Postgraduate Research Training Schedule 2016-17

We are exceptional

Queen's University
Belfast

Centre for Public Health

SCHOOL OF
Medicine, Dentistry and Biomedical Sciences

CONTENTS

CONTACTS

Primary contact point is Jacci in the ICSB Admin office: **cph@qub.ac.u**k
General postgraduate office contact: **pgoffice.smdb@qub.ac.uk**

CPH director for postgraduate education and training, Dr AJ McKnight: **a.j.mcknight@qub.ac.uk**

CPH centre director, Professor L Murray: **l.murray@qub.ac.uk**

Postgraduate student centre: **http://www.qub.ac.uk/directorates/sgc/**

Updates will be notified via the postgraduate diary on the CPH website:
http://go.qub.ac.uk/pgdiary2017

WELCOME

Dear postgraduate student,

Welcome

It is my pleasure on behalf of the Centre for Public Health (CPH) to welcome you to our postgraduate training programme. Postgraduate research students are an important part of our CPH and make a valued contribution to our local and international reputation.

Your postgraduate research will be demanding, but with hard work, our support and mentorship, we trust that you will rise to the challenge and deliver high quality science that will benefit both the advancement of your career and the profile of CPH.

This handbook provides you with a summary and timetable for your first year, highlighting key activities, events and requirements that will contribute to your development whilst in CPH. It sets the standard for what we expect from our incoming PGR students, but also indicates our commitment to ensure that your time here is both enjoyable and productive.

Whilst we expect a high standard from our students, we also recognise our important supervisory and mentorship responsibilities, which we take seriously. We are confident that the hard work that you put in, allied to the support provided by CPH, will culminate in the production of a high quality thesis at the end of your studies.

At times it will be tough and resilience will be required but, with hard work, you will see the rewards – my door is always open if you have any questions or concerns. I am based on both RVH and BCH sites so email is often the easiest method to initially get in touch.

With best wishes for a successful research project,

Dr Amy Jayne McKnight
Director for Postgraduate Education and Training, Centre for Public Health
Associate Director for PGET, School of Medicine, Dentistry and Biomedical Sciences
a.j.mcknight@qub.ac.uk

TYPICAL FIRST YEAR AT A GLANCE

School of Medicine, Dentistry and Biomedical Sciences Induction Programme (mandatory)	22 & 23 September 2016
Welcome to the Centre for Public Health (lunch will be provided)	26 September 2016
Medical Statistics (mandatory)	29 September 2016 – 16 December 2016
Working with Long Documents (mandatory)	3 October 2016
Public Health Lectures (optional)	September 2016 – February 2017
Generic Laboratory Skills for Life Scientists (optional)	5 October 2016 – 18 January 2017
University Induction for Medicine and Health Sciences (mandatory)	7 October 2016 OR 13 October 2016
Creating Posters Using Powerpoint (mandator y)	14 October 2016
School of Medicine, Dentistry and Biomedical Sciences Annual Postgraduate Education and Research Forum (mandatory)	21 October 2016
Christmas Holidays	23 December 2016 – 3 January 2017 (inclusive)
Systematic Review (optional)	30 & 31 January 2017
Initial Review (Three Month Review)	Typically, 31 January 2017 (or 3 months after start)
Submit Literature Review	Typically, 31 January 2017 (or 3 months after start)
Generic Skills in Communicating Science (mandatory)	21 February 2017
Easter Holidays	14 April 2017 – 21 April 2017 (inclusive)
First Year Student Symposium (mandatory)	13 April 2017
First Year Annual Progress Review (to include Differentiation)	6 – 7 June 2017

Students are expected to attend the regular CPH lectures & seminars, which are advertised:
http://www.qub.ac.uk/research-centres/CentreforPublicHealth/WhatsOn/CPHSeminarSeries2016-17/

CALENDAR

Thursday 22 & Friday 23 September 2016 MANDATORY

School of Medicine, Dentistry and Biomedical Sciences Induction Course (see page 9)

Date	Time	Venue
22 September 2016	9.30 am - 3.45 pm	North Lecture Theatre MBC
23 September 2016	9.30 am – 4.45 pm	North Lecture Theatre MBC

Monday 26 September 2016 MANDATORY

Talk	Time	Venue
Welcome to the Centre for Public Health (see page 10)	10.00 am	Mulhouse Seminar Room 3 and 4

Thursday 29 September – Friday 12 December 2016 MANDATORY

Medical Statistics

Please see timetable on page 11 for further information.

Monday 3 October 2016 MANDATORY

Working with Long Documents

Please email Cara McWilliams (**c.mcwilliams@qub.ac.uk**) to confirm attendance.

Time	Venue
9.30 am – 12.30 pm	MBC/Teaching Room

September 2016 – February 2017 OPTIONAL

Public Health Lectures - see included timetable (see pages 13-16)

Wednesday 5 October 2016 – Wednesday 18 January 2017 OPTIONAL

Generic Laboratory Skills for Life Scientists (see page 17)

Time	Venue
4.00 pm – 5.00 pm	Basement Lecture Theatre, Wellcome-Wolfson Institute

Friday 7 October 2016 OR Thursday 13 October 2016 MANDATORY

University Induction for Medicine, Health and Life Sciences

Please register via the QSIS system. Dates will be live on QSIS from week commencing 26 September 2016.

Time	Venue
9.15 am - 4.00 pm	Great Hall, Lanyon Building (7 October 2016)
	OR same time - Graduate School (13 October 2016)

CALENDAR

Friday 14 October 2016

Creating Posters Using Powerpoint

Please email Cara McWilliams (**c.mcwilliams@qub.ac.uk**) to confirm attendance.

Time	Venue
9.30 am – 12.30 pm	MBC/01/110

Friday 21 October 2016

School Annual Postgraduate Education and Research Forum (see page 18)

Time	Venue
8.30 am – 5.30 pm	Riddel Hall (185 Stranmillis Road)

Dates to be Confirmed

RefWorks Training Sessions

Time	Venue
TBC	TBC

Friday 23 December 2016 – Tuesday 3 January 2017 (inclusive)

CHRISTMAS HOLIDAY

Monday 30 January 2017 – Tuesday 31 January 2017

3 & 4 April 2017 (possible additional course)

Systematic Review

Two-day course: 'Introduction to Systematic Reviews and Meta-analyses'

Professor Mike Clarke, Director of the Northern Ireland Methodology Hub within the Centre for Public Health, QUB and the Director of the Northern Ireland Clinical Trials Unit, will deliver a two-day course "Introduction to Systematic Reviews and Meta-analyses" on Monday 30 and Tuesday 31 January 2017. Professor Clarke is a former Director of the UK Cochrane Centre and has worked on dozens of systematic reviews across health and social care, teaching on many course around the world in the last 25 years. This introductory, very interactive course is suitable for Masters and PhD students. It will take participants through the process of conducting a systematic review and how to overcome challenges that may arise, to help ensure the production of the best review possible.

There is no cost to attend and the course will run from 10 am to 4 pm on both days, in the Seminar Room, Institute of Clinical Science B, Royal Victoria Hospital.

Please email **g.holmes@qub.ac.uk** by Monday 28 November if you would like to register as there is a 20 student limit on this popular course.

Tuesday 31 January 2017

Typical deadline for submission of Literature Review

Typical deadline for submission of Initial Review - this paperwork does not require student input, supervisor completes on each student's behalf)

CALENDAR

Tuesday 21 February 2017 MANDATORY

Generic Skills in Communicating Science (see page 19)

Organising your PhD studies

- Data analysis and management
- Preparing and presenting data for publication
- Giving a research talk
- Poster presentation
- Critiquing a research paper
- Preparing for differentiation

Time	Venue
9.00 am – 4.30 pm	Basement Lecture Theatre, Wellcome-Wolfson Institute

Thursday 13 April 2017 MANDATORY

Student Symposium

Time	Venue
9.00 am - 5.00 pm	Seminar room, ICSB, RVH

Friday 14 April 2017 – Friday 21 April 2017 (inclusive)

EASTER HOLIDAY

Tuesday 6 June 2017 & Wednesday 7 June 2017

FIRST YEAR ANNUAL PROGRESS REVIEW INTERVIEWS (Differentiation)

UNIVERSITY HOLIDAYS

Holidays and Key Dates 2016

St Patrick's Day:	Thursday 17 March
Easter:	Friday 25 March - Friday 1 April (inclusive)
May Day:	Monday 2 May
July Holidays:	Tuesday 12 July and Wednesday 13 July
Christmas/ New Year:	Friday 23 December - Tuesday 3 January 2017 (inclusive)

Holidays and Key Dates 2017

St Patrick's Day:	Friday 17 March
Easter:	Friday 14 April – Friday 21 April (inclusive)
May Day:	Monday 1 May
July Holidays:	Wednesday 12 July and Thursday 13 July
Christmas/ New Year:	Friday 22 December – Tuesday 2 January 2018 (inclusive)

Holidays and Key Dates 2018

St Patrick's Day:	Monday 19 March
Easter:	Friday 30 March – Friday 6 April (inclusive)
May Day:	Monday 7 May
July Holidays:	Thursday 12 July and Friday 13 July
Christmas/ New Year:	Monday 24 December – Wednesday 2 January 2019 (inclusive)

TIMETABLES

**School of Medicine, Dentistry & Biomedical Sciences
Induction Course: Postgraduate Students
Date: Thursday 22 & Friday 23 September 2016
Venue: North Lecture Theatre, MBC**

Thursday, 22 September 2016

Time	Topic	Lecturer
09.30 - 10.00	1. Welcome for new postgraduate students in the School of Medicine, Dentistry and Biomedical Sciences	Prof Graham McGeown
10.00 - 10.30	2. Postgraduate Students - Experience of postgraduate study at Queen's	PGR - TBC PGT - TBC
10.30 - 11.00	**COFFEE – Foyer**	
11.00 - 11.30	3. Overview of IT facilities at Queen's	Mr Patrick Brannigan
11.30 - 12.15	4. Information on library services and electronic resources	Mr Richard Fallis
12.15 - 12.45	5. What your Students' Union can do for you	TBC
12.45 - 14.00	**LUNCH – Foyer**	
14.00 - 14.45	6. Research Governance, Ethics and Integrity	Dr Stephen Liggett
14.45 - 15.15	7. How to organise your research (writing protocols, recording data)	Dr Tim Curtis
15.15 - 15.45	8. Turnitin and Plagiarism	Dr Amy Jayne McKnight

Friday, 23 September 2016

Time	Topic	Lecturer
9.30 - 10.00	1. Animal Research and Ethics	Dr David Grieve

10.00 - 10.30	2. Laboratory Health and Safety:
	  • General Laboratory
	  • Fire Safety
		Ms Julie McConkey

10.30 - 11.00	**COFFEE – Foyer**	

11.00 - 12.00	3. Laboratory Health and Safety (continued):
	  • Radiation Safety
	  • Chemical Safety & COSH
		Ms Lindsey Smith

12.00 - 13.00	4. Biological Safety and Genetic Modification	Dr David Norwood
13.00 - 14.00	**LUNCH**	
14.00 - 14.30	5. Good Laboratory Skills	Dr Karen McCloskey
14.30 - 15.30	6. Introductory Statistics	Dr Finian Bannon
15.30 - 15.45	**COFFEE**	
15.45 - 16.45	7. Introductory Statistics (continued)	Dr Chris Cardwell

TIMETABLES

Centre for Public Health Postgraduate Induction with tea, coffee, biscuits on arrival and lunch

Date: Monday 26 September 2016

Venue:	Mulhouse Seminar Room 3 and 4 Royal Victoria Hospital
10.00 am – 10.30 am	Tea, coffee, biscuits welcome while taking individual photographs, plus group photographs of all new students.
10.30 am – 10.40 am	Welcome and Introduction to the Centre – Dr A J McKnight (ADPET)
10.40 am – 10.55 am	Welcome on behalf of Centre Director – Professor Michael Donnelly
10.55 am – 11.10 am	Health and Safety Briefing – Dr Gareth McKay or Niamh McElherron (this includes general H&S training for all stude nts using CPH facilities, including study rooms and kitchens in ICSB)
11.10 am – 11.30 am	Postgraduate progress procedures and Brief overview of relevant PGT courses – MRes in Translational Medicine, MSc in Bioinformatics and Computational Biology, Medical Statistics – Dr Amy Jayne McKnight
11.30 am – 11.50am	Introduction to the Masters in Public Health – Dr Denise O'Hagan
11.50 am – 12 noon	Introduction by postgraduate research student representative – Rekesh Corepal
12 noon – 12.30pm	Tour of the Centre
12.30pm	Informal lunch with PIs, research staff, post grad students, clerical and technical staff

TIMETABLES

Medical Statistics for Postgraduate Students (SCM8098)
Timetable 2016 - 2017

Lectures   TBC, RVH

Practicals   Student Computer Centre (SCC), Medical Library, Mulhouse Building, RVH

	Lecture	*Practical 1 (PhD, MD students)*	*Practical 2 (MPH students)*
Morning sessions	10.00 – 11:00	11:00-12:00	12:00-13:00
Afternoon sessions	14:00 – 15:00	15:00-16:00	16:00-17:00

Preliminary session			
Week 1 Thu 29th September 2016	Afternoon	0	Introductory session on SPSS (CP)
Core sessions			
Week 2 Thu 6th October 2016	Morning	1	Coding, Input and Screening of Data (CP)
	Afternoon	2	Presentation and Summary of Data (CC)
Week 3 Thu 13th October 2016	Morning	3	Probability & Probability Distributions (CP)
	Afternoon[2]	4	Sampling and Estimation (FB)
Week 4 Thu 23rd October 2014	Morning	5	Hypothesis testing - Proportions (CP)
	Afternoon	6	Hypothesis testing - Means (CC)
Week 5 Thu 27th October 2016	Morning	7	Study Design (CC)
	Afternoon	8	Analysis of Variance (HMcA)
Week 6 Thu 3rd November 2016	Morning	9	Simple Regression and Correlation (CP)
	Afternoon	10	Non-parametric Methods (CC)
Week 7 Thu 10th November 2016	Morning		No classes
	Afternoon		No classes
Week 8 Thu 17th November 2016	Morning	11	Multiple Regression (CP)
	Afternoon	12	Logistic Regression (CC)
Option sessions			
Week 9 Thu 24th November 2016	Morning	A	Systematic Review and Meta Analysis (CC)
	Afternoon	B	Vital and Health Statistics (FB)
Week 10 Thu 1st December 2016	Morning	C	Survival Analysis (CC)
	Afternoon	D	Laboratory Statistics (CP)
Week 11 Thu 8th December 2016	Morning	E	Agreement and Prognosis (CP)
	Afternoon	F	Statistical Genetics (AMcK))
Help sessions			
Week 11 Fri 9th December 2016	Morning	Help	Session for In-course Assignment (RVH SCC)
Week 11 Fri 16th December 2016	Morning	Help	Session for In-course Assignment (RVH SCC)

Subject to change. Please login to QSIS to check timetable online

TIMETABLES

Medical Statistics for Postgraduate Students (SCM8098)
Course Outline

Aims & Objectives

The aims are to enable students to formulate their research problems in statistical terms, to design informative experiments, to apply appropriate statistical methods and to correctly interpret their results. The course therefore equips students with skills necessary for the planning and execution of their research projects.

The course places little emphasis on the statistical theory underlying the subject, and no particular mathematical aptitude is required. Teaching is conducted using examples drawn from the medical literature and from subject areas familiar to the students.

During the course students will make use of the IBM SPSS Statistics package in the Student Computer Centres. This package implements most of the methods covered in the course enabling students to analyse their project data. Students registered in the School of Medicine, Dentistry & Biomedical Sciences have free access to this package for use on their own PCs provided they first register with Computer Services.

Reading list

There is no required reading other than the lecture notes, but the following books provide suitable supplementary reading. The first is paperback (~£20), the second is more comprehensive and hardback (£40). Both are available in the library for short term loan.

An Introduction to Medical Statistics. (3rd ed.) M Bland, Oxford University Press, 2000.

Practical Statistics for Medical Research. DG Altman, Chapman and Hall, London, 1990.

Lecturers and contact details

Dr Chris Patterson (c.patterson@qub.ac.uk)	Centre for Public Health,
Dr Chris Cardwell (c.cardwell@qub.ac.uk)	3rd floor, Institute of Clinical Science Block B,
Dr AJ McKnight (a.j.mcknight@qub.ac.uk)	Grosvenor Road, BELFAST BT12 6BJ
	☎ 028 9063 5009 Fax 028 9023 5900

Assessment

The course is assessed by a three-hour written examination in January, contributing 80% of the final mark, and an in-course assignment accounts for the remaining 20%. Both components must be passed (50% pass mark) and no compensation is allowed. There will be a supplementary examination in May. Course exemption may be possible for Centre of Public Health students who have previously taken and passed a substantial course in statistics; details of the course content and evidence of the mark attained will be required.

Resources

Lecture notes, practical solutions, past examination papers and specimen answers are all available in the Resources section of module SCM7044 in Queen's Online.

Please note that lecture notes are not provided at the start of each session, and it is the responsibility of each student to obtain a copy from Queen's Online before the session.

The Medical Statistic course is equivalent to 6 days training for research students

TIMETABLES

Public Health Sciences (SCM8103), Masters in Public Health 2016-2017

Week	Day	Date	Time	Title	Tutor/ Facilitator
Week 1				Induction week	
				Health Status Assessment	Denise O'Hagan
Week 2	Mon	3 Oct	9.30-10.30	Population Description (Demographic Profile)	Dermot O'Reilly
			11.00-12.00	Measures of Mortality	Dermot O'Reilly
			1.30-2.30	Measures of Fertility and Reproducibility	Michael Rosato
	Tue	4 Oct	9.30-10.30	Life and Health Expectancy	Dermot O'Reilly
			11.00- 12.00	Population Projections & Possible Consequences of an Ageing Population	Dermot O'Reilly
			1.30 -2.30	Combination of Morbidity and Mortality Data	Dermot O'Reilly
	Fri	7 Oct	9.30-10.30	Basic epidemiological concepts: measures of disease frequency, measures of association	Lesley Anderson
			11.00-12.00	Ecological and cross-sectional studies	Lesley Anderson
			12.00-1.00	Journal club instructions	Liam Murray
Week 3	Mon	10 Oct	9.30-11.00	Disease Registries	Anna Gavin
			11.30-1.00	Global Health - data sources	Nathan Congdon
	Tue	11 Oct	9.30-11.00	Case-Control Studies 1	Helen Coleman
			11.30-1.00	Case-Control Studies 2	Helen Coleman
			2.00 – 3.30	Health Status Assessment/Demography workshop	tbc
	Fri	14 Oct	9.30-11.00	Cohort Studies 1	Liam Murray
			11.30-1.00	Cohort Studies 2	Liam Murray
			2.00 – 3.30	Clinical Epidemiology 1. Diagnostic Studies	Ruth Hogg
Week 4	Mon	17 Oct	9.30-11.00	Confounding, effect modification and bias	Lesley Anderson
			11.30-1.00	Clinical Epidemiology 2. Prognostic Studies	Ruth Hogg
			2.00 – 3.00	Critical Appraisal Assignment instructions	Liam Murray
	Tues	18 Oct	9.30-11.00	Observational studies workshop	tbc
			11.30-1.00	Qualitative Research Session 1	Mike Corman

TIMETABLES

Public Health Sciences (SCM8103) *continued*

Week	Day	Date	Time	Title	Tutor/ Facilitator
			2.00 -3.30	Qualitative Research Session 2	Mike Corman
	Thurs	20 Oct	9.30-3.30	Systematic reviews/evidence synthesis	Mike Clarke
	Fri	21 Oct	9.30-3.30	Systematic reviews/evidence synthesis	Mike Clarke
Week 5	Mon	24 Oct	9.30-11.00	Qualitative Research Session 3	Mike Corman
			11.30-1.00	Journal Club – cohort studies	Liam Murray
			2.00 -3.30	Journal Club – case control studies	Helen Coleman
	Tues	25 Oct	9.30-11	Survey Design & Interpretation	Kevin Sweeney
			11.30-1.00	Questionnaire Design	Kevin Sweeney
	Fri	28 Oct	9.30-11.00	Questionnaire Validation	Noleen McCorry
			11.30-1.00	Introduction to Health Economics 1	Ciaran O'Neill
Week 6	Mon	31 Oct	9.30-11.00	Randomised Controlled Trials 1	Mike Clarke
			11.30-1.00	Randomised Controlled Trials 2	Mike Clarke
			2.00 -3.00	Dissertation planning	Michael Donnelly
	Tues	1 Nov	9.30-11.00	Intervention studies workshop	Liam Murray
			11.30-1.00	Introduction to Health Economics 2	Ciaran O'Neill
	Fri	4 Nov	9.30-11.00	Journal Club - Qualitative Studies	Michael Donnelly
			11.30-1.00	Journal Club – RCTs	Liam Murray

Timetable is for information of course content here; Please login to QSIS to check final timetable online

TIMETABLES

Determinants and Improvement of Health Module (SCM8102) 2016-17

Day	Date	Time	Lecture Title	Tutor	
Mon	14 Nov	9.30-10.00	Module Overview	D O Hagan	SR5
		10.15- 12.30	Sociology 1: Health Illness, disease, disability & impairment	Mairead Corrigan	SR5
		1.15-3.30	Aetiology and Prevention 1 Introduction to Assignment	Denise O Hagan	SR5
Tues	15 Nov	9.30-11.00	Association and Causation	Dermot O'Reilly	SR5
		11.30-1.30	Health Variations: Information and Data sources for Public Health Practice	Lorraine Fahy Louise Bradley	Computer Suite
			GAP		
Fri	18 Nov	9.30-12.30	Sociology 2: Patterns of Illness Social Support	Mairead Corrigan	SR5
		1.15-3.30	Genetics and health 1	Declan Bradley	SR5
Mon	21 Nov	9.30- 11.00	Inequalities in health	Dermot O'Reilly	SR5
		11.30- 1.00	Measuring Inequalities	Dermot O'Reilly	SR5
		1.45-3.30	Genetics and Health 2	Declan Bradley	
Tues	22 Nov	9.30-11.00	Reducing Inequalities	Dermot O'Reilly	SR5
		11.30-12.30	TK McKeown theories and re-appraisals	Dermot O'Reilly	SR5
		2..00-3.30	Psychology of decision making in health	Michael Donnelly	SR5
Fri	25 Nov	9.30-12.30	Centre of Excellence Away Day		
Mon	28 Nov	9.30-12.30	Introduction to Health Promotion, Principles	Diane McIntyre	SR5
		1.15-3.30	Aetiology of Disease : Sun exposure	Marie Cantwell	SR5
Tues	29 Nov	9.30-12.30	Health Promotion Theory and Practice Settings Approach	Diane McIntyre	SR5
		1.15-3.30	Implementing PH Programmes Developing the plan for your assignment	Denise O Hagan	SR5
Fri	2 Dec	9.30-11.00	Aetiology of Disease : Impact of Tobacco on Health	Anna Gavin	SR5
		11.15-12.30	Tobacco Control	Collete Rogers	
		1.30-3.30	Health Communication and Social Marketing	Linda Giles Sinead McGuinness	
Mon	5 Dec	09.30-11.00	Aetiology of Disease: Impact of Diet & Nutritional status on health	MMcKinley & Jane Woodside	SR5
		11.15-12.30	Aetiology of Disease: Obesity	Marie Cantwell	SR5
		1.30-15.30	Prevention: Addressing Nutrition and Obesity (with reference to settings approaches)	Angela McComb Janet Calvert	SR5
Tues	6 Dec	9.30 -11.15	Addressing Physical Activity Complex Public Health Interventions	Mark Tully Collette Brolly	
		11.30-3.30	Health Impact Assessment 1	Joanna Purdy	SR5

TIMETABLES

Determinants and Improvement of Health *continued*

Day	Date	Time	Lecture Title	Tutor	
Fri	9 Dec	9.30-12.30	Health Impact assessment 2	Joanna Purdy	SR5
		1.15-3.30	Economics of Prevention 1	Ciaran O Neill	SR5
Mon	12 Dec	9.30-12.30	Physical Environment 1	Nigel McMahon	SR5
		1.30-3.30	Economics of Prevention 2		SR5
Tues	13 Dec	9.30-12.30	Physical Environment 2	Nigel McMahon	SR5
Tues	13 Dec	1.30-3.30	Implementing PH Programmes: Mental Health Promotion / Suciide Prevention	Denise O Hagan	SR5
Fri	16 Dec	9.30-12.30	Evaluating Public Health Interventions	Adele Graham	SR5
		1.30-3.30	Assignment Q&A BREAK		
Mon	30 Jan	9.30-3.30	Collaborative Approach to addressing a public health problem (using IPH framework), Leadership; Partnership working		SR5
Tues	31 Jan	11.00-12.30	Advocacy	Liz Mitchell	SR5
		1.30-3.30	Community development	Joanne Morgan	SR5
Thurs	2 Feb		Oral Assignment		SR5

Timetable is for information of course content here; Please login to QSIS to check final timetable online

Students who wish to attend any of the MPH lectures must advise CPH@qub.ac.uk to avail of teaching material and be advised of updates to the timetable. Please note, PGR students are very welcome and encouraged to attend these sessions, but attendance is dependent on sufficient room capacity.

TIMETABLES

Generic Laboratory Skills for Life Scientists
Wednesday 5 October 2016 – Wednesday 18 January 2017

Basement Lecture Theatre, Wellcome-Wolfson Institute, 16.00 - 17.00

Session	Date	Subject	Lecturer
1	5 October	Primary Cell Culture	Dr Simon McDade
2	12 October	Methods in Molecular Biology: (Northerns, Microarrays, Chromatin-IPs, EMSas/supershifts, ChIP-on ChIPs etc.) promoter assays	Dr Julia Miskelly
3	19 October	Methods in Molecular Biology 3: (yeast-2-hybrid)	Dr Greti Espona Fielder
4	26 October	Western Blotting	Joana Sa Pessoa
5	2 November	Real Time PCR	Dr David Simpson
6	9 November	Flow cytometry: what is it good for?	Dr Cheryl McFarlane
7	16 November	Live cell imaging	Dr Karen McCloskey & Dr Tim Curtis
8	23 November	Studying cell adhesion, invasion and motility	Dr Kyle Matchett
9	30 November	Mouse models of disease	Dr Adrien Kissenpfennig
10	7 December	Digital Pathology	TBC
11	14 December	Research Ethics and Integrity	Dr Beckie Ingram
12	11 January	Clinical trials	Dr Richard Wilson
13	18 January	Technologies for tissue based research	TBC

TIMETABLES

Postgraduate Education and Research Forum
Friday 21 October 2016

The Postgraduate Education and Research Forum will focus on postgraduate activity and all students are expected to attend. Postgraduate students will be contributing to the day as follows:

- 1st Year students

  You are invited to attend the Education Forum to see/hear the 2nd/3rd year students present on their work through oral/poster presentations. This will allow you to experience the rich variety of research being undertaken in the School and also give you an introduction of what is expected of you during your PhD.

- 2nd Year students

  You will prepare a poster on your research work to date in A0 size (portrait or landscape). You should discuss the format/content with your supervisor prior to preparation.   The posters will be displayed throughout the day and a Panel of academic staff who will judge the posters. They will provide you with feedback which will help you in the development of your research. Prizes will be awarded for the best posters.

- 3rd Year students

  Presentation of your work is an important part of your postgraduate training. You will undertake to deliver a Presentation in a 3-2-1 format, which is 3 minutes total to include 2 power point slides and 1 question. This will be in addition to the normal APR process which will be held later in the year. Again valuable feedback will be provided to you by the panel of assessors. Prizes will be awarded for the best oral presentations.

TIMETABLES

Generic Skills in Communicating Science
Tuesday 21 February 2017
Basement Lecture Theatre, Wellcome-Wolfson Institute, 09.00 – 16.30

Tme	Subject	Lecturer
09.00 - 10.00	Organising your PhD studies	Prof Alan Stitt
10.00 – 10.30	Data analysis and management	Dr Amy Jayne McKnight
10.30 – 10.45	**COFFEE – Foyer**	
10.45 – 11.30	Preparing and presenting data for publication	TBC
11.30 – 12.30	Giving a Research Talk	Dr Tim Curtis
12.30 – 13.00	Poster Presentations	Dr David Simpson
13.00 – 14.00	**LUNCH – Foyer**	
14.00 – 15.00	Critiquing a Research Paper	Dr Reinhold Medina
15.00 – 16.00	Writing a good scientific paper	Dr Derek Brazil
16.00 – 16.30	Preparing for Differentiation	Dr David Grieve

POSTGRADUATE ASSESSMENT

All postgraduate students in the Centre must complete the following formal reports in addition to the reports for the grant awarding bodies where appropriate. **Please note that you will not be allowed to progress unless these targets are met and all paperwork is returned on or before the required deadlines.**

YEAR 1

1. January: Initial Review (This form will be sent to your supervisor for completion and you will be copied into the email).

2. January: A 3000 word (excluding references) literature review. This will demonstrate comprehensive insight into the chosen area of research and the level of scientific writing skills. It will allow the supervisor to provide constructive critique of knowledge and scientific writing. **The Literature Review should also be submitted through Turnitin (setup by your supervisor) and reviewed with your supervisor.**

3. 13th April 2017: Oral presentation. Talks will be up to 12 minutes in length with 3 minutes for Q&A, providing an overview of the scientific background and aims of the project, presentation of data obtained so far, and outline of planned work and will be followed by questions and audience discussion.

4. 26th May 2017: Annual Progress Review form submission (Differentiation) (please see Annual Progress Review Procedures).

5. 6th & 7th June 2017: Annual Progress Review Interviews (Differentiation).

6. Six Formal Supervisory Forms should be submitted to **j.byers@qub.ac.uk** and the School Postgraduate Office (**pgoffice.smdb@qub.ac.uk**) regularly throughout the year – two by Christmas, two by Easter and two before the end of the Academic Year (30 September 2017). At least 2 of these meetings should be attended by all supervisors. It is your responsibility to ensure that these forms are completed, signed and sent to the School Postgraduate Office. Your progress will be delayed if the six forms are not received by 30 September 2017. Copies should be kept to attach to Annual Progress Review forms

YEAR 2

7. October 2016: A0 (portrait) Poster presentation at the Annual School Postgraduate Education Forum.

8. 24th April 2017: Oral presentation. Talks will be up to 15 minutes in length with 5 minutes for Q&A, providing a a brief overview of the scientific background and the goals of the project, followed by a presentation of the data obtained so far. Finally, students should present their research objectives for the next 12 months.

9. 5th May 2017: Annual Progress Review form submission (please see Annual Progress Review Procedures).

10. 30th May 2017: Annual Progress Review Interviews.

11. In YEAR 2 or YEAR 3: generate a scientific abstract for a national/international conference.

12. Six Formal Supervisory Forms should be submitted to **j.byers@qub.ac.uk** and the School Postgraduate Office (**pgoffice.smdb@qub.ac.uk**) regularly throughout the year – two by Christmas, two by Easter, two before the end of the Academic Year (30 September 2017). At least 2 of these meetings should be attended by all supervisors. It is your responsibility to ensure that these forms are completed, signed and sent to the School Postgraduate Office. You progress will be delayed if the six forms are not received by 30 September 2017. Copies should be kept to attach to Annual Progress Review forms.

YEAR 3

1. October 2016: Short oral presentation (~3 minutes) at the Annual School Education Forum.

2. 6th February 2017: Annual Progress Review form submission (please see Annual Progress Review Procedures).

3. February - March: Annual Progress Review Interviews.

4. By 1 May: Complete "Intention to submit" form for thesis submission in September.

5. 15 September of final year – Submission of thesis.

6. Six Formal Supervisory Forms should be submitted to **j.byers@qub.ac.uk** and the School Postgraduate Office regularly throughout the year – two by Christmas, two by Easter, two before the end of the Academic Year (30 September 2017). At least 2 of these meetings should be attended by all supervisors. It is **your responsibility** to ensure that these forms are completed, signed and sent to the School Postgraduate Office. You progress will be delayed if the six forms are not received by 30 September 2017. **Copies should be kept to attach to Annual Progress Review forms.**

All academic staff within the Centre are expected to attend student presentations.

ANNUAL PROGRESS REVIEW PROCEDURES

Study Regulations for Research Degree Programmes (link below - refer to Regulation 6.5), require that each student must be reviewed annually by a Progress Review Panel until the Research degree is awarded.

https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/StudyRegulations/StudyRegulationsforResearchDegreeProgrammes/

The Review must contain the following three elements:

1.   A written submission from the student.
2.   A meeting with the student, whereby the student can be questioned about his/her work by the Progress Review Panel.
3.   A documented outcome of the review and the progression decision.

Research Centre Point of Contact

CCRCB	Jenni Byers	j.byers@qub.ac.uk
CPH	Jacci Harper	cph@qub.ac.uk
CEM	Patricia McConnell	p.mcconnell@qub.ac.uk

Year 1 (Year 2 PT)

• Literature Review: The student should discuss the preparation of a 3000 word literature review with their supervisor(s). A copy of this should be submitted to the supervisor, to CPH@qub.ac.uk, and to the School Postgraduate Office, by 31st January 2017. The supervisor will report on the literature review in the Year 1 Annual Progress Review form. The Literature Review must be submitted through Turnitin and a copy of the digital submission receipt submitted with the literature review. Please note: Students who start their PhD at a later date (not 1 October) should submit their Literature Review by the end of their fourth month of study at the latest.

• Training Record (within Progress Review form): Evidence of completion of School courses such as: Induction, General Laboratory Training and Medical Statistics and associated examination (if appropriate). A total of 10 days training per year is required, primarily taken from the School courses which can be supplemented by courses offered through the Postgraduate Research Development Programme (PRDP). Students are expected to maintain their own training record (via QSIS). Students must print their training record and attach to their Annual Progress Review form (please see 'How to record additional training and development' under 'PGR Skills Training' within the Training Schedule).

• Annual Progress Review Form: Students are required to complete Section A of the Year 1 Annual Progress Review form, sent to all Year 1 (Year 2 PT) students in May. Section B is completed by supervisors but must be countersigned by the student. The completed Year 1 Progress Review form (including supervisors report and original signatures) is then submitted to cph@qub.ac.uk and in hard copy to the Admin office, 1st Floor, ICSB, RVH, not later than 26th May 2017. Copies of all regular Supervisory Meeting forms to date (you should have at least 4 by this stage), should be attached to the Year 1 Progress Review form. Your progress will be delayed if the required number of forms are not attached.

• First Year Presentation: Students are required to give an oral presentation (12 minutes talk, 3 minutes question and answer) of their work within their Research Centre on 13th April 2017. The presentation should include an overview of the background to the project, preliminary data if available, research objectives and how these may address a fundamental question in the area of research. Audience scores and constructive feedback across key presentation areas will be subsequently provided by your supervisor. Students are advised to discuss specific aspects of their presentation with their supervisor(s). Year 1 students should email CPH@qub.ac.uk their slides for the oral presentation, clearly labelled with their name and 'first_PGR_symposium' to be stored on the server by 7th April 2017.

• **Students registered with the Centre for Public Health Only** are normally expected to attend the Medical Statistics course and pass the associated exam as a requirement of their first year APR in order to differentiate. Exemption may be granted if data analysis is not a substantial component of a student's degree or by the medical statistics' coordinator on the basis of prior accreditation. If a student fails to pass this module, they will normally be permitted one resit attempt. The resit exam will be capped at 50%. If a student fails the resit, then a recommendation will normally be applied that the student's performance is unsatisfactory and that no submission for a Doctoral degree be recommended.

ANNUAL PROGRESS REVIEW PROCEDURES

- Interviews for Year 1 (Year 2 PT) students will be held on 6th and 7th of June 2017. Each interview will last approximately 20 - 25 minutes and include a 5 minute presentation followed by a question and answer session. Students may use a PowerPoint presentation with a maximum of four slides. Students should email cph@qub.ac.uk their slides (clearly labelled with their name and 'Year1_progress', to be stored on the server) no later than 26th May 2017.

- Each Progress Review Panel will typically consist of at least three academic members of staff from within the School. Students are expected to give:

  – A clear explanation of the background and current state of their project, including details of techniques used and any results to date

  – An outline of the proposed plan of work for the remaining time of the degree

- The Chair of the Progress Review Panel will complete Section C of the Year 1 Progress Review form and return it to the School Postgraduate Office. Recommendations will be considered by the School Postgraduate Research Board for approval. Students will be informed of the outcome by letter (emailed).

Year 2

- Training Record (within Progress Review form): Evidence of completion of School courses such as: Induction, General Laboratory Training and Medical Statistics and associated examination (if appropriate). A total of 10 days training per year is required, primarily taken from the School courses which can be supplemented by courses offered through the Postgraduate Research Development Programme (PRDP). Students are expected to maintain their own training record (via QSIS). Students must print their training record and attach to their Annual Progress Review form (please see 'How to record additional training and development' under 'PGR Skills Training' within the Training Schedule).

- Annual Progress Review Form: Students are required to complete Section A of the Annual Progress Review form. Section B is completed by supervisors but must be countersigned by the student. The completed Annual Progress Review form should be submitted to cph@qub.ac.uk and in hard copy to the Admin office, 1st Floor, ICSB, RVH, not later than 5th May 2017. Copies of all regular Supervisory Meeting forms to date (you should have at least 4 by this stage), should be attached to the Annual Progress Review form. Your progress will be delayed if the required number of forms are not attached.

- Additional Information: Students in Year 2 are expected to include titles and a brief outline for each of their thesis chapters in the Annual Progress Review form.

- Presentation: Students should give a brief overview of the scientific background and goals of the project, followed by a presentation of the data already obtained. Students should present their own data, but must acknowledge any other data which may be included in the presentation. Finally, students should present their research objectives for the next 12 months. The presentation should be 20 minutes in length (15 minutes talk + 5 minutes for questions) and there will be a question and answer session at the end of the presentation. Audience scores and constructive feedback across key presentation areas will be subsequently provided by your supervisor. Students are advised to discuss specific aspects of their presentation with their supervisor(s). Students should email cph@qub.ac.uk their slides (clearly labelled with their name and 'second_PGR_symposium', to be stored on the server) by 22nd April 2017 for presentation on 24th April 2017.

- All Year 2 students will be interviewed separately by a Progress Review Panel. Each interview will last approximately 20 minutes on 30th May 2017

- Each Progress Review Panel will typically consist of at least three academic members of staff from within the School. Students are expected to give:

  – A clear explanation of the background and current state of their project, including details of techniques used and any results to date

  – An outline of the proposed plan of work for the remaining time of the degree

- The Chair of the Progress Review Panel will complete Section C of the Progress Review form and return it to the School Postgraduate Office. Recommendations will be considered by the School Postgraduate Research Board for approval. Students will be informed of the outcome by letter (emailed).

Year 3

- Training Record (within Progress Review form): Evidence of completion of School courses such as: Induction, General Laboratory Training and Medical Statistics and associated examination (if appropriate). A total of 10 days training per year is required, primarily taken from the School courses which can be supplemented by courses offered through the Postgraduate Research Development Programme (PRDP). Students are expected to maintain their own training record (via QSIS). Students must print their training record and attach to their Annual Progress Review form (please see 'How to record additional training and development' under 'PGR Skills Training' within the Training Schedule).

- Annual Progress Review Form: Students are required to complete Section A of the Annual Progress Review form. Section B is completed by supervisors but must be countersigned by the student. The completed Annual Progress Review form should be submitted to cph@qub.ac.uk and in hard copy to the Admin office, 1st Floor, ICSB, RVH, not later than 6th February 2016. Copies of all regular Supervisory Meeting forms to date (you should have at least 3/4 by this stage), should be attached to the Annual Progress Review form. Your progress will be delayed if the required number of forms are not attached.

- Additional Information: Students in Year 3 are expected to include a clear timeline for completion and a detailed thesis outline, including chapter/section titles, list of completed figures and planned outstanding experiments in their Annual Progress Review form.

- Third Year Presentation: Students are required to give an oral presentation (up to 25 minutes) of their work within their Research Centre. They should give a brief overview of the scientific background and goals of the project but the main focus of their talk should be on discussion of data and the plan for completion of laboratory work. Students should present their own data, but must acknowledge any other data which may be included in the presentation. There will be a question and answer session at the end of the presentation and audience scores and constructive feedback will be subsequently provided. Students are also advised to discuss specific aspects of their presentation with their supervisor(s).

- All Year 3+ students will be interviewed separately by a Progress Review Panel on 16th February or 8th March 2017. If your thesis is already submitted, then please do advise CPH@qub.ac.uk and a.j.mcknight@qub.ac.uk of that fact, as you will not need to attend for interview. All other students must attend for interview, including those registered as part-time, thesis only and those working off-site; telephone interviews can be arranged.

- Each Progress Review Panel will typically consist of at least three academic members of staff from within the School. Students are expected to give:
    - A clear explanation of the background and current state of their project, including details of techniques used and any results to date
    - An outline of the proposed plan of work for the remaining time of the degree.

- The Chair of the Progress Review Panel will complete Section C of the Progress Review form and return it to the School Postgraduate Office. Recommendations will be considered by the School Postgraduate Research Board for approval. Students will be informed of the outcome by letter (emailed).

- All final year PhD students will be offered the opportunity to avail of pre-viva practice by their primary supervisor.

- Completion of the School's Annual Postgraduate Research Student Survey (available via Survey Monkey January/February) is a mandatory requirement of third year annual progress review and students will not be allowed to submit their thesis until this has been completed.

ANNUAL PROGRESS REVIEW PROCEDURES

Year 4+

- Annual Progress Review Form: Students are required to complete Section A of the Annual Progress Review form sent to all Year 4 and above students. Section B is completed by supervisors but must be countersigned by the student. The completed Annual Progress Review form should be submitted to cph@qub.ac.uk and in hard copy to the Admin office, 1st Floor, ICSB, RVH, not later than 6th February 2016. Copies of all regular Supervisory Meeting forms to date (you should have at least 4 by this stage), should be attached to the Annual Progress Review form. Your progress will be delayed if the required number of forms are not attached.

- Additional Information: Students in Year 4 onwards are expected to include confirmation of progress against the submitted timeline (from Year 3) and define a clear completion plan with a realistic submission date in the Annual Progress Review form.

- All Year 4+ students will be interviewed separately by a Progress Review Panel. Each interview will last approximately 20 minutes. All students must attend for interview, including those registered as part-time, thesis only, those working off-site or Resubmission. 'Grad only' students do not need to attend for interview and do not need to complete an APR form.

- Each Progress Review Panel will consist of three academic members of staff from within the School.

- The Chair of the Progress Review Panel will complete Section C of the Progress Review form and return it to the School Postgraduate Office. Recommendations will be considered by the School Postgraduate Research Board for approval. Students will be informed of the outcome by letter (emailed).

TURNITIN

Procedures

All theses submitted for examination after 31 August 2013 will require the principal supervisor to sign off the Application Form for Submission of Thesis, which is returned to Student Records.

Refer RDP Regulation: 7.1.5 The principal supervisor must ensure that the thesis (or critical analysis for PhD by Published Works) has 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).

1. The supervisor must set-up assignments for each student so they have access to upload documents to Turnitin.

2. Students will be briefed on the Turnitin process at the School Induction for new students.

3. Students are responsible for submitting their work through Turnitin and must provide their supervisor with a report.

4. Student to submit Literature Review to Turnitin prior to the First Year Annual Progress Review Process. The student will have to tick a box on the First Year Annual Progress Review form to state that they have submitted their Literature Review through Turnitin.

   • Additional work should be submitted to Turnitin at the supervisor's discretion.

   • The entire thesis should be submitted to Turnitin prior to submission.

5. Supervisor to read the report and provide feedback to the student to enable student to act on feedback before they make final changes and submit their thesis for examination.

6. Refer to University Guidelines on Turnitin (below).

Please visit the link below for Turnitin video tutorials on the QUB website:

http://www.qub.ac.uk/directorates/AcademicStudentAffairs/CentreforEducationalDevelopment/e-Learning/OriginalityCheckingwithTurnitinUK/

Please visit the link below on Academic Plagiarism (with reference to Turnitin) on the QUB Postgraduate Researcher Development Program. Postgraduate Research students are advised to attend.

http://www.qub.ac.uk/directorates/AcademicStudentAffairs/CentreforEducationalDevelopment/AssessmentFeedback/Goodassessmentandfeedbackpractice/Designoutplagiarism/

TURNITIN

Queen's University Belfast

Guidelines
Good Practice Guide on the Use of Turnitin Software
for Postgraduate Research Students

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 for theses to assess content for originality and potential instances of plagiarism is a requirement within the General Regulations for Postgraduate Students.

Regulation 7.1.5 of the Study Regulations for Research Degree Programmes states: The principal supervisor must ensure that the thesis (or critical analysis for PhD by Published Works) has 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).[1]

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.[2] 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 whether the student has plagiarised the idea or rationale they are using as an example of the originality of their work.

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[1] General Regulations: University Calendar for Postgraduate Students 2012-13, p.43.
[2] General Regulations: University Calendar for Postgraduate Students 2012-13, Section VIII, Procedures for dealing with Academic Offences (including Research Misconduct), p.52-57.

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:

(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 this 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, therefore Schools and supervisors may seek further advice on its implementation from Academic Affairs.

(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 School staff, including supervisors, 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. It is recognised, however, that in some subject areas, aspects of the final thesis such as sections of computer code or other forms of scientific formulas may not be practical for submission through Turnitin. Supervisors should use their discretion and experience of the subject area to determine what chapters of a thesis (e.g. introduction, literature review, and discussion) 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. The advantage of this approach is that this allows the student to develop good academic practice at an early stage of writing up the thesis, with a view to implementing more appropriate practices from the outset.

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(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 their 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 Gill Kelly at the Centre of Educational Development on ext 1569 or email **g.m.kelly@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 5007 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 Gill Kelly at CED on ext 1569 or email **g.m.kelly@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 can 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 what chapters of a thesis (e.g. introduction, literature review, and discussion) should be submitted to Turnitin.

Question: Is it mandatory to use Turnitin on a thesis which is being submitted in 2012-13?

Answer: No, it is advisable, but not mandatory for theses which are submitted for examination before 31 August 2013 to be submitted to Turnitin. All theses 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 Programme.

http://www.qub.ac.uk/directorates/AcademicAffairs/GeneralRegulations/StudyRegulations/ StudyRegulationsforResearchDegreeProgrammes/

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.

The Postgraduate Researcher Development Programme (PRDP)

As a postgraduate researcher you are expected to develop a wide range of skills and competencies in addition to your subject specific knowledge. In an increasingly competitive employment market, employers (whether academic or not) place great importance on high level professional skills in prospective employees and therefore it is vital that you have a demonstrable range of transferable skills that can give you that edge to stand out from the rest!

At Queen's University, the Postgraduate Researcher Development Programme (PRDP) aims to support postgraduate research students (PGRs) in developing a range of personal and professional skills to successfully complete their research degrees and embark on a career, whether that is in academia or beyond!

The **Researcher Development Framework** (RDF) is a national framework which details key skills required by researchers and a framework of competencies for each of the skills.
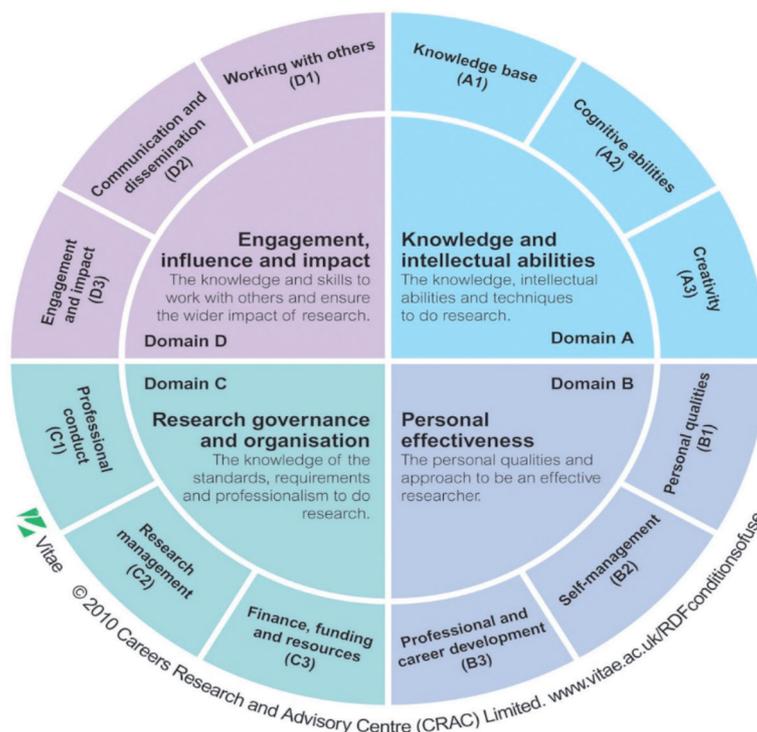
The RDF reflects 4 broad domains:

- Engagement, influence and impact
- Knowledge and intellectual abilities
- Research governance and organisation
- Personal effectiveness

Using the RDF will help you to identify your current level of competency in each of the skills areas and what is needed for you to move to the next level. This will ultimately enhance your personal, professional and career development.

PRDP programmes offered at Queen's are categorised within the four RDF areas and full details of all courses are outlined in Qsis. You are encouraged to use the RDF in discussions with your supervisory team to identify and prioritise skills to develop and opportunities to avail of. Further details are available from the PRDP website – **www.qub.ac.uk/prdp**

The PRDP is delivered through a comprehensive range of individual courses, events, online support, and student-led initiatives.

The individual courses vary in length from a quarter day to 2 days. They are led by academic and academic–related staff from Queen's and also by external providers who are chosen based on their specialist experience of particular content areas and the University Sector. There are also specialised staff within the PRDP Team who facilitate personal effectiveness programmes, mentoring, 1-1 meetings, careers advice and guidance on your skills development throughout the course of your PhD.

Researcher Development Planning

As an early stage researcher, you are responsible for your skills development planning and with the support and guidance of your supervisors you should focus on selecting the training and development opportunities most suited to your unique needs. Personalised support is also available from the PRDP Team based in the Postgraduate Student Centre. There is a dedicated website that provides detailed information on Researcher Development Planning and will take you through the process from planning your development to reviewing and reflection; **http://www.qub.ac.uk/sites/PostgraduateResearcherDevelopmentPlanning/**

To get the most out of your skills development you should ensure that the training you choose to undertake is unique to your own particular needs. You should also take time to familiarise yourself with all the PRDP courses relevant to the stage of your PhD and your own individual needs.

To register for a course you need to use **Qsis** – (the Queen's University Student Information System) – further information is available from the PRDP website – **www.qub.ac.uk/prdp** using Qsis you can register for a course, cancel off a course or add training information into your training record.

Training requirements

At Queen's you are expected to undertake 30 days of training and development during the course of your PhD – this can include relevant School training as well as the range of PRDP courses. The PRDP focuses on providing training in transferable and professional skills and therefore should complement the subject specific training which is coordinated at School level.

The choice of training need not be limited to formal training. Experiential learning is an invaluable way to consolidate all the skills learned and 'put them into practise'; for example you could be actively involved in developing a 'Student-led initiative' or involved in writing a paper for publication. There are a range of resources and opportunities available (please refer to the PRDP website for further information) and these should be discussed as part of your personal development planning sessions with your supervisory team.

PGR Careers

There are a wide range of career options open to postgraduate research students and it is important to start considering your options and planning your career at an early stage to enhance your employability. PGR students have access to a dedicated careers adviser and PGR Careers Programme.

One-to-one careers guidance is available to any postgraduate research student via face-to-face, phone, email or Skype and there are also monthly drop in CV/Application sessions held on the 1st Wednesday of the month. The PGR Careers Programme includes specific workshops on Effective Academic Applications, Communicating Postgraduate Research Skills to Employers, Preparing for Academic Interviews and Preparing for Interviews outside Academia. Additional events scheduled throughout the year include careers options, employer and alumni events specifically for postgraduate research students, joint postgraduate research student and research staff seminars and Careers Service events open to all students. Look out for regular PGR Careers Email Newsletters providing updates of the latest events and relevant career information.

If you have queries relating to any aspect of your career you can contact **Rebecca Boyd,** Senior Careers Adviser for Postgraduate Research Students, at **r.boyd@qub.ac.uk**

Researcher Plus Award

The QUB Researcher Plus Award provides accreditation of additional learning and development activity that postgraduate research students complete alongside postgraduate research. Students can apply to receive the Researcher Plus Certificate at graduation by submitting a portfolio demonstrating development of transferable skills. Further information is available at: **www.qub.ac.uk/prdp/ResearcherPlus**

PGR SKILLS TRAINING

Personal Development Programmes

There are a number of leadership development programmes which can really help you to differentiate yourself from others in the employment market. These include:

- Leading your PhD is a 3-day leadership development programme which will provide you with the skills and support necessary to complete your PhD successfully. Crucially these skills are highly valued by academic and non-academic employers alike. The programme is applicable to anyone doing a PhD, MPhil or Professional Doctorate in any discipline and completion is a key requirement towards achievement of the new Certificate Level 5 in Leadership and Management.

- The Postgraduate Centre has launched a new Certificate Level 5 in Leadership and Management for PhD students. This Certificate is externally accredited by the Institute of Leadership and Management (*www.i-l-m.com/*) and Queen's University is the only University offering such a qualification to its PhD students. Attendance on the Leading Your PhD course is a key requirement for achieving this award.

- The Future-Ready programme aims to develop participants' self-awareness of strengths, preferences and development areas, to enhance personal development and careers planning.

  The programme includes:

  o An opportunity to receive feedback on your transferable researcher skills
  o Participation in development centre exercises
  o One-to-one coaching and careers advice

Future Ready and Leading your PhD are not available to register on through QSIS, but will be advertised for application via email throughout the year. If you would like further information please contact the PG Centre.

Other personal effectiveness courses which will help you to complete your PhD successfully include 'supervisory and work relationships' and 'assertiveness and confidence building'. Discussion, interaction & feedback will be part of these sessions which have an experiential approach. Participants will be encouraged to learn from each other and to apply learning from the session to facilitate positive outcomes for themselves and others. These courses are available to book onto through Qsis and scheduled throughout the academic year.

Personal Effectiveness Consultancy Service

This service offers a one-to-one confidential consultancy for postgraduate research students for issues relating to academic support and personal effectiveness. Typical issues students present with are: managing difficulties in working relationships, dealing with criticism, difficulties with differentiation, stress and motivation.

The approach is practical and combines systemic principles for promoting strong, productive working relationships and understanding of complex work systems, with cognitive behavioural principles to resource postgraduate students with problems they are experiencing. Students can also avail of specialised work on understanding their personality and preferences and how this can influence their learning and professional relationships. (MBTI)

To arrange a one-to-one meeting please contact the Postgraduate Student Centre on: 028 90 97 25 85 or email **Annette Mac Artain-Kerr** on **a.mkerr@qub.ac.uk**. Annette is a systemically trained UKCP registered psychotherapist and consultant with additional training in CBT (Cognitive Behavioural Therapy) and MBTI (Myers Briggs Type Indicator).

1-2-1 Advice on Developing Transferable Skills through the PRDP

Advice can be sought with regard to developing transferable skills, by contacting **Heather McGregor** on 028 9097 2538 (**h.mcgregor@qub.ac.uk**). Heather manages the PRDP programme at Queen's University and has an established background in training and development within a number of organisations.

For any query relating to PGR training you can contact the PRDP Team by:

Email: pg.training@qub.ac.uk
Telephone: 028 90972590

or please call in to the 1st floor of the International & Postgraduate Student Centre.

How to record Additional Training & Development

Your training record will automatically be updated, upon completion of all PSTP training courses attended. However, research students can record other instances of training and development. If you are unsure as to whether some form of training activity can be warranted as 'developmental' please contact the Postgraduate Training team **onpg.training@qub.ac.uk**. Further information is also available on the PSTP website **www.qub.ac.uk/prdp**.

Maintaining your record of additional training

- Log into Qsis.
- Select Self Service
- Select Enrolment
- Select PSTP Additional Training (figure 1), arriving at the "Update Additional Training" screen. This will allow you to enter new examples of additional training and development using the [ADD TRAINING] and/or to review your record of additional training.
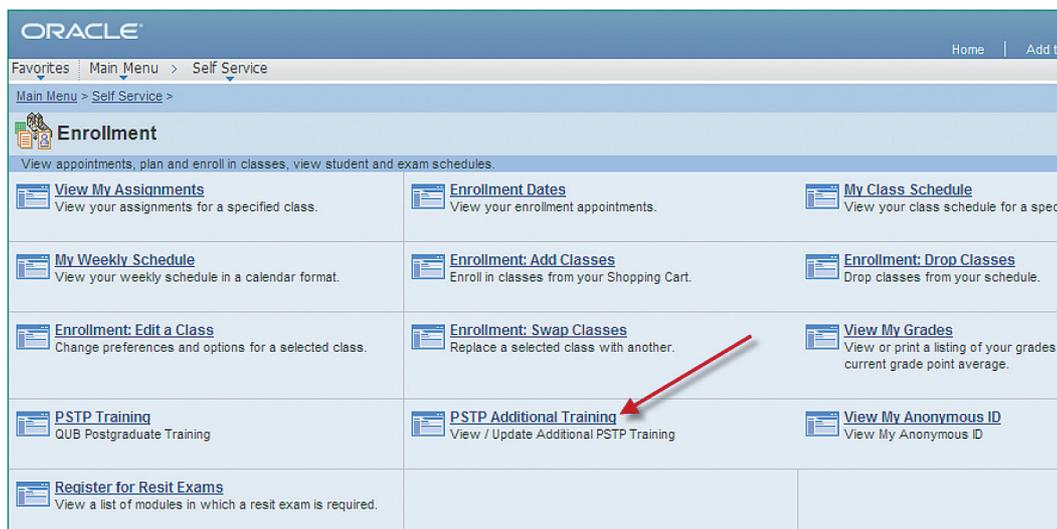
Figure 1: PSTP Additional Training

PGR SKILLS TRAINING

Adding new instances of additional training

Pressing the [ADD TRAINING] button presents the 'Update Additional Training' screen (see Figure 2 below) from which new examples of additional training can be added.

Figure 2: Updating additional training screen

In this screen you may enter a number of values to describe the type, dates, duration and description of your additional training, as follows:

a) **Category of Training (RDF Domain):** is a drop down list, allowing you to choose from the four domains.

b) **Type of Training:** is a drop down list, allowing you to choose from Additional Training or Development.

c) **Location of training:** allows free text to indicate where the training took place.

d) **Date from:** is entered manually or via a drop down calendar to let you indicate the first training date.

e) **Date To:** is entered manually or via a drop down calendar to let you indicate the last training date.

f) **Days:** are entered as whole or fractions of days. Acceptable fractions are .25 .5 and .75 only.

g) **Description** (short): is a field limited to 30 characters. The text entered here will describe the activity and will appear in the Short Description area of the summary table so you'll probably want to make it something meaningful as far as possible.

h) **Training Description:** is a free text area for you to supply greater detail on the training.

When you are happy with the record you have entered click on the [Save]button to save your changes and then click on the link Return to Training Summary to go to the 'Training Detail' screen.

If you have already entered additional training then the screen will show a summary table similar to Figure 3. Each row is an instance of additional training.

Update Additional Training

Student ID

Additional Training   18.25 days (11.5 days Developmental Training plus 6.75 days Additional Training.)

Below is a list of your Additional training. To view more details for a row , click on the short Description of the training. To add training, click on the Add Training button. To Edit or Delete a row click on the corresponding button on that row.

Other Training   Customize | Find | 🗗 | ▦   First ◀ 1-18 of 18 ▶ Last

	PSTP Subject	Training Type	Short Description	Date From	Date To	Days	Approved		
1	RST	Developmnt	Child Care Research Forum Conf	26/11/2008	26/11/2008	1.00	☐	Edit	−
2	RST	Training	Attended Stan Houstons cours	13/10/2008	14/10/2008	1.50	☐	Edit	−
3	RST	Developmnt	School Seminars Oct Dec 08 8t	08/10/2008	08/10/2008	0.25	☐	Edit	−
4	RST	Training	ARC Training Complex Trauma	22/06/2009	23/06/2009	2.00	☐	Edit	−
5	RST	Developmnt	School Seminars 18 02 09 Jane	25/03/2009	25/03/2009	0.25	☐	Edit	−
6	RST	Training	Careers with your PhD and CV W	04/12/2009	04/12/2009	0.50	☐	Edit	−
7	RST	Developmnt	Poster Presentation at the ACA	09/09/2008	09/09/2008	1.00	☐	Edit	−
8	RST	Training	Good Clinical Practice NHS ru	24/03/2010	24/03/2010	0.25	☐	Edit	−

Figure 3: Additional training screen

There are 10 columns in the summary table. Most reflect your entries from the 'Update Additional Training' screen (see above). The additional columns include:

Row No: Sequence number referring to the row in the grid.

Approved: Currently this function is not being used but may be introduced at a later date.

Edit: A button to allow you to change the record. Clicking on this button allows you to navigate to a screen similar to the 'Update Additional Training' screen. Note that once approved, the Start Date, End Date and Duration fields cannot be changed except by an administrator from the PSTP Training team. If the Edit button is not appearing, hover your mouse over the end of the record and the edit and minus button will appear.

Minus Symbol: Used to delete the corresponding row.

CLINICAL RESEARCH FELLOWS

Clinical Academic Training Programme (CATP) and DATA Sharing Consent for Medics and Dentists

Queen's University in partnership with the Northern Ireland Medical and Dental Training Agency (NIMDTA) and the Belfast Health and Social Care Trust developed a Clinical Academic Training Programme (CATP). CATP offers opportunities at different levels in research and education to equip academic clinicians with the necessary research, educational and analytical skills.

The School of Medicine, Dentistry & Biomedical Sciences (MDBS) works closely with NIMDTA, the Academy of Medical Sciences (**http://www.acmedsci.ac.uk**) and other organisations to support academic training and the professional development of Clinical trainees (Intercalating Students, Doctors in Training and Certificate of Completion of Training (CCT) fellows) undertaking a Postgraduate Research Degree.

Medics and dentists undertaking a Postgraduate Research Degree are required to complete a data sharing consent form which will be sent to your Queen's email address following registration and enrolment. This form is also available from the School's Postgraduate and Professional Development office (**pgoffice.smdb@qub.ac.uk**). If you feel that the completion of this form is not appropriate to you, please contact the Postgraduate & Professional Development Office.

Clinical Academic Training Programme (CATP) Board

The Clinical Academic training programme (CATP) is managed by the CATP board and membership of this board is comprised of representatives from QUB, NIMDTA and Belfast Trust. The (CATP) board seeks to provide the focus for discussion and the development of programmes for clinical academic training and support to clinical trainees.

If you have any feedback you'd like delivered, questions you'd like asked or issues you'd like raised at CATP board you can do so through your clinical trainee representative who are noted below.

- Dr Helen Groves - **hgroves01@qub.ac.uk**
- Dr Emma Cunningham - **ecunningham03@qub.ac.uk**

Further Information

Further information on the Clinical Academic Training Programme is available on the School website (**http://go.qub.ac.uk/CATPSM**). You can also contact a member of the Clinical Academic Training team or Mrs Claire Kelly, Professional Development Secretary, by email at **claire.kelly@qub.ac.uk** or telephone on 028 9097 2158 if you have any queries.

POINT BASED SYSTEM (PBS)

What is the Points-Based System (PBS)?

The PBS reflects UK immigration rules and includes the concept of Sponsorship, in which education providers must be licensed by the UK Visas & Immigration (UKVI) department of the Home Office. Queen's University has a Sponsor Licence to sponsor Tier 4 (General) Student visas. All non-EU/EEA/Swiss foreign nationals whose primary purpose is to come to study in the UK for six months or more are now required to score points in different eligibility categories in order to be granted a visa to enter the UK borders. There are five tiers – student visas are Tier 4. PBS also requires Sponsors to record, and when necessary, report specific information about students who have a Tier 4 visa (see Section 7 for more information).

What PBS means for the University and You

Under the Points Based System the University will be obliged to tell the UK Visas & Immigration department of the Home Office about any new students who:

- Fail to arrive and enrol at the agreed time for the start of their course;
- Defer their studies;
- Take temporary withdrawal/suspend their studies;
- Withdraw from their studies;
- Fail to attend their course for significant periods of time;
- Make significant changes to their studies (e.g. location or length of course).

You will also have responsibilities under this system. You will be expected to:

- Provide the University with a copy of your immigration documents when you enrol and each time you extend your visa;
- Keep your address and contact details in Northern Ireland up to date using your Queen's Online account;
- Tell us if you are not able to arrive at the University at the agreed time;
- Tell us if you want to defer your studies before you come to the UK;
- Tell us if you are thinking about withdrawing or suspending your studies;
- Attend all of your classes. If you cannot attend for any reason you MUST inform your School;
- Tell us if you make any formal changes to your studies;
- Register with the Police (if applicable);
- Ensure that you do not breach the conditions of your student visa (such as working more time than is permitted or making use of public funds).

Monitoring Procedures within the School

The School of Medicine, Dentistry & Biomedical Sciences monitors student's attendance each month (12 contact points).

Students monitored under the Points Based System will receive an Attendance Tracking Form by email during the first week of every month and are required to return completed form within one week. Non submissions will be reported to International Student Support each month. This form should be completed and signed by the student and approved, signed and dated by a member of Academic staff linked to the student who can confirm attendance (PGR supervisor, PGT Module/Course coordinator).

Absence Notification Forms must be completed and submitted to the School if you intend to travel outside Northern Ireland (including travel to the rest of the United Kingdom and Republic of Ireland), or if a temporary/permanent withdrawal from study is required.

The School will record your attendance on the School PBS Database and the PBS Sharepoint Site.

SAFEGUARDING CHILDREN & VULNERABLE ADULTS

If a research project involves working with children, or in regulated activity with adults, the University's safeguarding arrangements must be complied with as per the Safeguarding Children and Vulnerable Adults Policy and accompanying Guidelines. Research projects involving such work are normally identified at the project design stage. Where an activity with a child or adult is 'regulated', as defined by legislation, the student enrolling for such a project will be required to undertake an 'Enhanced Disclosure with barred lists' criminal history check and to pay the associated fee. The School will communicate directly with the student to advise them of the relevant safeguarding measures to comply with and the process for requesting a check, if required.

POSTGRADUATE RESEARCH SHAREPOINT SITE

You will be able to access the current student Sharepoint site **https://vle.qol.qub.ac.uk/sites/SMED/pgr** with your login credentials.

This sharepoint system contains information or links to information in the following areas:

- University Regulations
- Queen's Online (QOL)
- University online Student Handbook
- Training Schedules
- Postgraduate Unreserved Board Minutes
- University online Student Handbook
- Applying for a permanent withdrawal or temporary leave of absence
- Important Postgraduate Research Forms
- Postgraduate Research Milestones

These webpages will be developed and updated with information as required throughout the academic year.

B.E.E.R

Say hello to your NEW INTER-SCHOOL SOCIETY – B.E.E.R ... A shameless acronym for Biological Excellence, Experimentation and Research

Our aim is to be a social and collaborative hub between all of the current postdoc and postgrad societies from the biological science schools – The School of Medicine, Pharmacy, Biological Sciences, Nursing and Psychology. Hopefully, we can make new mates and potentially new collaborations, but as well... It will let us forget about work for a wee while every month too.

B.E.E.R is supported by your postdoc and postgrad societies/forums to make this happen every month.

Together with numerous pharmaceutical companies and with support from each of the schools, we have been able to line up a monthly day and evening event to take place every month, which will take the form of:

– A morning technical seminar on a technique of use and interest (ask all of the questions you were dying to ask, but too afraid to) hosted by your school societies.

– An afternoon trade-stand with freebies, and demos of new equipment/ reagents. We're assured there's going to be some games and competitions too maybe.

– An evening social get-together such as a pub quiz, Summer BBQ, Halloween ball. With free drinks, grub and prizes!

We NEED your input... We need ideas on how to best put our funds to use and how we can get more involved. We NEED you to come along and get involved!

B.E.E.R aims to bring these events to everyone across schools, and allow everyone to participate and cooperate.

SIGN UP TO OUR FACEBOOK (**www.facebook.com/QUBBEER**) AND TWITTER (@QUB_BEER) ACCOUNTS. More interest leads to more company support = more free social activities!

(Everyone LOVES B.E.E.R)

HEALTH & SAFETY GUIDELINES

Fire procedures

On hearing the alarm:

The alarm is an electronic sound with a rise and fall tone

(i)   Stop the activity in which you are engaged

(ii)   Immediately evacuate the building by the nearest emergency exit. Do not use the elevator

(iii)   For the Whitla Medical Building assemble at the area between CCRCB & WMB, away from the entrance and off the road. For the MBC assemble at the area in front of building.

(iv)   Do not re-enter the building until you are told to do so by a fire warden or other personnel responsible for fire safety

On discovering a fire:

(i)   Sound the alarm. This can be by breaking the glass on the nearest fire alarm point

(ii)   Close all the doors and windows if possible. Only do this if you can do it quickly and not put yourself at risk.

(iii)   Call the fire brigade or ensure this has been done. The number is 2222. Identify yourself and state the precise location of the emergency, the nature of the emergency and whether there are any casualty.

(iv)   Attack the fire only if you have been trained to do so and if fire-fighting equipment is available. Do not endanger your safety. Staff should only attempt to tackle minor outbreaks of fire. If in doubt, get out.

(v)   Leave the building by the nearest exit, emergency or otherwise

(vi)   Assemble at the assembly point:

Fire drills

These will take place at least once a year.

Fire alarm testing

The alarms are tested on a weekly basis. A notice will be displayed in the foyer of MBC or WMB on the day of the testing. The alarms will sound for less than 10 seconds. No evacuation is necessary in this case.

Smoking Policy

The University has a no smoking policy in all of its workplaces. A limited number of smoking areas are available outside.

Working with Computers

Your computer and work station should be organised to enable you to work safely and comfortably. Please consult the guidance that is available online at **www.qub.ac.uk/so**.

Equipment

Do not attempt to repair or modify any electrical equipment. Please report any such problems to your course tutor.

Be aware of the dangers associated with the operation and maintenance of equipment e.g. photocopiers, guillotines etc.

Personal electric appliances e.g. heaters, kettles may not be brought into the building unless approved by the Head of Department. All electrical appliances must be tested for electrical safety. Toasters must only be used in designated kitchen areas.

Out of hours working (after 6pm)

Out of hours working (other than library) is only permitted with agreed permission from your course tutor. Security (ext.5099) can provide assistance in an emergency if required.

Lifting and Carrying

Caution should be taken when lifting heavy objects such as boxes of paper and water bottles. This should only be done so if it is within your capabilities. Always seek someone else's assistance when lifting a heavy object.

Anyone with any previous back problems or who may be pregnant should not lift any heavy objects under any circumstances.

Expectant or breast-feeding mothers

Pregnancy: Female staff and students planning pregnancy, especially those who are considered to have any degree of sub-fertility, should seek individual advice from Occupational Health. If you are pregnant, or think you are, please let staff know for health and safety reasons. You are expected to contact your supervisors and most importantly your module coordinators locally, as well as Safety Services so that a risk assessment of your working environment can be made.

Accident Reporting

All accidents including near misses must be reported to the School Office and entered into the Accident Book.

First Aid

There are trained First Aiders available to assist you if you need immediate medical attention. Alert any member of staff and they will find a First Aider for you.

Defibrillator

If you suspect someone is having a cardiac arrest there is an **Automated External Defibrillator (AED)** available in the Foyer of the Whitla Medical Building and the Porter's Office in the MBC.

Welfare Information

Work and life in general can become very demanding at times. It is important that you seek to strike the correct balance. In the event that this balance is damaged then you are encourage to seek assistance. This may be from the University Counselling Service or your own medical doctor.

POSTGRADUATE PROGRESS DIARY

Postgraduate Progress Diary for 2016/17 at a Glance

Year 1

22 & 23 September 2016: School-based induction programme.

26 September 2016: CPH induction.

7 or 13 October 2016: University Induction for Medicine and Health Sciences

10 Oct 2016: Atypical interviews in CPH boardroom.

21 October 2016: School Postgraduate Education Forum; all students are welcome to attend.
Year 2 students present A0 posters in moderated session.
Year 3 students present their research to date in 3 minutes, using a maximum of 2 PowerPoint slides, and will be asked a single question.

31 January 2017: Sept start, full time Year 1 students should email **CPH@qub.ac.uk** an electronic copy of their literature review to be stored on the server. Please label the file as, "*name*_lit_review". Part-time students and those starting before / after September 2016 should submit their literature review within 3 months (FTE) of starting their postgraduate degree project.

31 January 2017: Year 3 students should submit to their supervisor the index for their thesis and flow chart of research.

6 February 2017: Year 3+ students should submit a hard copy of their annual progress review form to the CPH admin office, 1st floor ICSB + electronically to **cph@qub.ac.uk**

16 February 2017: Year 3+ students attend for interview in CPH Boardroom.

8 March 2017: Remaining Year 3+ interviews in CPH Boardroom.

7 April 2017: Year 1 students should email **CPH@qub.ac.uk** their slides for the oral presentation, clearly labelled with their name and 'first_PGR_symposium' to be stored on the server

13 April 2017: Student symposium where primarily 1st year students present their research. All staff and students are welcome in seminar room, ICSB.

22 April 2017: Year 2 students should email **CPH@qub.ac.uk** their slides for the oral presentation, clearly labelled with their name and 'second_PGR_symposium' to be stored on the server

24 April 2017: Student symposium where primarily 2nd year students present their research. All staff and students are welcome in seminar room, ICSB.

1 May 2017: Final year students for September 2016 to submit their 'Intention to Submit' form via QSIS. Once title and submission date has been approved, the PGO office will send your supervisor a Nomination of Examiners form for completion.

5 May 2017: Year 2 students should submit a hard copy of their annual progress review form to the CPH admin office, 1st floor ICSB & electronically to **cph@qub.ac.uk**.

26 May 2017: Year 1 students should submit a hard copy of their annual progress review form to **cph@qub.ac.uk** & the CPH admin office, 1st floor ICSB. Year 1 students should also email **cph@qub.ac.uk** their slides (clearly labelled with their name and 'Year1_progress', to be stored on the server).

30 May 2017: Year 2 students attend for interview in CPH Boardroom.

6 & 7 June 2017: Year 1 differentiation / progress interviews in CPH boardroom

8 August 2017: Outstanding interviews in CPH boardroom

13 September 2017: Emergency interviews in CPH boardroom

15 September 2017: Final year students typically submit their thesis

Year 2 *or* 3

Generate a scientific abstract for a national/international conference and submit a copy with details of where presented to **cph@qub.ac.uk**.

ALL students must submit regular copies of formal paperwork from their student-supervisor meetings to the CPH admin office with at least two submitted before Christmas, two before Easter and two before the end of Sept 2017. Please note the School template must be used to record details of these meeting and that all supervisors should be signed present for at least three of these meetings.

Final year students should email CPH@qub.ac.uk to advise of their thesis submission, viva status, and successful submission of final thesis as approved by examiners.

ALL students are expected to attend CPH lectures and seminars: www.qub.ac.uk/research-centres/ CentreforPublicHealth/WhatsOn/CPHSeminarSeries/

Please note: It is each student's responsibility to seek all signatures and return the paperwork in a timely manner. The 'CPH office' will not scan or print these forms on student's behalf!