of the viva or shortly afterwards.

If you are undertaking a degree other than a PhD, please see the relevant Ordinance;

Master of Philosophy, Ordinance 56 (A) liverpool.ac.uk/media/livacuk/cgsoc/programmeordinances/ORDINANCE.56(A), ii, Degree of Master of Philosophy, from April, 2015.pdf

Doctor of Medicine, Ordinance 58 (A) liverpool.ac.uk/media/livacuk/cgsoc/programmeordinances/ORDINANCE.58(A), ii, Degree of Doctor of Medicine, from September, 2016.pdf

What happens if the examiners recommend the award of a degree?
You will receive an email from the LDC Student Experience Team advising you how to submit your final thesis.

What happens if the examiners recommend Pass subject to minor modifications?
It is the responsibility of the Internal Examiner to provide you promptly (normally within 10 working days of the viva) in writing with a list of the required corrections. Once minor modifications have been made to the thesis you should send it directly to the examiner(s) for their approval, usually within three months of the date that you were notified by the PGR Student Administration Team of the outcome of your viva. Exceptionally, if you require a short extension to the three-month period, you may request an extension through your School/Institute or Faculty Director of Postgraduate Research. You will receive an email from the LDC Student Experience Team when the examiners have confirmed the modifications have been made to their satisfaction. This email will provide you with information on how to submit your final thesis.
What happens if the examiners recommend Resubmission?

It is the responsibility of the Internal Examiner to provide you promptly (normally within 10 working days of the viva) in writing with a list of the required corrections. Candidates who receive a Resubmission recommendation will be written to by the LDC Student Experience Team formally notifying them of their resubmission deadline and fee. You will have one year from the date that you were notified by the LDC Student Experience Team of the outcome of your viva to submit a revised thesis. You will be re-registered as ‘Resubmission Pending’ from the date of your viva examination until you resubmit your thesis. A fee is charged during this period for access to University services. During your resubmission period you will be subject to normal progress procedures. Your primary supervisor will monitor your progress at regular intervals during your resubmission period. You should keep in contact with your supervisory team during the resubmission period and continue to record a minimum of one meeting per month (for full-time PGRs) in the PGR Toolbox. You will also need to complete the Annual Progress Report.

Once you have completed your revisions, the thesis should be resubmitted to the Student Administration Centre in the Foundation Building along with a completed Resubmission of Soft-bound Thesis form. Where PGRs re-submit their thesis for re-examination, a re-examination fee will be charged. We are unable to send your thesis out to be re-examined until this fee is paid. When you have resubmitted, the process is the same as for the initial submission: your thesis will be re-examined within three months of being sent to the examiners and a second viva examination will normally need to be held. For all resubmissions a second viva will be required and for this, an independent chair will be appointed alongside the examiners. The LDC Student Experience Team will write to you by email with the outcome of the re-examination of your thesis.

Submitting your final thesis to Liverpool Elements

Finally, you should deposit your final thesis to Liverpool Elements within four weeks of the date you are officially notified of your result by the LDC Student Experience Team. You should note that you will not be awarded the degree nor be able to graduate until you have deposited your thesis with Liverpool Elements and confirmation of this has been received by the LDC Student Experience Team. When you deposit your thesis you can indicate whether or not you wish to restrict access to your thesis. You can also present your supervisor with a hard bound copy but this is not obligatory.

Guidance to help you deposit your thesis is here [Liverpool.ac.uk/intranet/liverpool-elements](https://liverpool.ac.uk/intranet/liverpool-elements)

Graduation

Once all the paperwork related to the award of your degree has been gathered and you have submitted your thesis electronically to the library, your award can be confirmed and you will be able to graduate at the next ceremony. The University holds graduation ceremonies in July and December each year.

Further details about graduation ceremonies are available online at [liverpool.ac.uk/graduation](https://liverpool.ac.uk/graduation)
Chapter 7

When Things Change

PhD research takes a long time and obviously, things can occur which mean you may need to take time out of your research or extra time to complete. Both of these are possible as long as they are within the maximum period allowed for your overall registration (see page 10). If you find yourself needing some time out, you are advised to refer to the Policy on PGR Susensions, on Extensions of Study, and on Extemuating Circumstances in relation to the Viva Voce Examination, which is Appendix 6 of the PGR Code of Practice liverpool.ac.uk/media/livcupl/tqsd/code-of-practice-on-assessment/appendix-6-PGR-CoP.pdf

Requests that don’t meet the requirements noted in Appendix 6 will be rejected. It is vitally important you consult this Appendix before putting in a request to avoid both delays and disappointment. Please also note that any suspension or extension of your study must be recorded on your record via Liverpool Life or it will not be recognised.

Applications for suspensions and extensions need to be supported by your Primary Supervisor, School/Institute/Director of PGR and Faculty Director of PGR.

Suspensions and extensions can be applied for through the Suspensions and Extensions link in Liverpool Life. Once you have completed your section, it will be sent to the LDC Student Experience Team, who will then pass it to your supervisor (or return it to you if it needs modification — requests not supported by evidence will be returned at this stage) before it is presented to the School/Institute PGR Director and the Faculty PGR Director for final consideration and meet the requirements of the PGR Code of Practice.

Suspension

In some circumstances, an academic suspension of study may be the most appropriate solution. An academic suspension allows you to take time away from your research before you submit your thesis. During a period of academic suspension you do not pay tuition or bench fees and as a result, will not be allowed to access university resources or facilities but you will still have access to your University email account.

Common reasons for a suspension include:

- Serious short term illness or accident;
- Evidence of deterioration in a chronic health condition;
- Maternity/paternity leave;
- Bereavement;
- Significant adverse personal/family circumstances.

Please consult Appendix 6 of the Code of Practice (see opposite) for a more detailed list of circumstances potentially leading to a suspensions.

N.B. All request for suspensions must be supported by evidence and meet the requirements of the PGR Code of Practice.

Suspensions should be applied for in months from a minimum of one month to a maximum of twelve. Requests of longer than 12 months will not normally be permitted, although extensions to a pre-existing suspension may be considered on a case by case basis. The length of a suspension should therefore be considered carefully — while a suspension ‘stops time’ towards your submission, which for full-time PhDs should take place within four years, it does count towards the maximum period of completion (seven years for full-time PhDs including examination and potential re-submission).

See the Ordinances for more information liverpool.ac.uk/governance/programme-ordinances/

If you are externally sponsored you must ensure that you liaise with your sponsor to seek their approval before requesting an academic suspension of studies as this is not done as part of the University’s consideration and approval of your request.

Proposed absence for a period of less than one month does not require a request to suspend studies. However, you should consult your Primary Supervisor for any absences of more than ten working days (and remember that you are entitled to 25 days annual leave per year for full-time PhDs). For international PGRs the School/Institute will be required to maintain a record of the approved short period of absence.

International PGRs

International PGRs are advised to seek advice from the International Advice and Guidance Team (see page 24) before applying for an academic suspension. Tier 4 visa holders should note that following approval of a suspension the University is obliged to notify the UK Home Office of your suspension and withdraw your immigration sponsorship. You will be required to leave the UK at the point your studies are suspended and for the full duration of the suspension. Your current Tier 4 visa will be cancelled by the UK Home Office. Before resuming your studies you will need to request a new CAS from the University and make a new Tier 4 visa application. You will only be able to make this application from outside of the UK. If you need an extension, you may need to extend your visa as well.

Returning from academic suspension

You will need to confirm your intention to resume your research at least one month before you intend to return (for two weeks if your suspension has been for less than three months). International PGRs should check the requirements of their visa, as you may need to make contact sooner.

To formally confirm your intention to resume studies, please email your Primary Supervisor, copying in your School/Department/Institute PGR Administrator. Once you have returned to your studies, your Primary Supervisor will need to email PGR@liverpool.ac.uk to let the LDC Student Experience Team know that you have returned. Your record will then be amended to reflect your return from suspension. You will need to complete any outstanding Annual Progress Reports before you can formally resume your programme.
If you are a Home/EU PGR, you should ask your Primary Supervisor to email the PGR Student Administration Team to confirm you have resumed your studies before your registration will be amended.

If you are an International PGR, you will need to bring your passport and your valid visa or BRP to the Student Administration Centre which demonstrates your right to study in the UK and with the University of Liverpool, as you did when you first registered.

Annual progress while on academic suspension

If your Annual Progress Report is outstanding at the time of your return from suspension you will need to complete it before your registration can be amended formally to return you from suspension. You will also need to settle any outstanding debt with the University before you will be permitted to resume. Unless you are granted a further period of suspension, you will start to accrue fees from the date you are due back from your suspension regardless of the date you physically return to your programme. If you fail to resume your studies following a period of suspension you may be ‘deemed withdrawn’.

Financial suspension

An academic suspension on financial grounds differs to Financial Suspension which is the penalty imposed by the University if you fail to clear a debt. The latter will mean that your access to all services provided by the University will be curtailed until such time as you pay the outstanding amount.

For Policies and Guidance on Fees, Fines and Charges liverpool.ac.uk/feespayment

Extension of study

An extension of study gives you extra time prior to submission of your thesis, extending your submission date. Extensions must be requested in terms of whole months, from a minimum of one month to a maximum of twelve and within 10 working days prior to the expected date for thesis submission. Extensions of study might be granted where there are eligible exceptional unforeseeable circumstances, supported by evidence, which will prevent you from submitting your thesis by the final submission date noted on your student record. Please note: extensions for reasons that are not judged to be severe will not be approved – for example, simply requiring extra time to complete writing up will not be considered a sufficient reason; however, a request for an extension due to proven health issues is often likely to be granted.

Common reasons for an extension include:

- Serious short term illness or accident
- Bereavement
- Significant adverse personal/family circumstances
- Other significant exceptional factors.

Common reasons for a request to be rejected include but are not limited to:

- Aesthetic or formatting issues with the thesis.
- It should be completed before the deadline
- Supervisor not having read the thesis, this should be ongoing
- Any event that occurred at some chronological distance from the deadline, for example, in the second year of study
- Unreasonably lengthy requests.

Please consult Appendix 6 of the Code of Practice (see page 20) for a more detailed list of circumstances potentially leading to an extension.

All requests for extensions must be supported by evidence.

Extenuating circumstances and the viva

The University recognises that there may be circumstances beyond your control which could impact on your performance in the viva. If this is the case, you can apply for these circumstances to be considered in mitigation. If considered eligible, this will result either in having your viva postponed, or for the viva to go ahead but that the Examiners would give due consideration to your extenuating circumstances. You should provide evidence of your extenuating circumstances at least 48 hours before the viva is due to be conducted. You will need to fill in a Claim Form for Extenuating Circumstances and submit it to your supervisor, who will ensure the documentation reaches your School or Institute Director of PGR.

If the extenuating circumstances arise during the viva, you should express your concerns at the time to the Examiners, who will decide whether to adjourn or continue the viva.

For more information about extenuating circumstances, please see the University’s Policy on Suspensions, on Extensions of Study, and Extenuating Circumstances in relation to the Viva Voce Examination (Appendix 6 to the PGR Code of Practice liverpool.ac.uk/media/livavcu/tqsd/code-of-practice-on-assessment/appendix-6-PGR-CoP.pdf)

Withdrawal

Occasionally circumstances are such that you may decide to withdraw from your programme. Before you take this step you are strongly advised to discuss your concerns with your supervisor(s) or School/Institute/Department Director of Postgraduate Research. There are also a number of support services within the University who can provide advice and support – these include Advice and Guidance at Student Services (see page 24), the Guild Advice Centre (see page 26), the University Counselling Service (see page 25), and the Mental Health Advisory Service (page 25).

To formally withdraw from the University you should complete the Withdrawal Form liverpool.ac.uk/media/livavcu/student-administration/research/documents/WithdrawalForm10.docx and pass it to your Primary Supervisor to sign so they are aware of your decision. Your School/Institute/Department should then forward the form to the PGR Student Administration Team. If you don’t notify the University of your withdrawal you will continue to accrue fees.

More information on withdrawal can be found here liverpool.ac.uk/student-administration/research-students/your-student-record/withdrawing

Termination of studies

If your School/Institute/Department deem your progress as unsatisfactory the termination of studies procedure may be invoked leading to you being withdrawn from your degree. This policy is documented in the PGR Code of Practice – Policy and Procedures on the Academic Progress of Postgraduate Research Students liverpool.ac.uk/media/livavcu/tqsd/code-of-practice-on-assessment/appendix-3-PGR-CoP.pdf

Deemed withdrawn

In some cases the University can deem you to have withdrawn from your studies. The deemed withdrawn procedure can be instigated in the following circumstances:

- You do not return to your research following a period of suspension
- You do not complete your APR by the deadline
- You do not engage with your programme or do not make contact with the University for more than one month
- You do not submit your thesis and/or revisions on time.

Please consult the Policy and Procedures on the Academic Progress of Postgraduate Research Students for more information liverpool.ac.uk/media/livavcu/tqsd/code-of-practice-on-assessment/appendix-3-PGR-CoP.pdf

Withdrawal, voluntary or otherwise, will not remove or cancel any debt that you may have to the University.

The University is obliged to inform the UK Home Office of any Tier 4 research students that withdraw, are deemed withdrawn, or have their studies terminated. The UK Home Office will then cancel your Tier 4 visa and you will be required to leave the UK.
Chapter 8
Beyond Your Research: Facilities and Support

School support and advice
If you encounter difficulties at any stage of your studies at the University, you can raise these directly with your Primary Supervisor during your regular meetings, or more formally as part of the Record of Supervisory Meetings (within the PGR Toolbox) and Annual Progress Report processes (see page 17). If you feel unable to raise any issues with your own team, there is a departmental PGR Director for each School/Institute and a Faculty PGR Director whom you can approach. It is important that any problems are highlighted as early as possible to enable them to be addressed.

Within the School’s Professional Services Support Team there will also be a member of dedicated PGR staff, who will act as a first point of contact if you are experiencing difficulties with any aspect of your academic life. This contact within the School will provide both advice on School level procedures and signposting to central and specialist support services. For more information please visit the Student Support Office or PGR Student Experience Office within your School.

Central support and advice
Student Services, including Counselling, Disability Support, and many others, are available to PGRs. This chapter details the range of support services offered by the University, both as part of Student Services and across the wider University community.

As a postgraduate research student, you are also a member of the University’s Guild of Students, which provides numerous services including a helpful Advice Centre.

Student Services
Student Services, located in the Alsop Building, is the hub for all of the University’s specialist support and welfare services.

The role of the service is to provide students with advice, support and information. They have very experienced specialist advisers who are available for you to come and talk through any issues you may have. They provide a confidential and quiet space for you to come and talk to them about any issues affecting your wellbeing.

They can also offer a range of practical advice or will be able to direct you to the appropriate source of the information you may need. Further information and resources can be found at liverpool.ac.uk/studentsupport

Advice and Guidance
We want you to enjoy your time at the University of Liverpool and hope that nothing will stop you getting the best out of your studies. As part of Student Welfare Advice and Guidance, Advice and Guidance have a team of dedicated Wellbeing Advisers who are here to provide practical and pastoral support, advice and guidance to students who may be experiencing anything affecting their welfare and wellbeing while at university. This could include: finding your feet at university; maintaining your wellbeing; support for personal circumstances affecting your welfare and wellbeing; concern for a friend. We are a confidential service. We work closely with our colleagues within Student Services and across the university, as well as external organisations.

If something is affecting you, or you are not sure who to ask for advice, or you just need to talk to someone in a quiet and confidential space, we’re here.

You can contact us by email at E: advice@liverpool.ac.uk or phone T: 0151 794 5863 or visit us in the Alsop Building, on University Square (open during office hours throughout the year). There is a Wellbeing Drop-in each working day 10am-3pm in the Alsop Building.

Please do take time to browse our Student Survival Guide on our webpage, where you will find advice on a range of issues such as coping with homesickness, staying safe, living on a budget and more. Our reception area in the Alsop Building has a range of leaflets and information. You can visit our website at liverpool.ac.uk/studentsupport/advice

International Advice and Guidance
International Advice and Guidance (IAG) is a specialist team within Student Welfare Advice and Guidance that supports and advises international and European students both on arrival and throughout their studies. It is based in the Student Services Centre, Alsbay Building on University Square. The team provides advice on Tier 4 student visas, other immigration matters such as dependent visas and family visitors, personal and cultural issues, integration, safety, wellbeing and advice for students who have their family with them in the UK. If IAG cannot help directly, they have a wide range of contacts and can refer you to another service that can assist.

IAG offers an orientation programme in September called Hello International as well as regular presentations throughout the year, including living on a budget in Liverpool, integration, visa advice for working during/after your studies, visas for travelling in Europe, improving English language skills, how to extend your student visa and how to arrange a host visit to a British family.

International students are kept informed by email of any important information including any changes to immigration rules and procedures so it is essential that you read this information.

The Team also promotes events and opportunities to encourage students at all levels to have a rich and diverse experience while based at the University of Liverpool.

The team’s website contains lots of useful information on matters that international students often need advice on liverpool.ac.uk/studentsupport/international

You can also email the team for advice or to request an appointment E: iagteam@liverpool.ac.uk T: +44 (0)151 794 5863
Student Health Services
All students and PGRs are advised to register with a local GP to ensure access to full medical care.

Those who register with Brownlow Health can use the Student Health Service, which is a valuable and important amenity provided by the University. Access includes a same day appointment service, email consultations, telephone consultations and booked appointments. Registration can now be completed online via campusdoctor.co.uk/ Liverpool

‘Student Health’ is based on campus in the Student Services Centre and is open from Monday to Friday during term time. See brownlowhealth.co.uk for full opening hours. The service can be contacted by telephone on T: +44 (0)151 285 4578

Out of Hours service
If you need to be seen urgently by a doctor and cannot wait until the next working day, you can contact the Practice on T: +44 (0)151 285 4578 who will direct your call to the service managing out of hours. The telephone lines are available 24 hours a day, 7 days a week. For further information, visit brownlowhealth.co.uk. Unless it is an emergency please contact your GP before attending the local Accident and Emergency departments.

Additional information
For confidential advice on any health question or for information about where to find services in the area, 24 hours a day, visit nhs.uk

Disability Advice and Guidance
The University encourages a supportive and accessible environment for students and researchers with a wide range of disabilities, mental health difficulties, health conditions, or specific learning difficulties (eg dyslexia, dyspraxia). Disabled students are advised to discuss their individual needs with Disability Advice and Guidance so that appropriate support arrangements can be made.

The University actively encourages students to disclose disability related support requirements as soon as possible, and can discuss support needs in a friendly and confidential environment.

Working to a person-centred approach, the team, with your consent, can create an individual support plan. This details specific support requirements and recommends reasonable adjustments, where appropriate, and is used to inform relevant University contacts of your support needs. With consent, the team can assist students in all areas of disability related support within their academic environment, including:

- Referral to a wide range of internal and external contacts for specialist advice
- Access to study assistants eg note taker, mentors, and personal library assistants.

The team also facilitates the Disabled Students’ Network (DSN). The DSN is an informal group, comprising of disabled students and members of Disability Advice and Guidance which meets throughout the year to access social, informational and academic related events, in addition, to discussing issues which may be relevant to disabled students and postgraduate researchers. This provides an opportunity for you to give direct input into the service offered to disabled students at the University, meet other disabled students and try something new. A Guide for Disabled Students sets out further information about the team and its work. The booklet can be obtained from Disability Advice and Guidance online at liverpool.ac.uk/student/support/disability/support

The Disability Advice and Guidance Team is based in the Student Services Centre, Alspop Building, and can be contacted via:
T: +44 (0)151 795 1000
E: disteam@liverpool.ac.uk

Further information can be found at liverpool.ac.uk/student/support/disability

Student Counselling Service
Based at 14 Oxford Street, the Counselling Service helps students deal with a wide range of personal and emotional difficulties or worries that may be affecting their capacity to study effectively or indeed their lives in general. The counsellors are professionally qualified and experienced and enable students to talk over their difficulties in confidence.

You can contact the Counselling Service for support with a variety of issues such as home and family relationships, depression, anxiety, panic attacks, bereavement and loss, sex, sexuality, relationship difficulties and loneliness.

Support is available through drop-in sessions, one-to-one counselling sessions, online cognitive behaviour therapy (cbt) or through a programme of themec workshops and groups. To register for counselling please collect a registration pack from our Reception or contact us and we will post a pack to your home or University Department.

The drop-in service runs each weekday, please check our website for the times of sessions liverpool.ac.uk/student/support/counselling/dropin/

This walk-in service gives you the opportunity to meet for up to 15 minutes with a counsellor to talk over any difficulties you are having, or for you to obtain advice about managing difficult situations. eg when supporting a friend in distress. There is also a weekly Men's Space Drop-In run by the male counsellors for male students. Men are sometimes reluctant to seek out support for themselves when they are experiencing difficulties; however, when men do talk to others and access help, they often find it to be invaluable.

We are also introducing a free online 24/7 support service through Big White Wall which all students can access directly on bigwhitewall.com using their University email account when they log in and we also have a free and confidential self-help cbt therapy programme, Silvercloud, which students can access by following the link from our website liverpool.ac.uk/student/support/counselling/

The Counselling Service also has an informative website with lots of self-help information on a wide range of topics as well as links to other useful sites. There is also an online relaxation programme that offers a series of relaxation recordings that can be downloaded to manage stress or just for pleasure! Find the recordings at liverpool.ac.uk/student/support/counselling/relax

The Counselling Service can be contacted on: T: +44 (0)151 794 3304 or by email at E: counsellor@liverpool.ac.uk. Further information can be found at liverpool.ac.uk/student/support/counselling/

Mental Health Advisory Service
Based in the Student Services Centre, our Mental Health Advisers (MHAs) provide a confidential service for students experiencing complex and/or significant mental health difficulties during the course of their studies.

The role of the MHAs is to offer support, advice and liaison between the student and the appropriate University departments and relevant external agencies to ensure that the student’s mental health needs are responded to adequately and appropriately. The MHAs work closely with Disability Advice and Guidance and other Student Services, including the Student Health Service, Counselling Service, University Residences and academic departments.

The MHAs can be contacted on: T: +44 (0)151 794 2320 or by email at E: mentalhealthadviser@liverpool.ac.uk. Further information can be found at liverpool.ac.uk/student/support/mentalhealthadvisoryservice
Money Advice and Guidance
Money Advice and Guidance provide an Advice Service for students on a range of financial matters, we offer the following services:

- Discretionary financial support from the University Hardship Fund due to unforeseen circumstances (UK students only)
- Debt Advice Service for students struggling to manage priority and non-priority debts
- Advise on welfare benefits

One to one budgeting sessions
Advice on post-graduate loans and assistance liaising with Student Finance to resolve problems.

To contact Money Advice and Guidance you can email moneyatliverpool.ac.uk or telephone 0151 795 1000.

Childcare
The University’s purpose-built nursery is located on campus and operated by Kids in Bloom. It provides flexible provision for childcare for babies and pre-school children. Holiday play schemes are also available for school-age children.

The Children’s Centre operates within an equal opportunities framework and offers students and researchers the freedom to pursue their day-to-day academic activities, knowing their children are in a safe, caring and stimulating environment. It is rated as Good by OFSTED. For more information about the nursery please visit kidsinbloom.co.uk/portfolio/university-of-liverpool-nursery/

More information about other childcare provision in Liverpool can be found at childcare.co.uk/information/childcare-link

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**Liverpool Guild of Students**

Liverpool Guild of Students, the Students’ Union, exists to ensure all students, including postgraduate research students, enjoy their time at the University of Liverpool. The Guild has existed for over 100 years to provide students with a voice. That voice has been used to lobby, link communities and liberate members. And it continues to be heard.

The Guild is proud of its history as a truly pioneering organisation: Members elected the first black Students’ Union President in the UK, built the biggest Students’ Union building in Europe and grabbed national headlines with a 300-strong silent protest against South African apartheid in 1970. The Guild continues to be the beating heart of the student body providing an on campus theatre, music venue, cinema, recording studio and meeting spaces which are open for student societies to use. The Guild was recognised as the best higher education students’ union in the country at the 2016 National Union of Students Awards.

Each year students vote in elections to select four Student Officers – President, Deputy and two Vice-Presidents – who they wish to lead the Guild. This means the Guild continues to be a student-led, dynamic and constantly evolving organisation; a not-for-profit charity of which every student at the University is a member. As a member of the Guild, you will be able to vote in elections and stand for an officer role.

**Representation**
As a student at the University of Liverpool, you are automatically a member of the Guild, which is a democratic organisation and as your Students’ Union, it’s their responsibility to listen to members and provide effective representation, ensuring they are the University’s critical friend and campaigning for positive change that will benefit your research, your wellbeing and your professional development.

The Guild lead various consultations and interdisciplinary workshops over the course of the year, these processes provide PGR students with the opportunity to discuss thoughts and ideas on the research student experience at the University of Liverpool.

Liverpool Guild of Students supports the representation structures at the University of Liverpool including the system of PGR Representatives. PGR Reps are elected by their peers to report to and attend staff-student liaison meetings or committees and to work in partnership with academic staff to improve the PGR experience.

As a postgraduate researcher, should you experience issues with supervision, feel there is a lack of resources for your research, or feel there is anything else adversely affecting your academic experience, you should raise this with your PGR Rep. If you are interested in becoming a PGR Rep just ask a member of staff in your department or contact the Guild’s Student Voice Team.

**Guild Advice Service**
The Guild offers free and confidential advice to all University of Liverpool students. They are independent from the University and here to support you. The advice is non-judgemental and aims to provide you with the information you need to make an informed decision about the options available. They deal with a wide range of academic, housing and wellbeing issues so if you are unsure just get in touch, if they can’t help you, they’ll direct you to the people who can. The Advice Service supports a lot of PGRs having trouble with their supervisory relationship so feel free to get in touch if you need support. You can book an appointment with an adviser by calling T: +44(0)151 794 6868; emailing E: guildadvice@liverpool.ac.uk or by visiting the Guild reception. More information is also available on their website liverpoolguild.org/advice

**Guild Activities**
If you’re looking for a way to give something back and boost your CV and confidence in the process, look no further. The Guild offers fun and rewarding opportunities to develop skills and experience through hundreds of volunteering opportunities, both on campus and within the community. From bee keeping, to teaching Science in Schools, there’s so much to choose from.

The Guild also has more than 200 groups representing a range of interests and activities, from Astronomy to BakeSoc. If there isn’t a society that’s right for you, you can start a brand new one.

Apart from being a great opportunity to meet people with shared interests, becoming involved in a society is also a chance to gain valuable experience of managing events, projects, budgets and fundraising activity – all skills that will be useful in your future career, whether it is in academia or outside.

More information about societies and the opportunities currently on offer can be found on the Guild website liverpoolguild.org
**Sport Liverpool**

Sport Liverpool provides students and staff with high-quality sports facilities and opportunities to get active. Whether you take part in organised activities or independent exercise, our sports services provide a great way to meet people, get connected and achieve a level of fitness and general wellbeing that can help you cope with the other, more demanding aspects of your life as a postgraduate researcher.

The University Sports & Fitness centre has four squash courts, a swimming pool, two sports halls, a fitness suite, a spinning room and a large studio. We offer up to 50 classes per week, ranging from Yoga to HIIT and also offer Les Mills certified BodyPump and BodyBalance.

Our Athletic Union comprises 53 sports clubs that are run by student officers with professional support from our sports development staff. Our clubs offer a wide range of sports, from windsurfing to basketball. In addition, internal sports leagues and drop in sessions are offered through our Active Campus programme and an Elite Athlete Support Scheme, along with other sporting bursaries, completes our offer.

For further information you can visit our website at liverpool.ac.uk/sports or contact the Sports Development Office on T: +44 (0)151 794 4126 or E: scs@liverpool.ac.uk

**Chaplaincy**

The Chaplaincy team endeavours to connect with students and staff at all levels within the University community, providing those with or without a faith with spiritual and pastoral care. We make it our priority to offer time to talk with others about the important questions of life but, most of all, we are available to listen and support those who contact us. The Chaplaincy Team consists of two Christian chaplains from two Christian traditions, a Jewish Chaplain and a Muslim Chaplain.

More information about the work of the chaplaincy and contact details for chaplains can be found at liverpoolchaplaincy.co.uk. The Chaplains have details of faith contacts for other faiths not represented in the Chaplaincy and will try to assist staff and students of any faith background find the worship activities appropriate to their needs.

There is a Muslim Prayer Room in the Sydney Jones Library that is available to University of Liverpool staff and students.

For details of other faith facilities please visit liverpool.ac.uk/hr/diversityandequality/faithfacilities

**My Liverpool**

My Liverpool has been designed to promote activities offered within or facilitated by the University or the Guild of Students, which could enhance the skills and experience of students and postgraduate researchers. These activities include volunteering, community engagement work, widening participation activities, mentoring, being trained as a student/PGR representative, participation in Guild societies, discipline-specific or generic seminars, and voluntary accredited modules such as Continuing Education language courses and IT training.

A web portal, available at liverpool.ac.uk/myliverpool, enables you to access information about these activities via links to existing web pages, where you are able to find out more and, in some cases, to book a place at relevant events or opportunities.

You can also search for particular activities (e.g. volunteering opportunities) and locate where such activities are offered and what skills you could be expected to achieve from engaging in this activity. The site allows you to record your experiences and map your learning.

**Employment**

If you wish to seek employment to support you during your PhD, you should remember that a PhD is a full-time endeavour and any paid work should be seen as secondary to your academic priorities. You should not, therefore, plan to take on paid employment for any more than 15 hours per week. If you do decide to take on a part-time job (or if you are working and undertaking your PhD part-time), you should remember that this will not be accepted as good reason for poor performance or for failing to satisfy the academic requirements of your programme. If you are in receipt of funding for your PhD, also remember to check the requirements of your funding body, as there might be restrictions.

In addition, international PGRs studying on a Tier 4 visa should ensure they understand and comply with the working restrictions of their visa, as breaking these conditions is a criminal offence. Normally working in the UK during studies is permitted but there are restrictions on the type of work you can do, and how many hours per week you can work. Tier 4 students are not allowed to engage in or set up a business; be self-employed; provide services as a professional sports-person or entertainer or pursue a career by fulfilling a permanent full-time vacancy. If you are unsure, please contact International Advice and Guidance for assistance.

Part-time jobs are advertised via the Careers and Employability @livunipjobs Twitter account.
Chapter 9

Key Reference Points and Contacts

University regulations and policy

The PGR Code of Practice
Together, this series of documents provide an authoritative institutional framework for the delivery of the University’s postgraduate research degrees. The following documents relate to the PGR Code of Practice and are available at liverpool.ac.uk/sgld/academic-codes-of-practice/pgr-code-of-practice

- PGR Admissions Policy and Procedures
- Policy on Research Student Supervision
- Policy on the Academic Progress of Postgraduate Research Students
- Policy on PGR Plagiarism and Dishonest Use of Data
- Policy on PGR Students Undertaking Teaching Duties
- Policy on Suspensions, on Extensions of Study and on Externating Circumstances in Relation to the Viva Voce Examination
- Policy on Submission of a Research Degree Thesis for Examination
- Policy on Research Examinations and Examiners
- Policy on Procedures for Conducting Remote Viva Examinations for Research Degrees
- Research Degree Appeals Procedure
- Policy on Off-Site and Split-site Research Degree Study for a Single University of Liverpool Award.

Forms can be found here liverpool.ac.uk/student-administration/research-students

Ordinances
The formal Ordinances and Regulations for the degrees of Master of Philosophy (MPhil), Doctor in Philosophy (PhD) and Doctor of Medicine (MD) can be accessed via liverpool.ac.uk/governance/programme-ordinances/

The Student Charter
The University operates a Student Charter, which has been jointly created by the University and the Liverpool Guild of Students to encourage the commitment of all staff and students to the principle of partnership and to make clearer the basis on which that partnership rests. You can access the Student Charter at liverpool.ac.uk/media/livucuk/student-administration/student-administration-centre/documents/Student_Charter_final_June_15.pdf

Student Complaints Policy and Procedure
The University operates a Student Complaints Policy and Procedure to be used when students have a complaint against the University. This procedure provides for complaints to be dealt with, as far as possible, on an informal basis. It also sets out the formal route for the consideration of complaints should informal procedures fail to resolve a complaint satisfactorily. You can access the Student Complaints Policy and Procedure at liverpool.ac.uk/student-administration/student-administration-centre/policies-procedures/complaints

Key contacts
School/Institute PGR Teams
Faculty of Health & Life Sciences
Institute of Ageing and Chronic Disease
T: +44 (0)151 794 4225
E: iacdpgr@liverpool.ac.uk
Institute of Infection and Global Health
T: +44 (0)151 794 9573
E: iighpgr@liverpool.ac.uk
Institute of Integrative Biology
T: +44 (0)151 795 5121
E: bible@liverpool.ac.uk
Institute of Psychology, Health and Society
T: +44 (0)151 794 8293
E: ihphs@liverpool.ac.uk
Institute of Translational Medicine
T: +44 (0)151 794 5455
E: itm@liverpool.ac.uk
Faculty of Humanities & Social Sciences
School of the Arts
T: +44 (0)151 794 3096
E: sscarts@liverpool.ac.uk

School of Histories, Languages & Cultures
T: +44 (0)151 794 3079
E: HLC-PGR@liverpool.ac.uk
School of Law & Social Justice
T: +44 (0)151 794 2356
E: sljspgr@liverpool.ac.uk
University of Liverpool Management School
T: +44 (0)151 795 3609
E: ulspdheng@liverpool.ac.uk
Faculty of Science & Engineering
School of Electrical Engineering, Electronics and Computer Science
T: +44 (0)151 794 4532
E: eeecs@liverpool.ac.uk
School of Engineering
T: +44 (0)151 794 4857
E: pgeng@liverpool.ac.uk
School of Environmental Sciences
T: +44 (0)151 795 9055
E: soesresearch@liverpool.ac.uk
School of Physical Sciences
T: +44 (0)151 794 3261
E: spphys@liverpool.ac.uk

Directors of Postgraduate Research
Each School or Institute has a Director of Postgraduate Research, where any issues cannot be resolved directly with your supervisory team, these key members of staff should be your first point of contact.

PGR Student Administration Team
T: +44 (0)151 795 4698
E: pgr@liverpool.ac.uk
liverpool.ac.uk/student-administration/research-students

LDC Development Team
T: +44 (0)151 794 5106
E: ldcdevelopment@liverpool.ac.uk
liverpool.ac.uk/pgr-development
Twitter: @livunPGRDev
Blog: https://pgrnews.liverpool.ac.uk

Liverpool Doctoral College
The Liverpool Doctoral College is the overall framework for all matters relating to doctoral training. You can contact this office if you need further assistance following contact with the other teams listed above.
T: +44 (0)151 795 4698
E: ldc@liverpool.ac.uk
liverpool.ac.uk/intranet/doctoral-college
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