School of Politics, International Studies and Philosophy

Postgraduate Research Student Handbook

(MPhil, PhD)

2013-2014

Head of School: Professor David Phinnemore

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Welcome to the School

On behalf of colleagues I welcome you to the School of Politics, International Studies and Philosophy.

The School brings together academic experts, researchers, and students with interests in the study of Politics, International Studies and Philosophy. With 34 full-time permanent academic members of staff, more than 50 doctoral and post-doctoral research students, over 500 students taking undergraduate and postgraduate courses, and eight support staff, the School is the largest centre for the study of Politics, International Studies and Philosophy in Ireland, and one of the largest in the United Kingdom.

The School prides itself on each year having a large cohort of postgraduate research students studying for PhD degrees. Students come to the School from many parts of the world to conduct doctoral level research addressing a range of different issues and questions in politics and philosophy. They do so in an intellectually stimulating environment where they can draw on the expertise and experience of the School’s academic staff and engage with them, with fellow students, and with visiting speakers and staff in lively and fruitful debate.

I sincerely hope your time with us as a postgraduate research student will be an enriching and rewarding experience and that you make full use of the opportunities and facilities offered both by the School and by the wider University to further your academic interests and to produce quality research and secure a well-earned PhD.

This handbook will help you understand the structure, practices and procedures of the School. It also provides guidance on what is expected of you as a postgraduate research student. It is not designed, however, to be exhaustive. Do not hesitate, therefore, if you have questions, to approach relevant academic and support staff for guidance and advice.

Professor David Phinnemore
Head of School
1. What is a PhD?

1) A PhD must demonstrate:
   • The creation and interpretation of new knowledge
   • Original research that satisfies peer review
   • Comprehensive understanding and an extension of disciplinary knowledge
   • Scholarship that merits publication
   • The ability to conceptualise, design, implement & adjust an independent project
   • The understanding and use of relevant techniques for research and advanced academic enqury

2) A PhD student must:
   • Make informed judgements on complex issues in specialist fields
   • Be able to communicate their ideas and conclusions
   • Continue to undertake research and development at an advanced level
   • Contribute substantially to the development of new techniques, ideas, or approaches

3) PhD Holders will have:
   • The qualities and transferable skills necessary for employment
   • The ability to exercise personal responsibility and largely autonomous initiative

The purpose of this handbook is to provide you with essential information about the School of Politics, International Studies and Philosophy (PISP), and the research experience at Queen’s. It is essential that you read the information here carefully and keep the handbook for easy reference throughout the year. Much of the information provided here will be most useful for first year research students who are new to the university, but please read through the handbook carefully even if you are going into your third year - things do sometimes change!

The Handbook draws from, and should be used in conjunction with:
1) The School’s website (www.qub.ac.uk/pisp) which contains additional information on the School, procedures, regulations, research expertise, publications and public events;
2) The University Postgraduate Centre website http://www.qub.ac.uk/sites/PostgraduateCentre/ which provides comprehensive support for PGR students
The content of this Handbook should be read in conjunction with University’s Institutional Code of Practice for Research Degree Programmes, the content of which takes precedence over this Handbook. Students should pay particular attention, as appropriate, to the Regulations for the Degree of PhD and the Regulations for the Degree of MPhil.

The University’s Institutional Code of Practice for Research Degree Programmes contains a wealth of important information regarding policies and procedures relating to postgraduate research at Queen’s. The Institutional Code of Practice for Research Degree Programmes also contains the Regulations for PhD and MPhil degrees. It can be accessed via:

http://www.qub.ac.uk/directorates/AcademicStudentAffairs/Publications/DASAPoliciesandProceduresManual/InstitutionalCodeofPracticeforResearchDegreeProgrammes/

We are always trying to improve what we do, so please help us to help you. If you can think of other useful information that could be included in this handbook, please let us know and we will consider the changes for next year.

Please note that the content of the Handbook was correct as of 18 September 2013.

2. School Details for PGR students

Where to find us

The School of Politics, International Studies and Philosophy is located at numbers 23-26 University Square. The buildings from at 23-26 University Square are interconnected on the first floor.

School Office

The School Office is located on the ground floor of 25 University Square. Office hours are 9.00-4.00pm, Monday to Friday

School Notice Boards

The main School notice boards are located in the corridor outside the General Office. Check these notice boards regularly as information on visiting speakers, training courses, public lectures, etc, will all be posted here.

Research Student Pigeonholes

These are located in the School Office. You should check your pigeonhole regularly. However, please bear in mind that these are not secure and that the School cannot be held responsible for missing post items. It is advised that all correspondence of a personal nature is addressed to your home address and not to the School.

After Hours Access

To gain access to any of the buildings outside normal office hours (Monday to Friday, 0900-1700) you will need to use your student card to swipe in. If you have any problems with your access please contact Caroline McNeill (c.mcneill@qub.ac.uk).
Offices of Academic Staff

There is a board in the corridor outside the School Office showing the room numbers of Academic Staff in the School. The first 2 digits give the house number, and the last 3 digits give the floor and the room number. For example, room 24.101 is in house 24, on the first floor. The office numbers and contact details of all academic staff are contained in Appendix 1 and on the School’s website (www.qub.ac.uk/pisp/Staff). See also ‘Keeping in Contact’ below.

Contacting the School

The main telephone numbers for School are: +44 (0) 28 9097 5028 and +44 (0) 28 9097 1302. The School’s fax number is: +44 (0) 28 9097 5048. The fax machine is located in the School Office. Please note that this is not a confidential fax machine.

The postal address for the School is: School of Politics, International Studies and Philosophy Queen’s University Belfast Belfast BT7 1NN Northern Ireland

The School’s general email address is: pisp@qub.ac.uk

The School homepage is: www.qub.ac.uk/pisp

Keeping In Contact

Academic staff can all be contacted by email. This is usually the easiest way to get in touch with members of the School. Individual email addresses for all academic staff are listed in Appendix 1 and on the School’s website (www.qub.ac.uk/pisp/Staff).

It is imperative that you check your Queen’s email account regularly, as email is now the major form of supervisor-student communication on a day-to-day basis. Staff will only communicate with you via your QUB email account; they will not send or respond to messages using hotmail or any other email account. Staff will also assume that any e-mail message sent to your QUB account has been read.

It is also imperative that you update any changes to your home and/or term-time address via your QSIS account under ‘personal details’. Failure to do so may result in important information not reaching you on time, and, as a result, deadlines may be missed.

Staff Consultation Hours

Each member of academic staff keeps weekly consultation hours when they are available for consultation by students during term-time (published consultation hours do not apply during the university vacations). These times are normally posted on the notice board outside the School Office. You will make separate arrangements for contacting your supervisor(s), but if you want to speak to another member of academic staff for whatever reason please respect these consultation hours. Should you need to make an appointment outside these consultation hours, please email in advance to arrange a mutually convenient time. The office numbers and contact details of all academic staff are contained in Appendix 1.

Office space for research students

Depending on incoming numbers and available space, the School’s incoming postgraduate research students normally have their study rooms in the computer suite of 25 University Square. The School provides a personal workspace for each full-time research student. This will be in a shared room, but each full-time student will have a desk, a computer, access to a networked printer, and access to a telephone for research purposes. This personal workspace will be available for the duration of the research degree (3 years) and if the student needs to register for a fourth year (thesis write-up only). Given the high demand on office accommodation throughout the University, we must ask research students to vacate their workspace once their thesis has been submitted.
3. Support for Postgraduate Research Students

In this section of the Handbook we are trying to give you an idea of how the School is run on a day-to-day basis, and to introduce you to some of the people with whom you will come into contact, apart from your research supervisors.

The support offered by the School is designed to meet as far as possible the School’s contribution to meeting the University’s commitments contained in the student charter (accessible via http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/StudentCharter/). All postgraduate research students should be aware that, in addition to the University’s responsibilities towards its research students, research students also have responsibilities.

Head of School

The Head of School, Professor David Phinnemore, has overall responsibility for all aspects of the School’s activities. He also chairs the School Postgraduate Research Committee (see below). Many of the questions you have as a research student will be answered either by your supervisor, the Director of Research, the Director of Postgraduate Research Students, or the Postgraduate Secretary. If you do need to speak to Professor Phinnemore, please make an appointment by email (d.phinnemore@qub.ac.uk).

Director of Research

The School currently has over 30 members of academic staff, with a wide range of interests and expertise. We have a number of distinctive research areas and subject expertise, and a Director of Research (DR) – Professor Graham Walker (g.s.walker@qub.ac.uk) – who has overall responsibility for the research strategy in the School.

Director of Postgraduate Research Students

Director of Postgraduate Research Students, Dr. Debbie Lisle (d.lisle@qub.ac.uk), has general responsibility for overseeing the admission and progress of the School’s postgraduate research students.

School Manager

The School Manager, Conor O’Neill (c.oneill@qub.ac.uk) has responsibility for administration and general management in the School.

Postgraduate Secretary

The Postgraduate Secretary, Caroline McNeill (c.mcneill@qub.ac.uk), is available to deal with all enquiries from postgraduate students. The Postgraduate Secretary’s office is in room 24.01.007 in 24 University Square. The Postgraduate Secretary should be your first point of contact for any problems and difficulties you encounter with the administrative side of your degree (filling in forms, registration and enrolment, etc).

Disability Officer

Dr. Elodie Fabre (e.fabre@qub.ac.uk) has responsibility for all the School’s students with disabilities. The School will try to be as helpful and flexible as possible in providing support for such students. It is also strongly recommended that any student with a disability registers with the University Disability Services Office, where qualified staff can offer specialist advice and practical support. Further information can be found at http://www.qub.ac.uk/directorates/sgc/disability/FAQ/
The School Postgraduate Research Committee (SPRC)

The SPRC is responsible for overseeing the administration of all postgraduate research degree programmes. The committee is chaired by the Head of School, and its members include: the Director of Research, the Director of Postgraduate Research Students, the Director of Education and the School Manager. It is serviced by the Postgraduate Secretary. Research students are represented at SPRC meetings (for unreserved agenda items only) by a representative from the Postgraduate Staff Student Consultative Committee. The SPRC meets once a month, and is responsible for appointing supervisors, reviewing progress of individual students, approving the results of differentiation interviews, appointing external examiners for vivas, and reviewing School policies and procedures in relation to postgraduate research students.

School Research Ethics Committee

The School is committed to ensuring that all research undertaken by its students is conducted to the highest standards of integrity. Central to this is the consideration of ethical issues arising from research involving human participants, material, and data. To this end the School has a Research Ethics Committee (REC) as a sub-committee of the School's Education Committee. Its function is to implement the University's policy on the ethical approval of research and to ensure that student research complies with best ethical practice. The REC meets at least three times a year (normally in mid-December, mid-February, and early June) and is chaired by Dr Tom Walker (t.walker@qub.ac.uk). Members include the School Manager, two other members of School's academic staff and one 'lay' member from outside the School.

Postgraduate Staff Student Consultative Committee (SSCC)

The SSCC provides the main formal channel for student communication on a collective basis with the School. Early in the first semester the School will ask postgraduate research students to elect representatives to sit on the SSCC. The School is represented by the Head of School, the Director of Research, the Director of Postgraduate Research Students, the Director of Education, the MA Tutor, the Student Liaison Officer and the School Manager. The SSCC meets at least once per semester and is chaired by one of the student representatives. The School takes the work of the SSCC very seriously: firstly because this is one of the places where students can make their collective voices heard; and secondly, because it provides an opportunity for the School to test student opinion on a range of important issues that may affect our teaching, research support and administrative systems.

The names, photographs and contact details of SSCC members are displayed on the notice board outside the School Office. If you have agenda items for a meeting of the SSCC you should contact your representative or the Student Liaison Officer, Dr. Andrew Thomson (a.f.thomson@qub.ac.uk).

Supervisors

For a postgraduate research student relationships with supervisors are of crucial importance. The School will allocate two supervisors for each research student, at least one of whom will be actively engaged in, or has had experience of, research in the field of your thesis. The division of responsibilities between supervisors is not always the same. In some cases, they take joint and equal responsibility. In other cases, there will be a lead supervisor with the second supervisor taking a less active role. In certain circumstances, your second supervisor may be from another School. Make sure that you are clear about the arrangements in your case at the earliest possible stage.

It is important that you make immediate contact with your supervisors at the start of your period of study. You should agree a regular schedule of meetings with your supervisor. The frequency of these meetings may vary during the period of study: for example, they will need to be particularly frequent during the period when you are defining your topic (See below: ‘Record of Supervision Meeting’). At no time should you lose contact with your supervisor. If you have to travel outside Northern Ireland (e.g. to access documents, to undertake interviews, or conduct other fieldwork) you should maintain contact with your supervisor by letter or e-mail.

If you are dissatisfied with the quality of the supervision you are being offered (e.g. accessibility of your supervisor), try and discuss the problem with the supervisor in the first instance. He or she may
be able to deal with the problem once it has been notified. If you feel unable to discuss the matter with the supervisor, or you are dissatisfied with the response, you should take the matter up with the Director of Postgraduate Research Students, Dr. Debbie Lisle (d.lisle@qub.ac.uk).

Ultimately, it may be possible to reallocate you to another supervisor, although clearly such disruption to your programme of studies is to be avoided wherever possible. A reallocation of supervisor(s) should not be necessary if you develop an open and constructive academic relationship with your supervisor(s) at an early stage.

School Research Activities

School activities, such as public lectures, seminars, workshops or social gatherings give you the opportunity to meet other research students and members of academic staff working in and around your area. The School encourages cooperation across our many areas of expertise in the organization of public events, and by attending School seminars and discussions – even those outside your own research area – you will get to meet postgraduate research students from across the School’s wide range of academic specialisms. It is expected that postgraduate research students do their best to attend all lectures, seminars and workshops organized by the School, but especially the School Seminar Series.

PGR Seminar

In addition to the School Seminar Series in which academics within the School as well as visiting academics speak on their current research, the School organizes two annual seminar days especially for PhD students. The seminars normally take place in December and May, and it is a requirement of your PhD that you present at one of these seminar sessions before you submit your thesis.

Library

The library will play an important part in your work as a postgraduate research student. Mr. Diarmuid Kennedy (D.G.Kennedy@qub.ac.uk) is the subject librarian for Politics, International Studies and Philosophy and he is always happy to help with student enquiries either by e-mail, or in person. Dr. Roger Clarke (roger.clarke@qub.ac.uk) is the School’s Library representative, and will be happy to hear from you regarding books or journals you would like to see in the QUB Library.

Photocopying Allowance

All full-time postgraduate research students in the School are entitled to a photocopying allowance upon request of £30 per semester, £15 per semester to all part-time students. Please contact the Postgraduate Secretary, Caroline McNeill (c.mcneill@qub.ac.uk), for further details of how to access your free copies.

University Research Funding & Travel Scholarships

There are a number of University scholarships and bursaries open to research students. These are administered by the Postgraduate Centre, and details of these awards, (eligibility, closing dates, etc) can be found here: http://www.qub.ac.uk/sites/PostgraduateCentre/PostgraduateFunding/

School Research Support Fund

The School can normally offer up to £500 support to research students each year, in the first three years of registration (post-differentiation), to facilitate travel to conferences, seminars or workshops which are deemed to be essential to the completion of the research. This support is normally only for those students who have no other means of research support, and is awarded at the discretion of the Head of School, according to the resources available. This means that in some instances deserving cases may have to be refused due to budgetary constraints. Further information and an application form may be obtained from the Postgraduate Secretary, Caroline McNeill (c.mcneill@qub.ac.uk). Completed applications must be countersigned by your supervisor.
University Postgraduate Centre

The Postgraduate Centre ([www.qub.ac.uk/home/Research/PostgraduateCentre](http://www.qub.ac.uk/home/Research/PostgraduateCentre)) is the central University office responsible for the administration of all matters relating to postgraduate research students, following their admission to the University. This includes the administration of postgraduate awards, postgraduate research student skills training and supervisor training, the regulatory framework and quality assurance of research degree programmes, and, in liaison with Schools, oversight and monitoring of the performance of research degree programmes across the University.

The Postgraduate Centre provides key linkages with other University departments which have a responsibility for postgraduate research students. In particular, the Office liaises closely with the Admissions Office which administers the admissions process for postgraduate research students, with the Finance Directorate in the administration of postgraduate awards, and with the Marketing, Recruitment and Communications Directorate in the postgraduate marketing activities for the University.

Postgraduate Centre staff have skilled knowledge and experience of all aspects of the regulations and administrative responsibilities for postgraduate research students and will answer any related query or resolve any operational issue which may arise. To contact the Postgraduate Centre, call 028 9097 2585 or email pg.centre@qub.ac.uk. A more comprehensive list of sources of advice, support and information can be found in Appendices 3 and 5.

### 4. Postgraduate Research Development Programme

In order to support postgraduate research students, the University and School provide a range of training courses and modules. Students are **required** to complete at least 30 days’ worth of training during their period of registration, with 15 days’ worth being completed during the first year and prior to differentiation. The training will comprise courses and modules taken as part of the School’s requirements of its postgraduate research students and the University’s Postgraduate Researcher Development Programme (PRDP).

**School Training Requirements: Compulsory Research Methods Modules:**

Each postgraduate research student in the School must undertake two compulsory research methods modules. These may be counted against the total of 30 days postgraduate skills training. Each module is worth six days’ postgraduate skills training. The modules are:

- **PAI7001 Approaches to Research Design**
- **SOC9012 Theory and Practice in Social Research**

These modules are taught in the first semester. Full time students complete them in their first year of enrolment; part-time students complete them over the first two years of enrolment. They are designed to give research students a clearer understanding of the principles underlying research and research design. On completion of these complementary modules therefore students will be better able to assess the relative merits of different techniques that may answer a given research question. They will be familiar with the main debates between ‘qualitative’ and ‘quantitative’ researchers, and will be able to identify where the two approaches can be constructively combined. They will be equipped with the necessary skills to ask and answer research questions, and they will be able to identify the particular technique that is likely to be most appropriate for answering a given research question.

Students who have already completed one or both of these modules as part of a taught postgraduate master’s programme at Queen’s may be granted an exemption. Any student granted an exemption must complete alternative research training from the programme offered through the University Postgraduate Researcher Development Programme (see below).
University Postgraduate Researcher Development Programme:

The University's Postgraduate Researcher Development Programme (PRDP) is an institutional programme of transferable/generic skills training for all postgraduate research students. The structured training courses map onto the requirements of the Research Councils’ Joint Skills Statement, and offer specific training in the areas of:

- Knowledge and Intellectual Abilities (A)
- Personal Effectiveness (B)
- Research Governance and Organization (C)
- Engagement, Influence and Impact (D)

The Programme Guidelines can be accessed here: [http://www.qub.ac.uk/sites/PostgraduateCentre/PostgraduateResearcherDevelopmentProgramme/AboutthePostgraduateResearcherDevelopmentProgramme/ProgrammeGuidelines/](http://www.qub.ac.uk/sites/PostgraduateCentre/PostgraduateResearcherDevelopmentProgramme/AboutthePostgraduateResearcherDevelopmentProgramme/ProgrammeGuidelines/)

Further explanation of the programme, its aims and objectives, and descriptions of the available courses are available on the Postgraduate Centre website. You should also consider taking advantage of the 1-2-1 consultancy and advice service when you are planning your PRDP for the year.

Registration for the structured training courses is completed on-line through your QSIS account ([https://qsis.qub.ac.uk/](https://qsis.qub.ac.uk/)) which can also be accessed via the Postgraduate Centre webpage. The on-line system monitors all training attended and developmental training undertaken and updates each student’s training record as training is completed and validated.

Full time research students are expected to undertake 30 days training over the course of their PhD. These 30 days include both structured training and developmental or on-the-job training. Of these 30 days students are expected to undertake 20 days’ structured training during their PhD. These training days can be taken from:

- Training courses co-ordinated centrally (i.e. through the PRDP)
- On-line learning materials (videos, training courses and webinars)
- School/subject specific training co-ordinated at School level.
- Other instructor-led and on-line training delivered by external bodies (e.g. research councils, Vitae)
- Personal Effectiveness Programmes

Note that the two compulsory research methods modules above will account for 12 days of the structured training.

Each research student should undertake at least 10 days’ developmental training during their PhD. This kind of training is relevant mostly in second and third year. Developmental training includes:

- Attending or presenting at a conference
- Involvement in writing a paper/poster
- Teaching*
- Demonstrating
- Job shadowing and employer visits
- Careers event
- Mentoring*
- Supervision of project students*
- Student-led initiatives
- Public Engagement Activity

* In relation to each of these areas, a maximum of 5 days developmental credits can be claimed.

A Skills-Analysis Questionnaire is completed when the student accesses the Queen's PRDP system for the first time. This questionnaire gives each student the opportunity to reflect on their own learning,
performance and achievement and then identify the skills areas that they need to develop and to plan ahead for their personal, academic and career development. The identification of training needs is student-led with guidance from their supervisor. The skills areas identified in the questionnaire are discussed with the student’s supervisors and an agreed plan of training will be set out for the semester/year ahead. Training progress will be reviewed on a regular basis to ensure that the training programme is meeting a student’s needs.

It is expected, as best practice, that a student should gain approval from his or her supervisor before registering for a training course. This is important not only so that the supervisor is aware of and agreeable to the timing of the course, but also to ensure that the student is selecting relevant courses which will meet their training needs.

A Training Needs Assessment will form part of the initial three-month review of each research student, and this will be reviewed as part of the annual progress monitoring form which is completed for each research student in the School. Each Director of Research in the School will have oversight of the development of each research student within his/her cluster. Any difficulties or problems will be addressed by the SPRC.

5. Research Ethics, Research Misconduct and Plagiarism

Research Students must adhere to all procedures on research ethics applying in their discipline, and must obtain, through their supervisor, any necessary ethical approval for the research.

Research Ethics

The School is committed to ensuring that all research undertaken by its students is conducted to the highest standards of integrity. Central to this is the consideration of ethical issues arising from research involving human participants, material, and data. To this end the School has established a Research Ethics Committee (REC) (see above) to implement QUB’s policy on the ethical approval of research and to ensure that student research complies with best ethical practice. The REC meets minimally three times a year to review all research projects that involve human participants in an ethically significant sense. It is the responsibility of all staff and students to consider the ethical implications of their research projects. In particular, staff and students are expected to have read:

- the School’s Guidelines and Procedures Governing Ethics in Research (See: www.qub.ac.uk/pisp/Research/ResearchEthics/)
- the University’s Policy and Principles on the Ethical Approval of Research (See: http://www.qub.ac.uk/schools/QueensUniversityManagementSchool/Research/ResearchEthics/)

Supervisors of student research are responsible for ensuring that their supervisees are aware of best ethical practice in the design and conduct of their research. Supervisors should also, where necessary, inform their supervisees of the various opportunities for research ethics training both within and outside the School.

All research projects must undergo initial ethical review to ascertain whether they pose ethical problems (see the School’s Guidelines and Procedures Governing Ethics in Research for the procedures operative at each level of research at this initial stage). Because most research conducted in the School does not involve human participants in a significant sense, ethical review will normally not go beyond this initial stage. However, those students and staff conducting research projects involving human participants, material, or data in a significant sense must complete a copy of the School’s Ethics Review Application Form (available via www.qub.ac.uk/pisp/Research/ResearchEthics/), which is to be submitted to the Chair of the REC, thereby initiating a second, formal review process. The REC will consider the ethical implications of the research projects submitted and render a judgement in each case.
Research Misconduct and Plagiarism

The University defines research misconduct as behaviour by research students, intentional or not, that falls short of good scholarly standards. Examples of behaviour that constitute research misconduct include plagiarism, fraud, breach of confidentiality and negligence.

Plagiarism is a form of research misconduct and is defined as taking and using another person’s thoughts and presenting them as if they were one’s own. Plagiarism is construed by the School of Politics, International Studies and Philosophy as any of the following:

- the inclusion in your thesis of passages, sentences or even phrases quoted directly from other authors without acknowledgement by quotation marks and appropriate references;
- the unacknowledged paraphrasing of the work of other authors, i.e. the representation, even in your words, of the work of other authors without a proper reference to the original source;
- the use of arguments (or parts of arguments) derived from other authors, and the presentation of evidence taken from other authors without proper references;
- copying another student’s work and pretending it is your own;
- downloading work from the Internet and pretending it is your own. Students should not under any circumstances use web based, or hard copy posted essays from essay banks on the Internet in their work. Quite apart from the fact that the vast majority of such material is badly written and of poor analytical quality, this is cheating.

It is your responsibility and no-one else’s to ensure that you do not plagiarise

Cases of research misconduct will be reported to the Head of School and the SPRC, and may lead to the student being required to withdraw from research, with no degree awarded.

Turnitin:

To address issues of intellectual property as well as potential plagiarism it is now university policy that PGR students must submit their research through the turnitin software (see Appendix 3 ‘Good Practice Guide on the Use of Turnitin Software for Postgraduate Research Students’ which can also be downloaded from the Postgraduate Centre ‘Forms and Regulations’ Page here: http://www.qub.ac.uk/sites/PostgraduateCentre/PostgraduateResearchFundamentals/PostgraduateResearchFormsRegulations/). The School’s use of Turnitin software will be integrated within the Differentiation Process as well as the Annual Progress Review every year. This way, students will be submitting chapters as they progress through the degree (rather than an entire thesis at the end).

6. Managing Your Time as a Research Student

The following is offered as guidance only. You should discuss your research plans and progress with your supervisor on a regular basis. It is expected that all full-time postgraduate research students will complete their research in time for submission of their thesis at the end of the third year of registration (see below: ‘Time allowed for completion of a research degree’).

Defining the topic and identifying resources

If you are to complete your thesis successfully within a reasonable time, it is important to arrive at a definition of your topic at an early stage, and to decide how you propose to tackle it. Research students often start off with excessively ambitious ideas of what they will be able to achieve in the time available. Although having plenty of ideas is, of itself, not undesirable, you must quickly set about placing your topic within well-defined and limited boundaries. In planning your work, you need to ask yourself questions such as:

- What is my central research question or theme?
- How does it relate to the existing literature on the subject?
- How will I be able to contribute to that literature through my work?
• Are there literatures in other disciplines (or other branches of political science or international studies) which might be relevant?
• Are there any special library collections or documentary sources that I need access to complete my work? Do I need to apply for permission to have access in advance?
• Do I need to develop additional methodological or statistical skills?
• Do I need to improve my language skills to complete the thesis?
• What will the structure of the thesis be like in terms of chapters?

By the end of your first year, you should have a detailed chapter plan, and you should aim to have completed a first draft of at least two chapters. By the end of the second year, you should aim to have completed a draft version of most of the chapters, with the whole thesis existing in draft form by half way through the third year. Some revision of this schedule may be appropriate in cases where a very extensive body of primary material has to be absorbed before much can be said.

The golden rule is to begin to write draft chapters as soon as possible. Writing drafts will help you to shape your thoughts, and will reveal deficiencies in the information available to you, and your arguments. There are limits to the help a supervisor can provide on the basis of a verbal outline of your ideas. He or she can only provide a detailed and in depth critical response to a written draft. Above all, plan your work thoroughly – it is all too easy to let the time slip away.

**Time allowed for completion of a research degree**

*Full-time PhD students* must normally submit a thesis for examination within three years of first registration as an undifferentiated research student. The School Postgraduate Research Committee may grant an extension of time so that the thesis is submitted within four years of the date of first registration as an undifferentiated research student. Full-time students may not submit a thesis within two years of the date of first registration as an undifferentiated research student.

*Part-time PhD students* must normally submit a thesis for examination within six years of first registration as an undifferentiated research student. The School Postgraduate Research Committee may grant an extension of time so that the thesis is submitted within eight years of the date of first registration as an undifferentiated research student. In exceptional circumstances an extension beyond the eighth year may be allowed. A part-time student may not submit a thesis within four years of the date of first registration as an undifferentiated research student.

*Full-time MPhil students* are required to submit their thesis for examination within two years of first registration. *Part-time MPhil students* are required to submit within four years of first registration.

**Extension to Time Allowed For Completion**

The SPRC may grant an extension of one year for full-time students (2 years for part-time students) for writing up the thesis. Further extensions are not normally possible other than in exceptional circumstances.

**Temporary Withdrawal from Research**

The SPRC may permit a student to withdraw temporarily from research for a period of up to one year at a time, up to a maximum of four years, where it is satisfied that good cause exists. Students must seek permission to withdraw, or to extend a period of withdrawal, as far in advance as possible. Applications must be made in writing to the SPRC and have the support of your supervisor. A period of temporary withdrawal does not count as part of the time allowed by the University for the completion of the degree, and you are not liable for any fees for the agreed period of withdrawal. Decisions of the SPRC on applications for temporary withdrawal will be sent to the student in writing.

**Progress monitoring**

All research students in the School are subject to the University’s progress monitoring requirements as outlined in the *Code of Practice for Research Degree Programmes* (available at http://www.qub.ac.uk/sites/PostgraduateCentre/PostgraduateResearchFundamentals/EarlyStage/Gett
The main events in your progress through your PhD are as follows:

**Record of Supervisory Meetings:**

To keep track of your progress and to record supervisory meetings, you and your supervisor will complete and sign a ‘Record of Supervision Meeting’ for each of your sessions together. The *Study Regulations for Research Degree Programmes* require that at least six supervision meetings—these may be virtual meetings—are held each academic year. The second supervisor should normally be present for at least three of these meetings, School policy is that there should be at least two meetings per semester. The *Study Regulations for Research Degree Programmes* are available at [http://www.qub.ac.uk/directorates/AcademicStudentAffairs/Publications/DASAPoliciesandProceduresManual/InstitutionalCodeofPracticeforResearchDegreeProgrammes/](http://www.qub.ac.uk/directorates/AcademicStudentAffairs/Publications/DASAPoliciesandProceduresManual/InstitutionalCodeofPracticeforResearchDegreeProgrammes/). Both the supervisor and the student should retain signed copies of each ‘Record of Supervision Meeting’ form.

**3-month review:**

The Head of School (or his nominee) will review with the supervisors the feasibility of the project and the research plan, taking into account the required timeframe for the degree. This review will normally take place within three months of the first registration.

**Differentiation:**

All research students wishing to proceed to PhD study must register in the first instance as undifferentiated research students, and will be considered by the School for differentiation to PhD registration in accordance with the provisions outlined in the *Institutional Code of Practice for Research Degree Programmes*.

Differentiation for all **full-time students** must normally be completed no later than nine months after registration. To take account of the fact that students may be permitted a second attempt at differentiation, and that this should ideally be completed before registration for the second year, the School has introduced a deadline of 31 March by which date all first year, full-time students must have made contact with their supervisor to begin the process of arranging a differentiation interview. The first supervisor is responsible for organizing the panel. Details of the date and composition of the differentiation panel should be arranged and forwarded to Caroline McNeill (c.mcneill@qub.ac.uk) by 01 May. The differentiation interview will normally take place before 15 May and by the latest 30 June.

Differentiation for all **part-time students** must normally be completed no later than eighteen months after registration. At the start of the second year part-time students should therefore make contact with their supervisor to begin the process of arranging a differentiation interview. The first supervisor is responsible for organizing the panel. Details of the date and composition of the differentiation panel should be arranged and forwarded to Caroline McNeill (c.mcneill@qub.ac.uk) by 01 December. The differentiation interview will normally have taken place before 31 January and by the latest 15 March.

The differentiation panel will normally comprise at least 3 members, the majority of whom will be independent of the supervisory team. The Director of Research will normally chair the panel unless she/he is one of the supervisors, in which case another senior member of academic staff will be appointed by the School Postgraduate Research Committee to chair the panel. Students will not formally be given the result of the differentiation interview until the panel’s report has been considered by the SPRC. Differentiation results will be sent to the student, in writing.

The School requires undifferentiated research students who intend to apply for PhD registration to meet the following criteria:

- Students must have completed the two compulsory research methods modules: PAI7001 *Approaches to Research Design* and SOC9012 *Theory and Practice in Social Research*. Registration as a PhD candidate will be subject to successful completion of both modules.
- Students must have completed 15 days of Postgraduate Skills Training from the University’s PRDP.
- Students must submit the following, in advance of the differentiation interview:
i. 2 pieces of written work (approximately 6,000 words in total). These submissions must be discussed in advance with the supervisor to determine their nature, but will generally contain a literature review and a methodology.

ii. A bibliography of convincing doctoral range and scope

iii. An outline of the overall structure of the thesis.

iv. A timeframe, indicating how the work will progress

Annual Progress Review:

The university has instituted new procedures relating to progress and specifically, an 'Annual Progress Review'. Each PhD student’s progress is considered annually by a dedicated **Progress Review Panel** (PRP) where the majority of the members are independent of the supervisor team. The PRP will normally comprise at least two members of the student’s differentiation panel. As with existing arrangements for Differentiation in year 1, PGR students are required to submit work to the PRP and appear before the panel to discuss their progress. In Years 2-4 of the PhD, the PRP meetings are normally scheduled sometime in March.

Submission of Thesis

Students need to provide the School with at least three months’ notice of their intention to submit their thesis. Notification is via a dedicated form (PGR8) which is available here [http://www.qub.ac.uk/sites/PostgraduateCentre/PostgraduateResearchFundamentals/PostgraduateResearchFormsRegulations/](http://www.qub.ac.uk/sites/PostgraduateCentre/PostgraduateResearchFundamentals/PostgraduateResearchFormsRegulations/), or can be obtained from the Postgraduate Secretary. The form needs to be submitted at least three months before the anticipated submission date for the thesis. On receipt of the notification the School begins the process of nominating examiners.

To allow the thesis to be examined in time for graduation at a particular date, the University deadlines for notice of submission and submission of a thesis are as follows:

<table>
<thead>
<tr>
<th>Graduation</th>
<th>Notice</th>
<th>Deadline for Submission of thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>1 February</td>
<td>1 May</td>
</tr>
<tr>
<td>December</td>
<td>1 May</td>
<td>15 September</td>
</tr>
</tbody>
</table>

Students are advised to familiarize themselves fully with the regulations for their degree. The full regulations for PhD and MPhil degrees are contained in the University’s **Code of Practice for Research Degree Programmes** which can be accessed via:

[http://www.qub.ac.uk/sites/PostgraduateCentre/PostgraduateResearchFundamentals/EarlyStage/GettingYourResearchDegree/PGRInduction/](http://www.qub.ac.uk/sites/PostgraduateCentre/PostgraduateResearchFundamentals/EarlyStage/GettingYourResearchDegree/PGRInduction/)

Examination of Thesis

A thesis is normally examined by one internal and one external examiner. The examiners each prepare an independent report on the thesis before an oral examination. This ‘viva’ normally takes place 6-10 weeks after the thesis has been submitted and usually lasts between one and two hours. After the oral examination, the examiners produce a joint report which includes one of the following recommendations:

(i) that the degree of PhD be awarded for the thesis as it stands;

(ii) that the degree of PhD be awarded subject to minor adjustments being made to the thesis. Minor adjustments are defined as adjustments which are, in the view of the examiners, capable of completion within three months.

(iii) that the thesis be revised and re-submitted for the degree of PhD at a later date.

(iv) that a master’s degree be awarded for the thesis as it stands;

(v) that a master’s degree be awarded subject to minor adjustments being made to the thesis, as defined in (ii) above;
(vi) that the thesis be revised and re-submitted for a master’s degree at a later date, with or without another oral examination.
(vii) that no degree be awarded.

Teaching Opportunities

Differentiated research students in the School have the opportunity to gain teaching experience as Teaching Assistants, conducting tutorial sessions with undergraduate students primarily at Level 1 and 2. The amount of teaching available in a given year varies and teaching is only offered to differentiated research students who have successfully applied and been interviewed for a teaching assistant duties. The application process normally takes place in June, and training takes place in September. Full details of TA opportunities will be emailed to all differentiated PhD students.

Overview of Study – Full-Time Students

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<td>Induction</td>
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<td></td>
<td>September</td>
<td>Commence PAI7001 and SOC9012</td>
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<td></td>
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<td>Initial 3 month review to be completed (PGR3 form)</td>
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<tr>
<td></td>
<td>January</td>
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<td></td>
<td>March-May</td>
<td>Differentiation</td>
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<tr>
<td></td>
<td>June</td>
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<tr>
<td>May</td>
<td>Submission of thesis (1 May)</td>
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<tr>
<td>April</td>
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Overview of Study – Part-Time Students

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<td>September</td>
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<tr>
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<td>January</td>
<td>Complete PAI7001 or SOC9012</td>
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<tr>
<td></td>
<td>February-March</td>
<td>Differentiation</td>
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<td>June-July</td>
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<tr>
<td>May</td>
<td>Submission of thesis (1 May)</td>
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<td>Notice of Intention to submit for 14 September (PGR8 form)</td>
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<tr>
<td>June-July</td>
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<tr>
<td>September</td>
<td>Submission of thesis (14 September)</td>
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### Appendix 1

#### Academic Staff – Contact Details

(see also [www.qub.ac.uk/pisp/Staff/](http://www.qub.ac.uk/pisp/Staff/))

<table>
<thead>
<tr>
<th>SURNAME</th>
<th>NAME</th>
<th>OFFICE</th>
<th>EXT</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agarin</td>
<td>Timofey</td>
<td>023.02.00</td>
<td>3659</td>
<td><a href="mailto:t.agarin@qub.ac.uk">t.agarin@qub.ac.uk</a></td>
</tr>
<tr>
<td>Andreasson</td>
<td>Stefan</td>
<td>026.02.002</td>
<td>3051</td>
<td><a href="mailto:s.andreasson@qub.ac.uk">s.andreasson@qub.ac.uk</a></td>
</tr>
<tr>
<td>Archard</td>
<td>David</td>
<td>026.03.003</td>
<td>.</td>
<td><a href="mailto:d.archard@qub.ac.uk">d.archard@qub.ac.uk</a></td>
</tr>
<tr>
<td>Baker</td>
<td>Andrew</td>
<td>023.02.010</td>
<td>3732</td>
<td><a href="mailto:a.baker@qub.ac.uk">a.baker@qub.ac.uk</a></td>
</tr>
<tr>
<td>Barry</td>
<td>John</td>
<td>023.01.007</td>
<td>2546</td>
<td><a href="mailto:j.barry@qub.ac.uk">j.barry@qub.ac.uk</a></td>
</tr>
<tr>
<td>Bew</td>
<td>Paul</td>
<td>025.01.006</td>
<td>3660</td>
<td><a href="mailto:p.bew@qub.ac.uk">p.bew@qub.ac.uk</a></td>
</tr>
<tr>
<td>Bourne</td>
<td>Mike</td>
<td>023.02.004</td>
<td>3765</td>
<td><a href="mailto:m.bourne@qub.ac.uk">m.bourne@qub.ac.uk</a></td>
</tr>
<tr>
<td>Bonotti</td>
<td>Matteo</td>
<td>031.0G.021</td>
<td>3543</td>
<td><a href="mailto:m.bonotti@qub.ac.uk">m.bonotti@qub.ac.uk</a></td>
</tr>
<tr>
<td>Breen</td>
<td>Keith</td>
<td>023.03.004</td>
<td>3349</td>
<td><a href="mailto:k.breen@qub.ac.uk">k.breen@qub.ac.uk</a></td>
</tr>
<tr>
<td>Bulley</td>
<td>Dan</td>
<td>026.0G.006</td>
<td>3165</td>
<td><a href="mailto:d.bulley@qub.ac.uk">d.bulley@qub.ac.uk</a></td>
</tr>
<tr>
<td>Clarke</td>
<td>Roger</td>
<td>025.02.003</td>
<td>5035</td>
<td><a href="mailto:roger.clarke@qub.ac.uk">roger.clarke@qub.ac.uk</a></td>
</tr>
<tr>
<td>Coakley</td>
<td>John</td>
<td>025.01.009</td>
<td>.</td>
<td><a href="mailto:j.coakley@qub.ac.uk">j.coakley@qub.ac.uk</a></td>
</tr>
<tr>
<td>Diekemper</td>
<td>Joseph</td>
<td>023.03.002</td>
<td>3421</td>
<td><a href="mailto:j.diekemper@qub.ac.uk">j.diekemper@qub.ac.uk</a></td>
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<tr>
<td>Dietl</td>
<td>Ralph</td>
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<td><a href="mailto:r.dietl@qub.ac.uk">r.dietl@qub.ac.uk</a></td>
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<tr>
<td>Fabre</td>
<td>Elodie</td>
<td>025.02.003</td>
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<td><a href="mailto:e.fabre@qub.ac.uk">e.fabre@qub.ac.uk</a></td>
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<tr>
<td>Galligan</td>
<td>Yvonne</td>
<td>026.0G.003</td>
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<tr>
<td>Garry</td>
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<td><a href="mailto:j.garry@qub.ac.uk">j.garry@qub.ac.uk</a></td>
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<tr>
<td>Geoghegan</td>
<td>Vincent</td>
<td>023.02.003</td>
<td>3587</td>
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<tr>
<td>Johnson</td>
<td>Heather</td>
<td>024.03.003</td>
<td>.</td>
<td><a href="mailto:h.johnson@qub.ac.uk">h.johnson@qub.ac.uk</a></td>
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<tr>
<td>Lisle</td>
<td>Debbie</td>
<td>025.03.002</td>
<td>3853</td>
<td><a href="mailto:d.lisle@qub.ac.uk">d.lisle@qub.ac.uk</a></td>
</tr>
<tr>
<td>McBride</td>
<td>Cillian</td>
<td>024.02.002</td>
<td>3008</td>
<td><a href="mailto:c.mcbride@qub.ac.uk">c.mcbride@qub.ac.uk</a></td>
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<td>McCall</td>
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<tr>
<td>McGowan</td>
<td>Lee</td>
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<td>Mcloughlin</td>
<td>Peter</td>
<td>025.01.005</td>
<td>3109</td>
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</tr>
<tr>
<td>McManus</td>
<td>Susan</td>
<td>024.03.002</td>
<td>5045</td>
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<tr>
<td>Milton-Edwards</td>
<td>Beverley</td>
<td>026.02.003</td>
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<td><a href="mailto:b.milton-edwards@qub.ac.uk">b.milton-edwards@qub.ac.uk</a></td>
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<td>Morrison</td>
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<tr>
<td>Nimni</td>
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<td>026.01.006</td>
<td>3625</td>
<td><a href="mailto:e.nimni@qub.ac.uk">e.nimni@qub.ac.uk</a></td>
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<tr>
<td>O'Callaghan</td>
<td>Margaret</td>
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<td><a href="mailto:r.wilford@qub.ac.uk">r.wilford@qub.ac.uk</a></td>
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</table>
Appendix 2

Sources of Advice and Information

There are a number of different sources of help and advice on various aspects of postgraduate study. Your first point of contact should normally be your supervisor, who should be able to answer many of your queries or to direct you to another source of help. Queries of a very practical nature – difficulties with office space, photocopying allowances etc, should be directed to the Postgraduate Secretary, Caroline McNeill (c.mcneill@qub.ac.uk). More general queries to do with the entire PhD programme should be directed to the Director of PGR students, Debbie Lisle (D.Lisle@qub.ac.uk). Other sources of advice include:

<table>
<thead>
<tr>
<th>Nature of Query</th>
<th>Sources of Advice</th>
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<td>Academic problems</td>
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<td>Accommodation</td>
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</tr>
<tr>
<td>Differentiation</td>
<td>Supervisor; Director of Research</td>
</tr>
<tr>
<td>Disability</td>
<td>School Disability Officer, Dr. Elodie Fabre (<a href="mailto:e.fabre@qub.ac.uk">e.fabre@qub.ac.uk</a>) or Disability Services (<a href="http://www.qub.ac.uk/disability">www.qub.ac.uk/disability</a>)</td>
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<tr>
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<td>Student Financial Adviser, Students’ Union <a href="http://www.qubsu.org">www.qubsu.org</a></td>
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<tr>
<td>Grants/Studentships</td>
<td>Postgraduate Centre <a href="http://www.qub.ac.uk/sites/PostgraduateCentre/">http://www.qub.ac.uk/sites/PostgraduateCentre/</a></td>
</tr>
<tr>
<td>Layout and binding of your thesis</td>
<td>Student Records and Examinations Office <a href="http://www.qub.ac.uk/directorates/sgc/srecords/">http://www.qub.ac.uk/directorates/sgc/srecords/</a></td>
</tr>
<tr>
<td>Personal difficulties</td>
<td>Supervisor; Director of Research; Director of Postgraduate Research Students; Students’ Union – Vice-President (Education) or Vice-President (Welfare) (<a href="http://www.qubsu.org">www.qubsu.org</a>); University Health Centre (<a href="http://www.universityhealthcentre@queens.ac.uk">www.universityhealthcentre@queens.ac.uk</a>); Student Counselling Service (<a href="http://www.qub.ac.uk/directorates/sgc/counselling">http://www.qub.ac.uk/directorates/sgc/counselling</a>) University chaplains (<a href="http://www.qub.ac.uk/ilo/chaplain.htm">www.qub.ac.uk/ilo/chaplain.htm</a>)</td>
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<td>Submitting your thesis</td>
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</tr>
<tr>
<td>Supervisory problems</td>
<td>Supervisors; Director of Research; Director of Postgraduate Research Students; Postgraduate Centre (<a href="http://www.qub.ac.uk/sites/PostgraduateCentre/">http://www.qub.ac.uk/sites/PostgraduateCentre/</a>); Vice-President (Education), Students’ Union (<a href="http://www.qubsu.org">www.qubsu.org</a>)</td>
</tr>
<tr>
<td>Tuition fees</td>
<td>Student Finance (<a href="http://www.qub.ac.uk/directorates/sgc/finance/">http://www.qub.ac.uk/directorates/sgc/finance/</a>); Student Records and Examinations Office (<a href="http://www.qub.ac.uk/directorates/sgc/srecords/">http://www.qub.ac.uk/directorates/sgc/srecords/</a>)</td>
</tr>
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</table>
Appendix 3:
Good Practice Guide on the Use of Turnitin Software
for Postgraduate Research Students 2013-14

Introduction

Turnitin is a commercial service endorsed by JISC (HEFCE IT) and is currently used by Universities across the UK to check for originality and potential instances of plagiarism in student coursework. The Turnitin software uses a process of text matching to compare a piece of student work to its archive of electronic sources which include electronic publications, over 3 billion web pages and previously submitted student work from over 10,000 institutions. This guide applies to the use of the service for postgraduate research students only. Other practice in the University may apply to undergraduate and postgraduate taught programmes.

Rationale for the Use of Turnitin

The use of an originality checking service to assess thesis content for originality and potential instances of plagiarism is a requirement within the General Regulations: University Calendar for Postgraduate Students.

Regulation 7.1.5 of the Study Regulations for Research Degree Programmes states: The principal supervisor must ensure that appropriate sections of the draft thesis (or critical analysis for PhD by Published Works) have been submitted to the University-recognised originality checking service, and the report used for feedback purposes, prior to the submission of the thesis (or critical analysis).

Research students should normally have at least one opportunity, but not more than two to have each relevant chapter/section of their thesis submitted through Turnitin. Depending on the subject of study and level of progress, draft reports/papers or thesis chapters/sections, as appropriate, should be submitted to Turnitin prior to Annual Progress Review meetings and the submission of the thesis.

The University has specific regulations and procedures regarding Academic Offences including Research Misconduct. Wilful plagiarism is defined as research misconduct and carries a range of penalties as outlined in the regulations. If used at an early stage, Turnitin can assist in raising any concerns regarding the originality of the student's work and help prevent this being a significant issue at a more critical stage of the development of the thesis. Turnitin can be used as a tool to help identify any research student misconceptions with regard to academic writing and citing of sources, according to the conventions of their discipline.

Through initial training and awareness raising (see training and guidelines sections below) as well as the practical implementation of Turnitin at a designated stage of the student's research, the supervisor and student are able to make an informed decision regarding the content of the thesis and the evidence used to support it. The software will contribute to the assurance of academic integrity prior to submission to the examiners.

The use of Turnitin may not be feasible in some subject areas where there are more practice based outcomes such as in Music or the production of computer code for particular IT projects. Turnitin is not designed to help assess the originality of the research rationale, ideas or arguments put forward by the student.

Training and Support

Whilst research students are expected to have a good understanding of citation methods when they enrol on a Research Degree Programme, some students may require additional guidance or training in the early stages of their research, particularly if they are required to adopt a method of citation which is unfamiliar to them. Students can access training and support from the following sources:

1 General Regulations: University Calendar for Postgraduate Students 2013-14, p.38.
(i) The International and Postgraduate Student Centre offers writing courses for postgraduate students, with additional programmes for international students. These programmes include sections on plagiarism, and the role of effective citation in reducing the risk of plagiarism occurring.

(ii) Students experiencing particular difficulties regarding citation methods can access one to one support sessions through the Learning Development Service (LDS). In addition, the LDS has developed a free online tutorial in Harvard referencing (Cite2Write) which all students can access.

(iii) Subject librarians at Queen's provide training and support regarding standard, and subject specific referencing styles. The Library at Queen's provides a range of online materials and links to external sources which can provide further information and tutorial support on citation. Students can manage their references and bibliographies through bibliographical management programmes such as Refworks® which is free for all staff and students at Queen’s. One to one training can be provided to students by subject librarians in the use of this software.

Guidelines for the Use of Turnitin

The approaches to the practical use of Turnitin identified below are largely generic, particularly in terms of when the software should be used. Differing approaches to research and structures of theses may require a slightly altered approach by some Schools.

(i) Turnitin is available as a site licence, and continuous access is available to all Schools and individual staff users upon setting up an account, which can be arranged through the Centre for Educational Development (CED). Supervisors may then create a series of opportunities for students to submit to the service and view the originality checking report.

(ii) CED will provide training sessions in the use of Turnitin for supervisors and School support staff at designated times during the academic year, or on request.

(iii) It would be good practice for Schools to ensure that as part of their induction programme and prior to Annual Progress Review meetings, research students are made fully aware of the use and general functionality of Turnitin.

(iv) Turnitin should be universally applied across all Research Degree Programmes rather than a random sample of particular programmes or students. This avoids the potential for future challenges from students for unfair, discriminatory or exceptional treatment by a member of staff. Supervisors should use their discretion and experience of the subject area to determine which chapters of a thesis include a significant body of literature (e.g. introduction, literature review, and discussion) and should be submitted to Turnitin.

(v) As indicated in the regulations, Turnitin should be used to inform students of potential issues regarding originality within their thesis, and to provide an opportunity to address these prior to submission.

(vi) Depending on the subject of study and progress of the thesis such a process should be undertaken on the written submission (e.g. literature review, draft paper, or thesis chapter) that students produce for each Annual Progress Review meeting, and at an advanced stage of the student’s writing up process (such as when the student is close to a final draft of a chapter), but before the student makes final changes and corrections. The supervisor must also provide support to the student to help interpret the report and, where required, offer advice on correct writing and citing of sources in line with the conventions of the discipline in which they are studying.

(vii) Principal supervisors should not attempt to produce an originality report on a full and/or final draft of a thesis, rather one chapter at a time which will be less time consuming and allow for a continuous assessment of the student’s work.

(viii) Each chapter submitted through Turnitin will be recognised as an ‘assignment’ in the ‘class’ of the student. Following analysis, the supervisor and student will have access to a chapter which has been checked at an advanced stage for originality: ‘a revision assignment’.

(ix) The software does not make a judgement on whether a student has plagiarised existing work for inclusion in his/her thesis and this should ultimately be considered through academic judgement. Originality reports require interpretation and there is no defined percentage of matching text which determines plagiarism.
Practical guidelines on the use of Turnitin are available from CED. Supervisors who have no prior experience of navigating and interpreting the originality reports produced by Turnitin should access the appropriate training prior to setting up an account and using Turnitin to access a student's work.

For queries relating to the use of Turnitin, staff should contact the eLearning Team in the Centre of Educational Development on ext 1569 or email elearning@qub.ac.uk. Queries relating to University regulations and their reference to the use of originality checking software should be directed to Academic Affairs on ext 3322 or email academic-affairs@qub.ac.uk.

Frequently Asked Questions

Question: Why do theses have to be submitted to Turnitin?
Answer: It is good practice for a thesis to be submitted to an originality checking service to assess the content for originality, and to highlight and deal with potential instances of plagiarism at an early stage in the student's research. It is also a requirement under regulation 7.1.5 of the Study Regulations for Research Degree Programmes.

Question: Where can supervisors receive training and support for Turnitin?
Answer: The Centre for Educational Development will provide training and support for supervisors in the use of Turnitin. Contact the eLearning Team in CED on ext 1569 or email eLearning@qub.ac.uk.

Question: When, and on what should Turnitin be used?
Answer: A student’s written submission (e.g. draft report/paper or chapters/sections of the thesis) for Annual Progress Review should be submitted to Turnitin for feedback purposes prior to the Annual Progress Review meeting. Chapters should also be submitted at an advanced stage of the student’s writing up process (e.g. when the student is close to a final draft of a chapter) but before final changes and corrections are made. Supervisors should use their discretion and experience of the subject area to determine the appropriate sections of a thesis for submission to Turnitin. Appropriate chapters would be those that include a significant body of literature which should be cited in accordance with the discipline conventions.

Question: Is it mandatory to use Turnitin on a thesis?
Answer: Yes, all theses to be submitted for examination after 31 August 2013 must have had relevant chapters submitted to Turnitin, to enable students to receive and act on feedback before they make final changes and submit their thesis for examination.

Question: Can a student contact CED to get a Turnitin account?
Answer: No, the Turnitin software is for staff use and supervisors set up areas in the software to which students submit their work.

Question: Are there materials to help students sign up and upload to the service?
Answer: Yes, slides are available from CED which Schools can make available to students.

Question: Who is responsible for explaining the implications of the originality report to the student?
Answer: The supervisor is responsible for explaining to the student how the originality report should be interpreted in the context of the discipline. They should also make the student aware of the consequences of plagiarism under the University regulations.

Question: Can I use Turnitin to check the originality of work submitted to another institution?
Answer: No, the Queen’s Turnitin licence is for use with students enrolled at Queen’s only. If you are an external examiner at another institution and wish for an originality check to be carried out on the work you are examining you should request it from that institution.

Question: I am an Editor/ Reviewer for a journal; can I check the originality of submissions?
Answer: No, the Queen’s Turnitin licence is for use on the work of students enrolled at Queen’s. No other material should be submitted. Irrespective of this, you do not have permission of the copyright holder to upload the work.

Question: Does copyright law apply to Turnitin?
Answer: Yes. The student is normally the copyright holder of the thesis and they should be made aware that in submitting to Turnitin they are providing a copy of their work to be used in the process of checking its originality, and then subsequently to be held in a database for the purpose of checking the originality of other submissions.

Question: What if a third party owns the copyright of the thesis?
Answer: The supervisor should check with the copyright owner if they agree to submit to the Turnitin service. If they wish, an originality check may be performed without the content of the thesis being added to the database and this option may be chosen when the Turnitin assignment is created.

Question: What if the material in the thesis is politically sensitive or a matter of national security?
Answer: All content in the Turnitin system is held securely and no content held within the database will be released for use in plagiarism cases held at other institutions without specific consent of the supervisor of the thesis. It is, however, recognised that the comparison process takes place in the USA where the data is also held. For this reason the supervisor may wish to use their discretion not to upload or compare content which is of a sensitive or a secure nature.

Question: I have received a request from a lecturer within Queen’s or at another university to grant access to a copy of a chapter of my student’s work as it has been listed as the source for a match to another essay, what should I do?
Answer: This rarely occurs but in order to help the system work to protect your student’s thesis from being plagiarised please take the following steps:
   (i) Contact your student and gain their permission to release a copy of the source, as they are the copyright holder. If they give consent, click the button to grant the lecturer access to a copy of the source.
   (ii) If your student does not give their consent, or the student is not contactable, refuse the request.

Question: Where can I get more general information about the quality assurance of Research Degree Programmes?
Answer: The Queen’s Institutional Code of Practice for Research Degree Programmes webpage outlines regulations, codes and policies, guidance material and research management forms to support the quality assurance of Research Degree Programmes.

(http://www.qub.ac.uk/directorates/AcademicStudentAffairs/Publications/DASAPoliciesandProceduresManual/InstitutionalCodeofPracticeforResearchDegreeProgrammes/) Please feel free to also contact Academic Affairs on academic-affairs@qub.ac.uk with any queries, concerns, or areas of good practice that can be disseminated across the University.
### Appendix 4

**Semester Dates for 2013-14**

#### Autumn Semester

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<th>Dates</th>
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<tr>
<td>Teaching Weeks 1-12</td>
<td>Monday 30 September – Friday 20 December 2013</td>
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<tr>
<td>Christmas vacation</td>
<td>Monday 23 December 2012 – Friday 10 January 2014</td>
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<tr>
<td>Assessment</td>
<td>Monday 13 January – Tuesday 28 January 2014</td>
</tr>
<tr>
<td>Inter-Semester Break</td>
<td>Wednesday 29 January – Friday 31 January 2014</td>
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#### Spring Semester

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<tbody>
<tr>
<td>Teaching Weeks 1-9</td>
<td>Monday 3 February – Friday 4 April 2014</td>
</tr>
<tr>
<td>Easter Vacation</td>
<td>Monday 7 April – Friday 25 April 2014</td>
</tr>
<tr>
<td>Teaching Weeks 10-12</td>
<td>Monday 28 April – Friday 16 May 2014</td>
</tr>
<tr>
<td>Revision Period</td>
<td>Monday 19 May – Wednesday 21 May 2014</td>
</tr>
<tr>
<td>Assessment</td>
<td>Thursday 22 May – Saturday 7 June 2014</td>
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