University of BRISTOL

School of Social and Community Medicine

FAQs for Current Postgraduate Research Students and Supervisors

Contents

Foreword

These FAQs are designed to provide brief answers to questions commonly asked by staff and students about postgraduate research degrees in the School of Social and Community Medicine (SSCM). If you cannot find the answer to your question in this document please check the *SSCM current postgraduate webpage* and the SSCM student and supervisor handbook before making an enquiry.

Contacts for the PG team

Postgraduate administrator

General queries should be sent to the postgraduate administrator in the first instance. **All** forms should be routed via the administrator who scans them for our files and arranges for appropriate sign off.

Sharen O'Keefe, Room 2.01 Canynge Hall, Tel: 011792 (87274)

scm-postgrad-admin@bristol.ac.uk

Director of Graduate Studies

For advice on specific matters (e.g. suspension/extension requests, pastoral advice, concerns about academic progress, appointment of examiners) please contact one of the two directors of graduate studies.

Prof Will Hollingworth (for students with supervisors based in Canynge)

Dr Nicola Wiles (for students with supervisors based in Oakfield or elsewhere)

Graduate Tutors

Graduate tutor: recruitment (postgraduate web page, websites, supervisor profiles, mini projects, PhD projects, surveys) **Dr Tom Gaunt**

Graduate tutor: admissions (applications, scholarships, short listing and interviews) **Dr Jonathan Ives**

Graduate tutor: training (induction week, graduate studies programme, mini-symposia, and training) **Dr Sandra Hollinghurst**

Graduate tutor: reviews (annual reviews and follow up) **Dr Sarah Lewis**

Applications

How do I deal with an enquiry about postgraduate research degrees?
Please respond promptly to all enquiries. As a guide, the minimum entry requirement for a PhD is an upper second-class honours degree (or equivalent) and/or a relevant Master's qualification, and/or evidence of equivalent prior learning or achievement.

Use your judgement to decide whether to request a CV, decline to supervise an individual who is not academically strong enough, or refer an individual who shows academic promise to a colleague whose research interests are more closely aligned.

The SSCM handbook on the *SSCM current postgraduate webpage* provides further information on funding, applications, short listing and interview, etc.

Can a student be registered for an MSc and then 'upgrade' to a PhD at the end of a first probationary year?

Only in exceptional circumstances. All students within the School are registered for a PhD or MD. The emphasis is therefore on the first annual review in deciding whether a student has made satisfactory progress and should be permitted to continue to subsequent years. If satisfactory progress has not been made, then the reviewing team have the option of recommending that the student writes up as an MSc (Research) rather than a PhD. Students who register for an MD can upgrade to a PhD.

PhD projects and mini-projects

How do I put forward new PhD and mini-project topics?
If you wish to submit a new PhD topic or mini-project for inclusion on the *SSCM prospective postgraduate webpage* and *SSCM current postgraduate webpage*, please upload/edit/remove your projects here.

Duration of study

What is expected duration of study for a full-time PhD/MD? And how does this differ for part-time students?
Please check the *UoB regulations for PGR students* for the latest regulations.

The minimum period of study for a full-time PhD is 3 years. The expectation is that the student will be on course to submit their thesis within 3 years. However, if the student requires additional time to complete the thesis, the maximum period of study permitted for a full-time PhD is 4 years. Students registered on 4 year PhD programmes typically undertake a foundation year including training in specific and general research skills and 'mini-projects', followed by a 3yr PhD project. The expectation is that these students will be on course to complete their thesis within 4 years of initial registration.

The duration for part-time PhD students is pro-rated based on the full-time equivalent (FTE) basis on which they are registered, however the maximum period of study for a part time PhD is capped at 7 years.

The minimum period of study for a full-time MD is 2 years. The expectation is that the student will be on course to submit their thesis within 2 years. However, if the student requires additional time to complete the thesis, the maximum period of study permitted for a full-time MD is 5 years.

The duration for part-time MD students is pro-rated based on the full-time equivalent (FTE) basis on which they are registered, however the maximum period of study for a part time PhD is capped at 7 years.

What is the process if a student is not on course to finish on time?

In exceptional circumstances, students may be granted permission to extend their studies beyond their maximum period of study (for a full time PhD typically 4 years from registration, for others please see *UoB regulations for PGR students*). Requests for extension should be discussed with your supervisor and a Director of Graduate Studies in the first instance. Extension requests must be made well in advance (no later than 4 months before) of the student's maximum period of study.
 Please note that a student writing up into a 5th year of study due to an extension will be liable to pay a fixed fee, which is currently £485.

The SSCM handbook on the *SSCM current postgraduate webpage* provides further information.

Change of circumstance

How can I change the title of my thesis / change my supervisory team?

The School, Faculty and in some cases funder and immigration services **must** be notified of all changes to your PG research. It is essential that you do this as soon as possible. All forms are available on the 'forms and templates' section of the *SSCM current postgraduate webpage*. The SSCM handbook on the *SSCM current postgraduate webpage* provides further information.

How can I request a suspension / an extension / withdraw from my studies?

The School, Faculty and in some cases funder and immigration services **must** be notified of all interruptions to your PG research degrees. It is essential that you do this as soon as possible. All forms are available on the 'forms and templates' section of the *SSCM current postgraduate webpage*. The SSCM handbook on the *SSCM current postgraduate webpage* provides further information.

Can students with mental health or other health problems that affect their studies request a suspension of studies?

Yes. The School, Faculty and in some cases funder and immigration services **must** be notified of all interruptions to your PG research degrees. It is essential that you do this as soon as possible. All forms are available on the 'forms and templates' section of the *SSCM current postgraduate webpage*. The SSCM handbook on the *SSCM current postgraduate webpage* provides further information.

Maternity Leave

Can I suspend my studies during maternity leave?

Students can apply to suspend their studies during a period of maternity leave. You should check with your funding body to see if they have any specific policy statements. The form is available on the 'forms and templates' section of the *SSCM current postgraduate webpage*. Further guidance on this is available on the 'work and family' section of the *UoB Equality and Diversity* webpages. You should also complete a risk assessment form to assess risk whilst pregnant within the school. Please see the UoB policy for further details.

Supervision arrangements

How does joint supervision work?

One of the supervisors needs to be named as the 'main supervisor' even if the two supervisors agree an equal (i.e. 50:50) split of responsibilities. This ensures that the University has a key point of contact for any administrative issues.

Supervisors should agree a split of responsibility at the outset (e.g. 60:40 or 50:25:25). In such cases, all supervisors are expected to attend supervision meetings (depending on the agenda) and comment on written work, but one supervisor may take a greater role in informal supervision, commenting on very early drafts etc.

Supervisors should discuss their individual responsibilities at the start of the student's PhD/MD, these should be minuted and a copy provided to the student. This is particularly important when the supervisory arrangement is not 50:50.

PhD Supervision meetings

How often should supervisory meetings take place, and how much time should be set-aside for each meeting?

It is recommended that meetings should be, on average, not less than once per fortnight in the first year and once per month thereafter for full-time students (part-time *pro rata*). It would usually be sufficient to set aside one hour for the supervision meeting, however the length of the meeting will depend on the agenda.

How should the meeting be recorded?

Mandatory elements of the minutes are: names of all attending; date; itemised list of work undertaken since the last supervision meeting; itemised list of issues discussed during the meeting; actions to be undertaken before the next supervision meeting;

documentation of any concerns raised by students or supervisors; and evidence (e.g. uploaded on STaR) that the minutes have been seen and approved by supervisors.

Personal preferences can dictate how you record and store the information (e.g. e-mail or form). However, students are strongly encouraged to use the 'Notes' and 'Objectives' sections in STaR to record meetings and agree actions with supervisors. Use of the e-portfolio system will provide evidence of approval of agreed actions by supervisors. We have provided a template for supervisory meeting records on the *SSCM current postgraduate webpage*.

How do supervision arrangements differ for part-time students?
The frequency of meetings for part-time students should be on a *pro-rata* basis. For example, for a 0.5FTE student, this would mean one meeting per month during the first year, and once every two months in subsequent years.

Do all supervisory meetings have to take place face-to-face?
The majority of supervision meetings would be expected to be face-to-face. However, when students are based outside the School (e.g. fieldwork, clinical work), it may be appropriate to consider whether some supervision meetings can take place via telephone or skype.

What can the student expect from the supervisors?
The SSCM handbook on the *SSCM current postgraduate webpage* provides further information.

The supervisors are expected to provide advice on the research plan and research methods, appropriate training, professional skills development, and feedback on written work and overall progress. Supervisors also should guide students about appropriate sources of support (e.g. health, counselling, careers, language, finance, etc.) and provide guidance on thesis submission, potential examiners and preparation for the viva.

Supervisors are expected to comment on a draft thesis and advise the student if the standard of English is inadequate. However, supervisors are not expected to undertake substantial editing or revision of a draft thesis.

What is the nature of the supervisory role?
The supervisory role typically changes over the course of the postgraduate research degree. At the beginning, supervisors provide more advice and direction as the student gains the research skills. As the student progresses and develops professional skills and independence, they will begin to take responsibility for their research. By the end, the role of the supervisor will be more that of a senior colleague.

What are the expectations regarding publishing the student's work? And what is the role of the supervisors in this?

PhD/MD studies represent an original contribution to the existing literature and, as such, the student would be encouraged to submit their work for publication. Publishing their work is a useful part of the student's training. It encourages the student to think about how best to break their thesis down into clearly defined papers and also in building the various elements to make one coherent piece of work (the thesis). The student and supervisors should discuss the goals with respect to wider publication of their PhD/MD work at an early stage.

The expectation would be that the supervisor(s) would be co-authors on the paper, and, in many cases, taking on the senior author(s) role. Again, it is important that this is discussed with the student at the outset. Supervisors need to discuss issues of authorship with the student and other collaborators at an early stage. This is particularly important in work that is inter-disciplinary and for which the different disciplines and/or journals may have differing conventions regarding the order of authors. Such discussions and the decisions made should be documented in order that they can be consulted, if required, at a later date.

Training

What training is available?

The School and UoB provide extensive training opportunities in addition to that provided by individual supervisors. These include SSCM short courses on research skills and graduate studies programme on professional skills and the UoB Bristol Doctoral College skills development events and wider UoB training events that are listed and bookable through the e-portfolio system (STaR).

All training links can be found on the *SSCM current postgraduate webpage*.

We recommend that you use STaR to document all the courses you attend, any presentations, publications, teaching experience, involvement in outreach work or other activities which you take part in throughout your PhD, these will then be available to you and form the basis of your CV.

Annual Reviews

All progress reviews should be conducted through the new e-portfolio system (STaR). If you are on a fellowship and classed as staff you will also be required to complete a staff review. The same report documents can be uploaded to both `Star` and `My Review`.

When, Where, How?

Regular monitoring of progress is provided for all students. It is structured slightly differently for part time PhD students.

All review forms and instructions are available via STaR. The SSCM handbook and the Faculty Star Guide on the *SSCM current postgraduate webpage* provide further information.

What guidance is available for selecting reviewers for the student's annual review? And how does this affect the choice of internal examiner?

The independent reviewers should be senior staff members (i.e. those who have supervised a student to completion or examined a PhD). Junior reviewers can be used (it is useful experience for them), provided they are paired with a senior reviewer. It is expected that you would have the same independent reviewers throughout the duration of the PhD. The independent reviewers must not be involved in the PhD project and must not later be the internal examiner of the PhD. Although faculty recommend 2 reviewers if your PhD is not multi-disciplinary then you may be able to complete your review with one appropriate reviewer. Please discuss this with your supervisors.

What to do if there is disagreement between supervisors on progression?

The individual case should be referred to a Director of Graduate Studies and the Graduate tutor: reviews .

Will supervisors be prompted when a review is due?

Yes, supervisors will be notified. However, if notification of a review is expected but not received, the supervisor should contact the Postgraduate administrator.

How can I identify those students who are struggling and where to go for help?

It may be useful for the student to develop a thesis outline and timeline (e.g. Gantt chart) at the outset to guide the programme of research and check progress.

It can also be helpful to get the student to start writing at an early stage in their studies. For example, providing them with a review article or several papers, and asking them to write a short summary. This provides an opportunity for supervisors to help 'role model' writing. Supervisors may wish to avoid the use of 'track changes', which may result in the supervisor re-writing the work rather than providing constructive comments.

Documentation (via STaR) of supervisory meetings will help the student and supervisor(s) ensure that objectives are clearly set and enable both student and supervisor to monitor whether objectives are being met and raise any concerns. If targets are achievable and consistently not met, the supervisor should consider if any additional training (e.g. short courses) or support (e.g. health, counselling, language etc.) is needed.

If, despite additional support, there is still concern (during the year or at an annual review) about a student's capability or progress then the supervisor should advise a Director of Graduate Studies of the possibility of the student not successfully completing the PGR degree. The supervisor should also be aware of the *UoB regulations for PGR students* on dealing with unsatisfactory progress.

Plagarism and Turnitin

In January 2015, the University of Bristol introduced plagiarism checking software called Turnitin for all research degree theses.

What guidance is available on how to appropriately reference and paraphrase the work of others?

Some hints and tips on avoiding plagiarism are available on the library website. A good resource on "acknowledging, paraphrasing and quoting sources" is available on the University of Wisconsin's website.

How do I submit my annual report/thesis to Turnitin?
Login to Blackboard, Under `My organisations` you should see SSCM esubmission. You can then choose practice or final submission areas.

I can`t see SSCM esubmission on my blackboard-what do I do?
Contact your postgraduate administrator who will be able to add your details to Blackboard.

How many times can I practice submission?
There are 5 practice submission points-you can only use each one once.

How should I identify quotations of the work of others?
Turnitin identifies quotes as text enclosed between double quotations marks ("quote"). When quoting the work of others you must use double quotation marks and provide the appropriate citation next to the quote.

How should I format my bibliography?
Turnitin identifies your bibliography using a number of key words (e.g. references or bibliography). In order for Turnitin to do this, you must start your bibliography using one of these key words on its own on a separate line. Your reference section should begin with the word 'References' on its own at the top of the page. No chapter number or any other text should appear on the same line, otherwise turnitin will not identify it as your reference section

The following is acceptable:

References

1. Sterne et al. etc.

The following is NOT acceptable:

CHAPTER 10: References

1. Sterne et al. etc.

Turnitin won`t process any or all of my thesis

The thesis might be too large (>40MB) due to high Mb images or too long (>400 pages). Try removing some images, reducing the image quality for e submission or splitting the thesis before submitting to Turnitin**. If splitting the thesis, please choose a natural break (a good choice would be just before the reference or bibliography section). Ask the postgraduate administrator to submit the 2nd half for you** (references, references cited, references and notes, resources, bibliography, works cited)

Turnitin may also stop text matching after certain stop words (e.g. "References or bibliography"), assuming that the remainder of your document is the bibliography. This typically happens when you have these words on their own on a separate line or table cell.If this happens, please find and replace all instances of that word with something similar (except where the word is used to denote the start of your bibliography). You don't need to change the hard copy of your thesis.

Plagiarism regarding my own published papers

During the term of a research degree we hope that students will publish the results of their research. If this occurs prior to submission of your dissertation, Turnitin may show similarities between the dissertation and any papers you have written and had published as a result of the research. We do not wish to discourage research students from publishing their work for fear of being accused of plagiarising their own papers. To cover this all students should include a statement near the start of their dissertation which clearly lists any publications arising from their research and explicitly stating their involvement in generating the publication. This statement should be signed by at least by the first and final authors of each publication to show their agreement of the student's contribution. Alternatively if an authors' contribution statement has been published in the journal then the student may choose to include a copy of this instead. This information will be viewed by the academic reviewing the Turnitin report of the submitted dissertation.

Is there a % similarity score threshold which distinguishes acceptable similarity from potential concerns of plagiarism?

No, there is no single % similarity score threshold. PhD's can legitimately contain long sections of the student's own work which will match text in journal articles that they have co-authored and made a substantial contribution to. On the other hand, relatively short sections cut and pasted from the work of others without appropriate quotation or attribution (intentionally or unintentionally) could be viewed as plagiarism or poor academic practice. Students, with the support of supervisors, should examine the Turnitin report to make sure that the work of others is appropriately cited and that quotation marks are used where necessary. They should also make sure that their thesis includes a statement which clearly lists any publications arising from their research and explicitly stating their involvement in generating the publication.

Submitting your thesis

What are the regulations on formatting my thesis?

Details of the format of dissertations for research degrees can be found in the *UoB regulations for PGR students*. This contains information on preliminary pages (title, abstract, dedication & acknowledgements, author's declaration and table of contents), paper size, page numbering, text (font, spacing, margins), digital media and binding. Further information on writing up and submitting the thesis is provided in a powerpoint presentation on the *SSCM current postgraduate webpage*. Frequently asked questions on formatting your dissertation can be found on the *UoB Examinations Office* website.

The *SSCM current postgraduate webpage* provides thesis templates for Ms Word which should comply with the University regulations and use 'headings' which are very important when working with large documents. The use of these templates is optional, but we recommend that you have a look at them to help you decide on the best format for your dissertation. Training on using Ms Word for dissertations is available via the student skills directory of the *UoB Bristol Doctoral College*.

What is the procedure for submitting the thesis?

Frequently asked questions on submitting your dissertation can be found on the *UoB Examinations Office* website. Students should note that an electronic copy of the thesis needs to be submitted via the plagiarism detection software, Turnitin. Please refer to Faculty guidance and SSCM handbook for further details.

You should ensure that an appointment of research degree examiners form (*UoB Examinations Office*) has been sent to a Director of Graduate Studies at least twenty-eight days before submission of your dissertation. The SSCM handbook on the *SSCM current postgraduate webpage* provides further information.

The Viva

What guidance is available on selecting examiners?

In most cases, one internal and one external examiner will be appointed. Where the candidate is a member of staff of the University, or is about to secure a post **two** external examiners and an internal co-ordinator will be appointed. Examiners need to have adequate experience of examining research degrees and no connection with the project, supervisor or student which would compromise impartiality. If you are in doubt about whether a proposed examiner meets the University criteria, please discuss with a director of graduate studies before submitting the appointment of examiners form. The SSCM handbook on the *SSCM current postgraduate webpage* provides further information.

Can a PhD student bring a copy of the thesis into the exam?

Yes, you should do. Other useful items might include: new publications from your thesis; pen, paper, calculator; your phone (switched off).

What documents do the examiners need to complete?

In addition to being an examiner the internal examiner acts as the examination coordinator. Guidance for research degree examiners, the examiner report forms and exam board dates can be found on the *UoB Examinations Office* website.

What examiners expenses are paid for?

All necessary accommodation and second class travel expenses for external examiners will be reimbursed by the School. Examiners will need to complete an 'Exam Fee Claim' form (*UoB Finance Services*) and forward with receipts to the Postgraduate administrator.

Refreshments for the viva need to be provided for by funds from the studentship.

I am an internal co-ordinator for a viva, what does this involve?

You need to be familiar with the examination process, make arrangements for the oral examination, inform the examiners, student and *UoB Examinations Office* of the date and location of the viva, meet and greet the examiners, co-ordinate the examiners' joint final report and generally ensure the procedure runs smoothly. You do not need to have read the thesis, you should not participate in questioning the student during the examination. Please see the section on Assessment in the *UoB regulations for PGR students*.

Support available

What services are available to support students?

i.   *UoB Student services* provides access to
  - Student Health Service
  - Student Counselling Service
  - Disability Services
  - Careers
  - Multi-faith chaplaincy
  - Support for vulnerable students

ii. *UoB International Office* for support and advice on visas, living in Bristol, and fees for international students;

iii. UoB Accommodation Office for help with finding accommodation in Bristol

iv. *UoB Student Funding Office* provides information on tuition fees, financial advice, and funding.

v.   The faculty financial hardship fund accessible from the 'faculty forms' link of the *SSCM current postgraduate webpage*.

What support is available for students who declare a disability, health condition or ask for support?

If a student declares a disability or health condition to you or enquires about alternative arrangements in examinations or other support, please refer the students to Emma Teakle Faculty Disability Co-Ordinator (emma.teakle@bristol.ac.uk)0117 9288444 or consult the Disability Services Guide. Please click here for more details on how Emma can help.

Student Health Services can provide medical care to students living within their catchment area. (Details of the areas covered are listed on their website)

Where can international students access language tuition?
The *UoB Language Centre* webpages provide information on training in English for academic purposes for international and PGR students.

How is attendance of international (tier 4 visa) students monitored?
It is a legal requirement to monitor attendance on a monthly basis of international students who hold a Tier 4 student visa. The Tier 4 meeting record form can be found on the *SSCM current postgraduate webpage*.

Other FAQs

How do I access discounts for council tax/railcards?
The *UoB Student handbook* is an excellent resource for practical information on money matters. Once registered as a student your name is automatically sent to the local council who will calculate your council tax at a student rate.
Railcard applications can be stamped by the Postgraduate administrator.

How much annual leave am I entitled to?
Students are entitled to 25 days holidays per year in addition to the days when the university is closed. You should inform your supervisor of any intended holidays.

What should I do if I am ill?
If you are ill at any time you should inform your supervisor by phone or email and on return to your studies complete a sickness absence notification form (*UoB Human Resources* webpages) and return it to Nancy Horlick . Please state postgraduate student at the top of the form. If you are ill for 8 days in a row you will need to provide a medical certificate from your GP.

Can I purchase IT equipment from my research funds?
The school will consider requests for the purchase of a laptop or other equipment. The student must have compelling reasons for a request. The equipment remains the property of the school and should be returned on the submission of the PhD. Please contact the Postgraduate administrator for more details.

Re-registering at the start of the academic year
Students must re-register every October even when they are in their writing up year.

Can I work part-time?

In certain circumstances, full time students can undertake a small amount of paid work. Supervisors will want to ensure that your employment does not have a negative impact on your studies so you must liaise with them and get their approval before taking up any paid work. You must check with your funder the maximum number of hours per week you are permitted to work. As a guide we recommend no more than 6 hours a week over a monthly period. The paid work may be with UoB or with an external employer. UoB hourly rates of pay can be found here.

If you are an international student your visa documents will state the maximum number of hours you can work.

I need a status /council tax letter

If you need a formal letter confirming your student status please email fohs-letterrequests@bristol.ac.uk

My name, address or telephone number has changed

Currently you must change your data using Staff Info, Student Info, or both as appropriate. Changed data is not copied between the two systems.
There is some data you are unable to change yourself and will have to contact the relevant HR or student system administrators. If you are changing your name, for example, you will be asked present proof before changes will be made. Honorary members of staff cannot make changes on line. You should log on and check your personal data at least annually to ensure that we hold the correct information about you.

How do I access the school student forum discussion form?

The discussion board can be found on Blackboard. You will automatically be added when you start your PhD. The board is set up with a few forums for resources, lab techniques, statistics and useful information. You can find it listed under `My Courses` and it is called ` FMD_POSTGRAD_INFO: Resources and Discussion for Postgraduate Students`.

What do I do with my data once my PhD is completed?

Students should work with their supervisor to develop a data management and storage plan for their PhD data. This should include secure storage and archiving electronic data and paper copies of research documents/data sets etc. Please refer to best practice data management guidelines. The general advice is to keep financial records from your grant for a minimum of 5 years. Usually this is plenty, however if they relate to a drug study (CTIMP) or other high profile or controversial study the study protocol may specify a longer retention period. Please make sure you use the confidential waste (Shred-It) bins for disposal of research documents/data-these can be found in all administrative areas of Oakfield House and Canynge Hall. Always check with your supervisor if you are unsure how to proceed.

What is the desk entitlement for PGR students?

The following facilities will be provided for research students joining the School:
1. A desk in the School with access to a telephone, in a room with other research students if this is possible.
Students will be entitled to retain their desk for the duration of their studies during which they are paying fees. Where students need more time to complete research and write up, it may be possible to retain their desk providing sufficient desk space is available within the School. If not, students will be entitled to use a 'hot desk' within the School (where possible co-located with other PG students).
Students who work off-site (e.g. conducting fieldwork, placement at or visit to another Institution, etc.) for a period of 3 months or longer are asked to inform the PG administrator. Their desk may be assigned to another student on a temporary or permanent basis if there is a shortage of space. If this happens, the student will be assigned another desk prior to their return.

2. Storage facilities for papers.

3. A computer. If a high-performance computer (for example to analyse exceptionally large datasets) is required, this must be funded either from the student's research training support grant or by other funds provided by the supervisors.

How do I obtain a people profiler page?

The schools "people" pages are populated using a system called "People Profiler". By default students are not listed on this system, but can be added if necessary. The reason for this is that the University has a duty of care to students and therefore avoids making contact details available without consent.
If you would like to have a profile on the people page you will therefore need to consent explicitly by emailing Tom Gaunt confirming that:
  (a) you wish to have your (University) contact details made available on the internet
  (b) you are happy for other details such as degrees and publications held on University systems to be made available
  (c) you understand that this information will be publicly available.
Please state "I consent to points (a), (b) and (c) below" in your email.

You will not be listed on the system unless you explicitly request a profile. If you change your mind and wish to have your profile removed please contact Tom Gaunt as soon as possible. If you have any concerns about your security related to your use of this system please contact me (or University IT or security services as appropriate in an emergency).If there is any incorrect information shown on your page that you are unable to edit, this will have been imported from the central student records database.

Can I get support with foreign language training?
If you are planning a research visit abroad, or you expect to work closely with researchers overseas, or if you can identify another reason why learning another language would **directly benefit your research during your studies at**

Bristol, you are invited to apply for a place on one of the AFL units. Please see here for further details and staff contact details.

Key links

SSCM prospective postgraduate webpage
Contains information on research degree funding and how to apply
http://www.bristol.ac.uk/social-community-medicine/courses/postgraduate/

SSCM current postgraduate webpage
Contains links to all PGR information, regulations, forms and training for current students / supervisors
http://www.bris.ac.uk/social-community-medicine/courses/postgraduate/currentstudents/

UoB postgraduate study page
http://www.bristol.ac.uk/study/postgraduate/

UoB Bristol Doctoral College
The main University website with resources for postgraduates
http://www.bristol.ac.uk/doctoral-college/

UoB Student handbook
http://www.bristol.ac.uk/currentstudents/handbook/

Vitae
Professional and career development for researchers
https://www.vitae.ac.uk/

UoB regulations for PGR students
http://www.bristol.ac.uk/esu/pg/

STaR
http://bristol.ac.uk/doctoral-college/star/

Other useful links

FHS Postgraduate webpage
http://www.bris.ac.uk/fmd/currentstudents/postgraduates/

UoB Accommodation Office
http://www.bristol.ac.uk/accommodation/

UoB Academic staff development
Provides training for postgraduate students who are starting to teach
http://www.bristol.ac.uk/staffdevelopment/academic/learningandteaching/

UoB Alumni funding
http://www.bristol.ac.uk/alumni/

UoB Careers Service researcher development online e-learning modules
http://www.bristol.ac.uk/careers/postgraduates/research-postgraduates/

UoB Current Students

http://www.bris.ac.uk/currentstudents/returning/

UoB Disability Services
http://www.bristol.ac.uk/disability-services/staff-professionals/school-disability/coordinators.html

UoB Equality and Diversity
http://www.bris.ac.uk/equalityanddiversity/

UoB Examinations Office
http://www.bristol.ac.uk/exams/research/

UoB Finance Services
http://www.bristol.ac.uk/finance/

UoB Student Funding Office
For all information on tuition fees, financial advice, and funding
http://www.bristol.ac.uk/studentfunding/

UoB Human Resources
http://www.bristol.ac.uk/hr/forms/

UoB Information Security
http://www.bristol.ac.uk/infosec/

UoB Information Technology services
http://www.bris.ac.uk/it-services/

UoB International Office
Support and advice on visas, living in Bristol, and fees for international students.
http://www.bristol.ac.uk/international-office/

UoB Language Centre
Training in English for academic purposes for international and PGR students.
http://www.bristol.ac.uk/english-language/

UoB Library services
http://www.bristol.ac.uk/library/

UoB New students
http://www.bristol.ac.uk/newstudents/postgraduate/

UoB Postgraduate language requirements
http://www.bristol.ac.uk/study/postgraduate/language-requirements/

UoB postgraduate recruitment and admissions office
http://www.bristol.ac.uk/sraa/contact/

UoB rules and regulations for students
http://www.bris.ac.uk/secretary/studentrulesregs/

UoB Student services

Including the student health service, counselling, disability services, careers and chaplaincy. **Please note** the student health service only provides care to students and dependents who live within the practice area.
http://www.bristol.ac.uk/studentservices/