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School of Global Studies

Handbook for Doctoral Researchers

2024/25

Welcome to our new starters and our returning PGR community

Welcome to everyone joining or returning to Global Studies at the start of the new academic year! Wherever you are located, in Global Studies we aim to effectively support you academically and personally in your doctoral research, from navigating your Research Outline in Year 1, to embarking on fieldwork, to transitioning to writing draft chapters of your thesis, and finally submitting your doctorate. In this handbook we have included some basic information on support services available to you in Global Studies, as well as in the University more widely, throughout your time at University. Please read through the handbook in full.

Our new starters join a large and vibrant academic community here in Global Studies, concerned with the analysis of key issues of contemporary culture and society. Our engaged research and critical pedagogy address the most pressing global issues of our times – global inequalities and global justice, climate and environmental change, war and peace, global health and finance crises, intolerance and discrimination. Our mission is to generate knowledge and understanding that can make a difference, for a fairer, safer, more sustainable and more inclusive world.

We currently run research degrees in Social Anthropology, International Development, Geography, International Relations, Migration Studies and Human Rights. The School also houses a large number of interdisciplinary research centres that are keen to welcome and support doctoral researchers (see the end of this document for a full list).

As your Director of Postgraduate Researchers (PGRs) in Global Studies, working alongside your departmental PhD convenors, I am available for help and guidance. Please email me at s.knafo@sussex.ac.uk with your query or for an appointment.

I do hope you will enjoy your time with us and I wish you every success.

Dr Samuel Knafo
PGR Director

CONTENTS

E	Research Outline Approval	29
F	Research Outline Guidance	30
G	Co-publishing with supervisors	32
H	Conference Funding Information	34
	List of Research Centres	35

1 Roles and Responsibilities

1.1 Supervisors

Your research supervisors are your first point of contact and have the main responsibility for evaluating your academic progress in relation to your thesis timeline. Please make sure you read the section on the responsibilities of supervisors and students on the Sussex Researcher School's website.

Everyone has at least two supervisors, but the 'primary' supervisor will provide you with advice at every stage in the planning and conduct of research as well as the writing of the thesis. In the case of joint supervision 50-50, there is still a designated primary supervisor for administrative purposes. This ensures that there is a clear point of contact in the event of difficulties. Your other supervisor(s) should be able to provide advice and support when the main supervisor is not available.

Further information on the School's own guidelines for supervisor responsibilities is available in Appendix A

1.2 Recording Supervisory Meetings on Sussex Direct

You must arrange a regular schedule of meetings in accordance with the University's Attendance and Engagement Policy for Research Students.

This means that you should be having a supervision at a minimum of every month if you are registered full-time and every two months if registered part-time until the submission of your thesis.

It is the responsibility of postgraduate researchers to record supervisory meetings online using Sussex Direct. This can be done as follows (a) go to the 'study' tab at the top of the screen and (b) select 'timetable', and go to 'events booking'. (For further instructions, you can click on the help icon in the 'events booking screen'.) Once you have made a record of your meeting, your supervisor will receive a system-generated email with a request to confirm the details and may add to it further.

Missing records alert the school that your attendance or supervision is not as we anticipate. Therefore, please make sure that you keep your supervision records up to date to avoid us contacting you unnecessarily – it helps enormously if we can focus administrative effort in contacting those who need our support.

1.3 The first meeting with your supervisor

When you arrive at Sussex, please contact your supervisor to arrange a meeting. It is a University-wide requirement for PGR students and their supervisors to use an expectations questionnaire at the start of registration (see Appendix B). We recommend this questionnaire is revisited at key transitions such as the progression to fieldwork or progression to writing stage so that expectations are clarified from both sides.

You will also need to complete a [Training Needs Analysis](#) form annually. In Global Studies, we adopt the form used by the Sussex Researcher School for ESRC-funded PGR, but non-funded students are not required to submit their form by email as the form suggests. Your Training Needs Analysis should be logged clearly in your Sussex Direct supervision records.

It is recommended to also use an early meeting to plan and diarise supervisions for the term and discuss the timetable of both the RO process and the completion of your thesis. This timetable should then be revisited frequently.

1.4 Changes in Supervision

Sometimes a supervisor-led decision to change the supervision team is necessary and unavoidable. For example, your supervisor may leave the university or be unavailable for an extended period due to illness or other personal circumstances. Your Department PhD Convenor is responsible for finding a suitable replacement and ensuring that arrangements are in place to support you during any interim period.

Doctoral Researchers can also request to change supervisors, subject to agreement by the PhD Convenor, Head of Department and PGR Director. Among other things, we will take into account availability of faculty expertise and the stage and progress in your degree to date. If you have any concerns about your working relationship with your supervisors, please speak to the Departmental PhD Convenor in the first instance or the PGR Director (especially if the convenor is also your supervisor and/or you have any worries about speaking with them).

Please see Appendix A and C for further details of key contacts and procedures in the event of any queries or concerns.

1.5 Departmental PhD Convenors

Each department within Global Studies has a **Department PhD Convenor** with an oversight of the administration and research supervision arrangements for Doctoral Researchers. The Convenors liaise between the supervisors and the PGR Director and assist in monitoring your progress.

The current PhD Convenors are listed here:

Anthropology	Professor Pamela Kea p.j.kea@sussex.ac.uk
International Development	Dr Earl Gammon e.gammon@sussex.ac.uk
Geography and Migration Studies	Professor Priya Deshingkar p.deshingkar@sussex.ac.uk
International Relations	Professor Benno Teschke b.g.teschke@sussex.ac.uk
Human Rights	Professor Louiza Odysseos l.odysseos@sussex.ac.uk

Departmental PhD Convenors have varying responsibilities, depending on department. You may have first been in contact with your convenor during the admissions stage as they have a key role in the applications process, participate in open days, and are also the Pathway leads for SEDArc.

Convenors meet together termly at the School's Research Degree Committee Meeting to discuss school-wide concerns, policy relating to PGR, and share ideas in the ongoing efforts of the school to improve PGR student experience. In addition, convenors are responsible for supporting your progress, including arranging the review of your Research Outline. They also carry out the annual Progress Review meetings, working with the PGR Director to oversee provisional registration, transfer and withdrawal if appropriate. Convenors may also contribute to organising PhD workshops.

Departmental Student Union reps (representatives) take feedback they collect from among the PhD students in your department to convenors for action, but you are also welcome to contact them direct with any concerns, questions or ideas.

1.6 Postgraduate Research Director (PGR Director)

On the recommendation of your supervisors/convenor, the PGR Director approves:

- Progression from Year 1 to Year 2 following review of your Research Outline, and re-registration in subsequent years.
- Changes to registration status or supervision arrangements.
- Applications to commence or extend fieldwork.
- Periods of intermission/temporary withdrawal and extensions to the maximum date of registration (up to one year.)

<u>PGR Director</u>

Dr Samuel Knafo (s.knafo@sussex.ac.uk)

<u>Research and Enterprise Coordinator</u> (REC for short)

Ms Clare Brown (globalrec@sussex.ac.uk)

Once you have your form signed electronically by your supervisor, please send any form requiring PGR Director approval to the REC. They will then pass it on to the PGR Director for further consideration and approval. It is important that the REC (Clare Brown) has a copy of all forms to keep on record.

2   Communication

2.1 Email

The University (including supervisors, research convenors, seminar/workshop organisers and administrators) will largely communicate with you via email, so please check your **Sussex email account** and the **Sussex Direct pages** frequently**.**

Due to a range of security risks the University no longer allows automatic forwarding. However, with the latest version of the Outlook app (available for Windows, MacOS, Android and iOS), it's very easy to pick up your Sussex emails on your phone, tablet or laptop without auto-forwarding. You can find guides on the IT Services website to set up your iPhone/iPad or Android device. You can also use the email app that came with your phone, using these settings on the ITS website.

2.2 Change of address/study location

If you change address and/or phone number it is your responsibility to update your contact details in Sussex Direct. This is particularly important if you hold a Student visa where updating your study location is required for UKVI compliance. Please refer to Research Student Administration Office (RSAO) website, 'Throughout your research degree': https://www.sussex.ac.uk/rsao/researchdegree/

2.3 Canvas

Each department has a "Canvas" site for PhD students, accessed from a tab (next to Sussex Direct) on the website when you pick student view. Once you're logged into Canvas you can access the site (and any others you are linked to) from your Dashboard and each site will provide information, resources and most include a forum for discussion. Canvas is a platform we use across the university also to support modules, so if you become a Doctoral Tutor you will also use Canvas in this role. The Researcher Development team also has a Canvas site and it includes online personal development modules and other resources. Please make yourself familiar with all your Canvas sites and check them regularly for updates.

2.4 Web profiles

You can find further information on how to create your own online researcher profile by [following the link here.](#) (See Social Media under the Networking tab). We strongly recommend that you do this as soon as you start your PhD. You can now create web profiles on the [Elements platform](#). Once you have set up your profile, send an email to your supervisor with the link requesting that they list your project on their research or teaching pages. This will help publicise your PhD in their networks, and having a good web profile is really important by the time you apply for jobs on completing your PhD.

2.5 University templates

PGR may use University branded PowerPoints for presentations at conferences and in their teaching. Find the templates here along with other guidance about presentations: https://www.sussex.ac.uk/brand/staff

3 <u>Progression through the first year</u>

3.1 The Research Outline

Your main task in Year 1 of the PhD will be to produce a "Research Outline"- that you may hear spoken of with the abbreviation "RO." The requirements and deadline vary by department and depending on what term you start, so please refer to the instructions provided by your primary supervisor and PhD Convenor. You will only be allowed to progress to the next stage of the PhD if you have produced a satisfactory research outline. For further information on what happens if your progress is unsatisfactory, please refer to the Research Student Administration Office's [website](#) and get in touch with your supervisor, convenor or the PGR Director if you have concerns about your progress.

3.2 Presentations

The PhD Convenor in each department normally arranges a presentation session to enable you to get feedback on your RO. Full-time September starters make presentations of their proposals of their outline during February/March, while Full-time January starters do this in June/July. (Please note that precise arrangements may vary between departments.)

3.3 Approval Process

The main purpose of the research outline is to provide a clear summary of your proposed research. The School assesses outlines on the basis that what you propose to do is intellectually appropriate and practically feasible within the time and other resources available.

The process for obtaining approval of the research outline is as follows:

- When you arrive, discuss your proposed research and ideas for the outline with your supervisors, and prepare a schedule of work for the Autumn and Spring terms.
- Produce a draft of the outline for approval by your supervisors during the spring, (for September starters) for submission to your PhD convenor around 1 May.
- Independent reviewers will read your outline and then the Convenor will provide a summary of the written feedback. At that stage, the Department may ask you to make further amendments. Depending on the extent of the revisions required, your registration for the next academic year may remain provisional until these are approved.

Points to remember:

- Every outline must include a research timetable.
- You will be required to make an application for ethical review if you are undertaking fieldwork as part of your PhD.
- Please allow sufficient time to finalise your RO and associated ethical clearance before you plan to go on fieldwork.
- After approval, please discuss the implications of any subsequent major changes with your supervisors.

Please check your department's PhD Canvas site where the RO submission and approval process will be spelled out in detail. Notes for guidance also appear in the appendix to this Handbook.

3.4 MSc SRM Dissertations

Students registered on a **1+3 programme** (MSc + PhD route) have until the end of August of their MSc year to submit a dissertation, which can take the form of an extended research outline. You may then be able to go through a shortened outline approval procedure, based on review of the MSc dissertation. However, you should allow sufficient time to address any concerns raised by the examiners and apply for ethical review before you make any firm plans for fieldwork.

4 Preparing for Fieldwork

4.1 Applying for Ethical approval

http://wwwstage.sussex.ac.uk/staff/research/governance/research_ethics

You can find further guidance (including template for consent forms etc.) on making an online application to the Cross-School Committee (or C-REC) from here. The school usually runs a training session that all Year 1 PGR attend during the first semester – if you miss this please sign up for one of the workshops organised by the Researcher Development Team instead. Advice can be received from Carol Cooley, the Senior Research Ethics and Integrity Officer at: Carol.Cooley@sussex.ac.uk.

Note that the C-REC committee considers applications on a monthly cycle. Any applications received by the regular <u>deadline of the 20th of each month</u> will normally receive a response by the 20th of the following month. The 20th should not be understood as your own deadline, however. First, submit your form to your supervisor and they may evaluate it and return it to you for amendments. Even if you have discussed your application in advance with your supervisor and are confident they will approve it, you need to factor in sufficient time for them to examine it again and forward it to C-REC.

Applications to C-REC are then circulated to reviewers from different schools: two reviewers for 'low-risk' applications and three or more for those deemed 'high-risk'. Since ethics applications for doctoral research are detailed and lengthy, understandably it takes time for the reviewers to evaluate the proposed research design and for the board to come to a decision.

You are strongly advised to apply for ethics approval **6 months before your anticipated fieldwork start date**, since research cannot proceed until approval has been granted. Remember that C-REC reviewers may request revisions and this will mean you need to go through the above process again. In the past, some doctoral researchers have experienced delays in starting their fieldwork, which can be very frustrating and impact on registration as well as timely completion of the thesis.

4.2 Making an application

Please complete the Fieldwork form available from the Research Student Administration Office website and ask your supervisor to sign it. Then send it by email to the Research and Enterprise Coordinator for sign off by the PGR Director along with the following documents:

- Evidence that your RO has been fully approved (email by Convenor).
- A copy of your Ethics Certificate of Approval (certificate)
- A copy of your Overseas Travel Safety and Security Risk Assessment (OTSSRA) form approved by the Head of School or PGR Director*

PGRs preparing their Research outlines in 2024-25 should speak to their supervisors and convenors about their plans for fieldwork early on.

Please remember that the situation in the country concerned (or your own plans) may change between the date of the original application for ethical review and your actual departure. We expect you to check the FCO website and make updates as appropriate when applying for fieldwork itself.

4.3 Confirmation of fieldwork

Fieldwork cannot commence until you have received a confirmation letter from the Research Student Administration Office.

4.4 Insurance

All PGR are expected to have travel insurance in place: the [Insurance Office website](#) has information on eligibility criteria. Applications are online. Please ensure you have a completed Overseas Travel Safety and Security Risk Assessment (OTSSRA) form.

The Insurance Office will accept bookings on the understanding that all the appropriate checks (including ethical approval and updated risk assessment) have been completed and that the PGR Director and Research Student Office have given permission for the fieldwork to begin.

In sum, preparation for fieldwork consists of a number of steps to be taken in the following order:

1) **Complete your RO, submit it and get it approved by your Department;**
2) **Obtain ethics approval for your research;**
3) **Complete the OTSSRA form and get it signed off by supervisor and HoS/PGR Director;**
4) **Complete a fieldwork form and submit it along with proof of RO approval, your ethics certificate and your OTSSRA form;**
5) **Arrange insurance before starting your field research.**

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5   Progress Review

Doctoral Researchers in all years and their supervisors are required to write a detailed Progress Review report at the start of the summer term, outlining the progress made throughout the academic year. Among other things, it is an opportunity to reflect on your progress, supervision, and training needs. More generally, the annual review process also allows us to collect feedback on the quality of our support structures and for you to raise any concerns about your academic progress and wellbeing if you have not felt able to otherwise.

We normally expect supervisors and students to share their Progress Review reports before submission. It is recommended to discuss problems or queries about supervision as soon as they arise, rather than wait for the formal progress review process (see section 1.4).

The Progress Review reports are reviewed by the PhD convenor or PGR Director and will be the basis of re-registration decisions – so it is essential you take time to complete the document and participate in the associated Progress Review meeting with your PhD convenor or the PGR Director. Following the annual review procedures, the PGR Director will confirm to the Research Student Administration Office that:

• The student and supervisor have both completed their reports.
• The progress review meeting has taken place, as appropriate.
• The PGR Director recommends re-registration, provisional registration or otherwise.

6   **Changes to Registration Status**

Please read this section in conjunction with information on the Research Student Administration Office (RSAO) website: https://www.sussex.ac.uk/rsao/. Also, please remember to talk to your supervisor(s) and/or PhD convenor before applying for any change of registration category, or deciding to go on fieldwork.

6.1 PhD or MPhil?

- You will be registered for a PhD from the beginning of your research.
- It is also possible to register for an MPhil, which involves a shorter period of registration and thesis.
- You can apply to switch from PhD to MPhil and vice versa, but this will be subject to approval from the school, RSAO, and any relevant sponsor.
- The PGR Director may recommend transfer to the MPhil as part of the Progress Review process if your Research Outline or progress in subsequent years is unsatisfactory.

6.2 Extensions

The maximum time allowed by the University regulations to complete a PhD is four years for full-time registration and six years for part-time registration. In exceptional circumstances, you may apply for an extension to this period. Note that the Research Student Administration Office will charge a fee for extending your period of registration.

The PGR Director has discretion to grant a maximum 12 months of extension to FT and PT students. Any requests beyond that period require the approval of the Chair of the University's Doctoral Studies Board. The relevant application forms can be found on the RSAO website (https://www.sussex.ac.uk/rsao/) and applications must include:
  (a) statement setting out the reason for the request for an extension
  (b) statement of the current progress of your research and writing-up
  (c) timetable for the completion and submission of your thesis
  (d) statement of support from your main supervisor.

International students with student visas should discuss any potential application for an extension with the international student support team at the beginning of their final year or as soon as possible thereafter. An academic extension granted by the School may have visa implications that are not fully understood by supervisory and academic staff. The school does not provide guidance on visas.

6.3 Intermission, authorised absence, and temporary withdrawal

- Consider applying for time out if you need a break from studying for personal, health, financial or other reasons.
- Intermission is available in periods of months and effective from the first day of any month.
- Intermission can be taken all at once or in separate monthly instalments depending on what suits your needs.
- The school can approve a maximum of one year of intermission in total for FT students and two years for PT students.

12

- Any requests beyond that period require the approval of the Chair of the University's Doctoral Studies Board.
- Temporary withdrawal is not a right and the University may set conditions for your return.
- Intermission cannot be retrospective. You must apply in advance, with effect from the 1st of the month(s) in question.
- Check with your funder before making a formal application. In particular, if you are ESRC-funded, you must first talk to the Sussex Researcher School about the implications for your award.
- If you hold a student visa, you may be able to take up to a maximum of 60 days of Authorised Absence over the duration of your study. This can be approved for health reasons.

If you hold a student visa please refer to the Research Student Administration Office (RSAO) website for Doctoral Researchers for more information regarding intermission, authorised absence, change of study location and holiday leave:
https://www.sussex.ac.uk/rsao/

You should also discuss any visa implications with the International Student Support team.

If you have any questions regarding your visa please contact the Research Student Administration Office on: researchstudentprogress@sussex.ac.uk

6.4 Pre-submission status

- The PGR Director will only approve a change of status on receipt of a detailed timetable to submission. The timetable must support the claim that you anticipate being able to submit your thesis within the next 12 months.
- Moving onto pre-submission status will normally only be approved if you have a first draft of most of the thesis ready.
- Fees for pre-submission status are calculated on a three-month basis.
- The criteria are on the form available from the Research Student Administration Office website.
- Please note that you do **not** have an automatic right to go onto pre-submission status after 3 or 4 years of study. You will need to be registered as a full fee-paying student (full or part time) until you have completed all your research work and have a full draft of the thesis ready.

Please send any application forms for fieldwork or change of registration status to the REC and not directly to the PGR Director. It is important that the REC collates all the forms to pass on to the PGR Director for approval and signature, and then to the RSAO for final approval.

7   Facilities for Doctoral Researchers

7.1   Workspace

For queries relating to access codes, maintenance etc please contact the reception desk in the Global Studies School Office in Arts C168 or email: global@sussex.ac.uk

Hot-desk spaces

Year 1 PGR students have access to two dedicated hot-desk rooms (C211 and C217). Year 2 PGR students have access to a dedicated hot-desk room (C311). These rooms have computer facilities and lockable storage (for use during the daytime only). PGT students studying for their MSc in Social Research Methods expecting to continue with the associated +3/PhD in Global Studies may also use rooms C211 and C217 subject to space constraints.

Named, single-user desk spaces

Following successful completion of the 2nd year, PGR students may apply for named, single-user, desk space. This includes Doctoral Researchers in years 3 and above, unless they are away on fieldwork outside Brighton or overseas.

Desk space is managed by the REC, so please email globalrec@sussex.ac.uk if you would like to use apply for a desk (or when you no longer need one). Once you have been allocated a desk, please make sure your full name is clearly on the door with the corresponding desk number.

Priority will be given to:

- PGR requiring reasonable adjustments (supported by SSU).
- PGR who are parents using childcare on campus, including those registered part-time.
- PGR who work on campus more regularly.

Note that the availability of single-user desk space cannot be guaranteed for PGR who are registered on pre-submission status (and paying reduced fees) and/or those in a post-submission phase either waiting for a viva or working on corrections. We may sometimes ask PGR to relinquish named desk space or move desks in these circumstances, but will always seek to prevent unnecessary disruption. Alternative provision will be made for DTs where they have completed their thesis. Sometimes it is possible to retain your single-user desk, but you may be asked to use hot-desking spaces instead (see above).

Once you are no longer studying or working as a doctoral tutor, please remove all personal possessions and let the REC know so that we can reallocate your desk.

Storage of personal items

If you are away on fieldwork or intermission (or for any other reason such as change of study location), you must make adequate provision for storage of books and other personal items, so that the desk can be used by someone else in your absence.

Other locations

- Physical Geography PhDs have priority for space in the Chichester Building. Occupants make their own arrangements to ensure best use of the desks available.
- The Hive in the library is a dedicated space for the university's PGR.
- There is a computer cluster room in Arts C 169 opposite the school office.
- ITS Computer cluster rooms across campus can be accessed by PGR: http://www.sussex.ac.uk/its/services/clusterrooms/clustercomputers
- Depending on individual circumstances, the School may arrange to house Doctoral Researchers in their associated research centres.
- Global Studies Resource Centre, Arts C

7.2 Computer clusters and IT support

Computing facilities are available in various locations across campus; the nearest computer cluster is opposite the Global Studies School Office.

For all other aspects of IT support, see their website.

7.3 Research Hive and Library

The Research Hive in the Library is a university-wide facility for all researchers, providing a quiet working space with good IT facilities. It also provides bookable meeting rooms, space for information discussion and collaborative work and regular events for doctoral researchers and research staff.

The Library has a small team who make sure the Library's collections meet the needs of researchers and can provide bookable one to one sessions tailored to your research interests.

7.4 Global Studies Common Room and Social Space

The Global Studies common room is located in Arts C at the top of the main stairwell (C315 and C323). There is a kitchen area with sink, microwaves, kettles, fridges, water cooler, and sofas. Please note the information about cleaning dates and help us to keep this space clean and tidy.

7.5 Out of hours access cards

With regards to out of hours access cards to buildings with your office space, for Arts C please contact the school office, for Chichester building please contact Sue Ashfield (Sue.Ashfield@sef.fm).

7.6 Printing, Templates, and Stationary

All doctoral researchers can set up a print account with IT services and then link to the printers and photocopiers using either a pin number or your access card – when you waive your card on the printer screen the first time it will lead you through how to link them up with instructions. Templates and UoS branding is available for word documents and powerpoints for conferences etc. on the university website: http://www.sussex.ac.uk/brand/templates-and-logos/templates. The school does not

provide stationary for doctoral researchers. There is specific guidance for doctoral tutors on photocopying and printing for teaching purposes.

8   Support for Doctoral Researchers

8.1   The Sussex Researcher School

The Sussex Researcher School works in collaboration with academic schools and other professional services teams, and enables the progression and development of emerging researchers – including postgraduate researchers (PGRs) – by providing support, structure, and connection across the University. Specifically, it coordinates and delivers central PGR training and development provision; provides support in relation to external funding; and oversees the governance of the PGR experience, including policy development and quality assurance. SRS also provides institutional strategic direction for developing provision and support for PGRs.

The SRS web pages provide information and sign-posting to support you throughout your research degree: from registration and induction, to training and resources, and from help and support and managing your registration, to news and events. For more information, visit: https://www.sussex.ac.uk/internal/sussex-researcher-school/. *Please note: these pages are currently under review and they are expected to be redesigned and relaunched during Autumn 2024.*

8.2   International Student Support

If you hold a student visa, it is important to discuss any registration changes (e.g. authorised absence, extensions) with the International Student Support team who are trained immigration advisors. Supervisors, convenors, the PGR Director and REC, are not trained to give visa guidance so should refer you to this team with any queries. ISS contact details and more information can be found here: https://www.sussex.ac.uk/study/international-students/international-student-support

The Sussex Centre for Language Studies also offers help with academic skills. Support with academic English is also available from ELAS: English Language for Academic Study (see below under 9.3).

8.3   Sources of funding

The relevant section of the Sussex Researcher School (Funding : Sussex Researcher School : Schools and services : University of Sussex) provides a useful overview of sources of funding for your studies and for your professional development, including for conferences.

8.4   SEDarc funding

Amanda Britt in the Sussex Researcher School oversees arrangements for ESRC funded researchers. Specific information on ESRC funding (including the Research Training Support Grant and overseas fieldwork/difficult language training) is available from: http://www.sussex.ac.uk/internal/doctoralschool/esrcdtc/funding

8.5   The Student Centre, Student Support Unit, and Counselling Services

The Sussex Researcher School website provides links to all services including:

- The Student Centre
- The Student Support Unit
- Counselling Service

Please note that the University of Sussex Disability Advisors, the Mental Health and Autistic Spectrum Advisors, and the Dyslexia Advisors are located in The Student Support Unit.

Please also note that students can now declare a disability, learning difference and/or mental health condition using an online web form. In addition, students can also give consent to share and submit medical evidence all in one place using the web form, making it easier to declare a disability and provide any evidence needed. Please see here:

https://www.sussex.ac.uk/studentsupport/support-needs/consent

The Student Support Unit can also offer advice and support to prospective and current students with disabilities, long-term health conditions, and learning support needs.

[Under the Equality Act 2010 a disability is defined as a long-term health condition, mental health condition or a specific learning difficulty (e.g. dyslexia) which has a negative effect on your ability to do normal daily activities. Long-term is defined as a condition that has lasted 12 months or more *or* is likely to last for 12 months or more.]

More generally, the wellbeing website gives a wide range of information, including keeping safe and keeping active:

Although it is part of the human experience to feel unhappy, alone or anxious at times, please seek help when you are not coping. Please make use of the support available for you both on and off campus.

For help in a crisis, the NHS Mental Health Rapid Response Service can be contacted on 0300 304 0078. Available 24 hours a day, 7 days a week.

8.6   Wellbeing workshops

The Researcher Development team run Sussex Researcher School workshops related to wellbeing, such as 'Boost your resilience and manage stress in the research environment.'

The University's counselling services also offer workshops on various aspects of wellbeing that can help to develop your skills in this key area. Workshops include those on insomnia, procrastination, beating panic etc.: http://www.sussex.ac.uk/counselling/workshops-events

Note that these workshops are in addition to the core counselling and welfare provision offered by the Student Centre, Student Support Unit and University Counselling Services detailed in section 8 of this handbook. ␣

8.7 Bullying and Harassment

The School of Global Studies aims to be an inclusive space for learning. Any form of bullying and harassment is unacceptable, as outlined in the University's Dignity and Respect policy.

If you are experiencing any kind of bullying or harassment, further resources to guide you are here: http://www.sussex.ac.uk/wellbeing/studentlife/harassment.

The Student Centre (see 8.5 above) can advise you in confidence and support you in making a formal complaint where appropriate.

8.8 USSU and Representation

Your representatives play an important role in Global Studies, providing a link between students and staff. As part of this process, representatives sit alongside PhD Convenors on the School's Research Degrees Committee. The committee is chaired by the PGR Director, and is the main forum for discussing all aspects of graduate research in Global Studies. An updated list of representatives is available here.

As a student of the University, you are automatically a member of the Students' Union, which represents all students collectively. Further information on the work of the Students' Union (including national societies and information on how to set up a new society) is available from their website.

9 Researcher development

9.1 Training needs analysis

Doctoral researchers are expected to complete a Training Needs Analysis with their supervisor at the start of each year. By reflecting on their training needs, researchers can identify areas for development and then target specific workshops and courses that focus on these areas.

In global studies, we use the ESRC's training analysis form – but PGR should only submit it to their supervisor and not the email address provided for funded students.

The form is available here:
http://www.sussex.ac.uk/internal/doctoralschool/esrcdtc/training

Funded students: you should make sure you submit any documentation on training needs as instructed by your funder. For example, the SeNSS Doctoral Training Centre monitors the training needs of their students. You are also able to access research methods training courses and events, see: https://www.ncrm.ac.uk/training/

Vitae – Researcher Development Framework

Vitae works with UK higher education institutions to embed professional and career development into the research environment. The Researcher Development Framework (RDF) is a tool for planning and evaluating personal, professional and career development so you might find it helps during your training needs analysis – use it with support from your supervisor to explore how you might develop skills over your PhD programme that will be of benefit to you in both academic and non-academic careers,

9.2 Sussex Researcher School Development Programme

The Sussex Researcher School co-ordinates the Researcher Development Programme, which provides year-round professional and career development workshops and events specifically for doctoral researchers at Sussex. Examples of events include Editing your Doctoral Thesis, Academic Writing, Getting Ethical Approval and Introduction to NVivo.

These training opportunities will help you successfully complete your doctorate and we expect all PGR to participate fully in the programme.

Two online personal development modules originally designed for staff are now available for all PGR and we request that you undertake them during your first few weeks of study: 'Unconscious Bias' and 'Diversity in the Workplace.' They can be accessed on the Researcher Development Online Canvas site under 'Personal Development Modules'.

Please also make yourself familiar with the University's Dignity and Respect policy.

The following workshops are recommended during your registration:

Recommended for Year 1 and beyond:

Becoming an effective researcher

Literature searching with Scopus and Web of Science

Working with your supervisor

Using reference management tools – Zotero / Mendeley / Endnote

Undertaking a literature review in the Social Sciences

Getting ethical approval

Recommended for post-fieldwork / data analysis stage:

Managing your research data

Planning, structuring and writing your thesis in the social sciences

Keeping up to date in your subject

Creative ways to stimulate your writing

Voice, audience and reflexivity in writing

Master Your Workload

Career Exploration for PhD Researchers

Final stages

Thesis Boot Camp

How to edit you own writing

Overcoming perfectionism and Imposter Syndrome

Preparing for your viva

Introduction to Open Access publishing

Understanding publication metrics

CVs for PhD Researchers

Interviews for PhD researchers

9.3 English Language for Academic Study – International PGR

http://www.sussex.ac.uk/languages/english/elas

The Sussex Centre for Language Studies provides support with English Language for Academic Study. This service is designed to help international students improve their academic English (where necessary) and understanding of British academic culture. They offer:

- **Free Workshops** e.g. Developing academic style and vocabulary / referencing and academic integrity / Lexical complexity in academic language / punctuation in academic writing / Reading critically and taking effective notes / the process of essay writing / Using cautious language in academic writing / Structuring your essay / Verb tenses…
- **'Time to write'** 3-hour group sessions to book into with a tutor available for advice and support.
- **1-1 Tutorials** are also available for individual guidance on written work. They include the opportunity to share a piece of writing and get help developing the style, punctuation, etc.

Please consult the website (link above) for more details and instructions for booking.

9.4 MSc Social Research Methods

In exceptional cases it may also be possible to audit a module from the MSc Social Research Methods, but PGR would usually be expected to arrive with sufficient knowledge and understanding of methods debates to make this unnecessary. Please speak to your supervisor in the first instance.

9.5 The Careers and Employability Centre ⌷SEP⌷

The Careers and Employability Centre is part of Student Services at the University of Sussex. They offer specific provision for PhD researchers, supporting transitions to academic *and non-academic* careers, including: ⌷SEP⌷

- **Termly workshops** specifically designed for PhD researchers on career exploration, effective CVs; and interview skills.
- **1-to-1 appointments** to provide individual support to follow-up workshops
- A dedicated careers website page.
- Access to career talks, employer events, alumni talks and annual careers fair.
- Online resources, including searching for job vacancies, researching career areas of ⌷SEP⌷interest and application stage material.

For more information, see the Researcher's Guide to the Careers and Employability Centre: www.sussex.ac.uk/careers/services/researchers ⌷SEP⌷

9.6 Doctoral Tutoring and Training for Teaching in Higher Education ⌷SEP⌷

Please note there is a separate Handbook for Doctoral Tutors in Global Studies and the DT Convenor is currently [Dr Katie Walsh.](#)

The T&Cs of the DT contract can be found [here](#). Please note that the second point states:

'A Doctoral Tutor's employment will be conditional upon the individual being a registered PhD student of the University at all times on the basis that the individual's primary relationship with the University is as a registered student. If the student intermits, he/she will not continue as a Doctoral Tutor during this time and his/her employment contract will terminate without notice on the date the registration ceases. In such an event, the University's policies and procedures in relation to intermission and relevant student support services will apply.'

Even before you start tutoring, however, you can access "Fundamentals of Teaching & Learning in Higher Education" which is the University's training module for new, early-career and more experienced Higher Education teachers. Fundamentals of Teaching & Learning in Higher Education is a Master's level module accredited by the Higher Education Academy (HEA), meaning successful completion of the module can lead to Associate Fellowship of the HEA. This module is open to all Doctoral Researchers, whether they are currently teaching or not, although to benefit most from the module, it is helpful if students have had time to settle into Sussex and their own studies. Completing the module is a requirement for undertaking teaching at Sussex, be it before or alongside teaching, and the module is run 8-10 times across the academic year. More info and details on how to sign up: www.sussex.ac.uk/internal/doctoralschool/new-doctoral-researchers/training/teaching

If you are seeking an academic career, you might also wish to study for a Postgraduate Certificate in Higher Education (PGCertHE), of which the Fundamentals of Teaching and Learning in Higher Education programme is part.

10   Thesis Submission

Please view the research student administration office website on [Preparing and submitting your thesis page](#)

Notification of intention to submit

To submit your thesis or portfolio you must:

- complete section A of the Intention to Submit form, available on the [Forms and Letter Requests](#) page
- attach a copy of your summary (see below) to the form.

Section B of the form should be completed by your main supervisor before the form is returned. You'll get written confirmation of receipt of your application.

Two months' notice is required so that your examiners can be identified and formally appointed, ready for your submission. If you don't give full notice of your intention to submit, the examination of your thesis will be delayed.

Please note:

- If you are being funded through your studies, and there is commercially sensitive information within your thesis, funders can request a non-disclosure agreement. This would be between your examiners and the University of Sussex. In these instances, contact researchexams@sussex.ac.uk for advice.

Your thesis summary

Your thesis summary (or abstract) should provide a synopsis of the thesis, and clearly state the nature and scope of the research undertaken and contribution made to the knowledge of the subject. It should include a brief statement of the method of investigation where appropriate, an outline of the major divisions or principal arguments of the work and a summary of any conclusions reached.

Your summary should be submitted with your Intention to Submit form, and copy also incorporated in to your thesis on submission. Your summary should be single spaced and not exceed 300 words (except in the following subjects, which must not exceed 600 words: Education/Social Work, Music-Theatre Performance, Creative Writing and Media Practice. Each summary should include a heading set out in the following style:

- UNIVERSITY OF SUSSEX
- YOUR FULL NAME
- DEGREE FOR WHICH THE THESIS OR PORTFOLIO IS SUBMITTED
- TITLE OF THESIS OR PORTFOLIO SUMMARY

Your thesis length should be no more than 80,000 words.

Please visit [Preparing and submitting your thesis page](#) for further information.

APPENDIX A   **Supervision Guidance**

The School's Research Degree Committee has agreed the following general principles in relation to supervision allocation and responsibilities:

Supervision continues during research leave, except in exceptional cases agreed with HoD and PGR Director.

Alternative provision must be identified by the convenor, with support from the HoD or PGR Director, where primary or joint (50%) supervisors are absent for any reason and where secondary supervisors are absent for a term or more.

Supervisor-initiated withdrawal from supervision requires agreement of the convenor, in discussion with HoD and PGR Director, to ensure minimal disruption to PGR progress. The supervisors and convenor must inform doctoral researchers with adequate time and support to transition to the new arrangements.

Student-initiated request for a change of supervisor needs to be brought to the attention of the relevant PGR convenor in the first instance. The PGR convenor will communicate with the student, the supervisors and, if needed, the HoD. Based on the information gathered, the PGR convenor will write a brief report and make a recommendation (where needed with the advice of the PGR Director). A new supervisor may only be approached after the PGR convenor has recommended a change of supervisor. If the departmental convenor is also your supervisor, please discuss with the PGR Director instead.

A primary supervisor will always be identified for incoming doctoral researchers.

Where students have joint supervision on a 50-50 basis, it is important that the primary supervisor is clearly indicated on Sussex Direct, but this is for administrative purposes and you can expect supervision from both supervisors throughout.

Where appropriate, a primary supervisor will be identified with a 75% weighting. For other projects, joint supervision (50% each) will be identified as more appropriate. The school recognises the need for various models arising from disciplinary norms, relationship dynamics, expertise and supervisory experience.

The occasional need for **three supervisors** (50%, 25%, and 25% or another variation) is possible where agreed with the convenor. A primary supervisor may also be agreed on a case-by-case basis for existing PGR.

Convenors will attempt to spread supervision as equally as possible among staff to increase supervision experience and capacity, where possible advertising PhD applications across subject areas.

The primary supervisor normally has responsibility for progress, submission and completion, and annual review (supported by the convenor, REC, and PGR Director).

In some instances and where explicitly agreed, a secondary supervisor (even where 25%) can take on responsibility for any of the tasks. For example, when the primary supervisor has not previously supervised to completion it is a recommendation that both supervisors

have an overview of progress and this may become more central to the role of the secondary supervisor.

The primary supervisor (whether 75% or 50%) **has responsibility for the tasks listed** below, except agreed among the supervisory team, PGR, and convenor:

1. Responsibility for progress and timely completion of the thesis
2. Administration throughout the PhD
3. Monthly supervisory records on Sussex Direct
4. Annual training needs analysis
5. Annual progress reviews
6. Appointment of examiners and viva preparation

Where joint supervision is in place, both supervisors will usually be providing feedback on Research Outline drafts, chapter drafts, the full thesis draft, and monthly progress reports (e.g. during fieldwork and analysis stages etc.). Where one supervisor is marked as <50% their input will be less and must be discussed and agreed regularly.

Supervisors should make PGR aware of their varied responsibilities at appropriate points to manage expectations and improve experience of supervision.

APPENDIX B   Expectations Questionnaire

Complete the questionnaire separately, share, and then meet to discuss. For each pair of statements below, estimate your position. For example, for the first statement, if you believe very strongly that it is the supervisor's responsibility to select a research topic you should circle "1", if you think both the supervisor and Doctoral Researcher share the responsibility to select a research topic, circle "3"; or if you think it is the Doctoral Researcher's responsibility, circle "5"

1 = Supervisor's responsibility (high)   **5 = Doctoral Researcher's responsibility (high)**

It is the supervisor's responsibility to select a research topic	**1 2 3 4 5**	The Doctoral Researcher is responsible for selecting his/her own topic
The supervisor decides which theoretical framework or methodology is most appropriate	**1 2 3 4 5**	The Doctoral Researcher should decide which methodology or theoretical framework they wish to use
The supervisor should develop an appropriate programme and timetable of research and study for the Doctoral Researcher	**1 2 3 4 5**	The supervisor should leave the development of the programme of study to the Doctoral Researcher
The supervisor is responsible for ensuring that the Doctoral Researcher is introduced to the appropriate services and facilities in the department and the University/HEI	**1 2 3 4 5**	It is the Doctoral Researcher's responsibility to ensure that he/she has located and accessed all relevant services and facilities for research
Supervisors should only accept Doctoral Researchers when they have specific knowledge of the Doctoral Researcher's chosen topic	**1 2 3 4 5**	Supervisors should feel free to accept Doctoral Researchers, even if they do not have specific knowledge of the Doctoral Researcher's topic
A warm, supportive relationship between supervisor and Doctoral Researcher is important for successful candidature	**1 2 3 4 5**	A personal, supportive relationship is inadvisable because it may obstruct objectivity for both Doctoral Researcher and supervisor during the candidature
The supervisor should insist on regular meetings with the Doctoral Researcher	**1 2 3 4 5**	The Doctoral Researcher should decide when he/she wants to meet with the supervisor
The supervisor should check regularly that the Doctoral Researcher is working consistently and on task	**1 2 3 4 5**	The Doctoral Researcher should work independently and not have to account for how and where time is spent
The supervisor is responsible for providing emotional support and encouragement to the Doctoral Researcher	**1 2 3 4 5**	Personal counselling and support are not the responsibility of the supervisor - Doctoral Researchers should look elsewhere
The supervisor should insist on seeing all drafts of work to ensure that the Doctoral Researcher is on the right track	**1 2 3 4 5**	Doctoral Researchers should submit drafts of work only when they want constructive criticism from the supervisor
The supervisor should assist in the writing of the thesis if necessary	**1 2 3 4 5**	The writing of the thesis should only ever be the Doctoral Researcher's own work
The supervisor is responsible for decisions regarding the standard of the thesis	**1 2 3 4 5**	The Doctoral Researcher is responsible for decisions concerning the standard of the thesis

APPENDIX C   Raising issues or concerns

An extract from the university's Handbook for Doctoral Researchers appears below:

Overarching principles

- The university doctoral community consists of Doctoral Researchers, Researchers, Supervisors, and Professional Services staff. All members of this community are committed to the values of mutual respect, professionalism and collegiate support.
- Doctoral Researchers are encouraged to raise any matters with their supervisors whenever possible. The following guidance is intended to signpost support in addition to primary contact with supervisors.
- Doctoral Researchers are encouraged to raise issues as early as possible. When appropriate, the university supports informal action and resolution without the need for a formal process
- Any issue raised with a member of university staff will be treated confidentially, at the request of the Doctoral Researcher.

What happens if I raise an issue?

- All issues or problems can be raised in confidence. No issue raised will influence the academic progress or future career prospects of a Doctoral Researcher.
- One type of issue that can occur during a doctorate concerns supervision. While there is not a right to a change in supervision, the university is committed to all parties working together to resolve supervision issues.
- Doctoral Researchers are encouraged to raise any potential mental health or wellbeing issues that influence their studies*
- Alternate people are available to all Doctoral Researchers, should the matter concern the individual it would normally be raised with. This may arise where a PGR Director is also the acting Supervisor. In these instances, the School Director of Student Experience can help. In all cases, the University of Sussex Students Union Advocacy and Advice service provides support independent to the University.
- The steps taken in response to an issue will be agreed with Doctoral Researchers at the outset. For example, this could see an informal discussion between a third party and a Supervisor, or the Doctoral Researcher being referred to a specialist support service.

In 2018 an Office for Students award was made to the University to understand the mental health of Doctoral Researchers. The project's overarching aim is to provide a sustainable best practice model for the sector to address the challenge of doctoral researcher mental health. In particular it will focus on the aims of prevention and early intervention. Secondary aims include the development and implementation of new practice for supporting doctoral researchers; enhanced staff and student training across the institution, and working in partnership with statutory health services.

1. Peer support and community

- At early stages, Doctoral Researchers are encouraged to consult their peers, friends and family. School Doctoral Researcher representatives are there to represent and link Doctoral Researchers together. Drawing on the experience of later years PhD students or Post-Docs to work through problems is highly recommended.

- A great independent source of PhD inspiration - www.thesiswhisperer.com

- Unsure of how to find your peers? Try the School Research & Enterprise Coordinator

2. Informal help

- The next stage may be an informal chat with someone in your School or a central department. All matters can be raised confidentially, or escalated if requested.

- People who can help:
  - in the School: Directors of Doctoral Studies, Research Conveners, Director of Student Experience
  - university support: The Student Life Centre, Doctoral School, USSU, International Student Support

- Online help: New Doctoral Researchers at Sussex - https://pgrsussex.wordpress.com
  Vitae and Researcher Development - www.vitae.ac.uk/doing-research/doing-a-doctorate

- Unsure where to start? Try the Student Life Centre

3. Formal help

- If stages 1 and 2 above have not resolved the matter, a formal issue can be raised. This would always require the explicit consent of the Doctoral Researcher and in some cases a written summary

- People who can help:
  - Director of Doctoral Studies
  - Research Student Administration Office
  - Advocacy and Support within the USSU

- Further information:
  - University complaints and appeals process / Handbook for Doctoral Researchers
  - Univesity policy on bullying and harrasment

- Unsure where to start? Try the Research Student Administration Office

Appendix D   **Academic Appeals**

The Regulations permit academic appeals against a progression or award decision by the School Doctoral Studies Committee, Research Degree Exam Board, and the Professional Doctorate Exam Board. I.e., the academic decision making bodies given the authority under our broader Regulations to conduct annual progression reviews and viva voce examinations and issue formal outcomes. Any other type of issue (i.e. a decision relating to intermission, an approved absence, extension of studies, tuition fees, etc) is governed by different policies and do not form part of these new Academic Appeal Regulations.

Appeals must be submitted to Appeals Office (appeals@sussex.ac.uk) within 10 days and have a further 10 days to request a review should they have grounds to do so.

was Appeals are investigated by the Appeals Office and are referred to the Vice-Chancellor for a decision. The changes now allow for informal resolution at local level, as well as formal appeal and a review of that appeal outcome. The decision making authority is now the Academic Appeals Panel, membership of which includes colleagues with in-depth understanding of PGR processes and issues.

- BSMS appeal regulations are unchanged and fall under the purview of the University of Brighton.

Appendix E **Research Outline Approval**

Approval is perhaps the most important aspect of the first year at Sussex. Failure to complete the entire process within one year of initial registration (two years for part time registration) will lead to a refusal of permission to proceed with the PhD.

Individual Departments have their own instructions/guidelines and timescales. Convenors will contact you separately to provide more detail by the spring of Year 1 (if you started in autumn.)

Stage 1: Students submit the research outline to their supervisors

The supervisors have a primary responsibility to advise you about the readiness of the outline for presentation to the research review panel. With this in mind, it is never too early to discuss the Research Outline, and drafts should be shared well ahead of the deadline. You will also need to submit a research ethics form and risk assessment. Documents and guidelines are available online from the Research Governance and Integrity website: http://www.sussex.ac.uk/staff/research/governance

Stage 2: Consideration of draft research outline by a research review panel

This panel should consist of the convenor and at least one other member of faculty who is not a supervisor. They should read the draft Research Outline, discuss, and then forward agreed comments to both student and supervisor, indicating any revisions that are necessary.

A research outline presentation seminar should also be held (this can occur either before or after submission of the Research Outline to the supervisor).

Stage 3: Completion of revisions to the research outline

Complete any revisions required by the Review Panel, as well as addressing any further comments they think necessary. Once this is complete the Research Outline should be signed off by the supervisors plus the convenor. The outline should then be sent to the PGR Director, via the Research and Enterprise Coordinator.

Stage 4: Formal approval by the PGR Director

Providing ethical approval has been granted, the PGR Director will give final authorisation for the research (including any fieldwork) to proceed. Remember that you **must** complete all stages within one calendar year (two years if you are part time) of commencing the degree.

Please note:

If your research is to involve fieldwork, either in this country or abroad, you must obtain formal approval for the period of fieldwork in advance. Any subsequent extensions to fieldwork also require separate approval by the PGR Director.

<u>Appendix F</u>   Research Outline – Further Guidance

These notes are intended to help and guide you in the preparation of your research outline. They are relevant to Global Studies in general irrespective of the discipline or research topic. You will need to interpret them in accordance with the specific demands of your own project and thesis. The research outline has two functions and two audiences:

For you, it is a clear statement of intent. In it you define your research topic in such a way as to give you confidence that you do indeed have a topic worth pursuing. You also create an intellectual framework and define a practical course of action.

For others (your supervisors and convenor plus the PGR Director) it is evidence of your capacity both to undertake academic research at the appropriate level and to complete a thesis on time.

Your research outline therefore must be a clear statement of what you intend to do, why you intend to do it, how you will locate the research, the shape of the thesis, and when you intend to complete it. In short, it should be a clear and authoritative plan of action, incorporating your topic, its rationale, your theoretical framework, your methodology, the structure of the thesis, and your timetable.

The research outline should normally be approximately 20-30 pages in length, and should contain the following sections:

- The title of the thesis-project.

- Brief discussion of the rationale for pursuing such a topic, its aims and scope. This involves locating your proposed research within a given field, discourse or set of theoretical debates; it will demonstrate that what you propose is both original and relevant in the context you have defined. (This may well be a more detailed and more fully considered version of the original proposal submitted with your application, but it needs to be sufficiently specific to indicate the distinctiveness of what you hope to do, and provide an exposition of the theoretical framework within which your research is located.)

- Brief discussion of how you propose to pursue your topic: this is a discussion about methodology; you will have to show that you have selected appropriate material to support the main elements of the argument and that the procedures you are adopting to advance your argument are appropriate to your enquiry.

- An outline of the structure or main elements of the argument of the thesis. (This can take the form of a table of contents or chapter headings.)

- A timetable for completion. This must attempt to be realistic, showing how you expect to complete all the phases of the work within the period of registration (maximum four years full-time, maximum six years part-time). Your timetable should allow for the final stage before submission, which entails submitting a complete draft, allowing sufficient time for your supervisors to read and give comments, as well as revising, checking and if necessary pruning the final version.

- Specimen bibliography formally arranged and presented according to the required format. Take care to guard against even minor inconsistencies or inaccuracies (including spelling mistakes).

- Allow plenty of time for discussion, reconsideration and refocusing if necessary. Revised portions of the research outline may eventually feed into the Introduction and Bibliography of the thesis proper.

Approvals of the research outline both by your supervisor and the convenor or chair of the relevant panel, and by the PGR Director, is a precondition for your continued registration.

Please remember that the PGR Director will need to approve and subsequent major changes to your research topic or the title of your thesis.

Further information about the Research Outline submission and review process can also be found on your Departmental PhD Canvas sites.

APPENDIX G   Co-publishing with supervisors

The school seeks to enhance employability of PGR by supporting selective and appropriate co-publishing with supervisors.

Here we refer to the publication of the doctoral researcher's own research, with the input of their supervisor(s). Note that outputs from collaborative projects between doctoral researchers and their supervisors, or from postdoctoral projects that may involve a team of researchers (including ex-doctoral researchers) have their own research arrangements, ethics and publication agreements and are not discussed here.

The **advantages** of co-publishing with a supervisor would be many, including:

- Support in turning a thesis chapter into an article format, including producing a theoretical framework, focusing the argument, editing and formatting article to journal style, cutting word length, etc.
- Gaining experience in choice of journal and journal submission process
- Obtaining support with the review process, including addressing peer review feedback as well as dealing with journal rejections
- Obtaining enhanced visibility/attention by the scholarly community as one is publishing with someone who is already well known within the field
- Being better placed to start publishing independently, having gained a set of transferable skills around publishing
- Ultimately: enhanced publication record and enhanced employability.

There are a number of **caveats** too:

- The supervisor should be committed to make a *meaningful contribution* to the output before having their name on the publication (article/edited book chapter) – *any form of exploitation needs to be avoided and if you feel the sense of your ownership of your research is at risk please seek support from your departmental convenor or the PGR Director.* While co-publishing should be an incentive for the supervisor too, it should not be a way of just getting more publications out under their own name.
- Supervisors should always be *second-named author* on any publication that draws directly on the doctoral researcher's work, with the doctoral researcher always being the *first-named author*. Generally, however, the order of authors' names and the % share of input need to reflect actual contributions to the conceptualisation, research and writing of the publication. Here, the default position will be that the doctoral researcher has been leading the research and has made the main contribution to the output, which is based on their doctoral work.
- The aim of this practice is to help doctoral researchers develop their independent publication skills and to encourage them to start publishing single-authored work as soon as possible. The primary aim of supervisory input and mentoring should be to support the doctoral researcher to produce single-authored publications as soon as possible. The number of co-published pieces should therefore be limited (e.g. to *max 2*; unless, of course, it is based on collaboratively conducted research beyond the PhD), and wherever possible single-authored pieces should be considered first.

- There might be a risk that the process *delays* the submission of the thesis. Careful thought will need to be given to the timing of publications as submission deadlines need to be met and extensions cannot be justified on the basis of publications. On the other hand, preparing a chapter for publication might actually improve doctoral researchers' writing skills, help them in formulating their key arguments, enhance morale, and speed up the writing of the remainder of the thesis.
- The *timing* of work on a publication needs to be carefully planned, with an eye to where this work can best fit into the researcher's overall work load, which might also include teaching and other duties. For some, this might be integrated into the final year of the PhD course, while for others this might better be done in the period between submission and viva. This pre-viva period also offers the opportunity for supervision around draft publications and for discussions of a publication strategy.

Co-publication may not be the right course of action for all doctoral researchers and many of them may prefer to start on single-authored pieces right away. However, supervisors and PGR should discuss where it might be helpful to embark on a jointly authored publication.

Adapted for PGR handbook from proposal initiated by Geert De Neve 03/03/2019

APPENDIX H   Conference Funding Information

Global Studies departmental PGR funds for conference attendance – 2022-23

This academic year departmental funds are available to reimburse part of the expenses of conference attendance by doctoral researchers registered in Global Studies.
(**NB: funds are limited, so please check your eligibility and seek approval from your department PhD convenor *before* booking!**)

Eligibility:

1. Support will only be granted for participation in a workshop or conference (online or in person) where a paper has been accepted and will be given.

2. Support will be provided for the dissemination of your PhD findings (i.e. this is not for the dissemination of MA dissertations).

3. Claims should first be made to the Sussex Fund Doctoral Overseas Conference Grants, which supports overseas conference participation:
http://www.sussex.ac.uk/internal/doctoralschool/funding/doc

4. If you have Research Council Training Support Grants (e.g. SeNSS or SEDarc) or funding from other scholarships or funders, then these should also be used first.

5. Claims should not exceed £250.

Application process:

Stating clearly how you fulfil the above eligibility criteria, send your accepted conference/workshop abstract and details of the expenses that you wish the funding to cover by email to your department PhD convenor for approval, copying in global@sussex.ac.uk.

PhD Convenors:
Anthropology – Pamela Kea (p.j.kea@sussex.ac.uk)
Geography & Migration Studies – Priya Deshingkar (p.deshingkar@sussex.ac.uk)
International Development and HR – Earl Gammon (e.gammon@susssex.ac.uk)
International Relations – Benno Teschke (b.g.teschke@sussex.ac.uk)

If your request is approved by your PhD convenor, you can then go ahead to book onto the conference and claim back expenses. If you do not have access to the online finance system to claim expenses please use the student and visitor expense claim form and send your completed form to global@sussex.ac.uk.

List of Research Centres

[Centre for Advanced International Theory](#)

[Centre for Bio-networking](#)

[Centre for Colonial and Postcolonial Studies](#)

[Centre for Global Health Policy](#)

[Centre for Global Political Economy](#)

[Centre for Cultures of Reproduction, Technologies and Health](#)

[Justice and Violence Research Centre](#)

[Middle East and North Africa Centre at Sussex](#)

[STEPS Centre](#)

[Sussex Africa Centre](#)

[Sussex Asia Centre](#)

[Sussex Climate Change Network](#)

[Centre for Coastal Research](#)

[Sussex Centre for Conflict and Security Research](#)

[Sussex Centre for Cultural Studies](#)

[Sussex Centre for Migration Research](#)

[Migrating out of Poverty Research Consortium](#)

[Sussex Centre for Photography and Visual Culture](#)

[Sussex Rights and Justice Research Centre](#)

[Centre for World Environmental History](#)