

# Faculty of Business and Law



# POSTGRADUATE RESEARCH STUDENT HANDBOOK M/Phil and PhD

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**Faculty of Business and Law.**

## Who we are.



Tim Nichol, Dean

*“We’re an innovative Faculty of Business and Law based in the heart of Liverpool. We nurture talent and provide the knowledge, experience and contacts our students need to succeed. Our services for business deliver excellent and measurable results.”*

## Introduction

Dear Postgraduate Student

Our postgraduate students are a very important part of our faculty's student body and also for our research strategy. We have a range of postgraduate taught programmes at Masters levels, and some of you may have already studied one of these. Our postgraduate research students are crucial for our research identity and culture, and we hope to increase numbers over the next few years across the faculty. We are arranging various events and activities for postgraduate students and we hope that you will participate in and contribute to these: there will be opportunities to acquire a range of skills and experience over and above your research studies which we hope you will take advantage of.

Liverpool is a wonderful, friendly city with a great deal to offer – excellent art galleries, music venues, cinemas, football teams and theatre. The Faculty is located close to many of these, and right at the heart of what is now known as the city's 'knowledge quarter'. We have partnerships and collaborative activities with many of the city's and region's major institutions, companies and organisations – from law firms and local businesses to the BBC at MediaCity or Tate Liverpool.

This Postgraduate Research Student Handbook provides much helpful and indeed essential information to help you to make the most effective and constructive use of the resources here at Liverpool John Moores University. If you have any queries which you feel are not addressed or which you cannot find, please do not hesitate to contact your Main Supervisor.

I very much hope that you will enjoy your studies with us.

Professor Ian Fillis

## Getting started

We are very pleased to welcome you to the Faculty of Business and Law at Liverpool John Moores University. Whether you have been with us as an undergraduate or Masters Student or if you are joining us from elsewhere, the years that lie ahead of you will be both exciting and demanding.

We know your decision to join the postgraduate community at LJMU is an important step for you, and our role is to assist you in achieving your academic and personal goals.

Postgraduate research is usually very different from the kind of study previously undertaken. We recognise that the first few weeks of a research degree programme can be challenging and this handbook is designed to assist you in finding your way around the faculty, the university and the MPhil or PhD programme in the initial phase of your studies.

This handbook for MPhil or PhD students and their supervisors contains advice about mandatory procedures as well as information about support and facilities.

**Please retain this handbook for reference during your course. You will find that you need to refer to it for guidance and explanations throughout your research programme. However, it should be read in conjunction with a number of documents and guidelines. You should bookmark the following webpage which contains links to LJMU's Research Degree Regulations:**

Research degree regulations 2019:

<https://www.ljmu.ac.uk/the-doctoral-academy/supporting-your-study>

In addition the University has a formal **Code of Practice for Research** which provides guidelines to students and staff about the most effective practice for each stage of a postgraduate student's life and sets out the expectations of all parties involved in the process. All PGR students are therefore urged to familiarise themselves with this policy by downloading the document and reading it carefully:

[Document View \(ljmu.ac.uk\)](https://www.ljmu.ac.uk)

You should also have received a copy of the LJMU student Handbook, which contains more general information about your university, welfare and complaints procedures. It is also available on-line at:

<https://www.ljmu.ac.uk/about-us/public-information/student-regulations/student-handbook>

Please remember that we are here to provide the support and advice you need first to settle in and then to get the most out of your studies.

**If anything is unclear, or if you need advice on any points regarding procedures or regulations for your research degree programme, please contact your Main Supervisor in the first instance.**

## Personal information

We also ask you to keep us informed of your up-to-date address, telephone/mobile numbers and e-mail address. Please notify the Research Support Office of any changes immediately. It is also important to check your University e-mail account regularly since you will receive regular e-mail alerts and details of important events.

## Workload and organisation

The period officially allotted for the degree tends to pass by more swiftly than many students expect so that time management quickly becomes an important skill to acquire and exercise. Although your Main Supervisor will advise you on your priorities, the responsibility for managing time efficiently is your own. Your objective must be to make best use of all available time, wherever and under whatever conditions.

To help you in planning for your Mphil or PhD programme at LJMU, we have structured your time at the University around a series of milestones. The primary purpose of these milestones is to help you complete your programme in a timely and effective manner. The link below shows the key milestones and progression points of: <https://www.ljmu.ac.uk/the-doctoral-academy/supporting-your-study>

In order to achieve your Mphil or PhD on time, it is expected that full-time students should devote a minimum of 35 hours per week for 45 weeks per year to research activity.

Full-time students are expected to agree any authorised absences from the University, for example field trips, attendance at conferences, holidays etc., in advance with their supervision team. If you are a part-time student you should dedicate a minimum of 12 hours per week over 45 weeks of the year to research activity.

All research students must inform their supervision team of any unforeseen absences, for example absence through illness, at the earliest opportunity. The course is comparable to any other professional obligation and requires the same kind of dedication and professional commitment than any other vocation.

**A student may be permitted to suspend their studies for good cause, such as illness, family crisis or bereavement.**

**It is important to seek a formal Leave of absence where the progress of research has been disrupted by any misfortune. In such cases, please inform your Lead Supervisor immediately. It is recommended that International students on a tier 4 visa, seek advice from Helen Ireland, Compliance Officer, Academic Registry (0151) 231 3228 and [h.j.ireland@ljmu.ac.uk](mailto:h.j.ireland@ljmu.ac.uk)**

## Application

The inaugural and mandatory step in becoming a student at Liverpool John Moores University is the initial application. All students applying for a postgraduate research degree should complete the University's Application Form, which can be found at the following web-link <https://oaf.ljmu.ac.uk/>

In the first instance, International students should contact the University's International Office for further information on the application process <https://www.ljmu.ac.uk/international>

## Enrolment and re-enrolment

If you are a new student to the University, you will have completed enrolment according to our new self-service system of enrolment.

Enrolment periods are October , February and June.

Continuing PGR students must complete the on-line enrolment procedure on the anniversary of your original start for the duration of your academic study period.

You will be sent email reminders to your LJMU email address from Academic Registry.

In addition to all the formalities of officially enrolling as a student, you also:

- Meet your Lead Supervisor and other members of your **Supervisory Team**.
- Be invited to participate in a mandatory **Faculty of Business and Law Induction**.

## International enrolment and re-enrolment

Any new or returning international students who have not yet completed enrolment for the 2020/21 academic year should be instructed to call Academic Registry to make an appointment to complete the process (0151 231 3289).

Students will be required to book an appointment at Exchange Station. In all cases the students will need to have their passport, visa and fee payment information with them.

Any new international students who have fully enrolled but now need to provide LJMU with a copy of their Biometric Residence Permit, can email a scanned copy of both sides to Academic Registry ([RegistryServices@ljmu.ac.uk](mailto:RegistryServices@ljmu.ac.uk)) including their LJMU student number and "BRP COPY" in the subject line.

International student letter requests need to be made via the MyLJMU portal.

International students with fee payment issues should be advised to email [StudentFinance@ljmu.ac.uk](mailto:StudentFinance@ljmu.ac.uk).



## Supervisory team – roles and responsibilities

When you begin your MPhil/PhD/Prof Doc with us, you will be allocated a **Lead Supervisor or Primary Supervisor** who is an expert in your chosen field of research. This person will likely be known to you through your previous study, your application and/or your visits to school web pages. He or she is going to be the most important person during your time as a PGR at LJMU and they will be responsible for assisting you with your academic work and for monitoring your progress through your programme.

For all your academic queries your Lead supervisor/PS should be the first point of call. In addition to your Lead Supervisor/PS, one or two other academics will form part of your supervisory team. The role of the **Co supervisors** is to support your academic development and to provide additional advice on your research. Members of your supervisory team will offer support through their subject knowledge and experience of designing and conducting research. The appointment of a supervisory team is one of the most important aspects of your experiences on the programme and to ensure the faculty provides the best support possible, it is a Faculty requirement that the supervisory team will have supervised 3 Doctoral level research projects to completion as a minimum. On occasions a supervisor or an advisor may be sought from another institution and this often occurs when there is a formal external collaborative partner in your research project.

It is essential to know what your supervisors expect of you and what you in turn can expect from your supervisors. Broadly speaking, you can expect your Lead supervisor and Co-supervisors to advise you on a range of academic matters and to keep you informed about how far your work meets the standards required by the University. Main Supervisor and supervisors will monitor your progress and guide you towards submitting your thesis in the required time, ensuring that you comply with university regulations and requirements regarding the organization and submission of your thesis.

The role of your Lead Supervisor and Co-supervisors is to assist students in shaping and directing the research, to provide guidance and feedback to improve the quality of the work. They can advise you on the formulation and development of your research and to advise you about work already published in your area. Supervisors will be able to guide you in the use of primary and secondary literature, as well as historical, archive and other source materials. They confirm that the objectives and outcomes of your research project are realistic and to ensure that you are provided with the best possible support to develop your academic potential, inclusive of equipment and resources. They can also advise you on how to acquire skills and techniques necessary for your research (for example specific technical skills associated with laboratory work and / or a programme of related study to develop your broader research skills – such as research methods and statistics/qualitative data analysis). Lead Supervisor and supervisors will also discuss the role of conferences and other professional networks within your research area and guide you on publishing in peer-reviewed journals and preparing and submitting papers. Finally, they will comment in detail and in a reasonable time upon the written work that you submit and prepare for your final thesis submission.

The role of the Lead Supervisor and Co-supervisors is to support the research, **not to do it**. In turn it is your responsibility to keep your Lead Supervisor and Co-supervisors informed at all times about the progress of your work. As a student, you are expected to accept responsibility for your own research activity and learning, including attending appropriate training programmes in accordance with University regulations. You must maintain regular

contact with your Lead Supervisor and supervisors and seek permission for any periods of absence from the University aside from normal holidays. You should agree deadlines with the Lead Supervisor and supervisors for the submission of written work and maintain progress in accordance with the deadlines agreed. It is your responsibility to keep a record of all supervisory meetings.

The key to success is hard work, clear lines of communication and setting up working practices and expectations at the beginning of your time as a PGR student. Finally please find out who are the key staff in your School (Health and Safety Officer, Technical Manager etc.) as you will have a range of other responsibilities and requirement dependent upon the nature of your research work

## **Faculty induction**

You will be invited by the Research Faculty Administrator to attend a Faculty Induction.

It is **compulsory** that you attend this induction. The Faculty Induction, distinct from the University welcome event, offers a introduction on health and safety issues relating to the legal responsibilities, how these align to everyday working practices and highlights relevant sources of information and contact details. A copy of the induction presentation and Faculty Health and Safety Guide can be found both on the PGR CANVAS Community Site and the Faculty PGR Student Webpage.

## **Health, Safety and Environment**

The University's Health, Safety and Environment website can be found here: <https://www.ljmu.ac.uk/staff/hsu>,

The Codes of Practice is available via: <https://www.ljmu.ac.uk/staff/hsu/codes-of-practice-and-guidance-notes>

The Health and Safety Induction workbook:

<https://www.ljmu.ac.uk/staff/hsu/useful-information>

<https://policies.ljmu.ac.uk/UserHome/Policies/PolicyDisplay.aspx?&id=139&l=1>

## **Researcher Development Programme**

The Researcher Development Programme aims to equip postgraduate researchers with the skills, attributes and knowledge to thrive as independent researchers and professionals. It focuses on the delivery of transferable skills to complement subject specific training, providing graduates with a competitive edge when developing a research career or entering employment. <https://www.ljmu.ac.uk/the-doctoral-academy/researcher-development>

## Programme Approval

Registration is the process by which a student presents a summary of his/her proposed program of work for approval by the Faculty Research Degree Committee (FRDC) and the University's Research Degrees Committee (RDC). All candidates will undergo an oral examination as part of the process.

The application for Programme Approval registration by full-time students should be made within 3 months of initial enrolment and by part-time students within 6 months of initial enrolment.

The proposed program of work must be systematic, specific and time-staged and be supported by an appropriately experienced supervisory team.

<https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-for-the-reviewing-the-progress-of-postgraduate-research-students>

The PROGRAMME APPROVAL form should in the first instance be submitted to your Lead Supervisor, via eDoc, who will identify any problems and ask for revision if necessary.

**IMPORTANT NOTE ON PROGRAMME APPROVAL:** The research Programme Approval should be submitted to the FRDC Secretary, Bernie Hobbs, via eDoc, a minimum of 1 week prior to the deadline for consideration by the Committee and finally the document will be ratified by the University's Research Degrees Committee.

The mandatory requirements for approval of registration include:

- Successful peer review of the proposed program of work
- An appropriate supervisory team
- Attendance at the Faculty Postgraduate Research Student induction event
- Evidence of full, unconditional ethical approval (where appropriate).

More information on research ethics can be found at the following link:

<https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics>

Once a student is successfully registered the University Research Degree Regulations define the minimum and maximum periods of registration (from enrolment to completion) for the following programmes:

Programme	Mode of Study	Minimum	Maximum
MPhil	Full-Time	12 months	24 months
	Part-Time	24 months	48 months

PhD	Full-Time	33 months	48 months
	Part-Time	45 months	84 months

## Annual Review

The University's Academic Regulations for Research Degrees require that all registered postgraduate research students and their Lead Supervisor report annually on research progress. This is undertaken in line with: <https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-for-the-reviewing-the-progress-of-postgraduate-research-students>

This review helps to ensure that your training, supervision and support needs are being met, and to identify any difficulties which you or your supervisor might be experiencing.

### 3i's – Information, ideas and insights programme

This programme comprises a series of half day workshops that focus on key subjects/issues that face individuals who are new to teaching in HE including those in roles where supporting learning is a small part of their work.

The workshops will provide an opportunity to discuss experiences, share ideas and gain some information about a range of techniques and processes that may help in teaching. This programme and participation on it forms part of the annual monitoring process and recording of progress and involvement in any programme delivery is an essential requirement. The module is delivered by the Teaching and Learning Academy, contact [TLA3is@ljmu.ac.uk](mailto:TLA3is@ljmu.ac.uk) for details

CANVAS will be used to access and record the relevant details.

### UKVI Attendance monitoring

This process applies to all full time international PGR students on a Tier 4 visa, including those enrolled as writing up. Designated monitoring points are set throughout the year as advised by Academic Registry.

The University has a duty of care to ensure that international students are engaged with their studies throughout the duration of their programme of study. It is your responsibility to advise the University of any changes to your visa status.

# Confirmation of Registration

PhD Candidates are admitted to the research degree on probationary basis and require a formal review to confirm their registration.

All full-time doctoral researchers are subject to a formal review of progress within 12 months of their start date, 24 months for part-time PGRs, to confirm that they are demonstrating the potential to complete their PhD programme of study.

The Confirmation Submission comprises of the following:

1. Submission Document, which will normally comprise a draft of work which will ultimately contribute to the final thesis. The content and length of the submission should reflect the normal expectations for the Candidate's area of research as detailed below:

Your supervisor will be asked to fill out a form (Confirmation of Registration), confirming that they deem your work to be of an appropriate standard for achieving a PhD. For your part, you will prepare a full progress report on the work undertaken for the Research Support Office. The progress report should normally be 5,000 to 6,500 words in length up to a maximum limit of 8,000 words. The progress report must include:

- a) an abstract of the work undertaken and described in the report
  - b) a succinct review of the relevant literature and theoretical framework for the research
  - c) a brief review and discussion of the work already undertaken
  - d) a statement of intended further work, including the original contribution to knowledge which is likely to emerge (including where applicable a work plan and Gantt chart).
2. Summary Report (typically no more than 1 side of A4) critically reflecting the Candidate's progress to date, and plans from now to Completion.
  3. Research Training Report (typically no more than 1 side of A4) critically reflecting on research training undertaken and an updated Training Needs Analysis from now to Completion.

## Thesis Submission and Viva Voce Examination

### Presentation of your thesis

It is a requirement of the University that candidates for all Research Degrees produce a thesis or other appropriate form of submitted material which embodies their research for examination at the end of the degree. Early on in your candidature, you should discuss with your supervisors the most appropriate model for presenting your thesis. The university has a policy for the presentation of research theses and you should familiarise yourself with this. It contains information about acceptable presentation formats, word count and how the thesis should be formatted: [Policy for the Presentation of Research Theses | Liverpool John Moores University \(ljmu.ac.uk\)](https://www.ljmu.ac.uk/policy-for-the-presentation-of-research-theses)

### Submission Planning

Before you can submit your thesis for examination, you will need to complete the process of Submission Planning. This is an opportunity for candidates to receive final feedback on their draft thesis prior to submitting for examination. It is important to note that this is in no way a guarantee of the outcome of your assessment, as this decision will rest with your examiners alone. Your draft thesis should be submitted to your supervisors in good time to allow teams **at least one month** to review this, meet with you and provide their feedback. You may then need time to act on their feedback. We would therefore recommend that you start the process of submission planning three months before you are hoping to submit. You will receive a reminder on eDoc about 4 months before your expected submission date.

As part of the planning process, you will need to indicate the date they you are intending to submit the final thesis for examination. This date can change but provides supervisors time to plan ahead and propose appropriate examiners and have them appointed before submission for examination.

Submission planning must be completed on eDoc and we have some online guides to help you with this process: [Online guides | Liverpool John Moores University \(ljmu.ac.uk\)](https://www.ljmu.ac.uk)

### **Submission for examination**

Your thesis for examination will need to be submitted via eDoc following the stage of Submission Planning and Notification of Intention to Submit. We have some online guides to help you with this process: [Online guides | Liverpool John Moores University \(ljmu.ac.uk\)](https://www.ljmu.ac.uk)

### **Viva Voce**

The examination of a Research Degree involves two stages: first, the submission and preliminary assessment of the thesis, normally by one internal and one external examiner; and second, the defence of the thesis by the candidate at a viva voce examination with the same examiners. In the lead up to your thesis submission for examination, we would encourage you to discuss your potential examination team with your supervisors. Your Lead Supervisor will be responsible for making arrangements for your examination team to be approved and confirmed by the University ahead of your examination.

Your viva should typically take place between 1 – 2 months from the date that you submit your thesis for examination. Your Lead Supervisor will be responsible for agreeing the date and time for this in consultation with yourself and the examiners. You will receive a notification via eDoc of the details once they have been confirmed by your Lead Supervisor.

Candidates may request the presence of an independent chair during their viva voce examination. Requests for the presence of an independent chair should normally be made when the examination team arrangements are confirmed. An Independent Chair can also be requested by your Lead Supervisor, your examiners, Faculty Research Degrees Committee or Research Degrees Committee. They are appointed by the Doctoral Academy and you will be advised ahead of your viva if an Independent Chair has been requested (if you have not done so) and who this will be.

Candidates may also request the presence of a member of their supervisory team at the viva as a silent observer. You should indicate on eDoc if you wish for one of your supervisors to be present at your viva and will have the opportunity to do this when your examination panel is confirmed.

We have a detailed [Policy and Procedures for the Examination of Research Degrees](#) which details the following areas and which you should familiarise yourself with in the lead up to your examination:

- The composition of an examination panel and how they are confirmed
- The role of an Independent Chair
- What processes happen in the lead up to the viva
- The purpose and conduct of the viva
- The recommendations that the examiners can make following a viva

Your examiners will normally advise you of the outcome of the viva on the same day and you will receive a notification of the outcome via eDoc, typically within 5 days of your viva.

## E-thesis

The university has a [Policy and Procedure for Depositing e-theses](#) which states that upon successful completion of a research degree, candidates are expected to upload the final, approved copy of their thesis online to the LJMU E-Theses Collection. You will receive a reminder to complete this step via eDoc following the successful completion of your award.

This is a two-stage process as follows:

### Stage One:

Upload the electronic copy of your thesis to the University E-Theses Collection. Guidance on how to do this can be found here: [Deposit your thesis](#). Please read the guidance carefully then contact [LJMU\\_e-theses@ljmu.ac.uk](mailto:LJMU_e-theses@ljmu.ac.uk) if you have any questions about it.

### Stage Two:

Complete and sign an E-Thesis Access Declaration and Deposit Agreement form on eDoc. This will need to be signed off by your Lead Supervisor.

The Library has some helpful information about the LJMU E-Theses service and guidance on copyright, restricting access and some Frequently Asked Questions:

<https://www.ljmu.ac.uk/microsites/library/researcher-engagement-and-outputs/ljmu-e-theses-service/etheses-faqs>

Formal Graduation ceremonies occur in July and November, every year. See the following link for further information on Graduation: <https://www.ljmu.ac.uk/students/graduation>

## Certificates and Graduation

For further details about your certificate and graduation, please visit the following websites:

<https://www.ljmu.ac.uk/academic-registry/student/registry-services/awards>

<https://www.ljmu.ac.uk/students/graduation>

## Closing of your IT account

Please visit the website below for further details:

[User accounts and security | Liverpool John Moores University \(ljmu.ac.uk\)](#)

~~The University has moved away from the submission of final hard bound copies of MPhil and PhD theses. PGR students who successfully complete the VIVA Voce examination process submit their final thesis for examination or re-examination and will no longer be required to submit hard bound copies of their final, approved thesis.~~

~~Instead completing PGR students will be expected to submit an electronic (pdf) version of their final, approved thesis which will then be placed in the University's E-theses Collection.~~

## Important information

### University site maps and UK maps

Location maps for the University sites: <http://www.ljmu.ac.uk/location>

UK street maps: <http://www.streetmap.co.uk>

Maps of the whole of the UK: <https://www.ordnancesurvey.co.uk/shop/digital-maps.html?qclid=CJ2426mFw8gCFdXNGwodHUsMtA>

### Training on Research Methods

You are encouraged to attend the MSC/MBA module entitled 'Research Methods', which is run every year in the School. You are also encouraged to attend various training workshops and the details can be found at: <https://www.ljmu.ac.uk/study/continuing-professional-development/browse-continuing-professional-development-courses/research-methods>

### Research Cafes

An exciting initiative designed to bring researchers from across the University together to discuss and share their expertise. Research Cafés are informal gatherings where



established academics, PGR students and early career researchers can get together to find out more about the latest thinking in science, technology, the arts, humanities and social sciences and health research.

The objective of the Research Cafés is to help break down barriers between disciplines and encourage new and more diverse research networks across the University. These free events will feature 10 minute talks from up to four different LJMU researchers - spanning a range of disciplines and research activities. There will also be time for questions and further debate.

Research Café events run throughout the year. Information on Research Cafés can be found at the following link: <https://ljmuresearchsupport.wordpress.com/events/>

## Complaints procedure

You should first contact your Main Supervisor. If the problem cannot be resolved, you should contact the 2nd supervisor. In the Faculty of Business and Law the PhD Programme Leader (Dr Scott Foster) should also be informed of any issues as soon as they arise. Please also read the 'Student complaint procedure', which is available on-line at:

[Document View \(ljmu.ac.uk\)](#)

**Faculty Ombudsperson** - We endeavour to ensure that our research environment provides positive experiences and opportunities for our Postgraduate Researchers. Complaints and appeals are avoided by meeting the regulatory and procedural requirements laid out in the Research Degrees Framework, and by maintaining, on all sides, professionalism in the conduct of research supervision.

On occasion, PGRs may wish to raise concerns and normally their issues will be directed to Supervisors, PGR Coordinators or the Chairs of Faculty Research Degrees Committees. In the event that an issue remains unresolved, PGRs may seek advice from or submit their concern to a Faculty Ombudsperson. The role of the Ombudspersons is to be an approachable contact in case of conflict and their actions are strictly confidential.

The formal complaints procedure sits with Student Governance. This is the same procedure as for all other Students, starting with an attempt to resolve problems locally and informally, with the possibility of escalating the complaint to a formal stage requiring a formal hearing chaired by a third party.

## Support Services (Pastoral Care, Counselling and Wellbeing)

LJMU offers support and services on Welfare, Counselling, Medical Care, Career, and Religion. For details, please refer to on-line documents at:

<https://www.ljmu.ac.uk/students/supporting-your-study/health-and-wellbeing>

## Doctoral Academy contact list

[The Doctoral Academy | Liverpool John Moores University \(ljmu.ac.uk\)](#)

## **Personal Circumstances (previously Extenuating circumstances)**

During your research study at LJMU there may be times when personal circumstances or illness prevent you from doing research. In such cases it is important that your Main Supervisor is informed, so that we can take these circumstances into account when assessing the progress of your project. We may also be in a position to offer guidance.

[Document View \(ljmu.ac.uk\)](http://ljmu.ac.uk)

## **Academic misconduct – plagiarism and collusions**

Academic Misconduct is deemed to cover plagiarism, collusion and any other attempts to gain an unfair advantage in preparing a report and thesis. It is important to understand these definitions, as it is all too easy, when working with a colleague, or copying material from a text book or a technical journal, to commit an offence without you realising it. For further detailed information, please click the following link and scroll to page 33 of the Student Handbook.

[Document View \(ljmu.ac.uk\)](http://ljmu.ac.uk)

## **Academic Registry Services**

From 1st August 2018, the Student Administration Centres located in each of the libraries will be closed. Academic Registry are offering most of their services online via the My LJMU portal.

Academic Registry services include:

- student registration and enrolment
- module registration
- change of circumstances i.e. Leave of Absence or Withdrawal
- tuition fees and fee payment
- student bursaries
- extenuating circumstance claims
- council tax exemption certificate
- standard letters (for opening bank accounts, gym membership or visas if you are an international student).
- your student record and amending personal data
  - examinations
  - graduation, certificates and awards

For a full list of online services available, please visit the Academic Registry webpages, email [registryservices@ljmu.ac.uk](mailto:registryservices@ljmu.ac.uk) or telephone **0151 231 3289** if you have any queries.

## **Faculty Research Committees – FRDC and FRSKTC**

The Faculty Research Degrees Committee (FRDC) is responsible for the approval of Registration to PhD, the selection of examiners, and any changes to the study mode and supervision. The dates and deadlines of FRDC can be found below with updates obtained

from the Committee Secretary, Bernie Hobbs (e-mail: [B.S.Hobbs@ljmu.ac.uk](mailto:B.S.Hobbs@ljmu.ac.uk)) +44 151 231 3859)

The Faculty Research Degrees Committee (FRDC) has the responsibility to administer the programmes of study followed by research students. At Departments/Institutes level, the FRDC operation is mirrored by similar Department/Institute Research Committees (FRSC). The Faculty Research, Scholarship and Knowledge Transfer Committee (FRSKEC) shall normally meet 4 times each academic year. Other special meetings to consider research degree proposals will be arranged as necessary. More information about Degree Committees:

MEMBERSHIP OF THE FACULTY RESEARCH DEGREES COMMITTEE	CONTACT DETAILS
<b>Chair of FRDC</b> Dr Scott Foster	Tel : 0151 231 3459 Email: <a href="mailto:S.foster@ljmu.ac.uk">S.foster@ljmu.ac.uk</a>
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## Learning resources

### Libraries and PG Reading Rooms

The Aldham Robarts Library (Mount Pleasant Campus) and Avril Robarts Library (Tithebarn Street) provide access to many services available to assist you as a student at LJMU. Libraries contain general and special collections, study spaces, computing resources as well as specialist staff for academic, administrative and personal support.

#### **Academic Support:**

- **Library collections**, print and electronic
- **Study spaces**, group study spaces, quiet and silent areas, with self-service booking for study rooms
- **PCs and laptops** – with self-service booking for some PCs
- **Specialist staff** are available at the **Hub** and **Academic Support**
- **Desks** to help you get the best from the library collections and IT resources provided for your learning and research needs.

The Aldham Robarts and Avril Robarts libraries opening hours, locations etc: [Visiting the library | Liverpool John Moores University \(ljmu.ac.uk\)](#)

Staff in the libraries are always happy to help. You can contact them in person at the Hub or Student Zone, by telephone: (0151) 231 3179 or online: [www.ljmu.ac.uk/offcampus/helpform.asp](http://www.ljmu.ac.uk/offcampus/helpform.asp) (response within 24 hours).

PGRs have access to dedicated PG Reading Rooms in the Avril Robarts Library and Student Life Building (Copperas Hill).

## **Access to PCs**

You will be allocated a personal computer shortly after joining the faculty. In addition to this, there are computing facilities available in the ARC. There are also four suites of networked computers on the third floor in the James Parsons Building. Following enrolment, you will be allocated a computer username and password (which you may change) that gives you access to all the facilities offered by LJMU Computer Services.

## **E-mail**

E-mail is an effective means of contacting supervisors and other researchers in order to arrange meetings, obtain advice etc. You should get into the habit of checking your e-mail account on a regular basis. You should make yourself aware of the University's rules of conduct with respect to e-mail - abusive or offensive messages will not be tolerated. Email is the main form of communication for University Departments and all correspondence concerning issues such as enrolment, etc are increasingly being emailed, rather than sent by internal/external post, so it is very important that you set up and maintain an active email presence.

## **Canvas**

CANVAS is a Virtual Learning Environment that you can access on and off campus. Use CANVAS to find information that relates to a module you are studying. This may include assignment support, lecture material, audio, video, links to web resources and online assessments.

There's also access to 'next generation' social networking and teaching tools to help you connect with your course. CANVAS provides the opportunity for further discussion of module topics and greater awareness of module learning objectives & assessment criteria. Use CANVAS to enhance and make the most of your experience at LJMU.

The following videos cover some introductory tasks which are intended to help students access the system, familiarise themselves with the navigation and interface, and seek support if unsure on how to achieve something in particular.

[Canvas | Before you arrive | Liverpool John Moores University \(ljmu.ac.uk\)](#)

## Canvas Mobile Apps

CANVAS Mobile is an application with which you can manage your CANVAS activity from anywhere via your iOS or Android device. It allows you to engage with your course materials and check on notifications at any time and is a valuable tool to assist you in getting the most from your learning.

Canvas Student is CANVAS' newest mobile solution that helps students react quickly to their changing course needs, while learning to plan for the future, with Canvas Student, you can Quickly view updates to your courses and content, take assignments and tests and view course, assignment, and test grades.

## OFF-Campus Support

The Off-Campus Support Gateway is aimed at part-time students, distance learners, placement students, and those students and staff working from home. Its aim is to bring together all of the information services that benefit off-campus users, and to provide them through a single gateway. The result is a virtual library of information which you can access easily through any internet connected PC <https://www2.ljmu.ac.uk/partnership/90954.htm>

## Social Media

Share your LJMU experience and get essential news, information and chat from across the University on our social channels

- Facebook
- YouTube
- Twitter
- LinkedIn
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## Student Support Services

LJMU Main Website Student Portal: <https://www.ljmu.ac.uk/students>

Key LJMU Contacts: <https://www.ljmu.ac.uk/contact-us/key-contactsStudent>

Welfare Services: <https://www.ljmu.ac.uk/discover/student-support>

## Student Support Information

Develop your research, library, academic and language skills with the dedicated Academic Skills Team [Skills | Liverpool John Moores University \(ljmu.ac.uk\)](#)

Accommodation Office 0151 231 3047  
Email: [accommodation@ljmu.ac.uk](mailto:accommodation@ljmu.ac.uk)

British Council 0161 957 7000  
Bridgewater House <http://www.britishcouncil.org>  
58 Whitworth St, Manchester,  
M1 6BB

Citizens Advice Bureau (CAB):  
[Free Advice | Liverpool | Citizens Advice Liverpool](#)

Health and Wellbeing Support at LJMU: [Health and wellbeing | Liverpool John Moores University \(ljmu.ac.uk\)](#)

Counselling and Mental Health Service  
[Counselling and Mental Health Service | Liverpool John Moores University \(ljmu.ac.uk\)](#)  
Counselling Team (0151) 231 3110 [Counselling@ljmu.ac.uk](mailto:Counselling@ljmu.ac.uk)  
Mental Health Team (0151) 231 3579 [Mentalhealth@ljmu.ac.uk](mailto:Mentalhealth@ljmu.ac.uk)

Meet the Chaplaincy Team: [Spirituality at LJMU | Liverpool John Moores University](#)

Help with IT: [Help with IT | Liverpool John Moores University \(ljmu.ac.uk\)](#)  
Computer Services Helpdesk 0151 231 5555

Disability Advisor: [Students with a disability | Liverpool John Moores University \(ljmu.ac.uk\)](#)  
0151 231 3168 Email: [disability@ljmu.ac.uk](mailto:disability@ljmu.ac.uk)

International Student Enquiries 0151 231 3522

Liverpool City Council Website <https://liverpool.gov.uk/>

Liverpool Students' Union [Your Students' Union | Liverpool John Moores University \(ljmu.ac.uk\)](#) 0151 231 4900

Security Internal Emergency Number direct dial 2222  
0151 231 2222

GENERAL HEALTH SERVICES

Registering with a doctor/dentist:

[Wellbeing External support | Liverpool John Moores University \(ljmu.ac.uk\)](#)

Royal Liverpool University Hospital 0151 709 2000

Prescot Street

## **Conferences, travel and equipment funding**

The Faculty runs the LBS PGR Conference Travel Application Fund which assists Postgraduate Researchers in participating in both international and UK/European conferences. Travel to workshops and other research events deemed relevant may also be considered as part of the fund. For conferences, Postgraduate Researchers must present a full paper and evidence in the form of acceptance from the conference organisers is required. For transparency, all applications will be considered by panel members of the Faculty Research Degrees Committee. All successful applicants will be asked to submit a brief report within one month of attending the conference. The aim of this report is to detail the benefits and outputs gained from attending.

## **PGR Mentorship Scheme**

The Faculty run a PGR mentorship scheme. All mentors have been trained through the ILM Coaching and Mentoring Programme. The role of mentors is for more experienced PGRs to help new PGRs settle in to MPhil or PhD study and life at LJMU. Mentors who are paired with a mentee, help their mentees to get to know the City and the University better; understand the process and experience of doing a PhD; connect with various social groups and networks as well as helping to get practical things done and find the right people to provide further help and advice.