



SCHOOL OF
PHARMACY

2019/20

**POSTGRADUATE INDUCTION
HANDBOOK**

A detailed 3D molecular model of a protein-DNA complex. The DNA is represented by a grey double helix. The protein is shown in multiple colors: red, green, blue, and orange, with some parts as ribbons and others as stick models. The protein is bound to the DNA, with various loops and helices visible. The background is white.

OUR RESEARCH INTENSITY

IS 100% WORLD LEADING*

*REF2014



RESEARCH OVERVIEW

OUR RESEARCH ETHOS

Pharmacy is a multidisciplinary subject; hence you will see that we are working on aspects of social sciences, clinical sciences, physicochemical sciences and even engineering! As a Pharmacy school, we focus on drugs to prevent, alleviate or cure diseases and our research programmes range from drug design and discovery, to formulation and delivery, and on to action and use. Increasingly, many aspects of our research are carried out in collaboration with world leading colleagues and research centres in Europe, Asia and North America.

In January 2016, the University Executive Board approved a proposal led by the School of Pharmacy for a new Pioneer Research Programme (PRP) aimed at enhancing interaction between researchers focussed on the broad areas of advanced materials for applications in healthcare and optimising treatment and community health. Most academic members of staff in the School of Pharmacy will be working within the PRP.

This PRP is centred on the key question: "How can we use advanced technologies to significantly improve healthcare outcomes?" We will connect researchers along the development pathway and follow a unique "Molecule to Patient" approach. Currently, single-stranded strategies are applied to development and use of new healthcare products. Without a holistic approach, medicines are wasted, patients suffer avoidable adverse effects, or go untreated. Greater interaction between those involved in identifying novel therapeutic targets, drug discovery, materials science, pharmaceutical formulation, manufacture, diagnosis, prescribing and medicines utilisation is a significant unmet need. If addressed, this stands to have major impact in the care of all patients, but especially the very young and old, representing the populations in which medicines may present the greatest risk, but have maximum benefit. The School will take an innovative dual approach, firstly by developing the underpinning technologies, and secondly by exploiting the possibilities that these technologies present to maximum clinical and commercial advantage by selecting the best target areas and understanding patient factors.



CONTACTS

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Ph.D.

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INDUCTION FOR NEW PHD STUDENTS

*The University expects that all research students should attend this induction day, which is designed to complement induction at School level.

Please note that all of the following sessions are compulsory

Event	Time / date	Location
School Postgraduate Induction	Tuesday 1 st October 10am	School of Pharmacy N09/10
IT Services and Support	Tuesday 1 st October 2pm	School of Pharmacy N09/10
Demonstrator Training	Wednesday 2 nd October 9.30am	School of Pharmacy N09/10
Health and Safety Training	Thursday 3 rd October 11.30am	SR 10 Whitla Medical Building
MHLS PGR Students Welcome and Introduction	Tuesday 24 th September 1pm	Great Hall



PEER MENTORING SCHEME

We currently run a peer mentoring scheme where first year PhD students are assigned a mentor from the current pool of second and third year PhD students to assist them with their transition from undergraduate to postgraduate research education. Post-graduate research study requires new learning skills and strategies as students learn to adapt to the research environment. Therefore, mentoring at an early stage by students who have gone through this transition can enhance the student experience by offering a more tailored induction which facilitates the integration of our first year students into the research environment.

Peer mentoring also helps to promote a strong, supportive culture in our School by allowing first year students to interact with their peers and build up their contacts throughout the school. Further details of the peer mentoring scheme will be outlined at the student induction meeting and the mentors will be assigned to students upon commencing their studies.

For more information on the scheme please contact Dr Niamh Buckley
Email: nobrien@qub.ac.uk



YEAR ONE



Three Month Review

- All postgraduate students must complete an initial review of their proposed research project within three months of beginning their studies

For students who started in October 2019, the PGR 3 form will be emailed to you. Your review must be completed and submitted to Lee-Anne Howell in the School Office by 17th January 2020.

- The 3- month review comprises of three elements:
 - Completed PGR3 form
 - Outline Research Plan for the project

The latter should be drafted in collaboration between the student and the supervisory team, and taking the form of a simple Gantt chart, flow chart or similar. This outline “living” document should form the basis for all future meetings between supervisors and student.

- Summary of progress to date
- The School Postgraduate Research Committee (SPGRC) will consider the reviews in order to ensure that the project is feasible within the timescale of the project



Annual Progress Review

- A formal review will take place for each student on an annual basis
- This will involve the submission of work by the student and an interview with a panel of academic staff, consisting of a Chair and another member of academic staff. The primary supervisor also attends. The panel usually remains the same for each student at each Annual Progress Review meeting.



Year 1: Annual Progress Review (Differentiation)

End of March: Guidance notes will be emailed to students

- Instructions for preparation of report
 - Written report
 - Updated research plan
 - PG Training record
 - Turnitin[®] record
 - 4 copies of completed Supervisor Meeting forms
- Deadlines for submission of reports
- Interview timetable
- Panel members

Early/mid-May: Differentiation interviews and panel recommendations (PGR4) Decisions confirmed by SPGRC.

Mid-late May: Students notified in writing of differentiation outcome and decision. A copy of your feedback will be uploaded onto Research Student Lifecycle



YEARS TWO AND THREE

- In both your 2nd and 3rd year, all Postgraduate Students will have to attend an Annual Review Meeting. These meetings must be completed prior to registering for the next academic year
- All Progress Review meetings comprise of a Chair and one other academic staff member from your Research Cluster. The primary supervisor also attends.
- Students will receive at least 6 weeks' notice prior to the date of the meeting
- 2nd year meetings usually take place in April
- 3rd year meetings usually take place in March



2nd Year Annual Progress Review Meeting

- Required to submit a 2000 word report including an:
 - Abstract
 - Introduction to subject of project
 - Aims and objectives
 - Description of work to date/methods/results/discussion/ references
- Updated research plan (in form of Gantt chart)
- Details of postgraduate training undertaken
- Turnitin® record
- PowerPoint presentation
- Undergo interview with review panel and deliver presentation (10 mins)
 - Panel recommendations (PGR4)
- Decisions confirmed by SPGRC
- At least four monthly meeting forms to be uploaded onto Research Student Lifecycle prior to meeting

Students notified in writing of Annual Progress Review outcome. A copy of your feedback will be uploaded onto Research Student Lifecycle



Year Two

- You are required to register in September 2020 for your second year of study
 - Registration/enrolment is carried out using the online Registration Wizard
- It is expected that students will begin drafting material for inclusion in their thesis during the second year of study.



3rd Year Annual Progress Review Meeting

For your 3rd year review you will be required to submit:

- A thesis chapter
- An updated research plan
- Updated Postgraduate training record
- Turnitin® record
- Undergo interview with review panel
 - Panel recommendations (PGR4)
- Decisions confirmed by SPGRC
- At least four monthly meeting forms to be uploaded onto Research Student Lifecycle prior to meeting

Students notified in writing of Annual Progress Review outcome. A copy of your feedback will be uploaded onto Research Student Lifecycle



YEAR THREE

Begin Thesis writing

Notice of Intention
to Submit (May
2022)

Submission of Soft
Bound Thesis by 15
September 2022

Notice of External
Examiner (PGR9) to
be completed by
Supervisor

Viva
October/November
2022



MEETING WITH SUPERVISOR(S)

- All Postgraduate Research students are required to meet with their ~~prin~~ principal supervisor(s) on a regular basis
- There should be a minimum of six ~~formal~~ meetings per academic year, all of which should be documented and signed by both the student and supervisor(s) (see back of book). At least three of these meetings should be attended by both your principal and secondary supervisor.
- Your Supervisor meeting forms should be uploaded to your Research Student Lifecycle



HOUSE RULES

- The printers in the School office are only to be used by PGR students in exceptional circumstances. Printers are available throughout the University at designated student areas i.e. Library
- Lab coats should only be worn whilst in the laboratory
- No headphones are permitted
- Students are expected to attend the School on a daily basis from Monday to Friday. Working from home is not normally permitted.
- Prior to undertaking any lab work, COSHH forms should be completed and signed by both the Academic supervisor and COSHH supervisor
- Only basic stationery will be provided to PGR students at induction – no further stationery will be provided by the School
- The kitchen/fridge and microwave in the tea room is for use by PGR students – please do not use the Staff kitchen
- All PGR students are expected to tidy up their own dishes – this is not the responsibility of the office staff
- You must supply your own tea and coffee, but milk will be provided at an annual cost of £20 – if you wish to avail of this, please leave the money in an envelope with your name on it in the School office



STAFF/STUDENT CONSULTATIVE COMMITTEE (SSCC)

The purpose of Staff/Student Consultative Committees (SSCC) is to ensure that Schools and Institutes receive evaluation and feedback from students on the quality of their academic provision and associated activities, and to provide a mechanism whereby Heads of Schools and Institutes can seek the views of students on matters of policy related to course development and review.

Academic Council requires the School of Pharmacy to have at least one SSCC. Details of the SSCC and the current regulations may be found on the SSCC notice board.

Elections, for student representatives to the SSCC, will take place in October. The elections will be conducted by ballot, organised by the School. The School of Pharmacy proposes to seek nominations for student representatives for the SCC during the first 2 weeks of the first semester and to conduct the ballots during the following week.

The current regulations require that each SSCC consist of equal numbers of staff and student representatives, although the Committee has the authority to invite additional staff and students to be in regular attendance. The School of Pharmacy will therefore seek student nominations for a representative from each year group.

Following elections for student representatives on the SSCC the names of those elected will be posted on the SSCC notice board



DEMONSTRATING

- All Postgraduate students have the opportunity to carry out demonstrating duties for undergraduate practical classes during their PG studies
- An email will be sent to students asking for availability
- A draft timetable will be circulated. Students wishing for amendments to be made to the timetable for demonstrating must inform Lee-Anne by the date detailed in the email
- Demonstrator training will be held on **Wednesday 2nd October at 9.30am**. Students are not permitted to demonstrate unless they have completed training
- Payment is £14 per hour

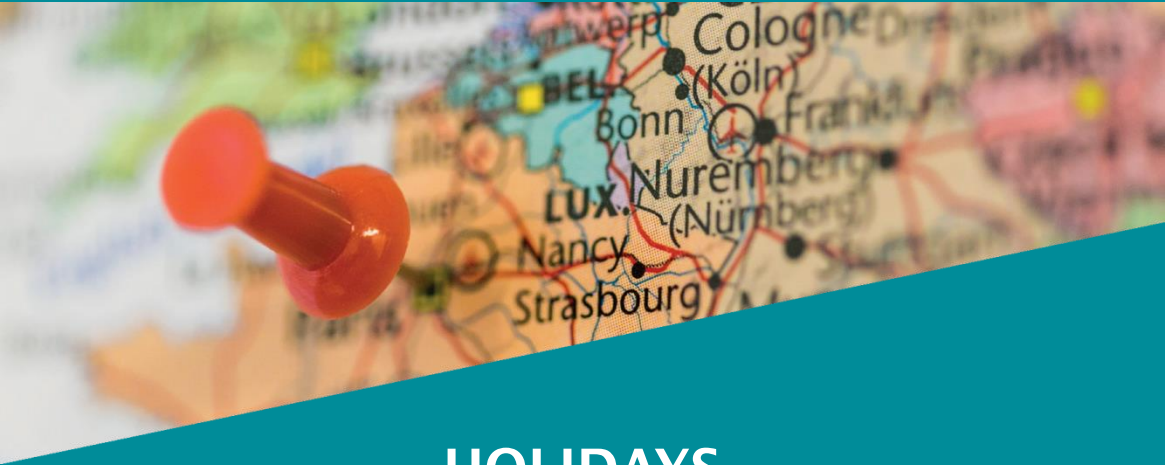


GRADUATE SCHOOL

The Graduate School, recently opened in April 2015, is a dedicated postgraduate facility with a whole range of related activities running throughout the year. We have a dedicated silent study area, group study rooms and rooms that are bookable for conference use. We will have some teaching taking place from September. Our teams include Postgraduate Information, Training and Awards teams. We have a range of activities running through the year to support postgraduates.

www.qub.ac.uk/sites/graduateschool/

Contact: graduateschool@qub.ac.uk



HOLIDAYS

The University is closed on the following dates in 2018/19:

- Monday 24th December 2019 – Wednesday 2nd January 2019 (inclusive)
- Monday 18th March 2018
- Friday 19th April – Friday 26th April 2019 (inclusive)
- Monday 6th May 2019
- Friday 12th and Monday 15th July 2019
- Monday 23rd December – Wednesday 1st January 2020 (inclusive)

You are entitled to annual leave within the academic year. Please confer with your Supervisor(s) regarding your exact entitlement and when you can take this leave

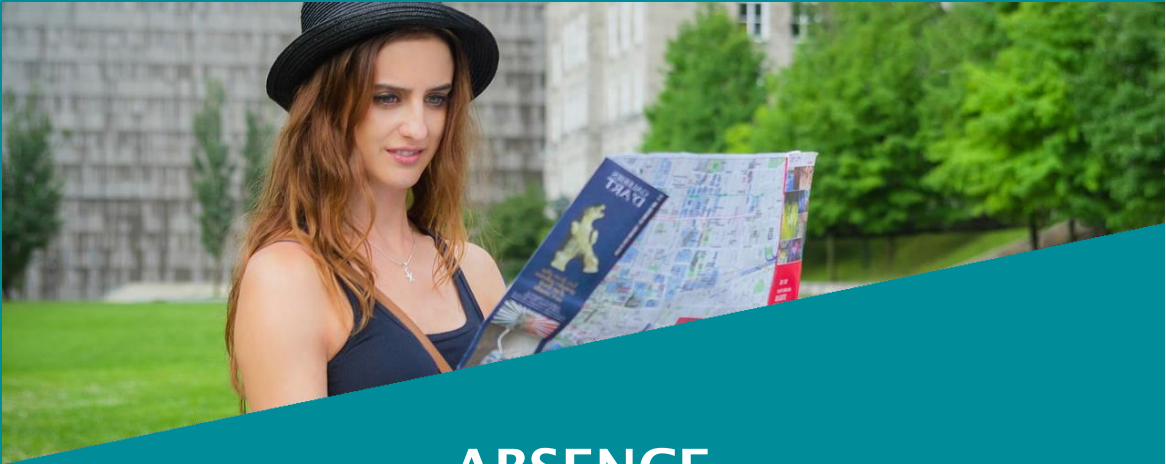


HEALTH AND SAFETY

- During the induction week, Health and Safety training is scheduled for Thursday 3rd October at 11.30am

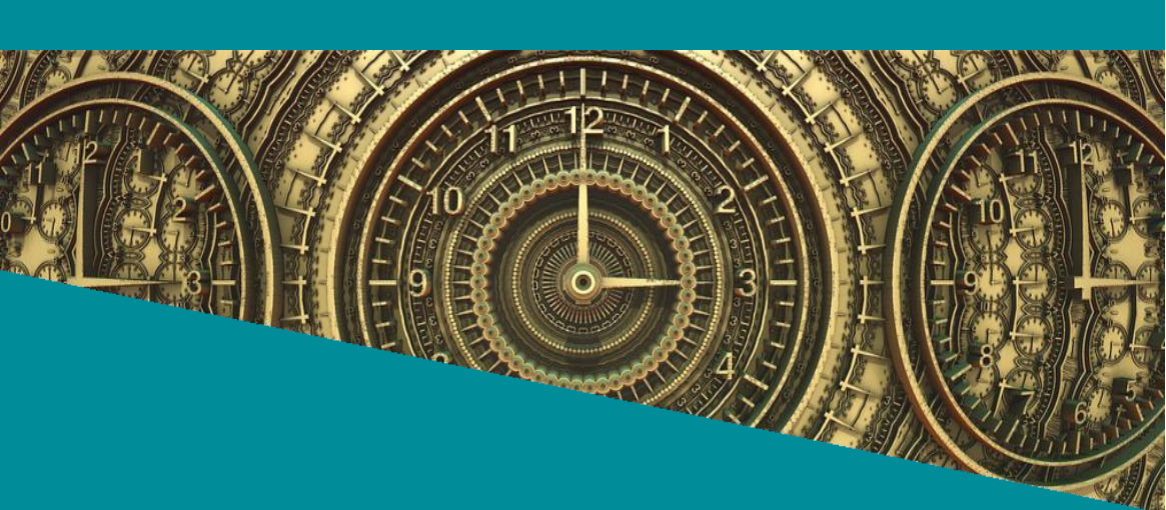
This session is compulsory for all PG students

- You will receive a Health and Safety booklet in your Welcome Pack. You are required to read this
- When you are carrying out work in the lab you are required to complete COSHH forms which need to be signed by your supervisor. Once signed, the forms should be left with Daire O'Neill in the School office



ABSENCE

- If you are unable to come into work due to illness, you must telephone your supervisor or the School office on the morning of your first day of absence
- You are able to self-certify yourself for 5 working days
- If you are absent for more than 5 days, a medical certificate is required
- A record of your sickness absence will be maintained by the School



OUT OF HOURS WORKING

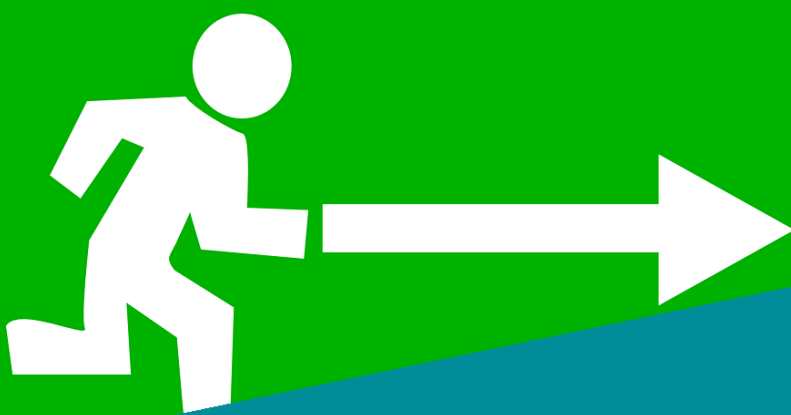
Normal working hours are Monday – Friday 9.00am to 5.00pm.

In exceptional circumstances you may be required to work later in the evening or at weekends. If so, you **MUST** complete an Out-of-Hours form, which your Supervisor **MUST** sign. Once complete please leave in the blue tray at the Reception window – the form will then be authorised. (see back of book for a copy of the form)

Please follow the four steps below:

OUT OF HOURS POLICY

- 1. OUT OF HOURS FORM TO BE SIGNED BY SUPERVISOR AND AUTHORISED SIGNATORY**
- 2. ENSURE YOU HAVE THE COMPLETED FORM IN YOUR POSSESSION WHEN ON PREMISES**
- 3. SIGN IN AND OUT USING THE SHEET AT RECEPTION**
- 4. INFORM SECURITY ON ENTERING AND LEAVING THE BUILDING – EXT 5099**



EMERGENCY

- In the event of a fire alarm please vacate the building at your nearest exit and wait at the quad area in front of the CCRCB building
- Security emergency number is **Ext 2222**
- Security general issues number is **Ext 5099**



STANDARD OPERATING PROCEDURE

Attendance Monitoring to comply with requirements of the UK Visa and Immigration Service (UKVI)

The University holds a Tier 4 Sponsorship Licence that allows it to sponsor international students to come and study in the UK. As a Tier 4 Sponsor, the University must comply with specific sponsorship duties, which are closely monitored by UKVI. The School will ensure that the University's policy is adhere to by undertaking the following process:

Start of academic year:

- * Welcome email sent to all students identified through International Office sharepoint site explaining the UKVI monitoring procedure.
- * Information on updated system to be sent to existing students.
- * All UKVI students will be required to complete an online form at the start of each new academic year as a reminder and acknowledging their understanding of procedures.

Throughout the year:

- * Postgraduate students are required to complete their monthly Supervisor forms and must email signed copies to the Postgraduate Secretary to be retained on their record.
- * Copies of these forms will be retained in the School for ISS audit purposes.
- * The School will complete the ISS spreadsheet as appropriate.

Note: Failure to comply with the procedure outlined above may affect the University's sponsorship of your Tier 4 visa.



ATHENA SWAN

The School of Pharmacy at Queen's University Belfast is committed to the Athena SWAN Charter and underpinning beliefs. In 2011, the School received a Bronze Athena SWAN Award and in 2014 was awarded a Silver SWAN award.

Please visit our website <http://www.qub.ac.uk/schools/SchoolofPharmacy/AthenaSWAN/> to keep up with all recent developments with SWAN and to see some of the discussions that have arisen from the group.

If you have any suggestions or questions relating to SWAN that cannot be answered by your Year Rep or Supervisor, please raise it with the academic champions:

Dr Wafa Al-Jamal: w.al-jamal@qub.ac.uk

Dr Rebecca Craig: r.craig@qub.ac.uk

USEFUL INFORMATION

- The website where current PGR students can access information regarding the processes and useful links is presently being updated. The new website address will be emailed to all students when available.
- The University Postgraduate website is: <http://www.qub.ac.uk/sites/graduateschool/>
- The School Postgraduate website is: <http://www.pharmacypostgrad.weebly.com/> Please visit this site and engage with fellow students by signing up to the forum. Minutes of meetings and Postgraduate news will appear on this page.
- Students wishing to give notice of intention to submit a research thesis must do so using the Service Request feature on Qsis. Please follow this link for instructions: <http://go.qub.ac.uk/CSbbc>

SCHOOL OF PHARMACY

OUT OF HOURS LABORATORY WORK PERMIT

This is to certify that:

NAME _____

POSITION (post-grad, research assistant, etc.) _____

has permission to carry out work in laboratory _____

on _____ (Date) between the hours of 1900 and 23.00 hrs

Working after 23.00 hrs is totally forbidden unless under exceptional circumstances

NATURE OF WORK - - include the specific reason why you are required to work out of hours:

I have read the School guidelines on working in laboratories out of normal hours and a risk assessment has been undertaken

Signature _____ Date _____
Applicant

Signature _____ Date _____
Supervisor

Signature _____ Date _____
Safety Officer/DR/HOS/School Manager

Students are reminded that this permit is only valid for the work described above. A risk assessment must be carried out on the work in question and the individual may not deviate from the agreed scheme of work without a further risk assessment being carried out. High risk activities are forbidden.

PhD Student monthly meeting record

Student name:

	Present?	
	Yes	No
Supervisors:	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>
PORA: _____	<input type="radio"/>	<input type="radio"/>

Date: _____

Issues discussed:

Problems identified:

Actions recommended:

We agree that this is an accurate record of our monthly meeting

Student: _____ (Signature) _____ (Date)

Supervisors : _____ (Signature) _____ (Date)

_____ (Signature) _____ (Date)

FIND OUT MORE

ON SOCIAL MEDIA



@pharmacyatQUB