



**EPSRC and SFI**  
Centre for  
Doctoral Training in  
**PHOTONIC  
INTEGRATION AND  
ADVANCED  
DATA  
STORAGE**

# PIADS Student Handbook 2020-21



# Welcome

On behalf of all our colleagues from Queen's University Belfast, the University of Glasgow and the Irish Photonic Integration Centre, we warmly welcome you to the Centre for Doctoral Training in Photonic Integration and Advanced Data Storage. Together we are committed to providing you with a challenging and rewarding four-year programme with ongoing opportunities to work constructively and creatively with your peers across the PIADS partnership.

As a postgraduate researcher with the Centre for Doctoral Training your 4-year research degree is delivered and awarded jointly by Queen's University Belfast and the University of Glasgow. You will spend one semester in each city during the first year of the course before progressing onto your substantive research project which will be supervised by academics from both institutions. Those of you on an EngD pathway will also have an industrial supervisor. PIADS students are fully registered students at both universities for the entire duration of the programme. This gives you unique access to the full range of services, supports and training opportunities offered through both Graduate Schools and we strongly encourage you to avail of these.

This handbook aims to help you to understand the structure, practices, and procedures of the CDT. It also provides guidance on what is expected of you as a PIADS postgraduate research student. However, it is not exhaustive. If you have questions, we suggest that reach out to the other CDT students through the Doctoral Forum or contact your supervisor or any member of the CDT team.

We hope your time with us as a postgraduate research student will be an enriching and rewarding experience. We look forward to working with you and supporting you as your progress through the PIADS programme through to gaining your doctoral research degree and moving into employment.

Good luck on your journey!



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# Key Contacts

## **CDT Director**

Professor Robert Bowman  
School of Maths and Physics  
Queen's University Belfast  
Email: [r.m.bowman@qub.ac.uk](mailto:r.m.bowman@qub.ac.uk)

## **CDT Deputy Director**

Professor Paul Townsend  
Irish Photonic Integration Centre  
Tyndall National Institute, Cork  
Email: [paul.townsend@tyndall.ie](mailto:paul.townsend@tyndall.ie)

## **Semester 1 Coordinator**

Professor Marc Sorel  
University of Glasgow  
Email: [Marc.Sorel@glasgow.ac.uk](mailto:Marc.Sorel@glasgow.ac.uk)

## **Semester 2 Coordinator**

Dr Solveig Felton  
Queen's University Belfast  
Email: [s.felton@qub.ac.uk](mailto:s.felton@qub.ac.uk)

## **Engagement & Outreach Manager (IPIC)**

Sinéad Ryan  
Irish Photonic Integration Centre Cork  
Email: [sinead.ryan@tyndall.ie](mailto:sinead.ryan@tyndall.ie)

## **PIADS Clerical Officer**

Vicky Weir  
Queen's University Belfast  
Email: [paids.cdt@qub.ac.uk](mailto:paids.cdt@qub.ac.uk)

## **CDT Deputy Director**

Professor John Marsh  
James Watt School of Engineering  
University of Glasgow  
Email: [j.marsh@glasgow.ac.uk](mailto:j.marsh@glasgow.ac.uk)

## **CDT Executive Manager (UK)**

Brenda Morris  
Queen's University Belfast  
Email: [b.morris@qub.ac.uk](mailto:b.morris@qub.ac.uk)  
Tele: +44 (0) 2890 97 5330

## **PIADS Programme Manager (IPIC)**

Melissa Walsh  
Irish Photonic Integration Centre Cork  
Email: [Melissa.walsh@tyndall.ie](mailto:Melissa.walsh@tyndall.ie)

## **External Engagement & Outreach Manager (UK)**

Dr Kirsty Annand  
University of Glasgow  
Email: [kirsty.annand@glasgow.ac.uk](mailto:kirsty.annand@glasgow.ac.uk)  
Tele: +44 (0) 141 330 3320

## **Equality & Diversity Champion**

Dr Rair Macedo  
University of Glasgow  
Email: [Riar.Macedo@glasgow.ac.uk](mailto:Riar.Macedo@glasgow.ac.uk)

## **Chair of the PIADS Doctoral Forum**

Ross Jordan (2016 cohort)  
Queen's University Belfast  
Email: [r.jordan@qub.ac.uk](mailto:r.jordan@qub.ac.uk)

# Our Commitments to You

The CDT team is committed to providing a positive and supportive environment in which you will complete your chosen doctoral research programme.

## Providing a Rich and Rewarding Doctoral Programme

We are committed to collaborating closely across the institutions in the PIADS partnership and with our industrial project partners to deliver a programme which delivers high-level and sophisticated technical training and skills, alongside much sought-after skills in distributed working, collaboration, entrepreneurship and business planning.

## Promoting Diversity

We value inclusivity and are committed to creating and sustaining a positive environment for all applicants, students and staff. We have a good track record in supporting our doctoral researchers from a range of ethnic backgrounds, of different nationalities and those with health issues and family responsibilities. Please speak to us at the earliest opportunity if we can support you further.

## Listening & Responding to Student Feedback

We are committed to listening to the student voice and acting and the CDT cohorts are represented on all major committees. Please ensure you are familiar with your student rep and respond to any calls for feedback.

## Providing support

The CDT team is here to support you as you go through your PIADS journey. Should you encounter any difficulties please ensure you speak to the team as soon as possible.

## Responding to queries

We are committed to responding to your queries in a timely fashion. Please ensure you channel all queries through the [piads.cdt@qub.ac.uk](mailto:piads.cdt@qub.ac.uk) account. We will endeavour to respond to all queries as quickly as possible.

## Dealing with Financial requests

We will endeavour to complete all financial requests within a 3-week period. Please submit all financial requests via the [piads.cdt@qub.ac.uk](mailto:piads.cdt@qub.ac.uk) account in line with the procedures set out in this handbook.



# Your Responsibilities

We hope that you will become an effective and engaged participant on the PIADS programme by embracing the many opportunities it provides.

## Ambassador of the PIADS

Please acknowledge the funding from the Engineering and Physical Sciences Research Council (EPSRC) in all publications and research outputs; including for example, posters, presentations, abstracts, conference papers, conference proceedings, reports and of course the thesis.

Use the following sentence: This work was supported by the Engineering and Physical Research Council (Grant number EP/L015323/1).

## Registration & Regulations

One of the many benefits of being part of the PIADS programme is the dual registration that you attain. Please ensure you familiarize yourself with the regulations that each institution requires. It is your responsibility to ensure you are compliant with the terms of your studentship and institution, including annual registration at both Queen's University Belfast and the University of Glasgow.

## Representation, Participation & Feedback

It is vital that you engage with the wide range of organisations and committees that support the CDT. All CDT committees have student representation, the student reps involved will seek out your opinion and will represent you at these senior level meetings. We encourage you to consider becoming a student representative and to engage with those representing you so that your views will be put forward.

## JRCUK Joint Electronic System ((JeS)

As a requirement from the EPSRC your JES account should be kept up to date and any issues should be reported to Irene Cavan [i.cavan@qub.ac.uk](mailto:i.cavan@qub.ac.uk)

## Keeping Your Student Profile Up to Date

At an early point in the programme we will ask you to create a student profile for the CDT website. It is your responsibility to keep this updated as you progress through the programme by adding details of your research, including details of publications, conferences, and placements.

## Programme Engagement

You are expected to fully engage in all aspects of the programme at both the taught phase and the research phase. If you are experiencing any issues which impact your engagement you must get in touch with us to let us know at the earliest opportunity.

## Reporting Absences

You must let us know if you are absent from the programme. During the Orientation and Skills Phase please report absences to [Marc Sorel](#) at the University of Glasgow during semester 1 and

[Solveig Felton](#) at Queen's University Belfast during semester 2. For absences which occur during the research phase you should contact your primary supervisor.

### Using & Accessing Email

Please ensure you check your email accounts regularly. For those students who chose to remain at UoG please ensure you set up a forwarding rule from your QUB email address. Please always ensure that you respond in a timely and professional manner to any emails received.

Please also ensure you are professional when sending any correspondence from your institutional address.

### PhD and EngD candidates will demonstrate:

The creation and interpretation of new knowledge

Original research that satisfies peer review

Comprehensive understanding and an extension of disciplinary knowledge

Scholarship that merits publication

The ability to conceptualise, design, implement & adjust an independent project

The understanding and use of relevant techniques for research and advanced academic enquiry

### PhD and EngD candidates will:

Make informed judgements on complex issues in specialist fields

Be able to communicate their ideas and conclusions

Continue to undertake research and development at an advanced level

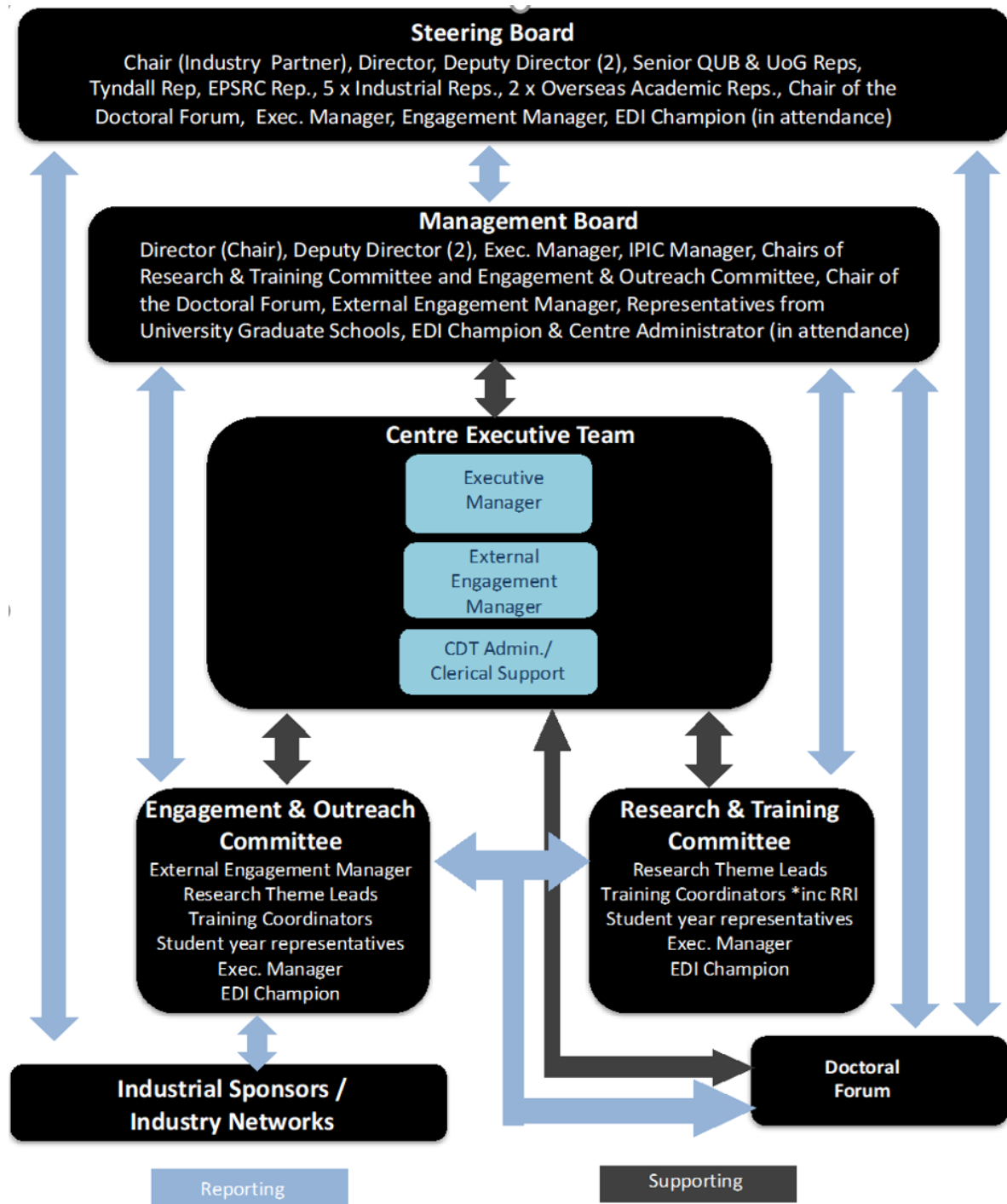
Contribute substantially to the development of new techniques, ideas, or approaches

### *PhD and EngD Holders will display:*

The qualities and transferable skills necessary for employment

The ability to exercise personal responsibility and largely autonomous initiative

## CDT Management & Governance Structure



# The Academic Programme – PIADS 2.0

*For students starting on September 2019 onwards*

The PIADS four-year integrated doctoral comprises two phases (1) Orientation & Skills Phase (2) Research Phase. The Orientation and Skills Phase is common for students on both the EngD and the PhD pathways.

## The Orientation and Skills Phase

This phase runs from September to May in year one. Semester One is completed onsite at the University of Glasgow, whilst semester two is onsite at Queen's University Belfast. Course delivery is through a mix of classroom-based, seminar-based, project work & online self-directed study. Assessment of all courses in this phase takes the form of assignments, presentations & examinations. Each semester includes:

- 20 credits of scientific/technical courses providing fundamental underpinning knowledge;
- 30 credit, semester-long research project aligned with research themes giving new students exposure to research groups, non-CDT students, facilities & staff and builds in a period for the development of doctoral projects in partnership with earlier students/cohorts & academics;
- 10 credits of enhanced skills courses created, delivered & assessed with direct input from our industry partners.

During the 9-month Orientation & Skills Phase the CDT academics, student cohort & industry partners collaborate to co-create a set of substantive projects which maximise the capabilities, research strengths and priorities of both the institutions and our industrial partners.

## Semester One (University of Glasgow)

### Compulsory:

[ENG5297 Insights to Industry](#) (10 credits)

[ENG5324 Research Methods & Practice Group Project](#) (20 credits)

[ENG5298 Lasers & Integrated Optics](#) (10 credits)

### Choose 2 from:

[ENG5174 Nanofabrication](#) (10 credits)

[ENG3025 Electronic Devices](#) (10 credits)

[PHYS4028 Solid State Physics](#) (10 credits)

[PHYS 5041 Nano and Atomic Scale Imaging 1](#) (10 credits)

## Semester Two (Queen's University Belfast)

### Compulsory:

PHY9051 Teamwork & Collaboration Skills in a Cross-Geographic Society (10 credits)

PHY 9049 Optical Materials (10 credits)

PHY9055 Individual Research Project (20 credits)

### Choose 2 from:

PHY9047 Magnetic Materials

PHY9048 Electronic Materials

PHY9049 Plasmonic Materials

PHY9059 Electronic Structure Modelling

Find further details on the QUB courses on the [University's Book of Modules](#)

## Assessment and Examinations

The assessment criteria for each course are linked to the learning outcomes. A range of assessment instruments are used including laboratory-based assignments, individual projects, practical exams, presentations, written coursework and unseen written exams. Please consult the relevant module/course information for further details of individual module requirements. It is your responsibility to familiarize yourself with the requirements with each course and to raise any queries with the module convenor/leader at the earliest opportunity.

## Regulations

It is important that you familiarize yourself with the relevant regulations regarding examinations and assessments. The University of Glasgow regulations will apply to the taught courses you are completing in semester one. The regulations at QUB will apply to the courses you complete in semester 2 and the summer research project. If any doubt, please contact the CDT Manager for guidance.

Useful regulation links:

[Glasgow: Examinations](#)

[Glasgow: Guidance to Students on Reporting a Good Cause](#)

[QUB: Regulations for Postgraduate Taught Programmes](#)

## EngD & PhD Programme Diagrams

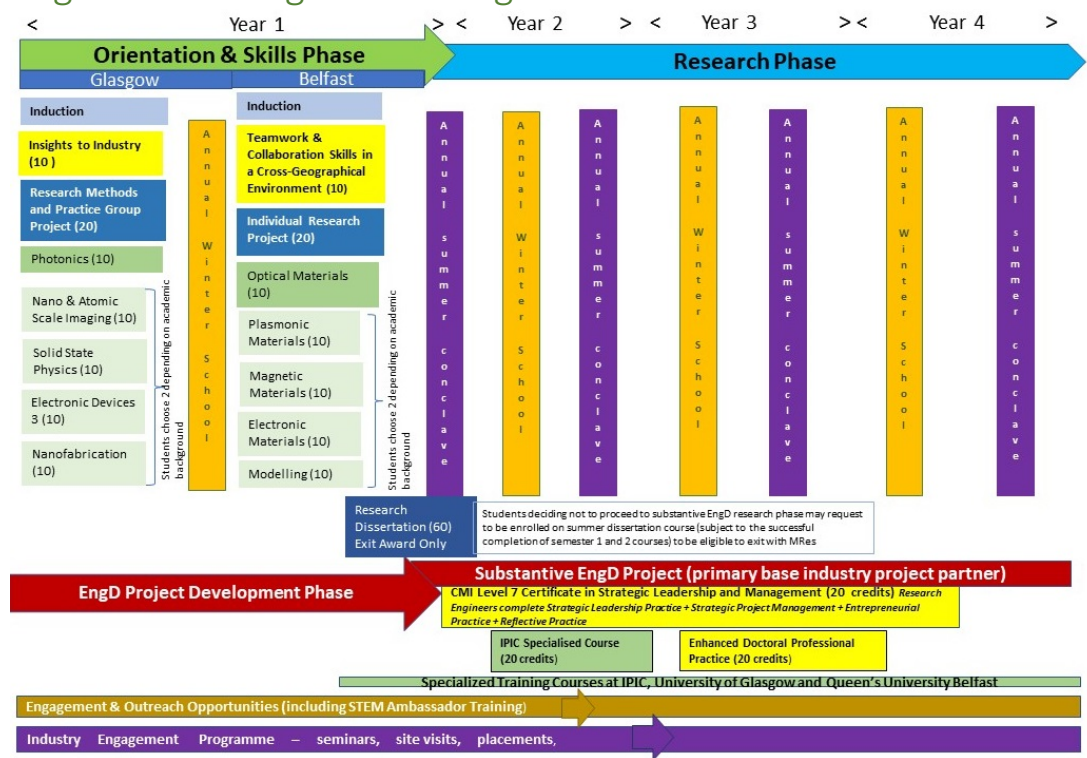


FIGURE 1: DIAGRAM OF ENG D PROGRAMME

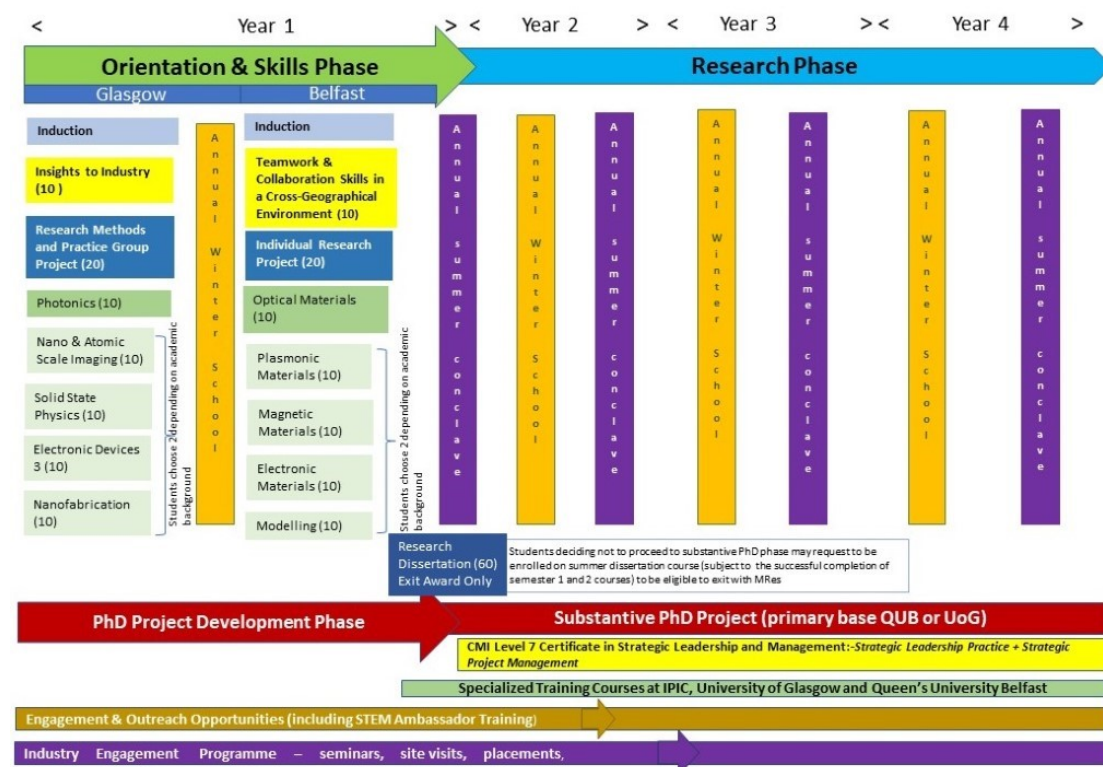


FIGURE 2: DIAGRAM OF PH D PROGRAMME

## Progression to the Research Phase

The progression criteria stated below are common to the EngD and PhD pathways

(i) Achieve a minimum of 50 in each of the following:

- Insights to Industry (10 credits)
- Research Methods and Practice Group Project (20 credits)
- Teamwork & Collaboration in a Cross Geographic Environment (10 credits)
- Individual Research Project (20 credits)

### PLUS

(ii) Achieve an average of 50 in 60 credits of taught courses, as follows:

- Compulsory -Lasers & Integrated Optics (10 credits)
- Compulsory - Optical Materials (10 credits)
- Plus, four of:
  - Solid State Physics (10 credits)
  - Nanofabrication (10 credits)
  - Electronic devices (10 credits)
  - Nano & Atomic Scale Imaging (10 credits)
  - Magnetic Materials (10 credits)
  - Electronic Materials (10 credits)
  - Plasmonic Materials (10 credits)
  - Electronic Structuring Modelling (10 credits)

### PLUS

(iii) In the 60 credits of taught courses outlined in (ii) above, no more than one mark below C3 in the semester 1 courses completed at the University of Glasgow and no more than one mark below 50 in the courses completed in semester 2 at Queen's University Belfast.

(iv) For EngD research engineers only:

If you progress to the Research Phase with any mark below C3/50 (as outlined in (iii) above) you must resit at the next opportunity and bring the mark up to C3/50. Please talk to the Prof Marc Sorel or Dr Solveig Felton at the earliest opportunity if this applies.

## MRes Award

The programme structure allows for a joint MRes degree to be awarded after 12 months, should any student leave the programme at this point. This option is only available to those who have successfully completed all courses completed over semesters one and two. A 60-credit dissertation module must be undertaken and completed after the semester at QUB. Please discuss this with the CDT Director, Prof Robert Bowman or the Executive Manager, Brenda Morris at the earliest opportunity.

## The Research Phase

This phase gets underway in June of the first year. Each student undertakes a doctoral research project which maximises the facilities of the PIADS academic and industrial partnership base. The CDT supports doctoral projects over a range of TRLs (from fundamental issues through to applications) in line with the Centre's five main research themes. All doctoral research projects make use of research strengths & facilities on a cross-institutional basis. In keeping with the partnership ethos of the CDT, all research projects have cross institutional supervisory teams.

The Programme includes ongoing embedded training for its PhD research students who also complete the professionally accredited & internationally recognised Chartered Management Institute (CMI) Level 7 Certificate in Strategic Leadership & Management.

EngD research engineers complete 60 additional credits (refer below).

Two key annual cohort events run across both phases throughout the programme: a well-established 2-day CDT Conclave takes place each June and a 3-day residential Winter School.

## EngD Credits (years 2-3)

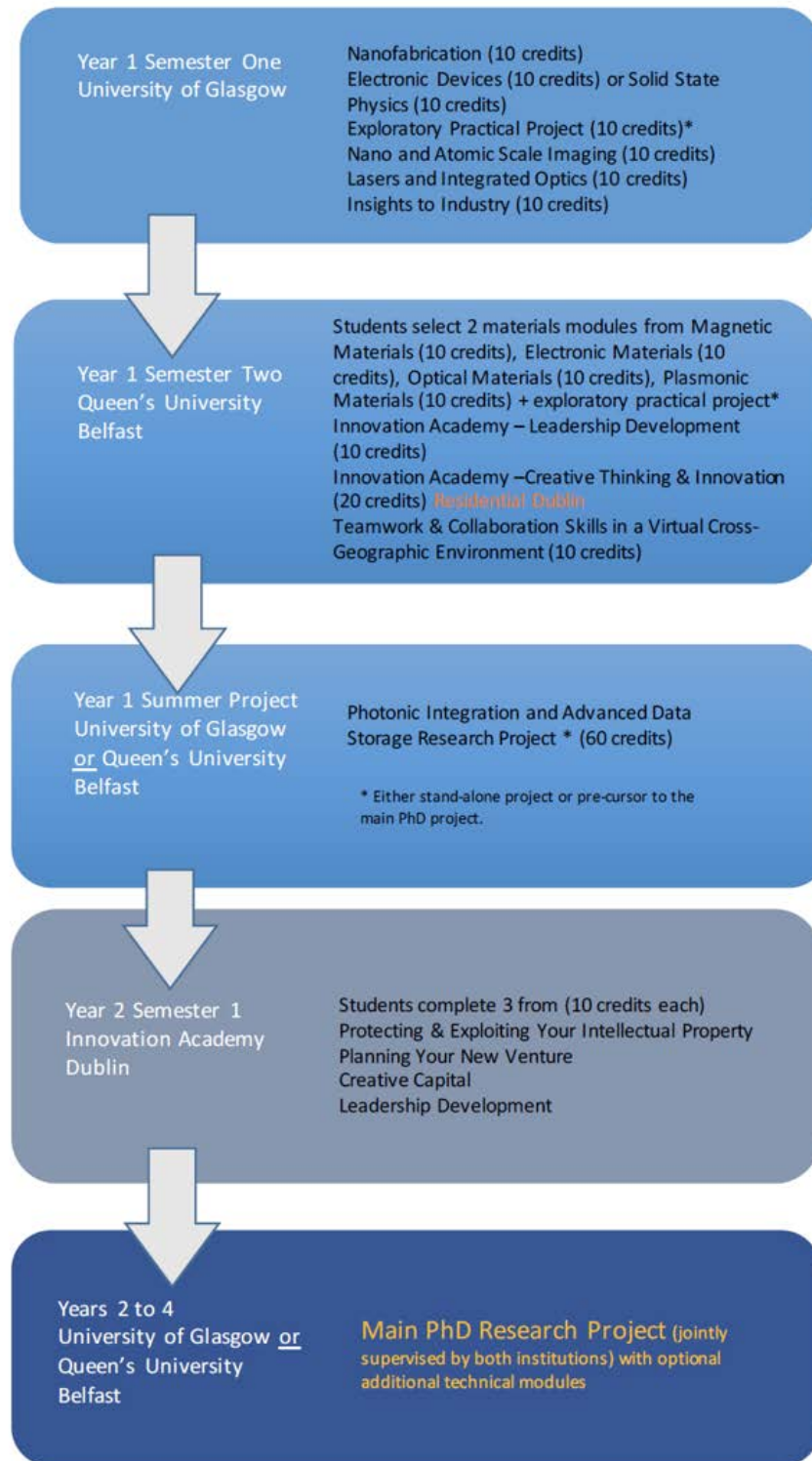
EngD Research Engineers must complete 180 credits in total to be eligible for the final Engineering Doctorate Award. Therefore, they must complete 60 credits over years 2-3 as per the programme schedule (see diagram 1) as detailed below:

- (i) Photonic Device Packaging (10 credits)
- (ii) Compound Semiconductor Device Fabrication (10 credits)
- (iii) Introduction to Global Leadership & Management (20 credits)  
encompassing CMI Level 7 Certification
- (iv) CDT EngD Enhanced Doctoral Professional Practice (10 credits)



# The Academic Programme – PIADS 1.0

For students starting up to and including September 2018 cohorts



## PIADS 1.0 Progression and Certification

The CDT operates on a 1 + 3-year model. Students spend Year 1 undertaking a Masters by Research Degree (MRes). Subject to successful completion of Year 1 students spend the following three years undertaking a PhD.

### Examinations and Assessment

Assessment Criteria are linked to the learning outcomes for each module. A range of assessment instruments are used including laboratory-based assignments, individual projects, practical exams, presentations, written coursework and unseen written exams.

The pass mark for all taught modules is 50% at QUB and C3 at the University of Glasgow. In the event of failure students are normally\* permitted one further attempt to pass a failed module with the mark used in calculating the final award capped at 50%. The pass mark for the individual summer research project is 50% and there is no resit i.e. students who fail the Photonic Integration and Advanced Data Storage Research Project will not normally have the opportunity to resubmit their original project or retake a new project.

\* It is not always possible to offer a reassessment opportunity, particularly for practical work and group work. Please consult individual module leaders for details of specific reassessment exemptions.

Students who fail a module at the first attempt will be referred to the Pastoral Care Committee.

### Progression to Substantive Research

Students must have satisfactorily completed all the required taught modules (120 CATS points) before they will be permitted to begin their individual Photonic Integration & Advanced Data Storage related research project. The Research Project must be passed at 50% or more for the award of MRes.

Students who, at the first attempt, have failed taught modules with a combined value of greater than 40 CATS points will normally not be permitted to proceed to the research project and will be required to transfer to the Postgraduate Diploma in Photonic Integration and Advanced Data Storage.

Students who have successfully completed the 180 credits from the modules undertaken in Year 1 will proceed to Integrated PhD Project selection.

In Semester 1 of year 2 students undertake Creative Innovation (30 credits) with the Innovation Academy.

### Academic Awards (PIADS 1.0)

Postgraduate Masters Awards are made in accordance with the following mark scale, as

set out in the Study Regulations for Postgraduate Taught Programmes at Queen's University Belfast:

70+ Pass with distinction\*  
60+ Pass with  
commendation 50+ Pass  
Below 50 Fail

\*Pass with distinction will be awarded only when the following three conditions have been satisfied: an overall average of 70+ is achieved and a mark of 70+ is achieved in the Individual Research Project module and average of 65+ is achieved in the other modules

Students who have failed the Individual Photonic Integration and Advanced Data Storage Research Project will not be eligible for the MRes Award, but will be considered for the award of Postgraduate Diploma,

## Options

At the end of Year 1 students will be given several choices about the award they wish to receive in respect of the modules they have completed.

The options are:

- A.** Using the 180 credits completed up until the end of Year 1 students can opt to be awarded the **MRes in Photonic Integration and Advanced Data Storage**

Or

- B.** Students can opt to use the 60 credits completed via the Innovation Academy to be awarded the **Postgraduate Certificate in Innovation and Enterprise:**

Leadership & Development (10 credits)  
Creative Thinking & Innovation (20 credits)  
Protecting & Exploiting Your Intellectual Property (10 credits)  
Planning Your New Venture (10 credits)  
Creative Capital (10 credits)

These students may opt to undertake an additional 30 credits\* (between years 2 and 4) and receive the award of **MRes in Photonic Integration and Advanced Data Storage**.

\* suitable technical modules/courses to satisfy the overall credit and curriculum requirements of the MRes

Students can therefore be awarded both the MRes and the PG Cert.

## Specialist Courses at IPIC

PhD and EngD participants will have many opportunities to engage with the Irish Photonic Integration Centre throughout their four-year programme. This may include attendance at some of the following specialist training courses. Please note not all courses may run every year. The CDT team will let you know when courses are scheduled and will invite you to submit an expression of interest.

### Compound Semiconductor Device Fabrication (1 week)

A hands-on fab based course where participants receive a number of taught sessions on photolithography, etching and metal deposition that form the full compound semiconductor device fabrication process, and then put the learnings into practice in Tyndall's semiconductor training lab fabricating a simple light emitting device.

### Photonics packaging course (1 week)

This is a hands-on laboratory-based course during which students learn the theory and practice of photonic integrated circuit design and packaging, photonic wire-bonding and 3D printing, electronics packaging, foundry services and reliability testing.

### Biophotonics Summer School (1 week)

An intense 1-week summer school delivered by research leaders in the field of biophotonics from Europe and the US.

### IPIC Pre-Commercialisation Programme 'IPIC Bootcamp'

Designed to help researchers explore the potential commercialisation of their research through a start-up company, including activities such as market exploration and customer validation, with the outcome being a plan to secure commercialisation funding and/or pre-seed investment.

# Research Phase – PIADS 1.0 & 2.0

## Regulations for Research Degrees

Please ensure you familiarize yourself with the regulations from both institutions:

QUB – [Study Regulations](#)

UoG – <https://www.gla.ac.uk/myglasgow/senateoffice/policies/uniregs/regulations2019-20/scieng/>

The Study Regulations as set out by QUB, as the lead organisation within the CDT, must be adhered to. There are a range of core regulations below, however this is not an exhaustive list and you should review the regulations for more information:

## Recording of formal meetings via QSIS

To keep track of your progress and to record supervisory meetings, you and your supervisor will complete and sign a 'Record of Supervision Meeting' for each of your sessions together. For recording Supervisor/Student Meetings, please see below.

The Study Regulations for Research Degree Programmes require: There shall be at least six but normally ten formal meetings per year between the principal supervisor (and/or co-supervisor, if appointed) and full-time student (six for part-time students) to monitor progress against the research plan. All members of the supervisory team shall attend at least half of these meetings. Minutes of the meetings shall be retained as records. The second supervisor should normally be present for at least three of these meetings. For further information on the Study Regulations for Research Degree Programmes please click [here](#)

## Monitoring Progress through Annual Progress Review (APR)

Your progress will be reviewed annually, by an independent progress review panel, until you have completed the Research Degree Programme (RDP).

The monitoring process is designed to allow for this review of progress to involve individuals who are independent of the supervisory team and the PGR. They are intended to be developmental and supportive enabling a reflection on progress to date and forward planning

All CDT students registered in their second or third year of the CDT programme on 30 April 2021 will undertake annual progress review, at the department of the primary supervisor, between 1 May 2021 and 30 June 2021 in line with normal departmental timelines.

Although there may be some procedural variances at each department, the fundamentals of the annual progress review will be the same for all CDT students:

- Students and Supervisors will complete the relevant sections of the CDT Annual Review Form in advance.
- Students will complete a Student Research Technical Report\*
- Students will attend a mini viva/progress review meeting

It is the student's responsibility to ensure that they liaise with their supervisors to ensure that all documents are submitted, and that the mini viva is arranged, in line with departmental requirements.

\*Students at the end of year 3 may submit a current manuscript or conference paper in lieu of the technical report with the prior agreement of their supervisor.

## CDT Annual Progress Review Form (see appendix 2)

|                  |                                                                                      |
|------------------|--------------------------------------------------------------------------------------|
| Section A        | To be completed by the student                                                       |
| Section B Part 1 | To Be completed by the student                                                       |
| Section B Part 2 | To be completed by the Primary supervisor with input as required from co-supervisors |
|                  | To be signed by the student once all parts have been completed                       |
| Section C        | To be completed by the Department Conveyor                                           |

An editable copy of the form will be issue to you annually for completion by the CDT Manager

## Research Technical Report

Students should liaise with their primary supervisor regarding the content of the report, which is to be submitted in advance of the progress meeting, in line with departmental guidelines. Those who are at the end of year 3 may submit a current manuscript or conference paper in lieu of the technical report with the prior agreement of their supervisor.

The technical report should not exceed 5000 words (including references but excluding appendices) and should include:

1. A description of the research outlining the problems that will be solved, the questions that will be answered or the measurements that will be made
2. A description of any preparatory work or familiarization with the relevant equipment/software
3. An analysis of the literature and relevant background information for the research topic
4. A description of the research carried out so far and should include as appendices:

a list of objectives for the next 12 months  
 an outline plan of the work for the next 12 months  
 a Gantt chart of the work planned for the next 12 months  
 a proposed budget for the next 12 months ([in line with the guidance](#))

## Mini-Viva/Progress Review Meeting

The student will attend a mini viva/progress meeting which will last between thirty and forty-five minutes. The student may be required to give a short presentation, if required this will be advised in advance. The student will be asked to give a brief oral summary of their work which will be followed by questions from the panel. Any specific issues that have been brought up in the Annual Progress Form or orally prior to the meeting will be discussed. The student will be given the opportunity to ask questions to raise any further issues. The Departmental Convenor will advise students, supervisor and the CDT of the outcome of the review.

## Thesis Only (PAIDS1.0)

All students in their final year will complete an Annual Progress Review (APR) and normally, the APR Panel would recommend / permit as 'THESIS-ONLY'. This would be documented on the PGR4 Form / QSIS RSL by the panel.

Following the APR, panel recommendations are ordinarily approved by the Director of Postgraduate Research Students, after which, students will be able to view the outcome on QSIS via the RSL functionality.

Please note, that Thesis Only is normally only permitted once the student has completed the normal period of study (4 years full-time) and all their necessary research has been completed. Thesis Only is only allowed on a student's record for one academic year (or 12-month period).

In line with QUB regulations a student who has completed research and is engaged in writing up a thesis will be charged a thesis only charge of £305 (2019/20 rate). The CDT does not have funding to cover this fee. Please note that even if you are primarily based at the University of Glasgow you are still liable for this payment and must ensure that this charge is paid in a timely manner.

## Thesis Only (PIADS 2.0)

The terms and conditions of the EPSRC training grant for cohorts starting 2019 and beyond state that the thesis is expected to be submitted by the end of the funded period. Therefore, Thesis only status will not be available.

## Intention to Submit

An outline of the submission process is available below via the Examinations Office:

<https://www.qub.ac.uk/directorates/sgc/srecords/Examinations/Postgraduate-Research/SubmissionProcess/>

Students need to provide the School with at least three months' notice of their intention to submit their thesis. Notification is via QGIS. This requires actioning via QGIS to be **at least three months before the anticipated submission date for the thesis**. On receipt of the notification the School begins the process of nominating examiners.

## Temporary Withdrawal or Leave of Absence

If a specific problem is affecting your research (ill-health, for example, or a very busy period at work if you are part-time) it may be advisable for you to suspend your research temporarily until the problem has been resolved. This is better than struggling on, missing deadlines and eventually failing to complete on time. The period of suspension will be deducted from the time allowed for completion of your thesis, and you will not be liable for fees while your registration is suspended.

You should discuss the situation with your principal supervisor, who will—if he or she agrees that suspension is the best option—support a request for permission for you to suspend your research.

Please note if you take a leave of absence due to ill health will be eligible to receive stipend payments for 13 weeks subject to submission of satisfactory evidence from your medical practitioner.



## Commitment to External Engagement & Outreach (EE&O)

The PIADS CDT team is committed to delivering and driving a wide portfolio of vibrant outreach and engagement activities and initiatives, for both the benefit of our stakeholders, as well as our current and future PIADS CDT students. The terms and conditions of the research grant from the Engineering & Physical Sciences Research Council (EPSRC) gives the CDT's staff, supervisors and students a responsibility to actively communicate the research to the public at both local and national level, and to raise awareness of the role of science and research in any related issues of public interest.

Developing science communication skills, understanding how to communicate research to a broad audience, and gaining experience in devising and developing science communication initiatives, hones a vibrant set of transferable skills that are of significant importance both during your doctoral training and for any future career in science or otherwise.

PIADS programme of activities includes industry seminars, site visits, and participation at local, national & international outreach & education events, some examples of which are:

- [Annual NI Science Festival](#)
- [Annual Glasgow Science Festival](#)
- IPIC Annual Industry Workshop
- Speed networking sessions with undergraduate students
- Invitation to industrial/academic seminars
- Populating and maintaining your CDT website student profile
- Registering with the STEM Ambassador Programme
- Participation in annual Winter School and Summer Conclave Events

We request that you are vigilant in reading and responding to all science engagement/communication emails being sent to you from the CDT team. We do not expect you to contribute to all aspects of the programme, however as a PIADS CDT student you are expected to engage in our programme of science engagement activities to a reasonable degree.

In addition, the CDT External Engagement & Outreach Committee meets three times a year to reflect on previous, and devise and develop future strategies or opportunities for engagement. Membership of the committee includes the EDI Champion (Dr Rair Macedo) who will monitor & hold the CDT accountable in championing and implementing EDI priorities across our portfolio of engagement. A student representative from every PIADS CDT year group sits on this board. If you wish to contribute to this, or any other board, please email [piads.cdt@qub.ac.uk](mailto:piads.cdt@qub.ac.uk).

## Placements

Unfortunately, we are not able to facilitate student placements during the Covid19 pandemic

## Events

The CDT holds a range of events every year. Your attendance at these events is mandatory. Please ensure you consult the CDT team before booking any annual leave. The dates below are indicative of when these events will take place. You should review your emails regularly for updates about confirmation of CDT events. Your attendance and participation at these events is crucial to help build a sense of cohort within the programme. They are also an excellent opportunity for networking, training and discussion.

At present we are planning for our key events in 2020/21 as follows:

CDT Winter School 20-21 January 2021 at Queen's University Belfast

IPIC Industry Day, Cork – March 2021

CDT Conclave 16-17 June 2021 at University of Glasgow

All PIADS students are members of a PIADS CDT Team site. This allows us to have some virtual meetings, coffee mornings and much more.

# Studentship Financials

## Your EPSRC Studentship

The dates of your EPSRC studentship are included in your letter of offer.

## University Tuition Fees

As a CDT student your university fees are covered by your studentship and paid by the Centre. If you receive any communication from either QUB or the University of Glasgow regarding tuition fees, please contact the CDT Manager immediately (b.morris@qub.ac.uk).

## Stipend

You will receive a monthly stipend for the duration of your studentship. Stipends are in line with the [published EPSRC rates](#). EngD research engineers will receive a top p of £5K per annum. Stipend payments are administered by the Graduate School, QUB. If you have any queries or issues regarding stipend payments, please contact:

Ms Irene Cavan  
Postgraduate Officer  
The Graduate School | Queen's University | University Road | Belfast | BT7 1NN  
+44 (0) 28 9097 2556 [i.cavan@qub.ac.uk](mailto:i.cavan@qub.ac.uk)  
[www.qub.ac.uk/sites/graduateschool](http://www.qub.ac.uk/sites/graduateschool)

## Financial Worries

If you have financial worries you may find it useful to visit QUB's dedicated website

<https://www.qub.ac.uk/directorates/sgc/wellbeing/InformationforStudents/StudentConcerns/FinanceConcerns/>

## Money Advice

[SU Advice](#) provides advice and guidance on personal finance, debt management, income maximisation and applying for bursaries.

The [Money Advice Service](#) provides free, unbiased money advice. The online [Budget Planner](#) is a great place to start and why not check out how financially healthy you are by undertaking a [Money Health Check](#). There is a section that specifically focuses on [managing money as a student](#).

## Financial Support

There are two funds the Support Fund (provided by DEL) and then there is the University's own Hardship Fund for students not eligible to apply to the other. There are no hard copies of the application form available. Applications to both funds must be made on-line via [QSI](#) by logging in and clicking on the Financial Aid box at the top right hand corner of your home page. Please [click here](#) for more information on how to apply to either of the two funds.

## Oncampus Jobs QUB

Oncampus jobs advertises part-time jobs and one-year placement experience for students throughout the year. To register with Oncampus Jobs, sign into Queen's online - [www.qol.qub.ac.uk](http://www.qol.qub.ac.uk) , then select Services > Other.

## [QUB School Teaching Assistants Opportunities](#)

## Research Support Costs for Year 1

In year one of the CDT programme your studentship comes with additional funding to provide IT equipment and to support mobility costs so that you can spend the allocated time at each institution, in line with the programme schedule i.e. semester one is spent at the University of Glasgow and semester two at Queen's University Belfast.

## Equipment

The CDT will provide you with a MacBook for the duration of the programme. This remains the property of QUB and you must adhere to the guidelines (here). You are expected to respond to requests from QUB in relation to maintenance and upkeep in a timely manner.

## Travel

The Centre will organise and cover reasonable travel costs between the two institutions in line with programme requirements. For the purposes of determining eligibility for support each student will be required to designate either QUB or UoG as their "primary institution". The CDT will organise and pay for return travel from Belfast to Glasgow to enable QUB designated students to attend the University of Glasgow in semester one and, likewise, return travel from Glasgow to Belfast to enable UoG designated students to attend semester 2 at QUB. Travel between the partner institutions (Belfast, Glasgow and Cork) will also be arranged on your behalf by the CDT.

## Accommodation

The Centre will organise University accommodation at both institutions, for those who require it. You are entitled to have the costs of one semester's accommodation paid for you by the Centre. If you require accommodation for both semesters you must pay for one semester yourself.

***ALL Year one costs are managed and administered directly by the Centre. All bookings will be made by the CDT Administrator, based at QUB, on your behalf and you are asked to respond quickly to requests for information regarding your travel and accommodation requirements so that bookings can be made efficiently and minimise costs.***

# Research Support Costs for Years 2, 3 & 4

## Setting a Budget for Years 2, 3 and 4

You are required to work with your supervisor to draw a projected outline budget each academic year for Years 2, 3 and 4. These go to the CDT Management Board for approval, at its September meeting each year. This important aspect of your PhD training gives you valuable experience of financial planning and budgeting. You must submit your annual budget to the CDT by email to [piads.cdt@qub.ac.uk](mailto:piads.cdt@qub.ac.uk). The CDT Manager will confirm to you when your budget has been approved.

## PIADS 1.0 (cohorts 2015-2018)

### Year 2 and Year 3 – 2018 and 2019 Cohorts

The maximum funding available from the CDT is £1800 (£500 travel and £1300 accommodation) for Project Mobility; £700 for Conference; £4500-£7500 for Research Bench/Project Costs\*

### Year 4 – 2017 Cohort

The maximum funding available from the CDT for Year 4 is £1200 (£600 travel and £600 accommodation); £700 for Conference; £3000-4000 for Research Bench/Project Costs\*

## PIADS 2.0 (cohort 2019)

### Year 2 – 2019 Cohort

**PhD:** The maximum funding available from the CDT for Year 2 is - £1300 (£600 travel and £700 accommodation) for Project Mobility; £1000 for Conference; £6000 for Research Bench/Project Costs\*

**EngD:** The maximum available for Year 2 is- £1800 for Project Mobility (£500 travel and £1300 accommodation), £1000 for Conference. As you are based onsite with the Project Partner we do not expect that you will require the same level of access to facilities at QUB, UoG or IPIC. However, you may include costs up to a maximum of £5000 where periods of access are required and approved by the supervisory team.

## ALL YEARS AND COHORTS

\*Project costs will vary depending on the nature of the project and most should fall within the range outlined. Your projected costs should accurately reflect the required funding to complete your research plan. We do not expect that all projects will require funding in the upper end of the range shown. A basic principle of the CDT is that you as a member of the cohort should be looking to maximize what you can get for the budget. Ways that you could do that include; forward planning visits between Universities to maximize time and save of near to journey price increases; augmenting the conference budget by applying for supplementary/leverage funding elsewhere and in Research Support engaging with each other in the cohort and in the various groups you work in to maximize value e.g. if someone is using a microscope can they occasionally look at your samples in their booking? Can you do something for them? Can you provide them with additional samples from your project?

**Facilities costs:** Given the diversity of facilities available there is a diversity of charging and access rates in use between the two Universities. This ranges from a fixed fee for the JWNC through per session booking rates on microscopes/FIBs etc in both Universities to more ad-hoc contribution towards the consumables (targets/gases/wafers).

Additionally, where projects might incur significant costs the supervisory team is expected to augment the CDT support from resources they have (e.g. external grants, University support etc).

Normally, the CDT encourages one face-to-face meeting of the entire supervisory team per annum and an additional £250 will be made available to support the costs of supervisor travel to the far-site institution (contact Brenda Morris for information).

## Project Mobility

This budget allocation is to support mobility between the partner institutions and the CDT industrial partners; any surplus may be used to supplement conference attendance. You are not permitted to use any underspend for other research costs without prior approval.

All bookings for travel and accommodation must be made through the CDT Administrator at QUB. You must allow enough time for bookings to be made on your behalf. A minimum of 10 working days' notice is normally required. Please note that it is not possible to make any bookings using Airbnb.

## Managing Your Research Budget

Once approved, you are responsible for managing and keeping track of all expenditure against your annual budget.

All procurement must take place in line with established procedures at the School of Maths & Physics at QUB. You must not initiate any bookings which fall outside the approved budget without seeking prior approval to the CDT Manager by email to [b.morris@qub.ac.uk](mailto:b.morris@qub.ac.uk).

Incomplete requests will not be processed.

Please read the following guidance carefully:

## Project Mobility

This budget allocation is to support mobility between the partner institutions and the CDT industrial partners; any surplus may be used to supplement conference attendance. You are not permitted to use any underspend for other research costs without prior approval.

All bookings for travel and accommodation must be made through the CDT Administrator at QUB. You must allow enough time for bookings to be made on your behalf. A minimum of 10 working days' notice is normally required. Please note that it is not possible to make any bookings using Airbnb.

## Procurement & Expenses

The CDT's dedicated clerical officer, Vicky Weir, will support you with ordering research consumables and booking for conferences and other research travel etc. in line with your approved budget. By familiarising yourself with the information contained in the following pages and follow the procedures outlined, you will help us to provide a good service to all students. As a prerequisite to all procurement requests we expect that your student profile on the CDT website is kept up to date with details of publications, conferences, placements and other relevant attainments.

### Travel & Accommodation: Students Based at Queen's University Belfast

**NOTE: During Covid19 pandemic please follow procedures outlined for students based at the University of Glasgow**

- Please complete a [Requisition form](#) when booking travel/accommodation. By completing the requisition, you are testifying that it is in line with your approved budget. All requisitions should be signed by yourself and your supervisor if possible. If you are unable to get your supervisor you may contact the CDT Manager, Brenda Morris ([b.morris@qub.ac.uk](mailto:b.morris@qub.ac.uk)) to authorise. You may find it useful to refer to the example of a completed requisition [here](#).
- For travel outside the UK please contact Selective Travel ([qub@selective-travel.co.uk](mailto:qub@selective-travel.co.uk)) for quotes, please copy [piads.cdt@qub.ac.uk](mailto:piads.cdt@qub.ac.uk) into the email.
- Travel within the UK can be made using the computer in the School Finance Office. Vicky Weir will provide you with the purchase card details and the login details of approved economy airlines (EasyJet, Flybe, Aer Lingus, Ryanair and Jet2).
- Accommodation must be made through Selective Travel. When requesting quotes please copy [piads.cdt@qub.ac.uk](mailto:piads.cdt@qub.ac.uk) into the email. To make the booking please confirm your choice with Selective Travel and Vicky Weir will then arrange payment.

### Travel & Accommodation: Students Based at the University of Glasgow

- Please complete a [Requisition Form](#) when booking travel/accommodation. By completing the requisition, you are testifying that it is in line with your approved budget. All requisitions should be signed by yourself and your supervisor if possible. If you are unable to get your supervisor you may contact the CDT Manager, Brenda Morris ([b.morris@qub.ac.uk](mailto:b.morris@qub.ac.uk)) to authorise. You may find it useful to refer to the example of a completed requisition [here](#).
- Contact Selective Travel ([qub@selective-travel.co.uk](mailto:qub@selective-travel.co.uk)) for quotes, please copy [piads.cdt@qub.ac.uk](mailto:piads.cdt@qub.ac.uk) into the email.
- Confirm your flight/accommodation option with Selective Travel & PIADS and include a completed and signed Requisition form. Please do not add the cost of the flights/accommodation to the form, this will be completed by the CDT.
- The CDT will then arrange payment for your flight/accommodation. You will then receive an email to confirm your travel booking.

You must use the Project Code and the Sub Analysis Code provided to you by the CDT Manager. These are unique identifiers and should not be shared. You may find it useful to refer to the examples of completed requisitions.

## Travel Insurance

The University holds a travel insurance policy which provides worldwide cover for staff and students travelling on authorised University business.

The cover is provided by Universities Mutual Association Limited (UMAL) and a travel cover summary can be accessed [here](#).

### Travel within the UK and Ireland

Travel cover is automatically provided for authorised business travel within the UK and Ireland, and these journeys are not required to be notified to the University Insurance Section.

### Travel outside the UK and Ireland

Travel cover is provided for authorised business travel outside the UK and Ireland. Prior to departure, however, you must notify the University Insurance Section of the relevant details for the journey by completing an online travel notification form, students will need to request access by email to [insurance@qub.ac.uk](mailto:insurance@qub.ac.uk). The travel notification form has an option for group travel and, therefore, only one form needs to be completed for a group of staff/students who are travelling on the same dates.

For further information, refer to the website

<https://www.qub.ac.uk/directorates/FinanceDirectorate/Visitors/PensionsTaxandInsurance/Insurance/MainInsurancePolicies/TravelInsurance/>

## Reimbursement of Expenses for Students Based at Queen's University Belfast

**NOTE: During Covid19 pandemic please follow procedures outlined for University of Glasgow students below.**

You must complete a [Request for Payment Form](#). Please complete Tabs 1, 2 and 3. You may find it useful to refer to the examples at Tabs 4 and 5.

Complete name, project code, sub analysis code and details of the conference/meeting including name of conference, location and date(s).

When completing Tab 3 you must number receipts and add a description for each receipt on the spreadsheet, ensuring that the number on your receipt matches the numbering on the spreadsheet.

If you are claiming for travel you must include travel type (train/bus) and destination in the description column. If you are claiming for a meal then you should specify if it is breakfast/lunch/dinner and give the date.

You should use the Notes box to add further details about a receipt e.g. if you have lost a receipt or if the receipt is not itemised. If you are claiming for a meal for yourself and a colleague (staff/student) you should include their name and the company name/institute.



Forward the completed electronic copy of the Request for Payment, hardcopy of the receipts and bank details to Vicky Weir.

## Reimbursement of Expenses for Students Based at the University of Glasgow

You must complete a [Request for Payment Form](#). Please complete Tabs 1, 2 and 3. You may find it useful to refer to the examples at Tabs 4 and 5.

Complete name, project code, sub analysis code and details of the conference/meeting including name of conference, location and date(s).

When completing Tab 3 you must number receipts and add a description for each receipt on the spreadsheet, ensuring that the number on your receipt matches the numbering on the spreadsheet.

If you are claiming for travel you must include travel type (train/bus) and destination in the description column. If you are claiming for a meal then you should specify if it is breakfast/lunch/dinner and give the date.

You should use the Notes box to add further details about a receipt e.g. if you have lost a receipt or if the receipt is not itemised. If you are claiming for a meal for yourself and a colleague (staff/student) you should include their name and the company name/institute.

Forward the completed spreadsheet and scanned receipts by email to Vicky Weir [piads.cdt@qub.ac.uk](mailto:piads.cdt@qub.ac.uk). In your email please include details of what the expenses claim is for and that you have attached a copy of the expenses finance spreadsheet and receipts. Please include your bank details in the email.

## International/National Conference Participation

You have an annual budget allocation towards conference participation, which must be agreed and approved by your supervisor. You are strongly encouraged to use this funding to access matched funding from other sources, such as departmental, university and external bursaries (e.g. [http://www.iop.org/about/grants/research\\_student/page\\_38808.html](http://www.iop.org/about/grants/research_student/page_38808.html) or [http://www.iop.org/about/grants/barber/page\\_38812.html](http://www.iop.org/about/grants/barber/page_38812.html))

Please follow the procedures as outlined above for making travel and accommodation bookings.

It is expected that you provide your supervisory team and the CDT cohort with feedback on the conferences that you attend and report on any new developments in the field. You should also submit a short report of ~ 500 words to the [CDT Manager](#) within 21 days of return.

# Support Services for Students

Both Queen's University Belfast and the University of Glasgow provide a wide range of student support services. You can get further information by as below:

## Useful Links

### Support Services at Queen's

<http://www.qub.ac.uk/directorates/sgc/wellbeing/>

### Support Services at the University of Glasgow

<http://www.gla.ac.uk/researchinstitutes/healthwellbeing/research/mentalhealth/workinginmentalhealthandwellbeing/>

We are committed to delivering a range of services to support students with a disability. If you have a disability and/or special needs, please make contact through the following websites:

University of Glasgow: [http:// www.gla.ac.uk/services/studentdisability/](http://www.gla.ac.uk/services/studentdisability/)

Queen's University Belfast: <http://www.qub.ac.uk/disability>

Alternatively, please contact the CDT Executive Manager, Mrs Brenda Morris ([b.morris@qub.ac.uk](mailto:b.morris@qub.ac.uk)) in the first instance.

# Student Complaints Procedure

There are well established procedures in place for dealing with concerns raised by students:

1. About services or facilities provided by the University (including teaching, support or administrative services).
2. Against a member of University staff relating to harassment or discrimination.
3. About something that happened while you were on placement.

## The Complaints Procedure:

<http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/AppealsComplaintsandMisconduct/StudentComplaints/>

# Misconduct Regulations

## Plagiarism

If you copy from another person's work (project report, book, journal, web page or any other document) without acknowledging the source, you are guilty of *plagiarism*. This is a disciplinary offence and the Universities have procedures for handling it. The failure to acknowledge a source is considered as plagiarism even if there was no deliberate intention to cheat. Avoid any risk of plagiarism by providing a reference for all sources that you use. Please refer to the regulations regarding Academic Misconduct below.

## Academic Misconduct including Appeals

For cases of alleged academic misconduct relating to a course/module delivered by, the University of Glasgow the code of student conduct and procedures of University of Glasgow will apply.

<http://www.gla.ac.uk/services/senateoffice/studentcodes/students/studentconduct/>

For all other cases of alleged academic misconduct, the code of student conduct and procedures of Queen's will apply.

<http://www.qub.ac.uk/directorates/AcademicAffairs/AppealsComplaintsandMisconduct/AcademicOffences/Student-Guide/>

For academic appeals relating to a course/module delivered by UoG, the academic appeals procedure of the University of Glasgow.

<http://www.gla.ac.uk/services/senateoffice/studentcodes/>

For all other academic appeals, the academic appeals procedure of Queen's will apply.

<http://www.qub.ac.uk/directorates/AcademicAffairs/AppealsComplaintsandMisconduct/AcademicAppeals/>

## Non-Academic Misconduct

In cases of non-academic misconduct where it is alleged that an offence has been committed by a Student whilst present at the University of Glasgow, the relevant code of student conduct of UoG will apply.

<http://www.gla.ac.uk/services/senateoffice/studentcodes/staff/studentconductstaff/>

In all other cases of non-academic misconduct, the code of student conduct and procedures of Queen's will apply:

<http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/AppealsComplaintsandMisconduct/StudentDiscipline>

## Appendix 1 - COVID 19

This short appendix aims to provide some key advice to all students belonging to the CDT during this difficult time. If you have a query, please refer to this document in the first instance. There are also dedicated websites at each institution (see below details) which provide regular updates on the evolving situation:

QUB <https://www.qub.ac.uk/home/coronavirus-faqs/>

UoG <https://www.qub.ac.uk/home/coronavirus-faqs/>

IPIC/UCC <https://www.ucc.ie/en/emt/covid19/>

Please refer to the following sites for the most up to date information and guidance

[GOV.UK website](#)

[Public Health Agency website](#)

[Foreign and Commonwealth Office \(FCO\) website](#)

[World Health Organisation](#)

Information and advice is changing daily, it is vital that you keep up to date with all correspondence being issued from your institution. Please make sure you are checking your email account (s) regularly for updates.

## Key contacts

Please note that most staff members are now working from home. Staff will however still be available during normal working hours. And you can contact all members of the team via email.

Please contact the [PIADS.CDT@qub.ac.uk](mailto:PIADS.CDT@qub.ac.uk) for any general queries

Should you have any urgent issues please contact Brenda Morris, CDT Manager at [b.morris@qub.ac.uk](mailto:b.morris@qub.ac.uk)

Other members of the team can be contacted via email, refer to page 5

<http://www.cdt-piads.ac.uk/AboutUs/KeyContacts/>

## Taking Care of Your Mental Wellbeing Whilst Working Remotely

These are extraordinary times and many of us are feeling unsettled and anxious. Please keep safe, look after yourself and look out for others. Please ensure you keep in contact with your supervisor and the PIADS Admin Team. We are here to support you and will try to help with any issues or queries you may have.

There are some great tips on how to stay connected, motivated and safe during this time, here: <https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/>

### Students based at QUB:

If you are a **student** who is concerned because of COVID-19, the University's Student Wellbeing Service can offer support and guidance. Please contact the Student Wellbeing Service by emailing [studentwellbeing@qub.ac.uk](mailto:studentwellbeing@qub.ac.uk). A member of staff will get in touch with you directly.

### Students based at Glasgow:

If you are feeling anxious or concerned about the current situation and, in particular, the impact on your learning and assessment, you can discuss this with others on Big White Wall, or email [studentcounselling@glasgow.ac.uk](mailto:studentcounselling@glasgow.ac.uk) or call 0141 330 4528 to speak to a member of the UofG team in confidence.

## Maintaining Contact with Your Supervisor

It is vital that you maintain contact with your supervisor throughout this period. All staff email addresses can be accessed here:

QUB <https://www.qub.ac.uk/schools/SchoolofMathematicsandPhysics/Connect/Staff/>

Glasgow: <https://www.gla.ac.uk/schools/engineering/research/divisions/ene/staff/> and <https://www.gla.ac.uk/schools/physics/research/groups/mcmp/people/>

IPIC <https://www.ipic.ie/who-we-are/our-people/>

## Continuing with your research

If you are unable to continue with your research, for whatever reasons, please contact Brenda Morris at [b.morris@qub.ac.uk](mailto:b.morris@qub.ac.uk) for advice and guidance.

**You may be asked to complete a short form in connection with your research work schedule, spanning the next couple of months.**

Records of formal meetings should continue to be uploaded to QSIS.

Where students are continuing with their project remotely, they should also continue to prepare as normal for their academic milestone meetings (differentiation or annual progress review) or viva submission.

All experimental work (including postgraduate and postdoctoral) should be discussed with supervisors in order to ensure safe discontinuation of non-essential experiments and safe arrangements for critical work which may need to be continued.

If your research is heavily reliant on face to face human contact, lab or fieldwork, you should discuss with your supervisor how other (remote) work can be undertaken to enable continuation of the project. It might be appropriate for you to focus on writing, reflection, preparing for a progress review, communicating research, and other tasks as appropriate to your work. This should be discussed with your supervisor, and a timeframe set to review (minimum monthly).

Students may also be able to take this time to undertake development activities. The Graduate School will provide ongoing support and development digitally for students, and there are a range of online courses and MOOCs available to build skill sets, such as use of software, communication skills or methods of analysis. RTSG may be able to support online learning courses with an associated fee. Please contact Brenda Morris if you wish to use your research support budget to support any of these courses [b.morris@qub.ac.uk](mailto:b.morris@qub.ac.uk)

## PIADS Events

At present we are planning for our key events in 2020/21 as follows:

CDT Winter School 20-21 January 2021 at Queen's University Belfast

IPIC Industry Day, Cork – March 2021

CDT Conclave 16-17 June 2021 at University of Glasgow

All PIADS students should now be members of a PIADS CDT Team site. This allows us to have some virtual meetings, coffee mornings and much more. So, whilst we cannot have the above events lots will still be going on in the PIADS community! As always, we welcome your suggestions

## Thesis Submission

### Students based at QUB:

If you are ready to submit your hardbound copies the process below will apply.

If the Student Guidance centre was to shut for a period of time they would accept a digital copy via [thesis@qub.ac.uk](mailto:thesis@qub.ac.uk) (may have to use drop box due to size) and complete your program plan date according to this. You will have to submit a hardbound copy once they reopen. For queries please contact [mp.research@qub.ac.uk](mailto:mp.research@qub.ac.uk)

<http://www.qub.ac.uk/directorates/sgc/srecords/Examinations/Postgraduate-Research/SubmissionProcess/>

### Students based at Glasgow:

#### Final Thesis Submission

At present it is enough to electronically upload your final thesis to the Library, rather than providing a hard-bound copy. You can, if you wish, provide this later, but the PhD award will no longer be contingent on this. You will receive instructions regarding this when it has been confirmed by the examiners that any corrections have been addressed. Therefore, you are no longer required to print and bring three copies of your thesis to the College of Science and Engineering. In line with other areas in the University, the College

Office will not be open and all services will be delivered remotely so please email us with any other requests.

Theses should only be sent using the University file transfer service <https://transfer.gla.ac.uk/> and the addressee is [scieng-gradschool@glasgow.ac.uk](mailto:scieng-gradschool@glasgow.ac.uk)

## Appendix 1

### Exams

At the time of writing we have no information about how examinations will take place in the current academic year. We will keep you update with information as soon as we receive it.

### Finance

#### Financial Claims

If you have any outstanding claims that need reimbursement please contact Vicky Weir [piads.cdt@qub.ac.uk](mailto:piads.cdt@qub.ac.uk) as soon as possible so we can get these processed. Please scan and email all related receipts and supporting documents to Gary. Please note that there may be a delay as the payments team are coping with a large volume of electronically submitted financial claims.

For any future expenditure, as always, please ensure you follow the guidance earlier in this handbook.

#### Funding Timelines

We are currently working with the Research Councils in connection with how this situation will impact your PGR funding timeline and we will update you when we have more clarity around this issue. If you have any queries regarding this, please contact [pgawards@qub.ac.uk](mailto:pgawards@qub.ac.uk) directly.

The EPSRC have information available on their website at the below address:

<https://www.ukri.org/news/coronavirus-impact-on-ukri-supported-research/>

### Travel

Please ensure that you keep up to date with the guidelines for travel issued by the government and any procedures advised by the partner institutions locally.

If you are an international student from outside the EU and intend to return home early or need additional advice, please see International Student Support [Homepage \(https://www.qub.ac.uk/sites/iss/COVID-19/\)](https://www.qub.ac.uk/sites/iss/COVID-19/)



## FAQ

### What happens to the academic milestones for a research student (e.g. annual programme review, differentiation)?

Where possible, differentiation and APR meetings should be conducted remotely providing everyone involved is happy with the arrangements. This would also be contingent on there being appropriate resources available in the School to conduct the meeting digitally and that everyone involved is still available on the scheduled date. Where a milestone meeting is held remotely, the meeting should be conducted in compliance with the [Study Regulations for Research Degree Programmes \(6. Progress\)](#).

If you had to postpone your APR this should now be rescheduled to the next available date, in agreement with the student. Depending on when the meeting can be rescheduled, students would be permitted to register for the next academic year, with their 2019-20 academic milestone pending. Students may wish to continue with their APR meeting (digitally) to have the opportunity to complete this academic milestone before deciding to take a temporary withdrawal if they cannot progress with their research remotely.

### Glasgow Based Students: Annual Progress Reviews

It has been agreed that in view of circumstances, the annual progress review meetings for PhD students will be held remotely via Zoom.

There is some information about accessing this platform

here <https://www.gla.ac.uk/myglasgow/anywhere/#collaboratingonline> and since it will likely be used for online meetings I am sure you will become familiar with the software well in advance of the review meeting. How to connect using the University account is detailed at <https://www.gla.ac.uk/myglasgow/anywhere/videomeetings/>

Any information regarding deadlines, meeting dates, format of the review etc will be communicated to you by your School administration/conveners

### I need to continue working in the lab - can I do this?

All experimental work should be discussed with supervisors in order to ensure safe discontinuation of non-essential experiments and safe arrangements for critical work which may need to be continued.

### I had budgeted to attend a conference what will I do?

It is highly likely that all conferences, for the next few months, will be cancelled or held online. Any money you had allocated for travel of this kind from 2019/20 can be rolled into your budget for this year and if not spent due to the ongoing pandemic it can be carried forward to 2021/2.

### As a research student, can I access data that is held securely in the University while working remotely?

Research students who need access to securely stored data remotely through a VPN service can contact their Director of Graduate Studies / PGR to request access. Access to the service will be decided on a case by case basis

## Appendix 2 – CDT APR Form



### EPSRC CDT PHOTONIC INTEGRATION & ADVANCED DATA STORAGE ANNUAL PROGRESS REVIEW FORM

#### SECTION A to be completed by the student

|                                                                            |  |  |  |
|----------------------------------------------------------------------------|--|--|--|
| Name                                                                       |  |  |  |
| QUB Student Number                                                         |  |  |  |
| Glasgow ID NUMBER                                                          |  |  |  |
| Start Date                                                                 |  |  |  |
| End Date                                                                   |  |  |  |
| Year of Study                                                              |  |  |  |
| Mode of Study<br>Full Time/Part-Time/Thesis Only/Graduation Only           |  |  |  |
| Cumulative Periods of Registration                                         |  |  |  |
| Cumulative Periods of Approved Temporary Withdrawal                        |  |  |  |
|                                                                            |  |  |  |
| PROJECT/THESIS TITLE:                                                      |  |  |  |
| Has ethical approval for this project been granted? Yes/No/not applicable  |  |  |  |
| Principal Supervisor Name and Institution                                  |  |  |  |
| First Co-Supervisor Name and Institution                                   |  |  |  |
| Second Co-Supervisor Name and Institution (if applicable):                 |  |  |  |
| Dates of Recorded, Formal Progress Monitoring Meetings with Supervisor(s): |  |  |  |
|                                                                            |  |  |  |
|                                                                            |  |  |  |

**SECTION B: Part 1** to be completed by the student

**1. Provide a brief description of the work that you done in the first year of your PhD project.**

**2. Provide a brief assessment of your progress.**

**3. Provide an update on training and development activity that you have undertaken since your last review referring to any training needs identified at the beginning of the year (those whose primary supervisor is University of Glasgow are required to append their Training Needs Analysis Form to this report). [Refer to Guidance](#)**

**4. Details of training courses attended (and for UofG the number of training credits obtained over the last year).**

**5. Are you in regular contact with your supervisor? Please summarize the arrangements and confirm that you are content with these.**

**6. Have you and/or your supervisor identified any issues which are affecting your progress? (e.g. skills gaps, facilities/equipment available etc.). If yes, please give details of these and how they will be resolved.**

**7. Provide a summary of the objectives that you have agreed with your supervisory team for the coming year. (e.g. fieldwork, written work, publication, conference attendance, project management training etc.) Please give details of nature, volume, deadlines as appropriate.**

**8. Reflect on the training you have completed and provide feedback on the courses you consider most/least beneficial. You may also use this space to give details on any training or development opportunities not provided that you would find useful.**

**9. Provide information about any knowledge exchange activities, grant applications, publications or public engagement activities that you have been involved in.**

**10. Provide information about any industry links you have made or would find useful for your project.**

**11. Provide a summary of how you have used your research budget for the review period (e.g. mobility between institutions, conference, research bench costs). You should include an explanation for any variances in your actual spend against the budget set at the beginning of the year.**

**12. If you wish to make any other comments about your experience as a CDT student you may do so below.**

## SECTION B: Part 2 to be completed by the supervisor

To be completed by the **primary supervisor** and any co-supervisors who have significant and regular contact with the student. The student should also sign this section to indicate that he/she has received and read a copy of the Supervisors' report.

**1. Are you in regular contact with the student? Please give approximate frequency, nature (e.g. email, in person, telephone, skype) and extent of your contact with the student**

Supervisor:

Co-Supervisor/s

**2. Where relevant confirm that the student:**

a) is aware of the various Codes of Practice and Safety Regulations governing their work and the labs where they work

b) has completed their own risk assessment covering the work that they are doing and has not relied on risk assessments completed by others.

**3. Do you agree with the comments made by the student in part B of the form in relation to training and development and issues concerning progress. Yes/No. If No provide details.**

**4. Have you identified issues affecting the student's progress in the past session? If yes, specify how these have been managed and give an assessment of the outcome.**

**5. Please rank the student's progress during the review period in relation to the current stage of his/her studies by ticking one of the following:**

|                                               | Satisfactory | Concern | Unsatisfactory * |
|-----------------------------------------------|--------------|---------|------------------|
| Oral expression of ideas                      |              |         |                  |
| Written expression of ideas                   |              |         |                  |
| Development of research plan/thesis structure |              |         |                  |
| Capacity for original ideas                   |              |         |                  |
| Ability to organise own time and tasks        |              |         |                  |
| Acquisition/Exercise of appropriate skills    |              |         |                  |
| Understanding of relevant literature          |              |         |                  |
| Quality of submitted work                     |              |         |                  |

**6. Any additional comments from the Co-supervisor(s):**

**7. Please rank the student's OVERALL progress by ticking one of the following**

|                  |  |           |  |
|------------------|--|-----------|--|
| Excellent        |  | Very Good |  |
| Good             |  | Adequate  |  |
| Unsatisfactory** |  |           |  |

Use the space below to provide more detail of your assessment.

If you assess progress as unsatisfactory a reason must be given. If the student is permitted to progress subject to corrective actions, a further student review meeting will be required in the next academic session.

|                                                                                                                                                                                                                                                         |  |      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------|
| <b>8. SUPERVISOR APPROVAL</b><br><br>I confirm/do not confirm (delete as applicable) that the proposed project and research plan is feasible, having taken into account the required timeframe for the degree<br><br>Supervisors to sign and date below |  |      |
| Primary Supervisor                                                                                                                                                                                                                                      |  | Date |
| First Co-Supervisor                                                                                                                                                                                                                                     |  | Date |
| Second Co-Supervisor                                                                                                                                                                                                                                    |  | Date |

|                                                                                                                                                                                                                                           |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>9. Student Statement</b><br>To be signed and dated by the student when the supervisor section has been completed, signed and dated<br><br>I confirm that I have met with my supervisors to discuss the content of this progress report |  |
| SIGNATURE                                                                                                                                                                                                                                 |  |
| Date                                                                                                                                                                                                                                      |  |