Doctoral Programme Handbook for Research Students and Supervisors 2016-2017

THE UNIVERSITY OF SHEFFIELD

RESEARCH & INNOVATION SERVICES

**South East European Research Centre (SEERC)
Postgraduate Research Programmes**

Procedural Handbook

2016 - 2017

1.   Welcome

SEERC, the South East European Research Centre, is an international, not-for-profit research centre jointly established by the University of Sheffield and the International Faculty of the University, CITY College. It is located in one of the ancient hubs of South-East Europe: Thessaloniki, Greece. The Centre and its activities are founded on the belief that by supporting the people, economies and political institutions of South-East Europe through the conduct of research and policy analysis, the dissemination and application of findings and the facilitation of open and informed discussion, a significant contribution can be made to the development of a stronger, more stable and more prosperous European community.

SEERC's mission is to support the stable and peaceful development of South-East Europe by conducting pure and applied research in and for the region. To accomplish this, SEERC will employ the existing research capacities of the University of Sheffield and CITY College by facilitating collaborations between their research staff and by developing multi-disciplinary networks of researchers from across South-East Europe.

In addition to conducting research and policy analysis, staff from the University of Sheffield and the International Faculty supervise doctoral students pursuing degrees in areas that are related to SEERC's research interests. Students with a strong academic background and high levels of achievement are selected as PhD students of the University of Sheffield located at SEERC in Thessaloniki. During their PhD studies students complete the Doctoral Development Programme (DDP) - individualised academic activities and training, according to their training needs.

The aims of this dimension of SEERC are to enhance research capacity across the region, to provide greater access to South East Europe to students from elsewhere and to foster collaboration and exchange perspectives among researchers throughout the region and beyond.

This handbook provides details of the procedures used to oversee the operation of the Doctoral Programme at SEERC. It serves as a point of reference for research students and their supervisors on the policies, procedures and practices designed to ensure the effective operation of the SEERC Doctoral Programme.

2.   Introduction

This booklet has been produced to provide guidance for the University of Sheffield's research students based in the South East European Research Centre (SEERC) and their supervisors. It contains details of the procedural arrangements, together with sources of advice and support, specific to the postgraduate research degree programmes (RDPs) run via SEERC. However, it should be noted that, wherever appropriate, these procedures are identical to those for the University's RDPs delivered at Sheffield. The procedures described in this booklet are based on the University's Regulations for Higher Degrees and on the following publications:

- *Code of Practice for Research Degree Programmes*
- *Guidance Notes for Examiners of Research Degree Programmes*

Copies of the above *Code of Practice* and *Guidance Notes* are available on the University's web pages at:

http://www.shef.ac.uk/ris/pgr/code

These web pages also contain a range of other information that may be of interest to research students based at SEERC.

3. Recruitment and admissions arrangements

3.1 Research Degree Programmes available

The research degree the University offers via SEERC is the Doctor of Philosophy (PhD):

Doctor of Philosophy (PhD): 3-4 years full-time or 6-8 years part-time

The degree of PhD may be pursued on either a full-time or part-time basis. It is normally obtained after three years of study and it requires the presentation of a thesis and an oral examination.

A candidate for the degree of PhD is required to satisfy the examiners that his or her thesis is original work which forms an addition to knowledge, shows evidence of systematic study and of the ability to relate the results of such study to the general body of knowledge in the subject, and is worthy of publication. The form of the thesis should also be such that it is demonstrably a coherent body of work, i.e. includes a summary, an introduction, a description of the aims of the research, an analytical discussion of the main results and conclusions, and sets the total work in context. Examiners are advised that their judgment of the thesis should be based on what may reasonably be expected of a diligent and capable student after completion of the prescribed period of research.

SEERC's research expertise is organised into three broad Research Tracks:

Research Track 1: **Enterprise, innovation and development**

Research Track 2: **Information and communication technologies**

Research Track 3: **Society and Human Development: Psychology, Politics, Sociology, and English Studies**

These research areas are currently supported by academic staff from the following departments at the University of Sheffield:

Management School

Computer Science

Economics

Geography

Information School

Journalism

Politics

Law

Psychology

ScHARR: School of Health and Related Research

Sociological Studies

Urban Studies and Planning

A full list of the areas of research expertise available via SEERC is provided in Appendix A. However, it should be noted that other subject areas will be added from time to time as the research priorities of SEERC are being developed.

3.2   Scholarships and applications

Opportunities for research students wishing to study for the degree of Doctor of Philosophy (PhD) are open at any time. Additionally, positions are advertised annually by SEERC. For a small number of selected high-calibre students, scholarships are available to help them to meet the costs of undertaking these programmes. These scholarships are closely linked to the three Research Tracks listed in Section 3.1 and can be used to cover the tuition fees. The annual renewal of the scholarship is based upon satisfactory progress. The procedure and timetable for the allocation of these scholarships is outlined in Table 1. In order to be eligible for consideration for a SEERC Research Scholarship, applicants must first submit a formal application to SEERC and to the University.

Whilst applications for the SEERC research scholarship scheme must normally be submitted according to the timetable outlined in Table 1, applications from prospective research students who are able to fund their own research studies, either through alternative sources of sponsorship or private means (or a combination of the two), are considered throughout the year. As with all research degree programmes offered by the University of Sheffield, the key criteria for selection are (i) the academic quality and potential of the applicant, and (ii) a close match between the proposed research project and the academic expertise of the prospective supervisors.

It should be noted that competition for scholarships is intense and that these are only offered to the best-qualified applicants, whose research interests and proposals accord most closely with the requirements of the specific project for which they have applied.

All students are responsible for meeting their own living expenses. Although there are some opportunities for SEERC research students to augment their income by undertaking part-time teaching and/or research duties whilst they are undertaking their research degree programme. These duties are subject to the University's guidelines on the employment of graduate students (see Section 15.2) and the needs of the research programme are expected to be prioritized.

3.3   Evaluation process of the applicants

Once the applications are received by SEERC, the following process is to be followed:

1. The applications are acknowledged via email by SEERC. The relevant department at Sheffield is also a recipient of this email.
2. The applications, with all accompanying documentation, are sent to all relevant stakeholders. The normal stakeholders include the prospective supervisors, the SEERC Research Track Leaders, the Postgraduate Tutors at Sheffield, the Heads of Departments (where this is deemed necessary), the Director of SEERC, and the Academic Director of the SEERC Doctoral Programme.
3. A ranking of the applications is performed based on academic merit and the strategic research priorities of SEERC as set and discussed in the Steering Committee of SEERC.
4. A short list of suitable applicants to be called for an interview is drawn up. The applicants in this list will also satisfy the University of Sheffield departmental criteria (e.g. English requirements).
5. The interview takes place in Thessaloniki and is carried out by a panel. The panel is chaired by the Academic Director of the SEERC Doctoral Programme. Other members of the panel are:
    i)   Prospective supervisors
    ii) Research Track Leaders
    iii) Heads of Departments (if necessary)
    iv) Topic experts (if necessary)
6. The outcome of the interview can be as follows:
    i)   Accepted to study for a PhD at SEERC with a fee waiver
    ii) Accepted to study for a PhD at SEERC paying fees
    iii) Not accepted to study for a PhD at SEERC

7. The results are communicated to Research and Innovation Services (RIS) at the University (and informally to the applicants). RIS will then write to the candidate to inform them of the decision formally and how to proceed, if the offer is accepted.

3.4 Fees

Where a tuition fee is payable, this is set annually by the University in consultation with SEERC. The fees are published in the annual call for PhD applications and are confirmed in the offer letters to successful applicants. Fees are payable annually during the normal period of registration (i.e. for 3 years for a full-time PhD and 6 years for a part-time PhD). If a full-time PhD student submits their thesis after the normal period of registration, **a continuation fee is payable.** *(*Continuation fees for research students become payable at the start of the writing up year.*)* Details of the continuation fees are published in the *Code of Practice for Research Degree Programme*, which may be accessed via the University's web pages at:

http://www.sheffield.ac.uk/ris/pgr/code

Table 1: **Scholarships and applications**

Timescale	Activity	Contact in SEERC	Contact in Sheffield
Autumn (annually)	SEERC Steering Committee considers available supervisory expertise in context of strategic priorities and approves projects to be supported by scholarships	SEERC Academic Director of Doctoral Programme + Research Track Leaders	Research Track Leaders
March/ May	Call for applications	SEERC Academic Director of Doctoral Programme	Research Track Leaders
	Note: Projects are advertised via SEERC web site and in appropriate media. Prospective applicants are invited to download an application form from the SEERC web site.		
March/May	Applicants complete and submit one application folder with all supporting documents at SEERC and submit electronically their research proposal and CV.	SEERC Doctoral Programme Administrator	Admissions Office

	Note: Following the applicants' interviews, successful applications are logged on the University's admissions system and sent to the relevant academic department in order for the registration procedure to start. All applications are acknowledged by the SEERC Doctoral Programme Administrator and the Admissions office at the University.		
June/July	Scholarships are awarded following evaluation of the research proposals against research priorities and Sheffield departmental criteria by the prospective supervisors.	SEERC Academic Director of Doctoral Programme + Research Track Leaders + potential supervisors + (where needed) specific topic experts	Research Track Leaders + potential supervisors
	Note: Departmental criteria include English Language requirements and ensuring an appropriate match between the student and the available supervisory support. SEERC notifies Research & Innovation Services (RIS) of those students they wish to receive tuition scholarships (Fee Waivers). RIS issues letters to the successful applicants confirming the awards.		
September/ October*	Other places on SEERC research degree programmes are allocated following evaluation of the research proposals against research priorities and Sheffield departmental criteria by the prospective supervisors.	SEERC Academic Director of Doctoral Programme + Research Track Leaders + potential supervisors + (where needed) specific topic experts	Research Track Leaders + potential supervisors
	Note: SEERC notifies RIS of those students they wish to be offered a place. RIS issues letters to the successful applicants confirming the offer of a place.		
* This timescale is based on applications submitted in March/May. Applicants who do not require a scholarship may apply at any time during the year.			

4. Registration

4.1 Initial and annual registration

All full-time and part-time graduate students are required to register with the University of Sheffield on commencing their studies, and annually thereafter. For SEERC research students this process is coordinated by the SEERC Doctoral Administrator, who then forwards the necessary details to the Registry Services Office at Sheffield. Registration periods are provided in Table 2.

Table 2: **Periods of registration and time limits**

Degree	Candidature	Minimum	Normal	Maximum
PhD	Full-time	2 years	3 years	4 years
PhD	Part-time	4 years	6 years	8 years

The period of registration is regarded as that within which the entire project should be completed and a thesis submitted:

- **minimum period of registration** is the shortest allowable time between initial registration and submission of the thesis for the specified research degree programme, as defined in the University Regulations;
- **normal period of registration** is the typical or optimum time between initial registration and submission of the thesis for a specified research degree programme - that is, all research students should be aiming to submit their thesis within this timescale;
- **maximum period of registration** is the **time limit**, as defined in the University's Regulations, for submission of the thesis for the specified research degree programme.

The required period of registration for full fee-paying purposes, which is recorded in each research student's letter approving their application to read, is the number of years for which full tuition fees are payable to the University. This is based on the normal period of registration for the specified research degree programme. With respect to the minimum period of registration, consideration of any reduction in fees will only take place after the actual submission of the thesis to Research & Innovation Services.

Additional fees are payable by candidates who take longer than the normal period of registration to submit their theses. These are known as *Continuation Fees* and are detailed in the *Code of Practice for Research Degree Programmes* and on the University's web pages.

Before registering, all students must provide satisfactory evidence of their ability to pay tuition fees and other dues. New graduate students are also required to provide evidence of their qualifications and should bring their original certificates, or certified copies of them, when they first register at SEERC.

Students requiring formal confirmation letters relating to their registration status must apply to the Department of Student Services, who are the only personnel authorised to issue such letters on behalf of the University.

The registration process is summarised in Table 3.

Table 3: **Registration and induction**

Timescale	Activity	Contact in SEERC	Contact in Sheffield
July/August (annually)	Postal or electronic re-registration of continuing full- and part-time graduate students	SEERC Doctoral Programme Administrator	Registry Services Office
	Note: Registration forms are issued by Registry Services Office at Sheffield. Completed hard copy forms are returned, by post, to Sheffield		
September/ October	Registration of *new* full- and part-time graduate students via SEERC	SEERC Doctoral Programme Administrator	Registry Services Office
	Note: Registration forms are issued by Registry Services Office at Sheffield. Completed forms are returned, together with supporting documentation to SEERC for checking and forwarding to Sheffield.		
October	Induction meeting for all new SEERC research students	SEERC Director of Doctoral Programme	
	Note: See section on *Induction* (Section 5) for details of areas to be covered. Induction of students who commence their research degree programmes at other times of the year is the responsibility of their supervisors.		
October	Registry Services Office set up student records for new students, having updated the registration status of continuing SEERC research students over the summer	SEERC Doctoral Programme Administrator + SEERC Director of Doctoral Programme	Registry Services Office
	Note: Permission to re-register will be withheld in cases where students have outstanding fees with the University.		

* Students are usually reminded about their registration renewal by e-mail sent in their Sheffield e-mail account. Registration renewal is the students' responsibility and not the Departments'.

* Failure to renew the registration on time will result in students paying a fee for late registration.

4.2 Payment of tuition fees

Tuition fees for sponsored students are paid direct to the University by the sponsoring body. The holders of University/SEERC tuition fee scholarships are regarded as sponsored students for this purpose.

Students who intend to pay their fees from their own funds, over which they have control or through a bank loan, are regarded as self-financed. Self-financed students may choose either to pay their fees in full at registration or by instalment

5. Induction

5.1 Induction meeting

Induction is the process through which students are provided with all the necessary information that they need during the first few weeks and months of their research degree programme. There should be an explanation of what is expected of the student and an opportunity for the student to discuss any expectations that they have with their supervisors and with the staff responsible for the administration of their degree programmes. Inevitably, a major part of the induction process will be devoted to an explanation of the formal procedures and milestones that govern research degree programmes, and this will be particularly important given that SEERC students are unlikely to have had previous experience of the regulations governing higher degrees in the United Kingdom.

Each year SEERC organises an Induction Day where the whole programme is presented and explained to the newly registered research students. During this period, the various handbooks (including the *Code of Practice for Research Degree Programmes* and the *SEERC Doctoral Programme Handbook*) are distributed to the students.

5.2 Checklist

It is expected that the following areas will be covered either at the induction meeting or during the first few days/weeks following the commencement of the research degree programme:

- Welcome to SEERC, and to CITY College/The University of Sheffield
- Timeline for a research degree programme
- Arrangements for research supervision (including respective roles of supervisors and the frequency, format and arrangements for keeping records of supervisory meetings)
- Registration (if not already completed)
- Ethical approval of research methodology (if applicable)
- Training Needs Analysis (TNA) and Personal and Professional Development Planning
- The (DDP) Doctoral Development Programme (including the arrangements for module registration)
- Research student seminars, open seminars, and the annual Young Researcher Skills Development Week which includs the Doctoral Student Conference
- Access to study space, library, computing and other research support facilities
- Monitoring of academic progress and the Confirmation Review arrangements
- Arrangements for student representation and feedback
- Health and Safety guidelines
- Social and networking opportunities for new students
- Sources of support (roles and responsibilities of key staff, plus relevant publications and web resources)

6. Changes in candidature, extensions and withdrawal

6.1 Changes in candidature

Changing circumstances may mean that it is no longer appropriate for a student to remain registered according to their original candidature. Common changes are **from full-time to part-time** student candidate, **and vice versa**, and from student candidate to staff candidate. Any such change requires the student to complete an application form. Before the application is submitted, the circumstances must be discussed with the supervisor and the SEERC Director of the Doctoral Programme. Once the change is approved by Faculty and has the support of the Director of the SEERC Doctoral Programme, the student will receive a certified copy with an information sheet.

The 'Application for Change of Candidature' form may be downloaded from the web site at:

http://www.sheffield.ac.uk/ris/pgr/code/forms

6.2 Leave of Absence

Students sometimes find themselves facing difficulties that affect their ability to undertake their research, for example if they are ill or undergoing serious personal problems. A leave of absence enables a student to take an authorised break from their studies in order to overcome the difficulty, without losing valuable time from their registration period, which will be suspended for the duration. Students must apply for permission from their department and faculty to take a leave of absence, using the 'Application for Leave of Absence' form available from: http://www.shef.ac.uk/ris/pgr/code/loa.

Students can apply for leave on the following grounds:
• Medical
• Personal
• Maternity/Paternity
• Academic
• Financial*
*Requests for LOA on financial grounds are not normally approved, but may be considered if the student's financial situation changes due to unforeseen and exceptional circumstances.

Applications can normally take approximately 2 weeks for faculty consideration and processing, but may take longer depending on the circumstances. When applying for a leave of absence, appropriate documentary evidence must be supplied in order for the department and faculty to consider whether to approve the request. For a leave of absence on medical grounds, a medical or doctor's note is required; an application made on these grounds will not be considered without one. Similarly, a student returning from a leave of absence on medical grounds must provide a medical note confirming that they are fit to return to the degree programme before they will be allowed to recommence research. It is essential that students notify their supervisor/ department as soon as any difficulties arise that might affect their research and that applications for leave of absence are made promptly and, wherever possible, not retrospectively. Requests for retrospective leaves of absence will not normally be approved if they date back further than 30 days.

During the period of leave of absence, the student will temporarily leave their programme of study and their registration will be suspended. No supervision will be received and the student should not undertake any work that relates to their research topic. Students should be aware that requests for indefinite leave of absence will not be considered. It is unlikely that a request for more than 12 months at a time will be approved and requests to further suspend a lengthy leave of absence

will be carefully reviewed and may be rejected. There are a number of reasons why lengthy periods away from research are not recommended, e.g. the possibility that the research will lose currency and/or originality and changes to departmental structures and staffing, which may mean that appropriate supervision is no longer available. Students who receive financial support to undertake their research degree, i.e. those funded by Research Councils or by an employer or overseas government, should notify their sponsor when applying for a leave of absence.

6.3   Extension of time limits

Students are required to register and pay tuition fees annually until the required period of registration for full fee-paying purposes is completed. It is important to ensure that projects are undertaken only if they can be fully completed in the registration period. This includes necessary training, preparatory work, actual research, and the preparation and submission of a thesis. The problems encountered by students who attempt to write up their theses while coping with the demands of full-time employment are well known. Students are therefore expected to submit their theses before completion of the normal registration period, or as soon as possible thereafter.

However, students who are unable to submit before the maximum period of registration (the time limit) may request an extension to their time limit. Requests for extensions should normally be limited to **a maximum of 6 months at a time**. However, University Regulations do permit the granting of an extension for up to 12 months at a time, in exceptional circumstances, by the Faculty concerned, and for up to a second year (and, in very exceptional circumstances, for a further period) by the Senate on the recommendation of the Faculty. The Vice-President for Research & Innovation is the Senate's delegated representative for this purpose. A form for applying for an Extension of Time Limit can be downloaded from the web site at:

http://www.sheffield.ac.uk/ris/pgr/code/forms

Unless an extension is granted, a student's candidature will automatically lapse if the thesis is not submitted before the time limit is reached. This could result in loss of access to computing and library facilities. **A student wishing to apply for an extension should consult their supervisors at an early stage and should alert the Director of the Doctoral Programme at SEERC.** Requests should be supported by copies of progress reports and an action plan for the completion of the thesis. A supporting statement from the SEERC Director of the Doctoral Programme will also be required. Once the form is approved by Faculty, the student will receive a certified copy and an information sheet.

Please note that it is particularly important that all parts of the form are completed and that a substantial case is presented, together with detailed supporting information and a revised timetable. Partial or brief applications will not be considered by the Faculty Officer, which will result in delays and may mean that a student's time limit expires.

In considering requests for extensions of time limits, Faculties will wish to ascertain that submission of the thesis can reasonably be expected within the period of the extension requested. An extension fee will be levied. The level of this fee is reviewed annually and details of the current fees are published in the latest edition of the University's *Code of Practice for Research Degree Programmes*, and on the University web pages: http://www.sheffield.ac.uk/ris/pgr/code/fees. There are no routine grounds for fee waivers in respect of any fees due as a result of the granting of an extension.

Occasionally, a further period of full registration may be required if the student is still making significant use of SEERC facilities. Full fees will be charged in such circumstances.

6.4   Withdrawal

Students who are considering withdrawing from their studies should discuss this matter first with their Supervisor and/or the Director of Doctoral Programmes at SEERC. If, following careful consideration and discussion, the student still wishes to withdraw, they should complete the ''Notification of withdrawal or Transfer of Institution' form found here https://www.sheffield.ac.uk/ris/pgr/code/forms and submit it to the Faculty Administrator at Research & Innovation Services, ensuring that the effective date of the withdrawal and brief reasons for the decision are included. Any outstanding debt to the University will become payable on withdrawal.

7.   Confirmation Review: policy and arrangements

Doctoral researchers admitted to the University to study a doctoral-level degree are required to undergo a Confirmation Review in order to confirm their registration as a doctoral student. The first year of the degree is considered a probationary year, pending successful completion of the Confirmation Review.

For standard PhD students, the Confirmation Review should take place within the first 12 months of a full-time student's registration (pro-rata for part-time students). Any candidates who do not pass at the first attempt will be permitted to undergo a second attempt no later than 18 months from the start of their initial registration (pro-rata for part-time students). Students who do not pass the Confirmation Review will be required to transfer to MPhil.

The Confirmation Review is intended to confirm whether or not the student and their research project have the potential for successful completion at doctoral level. The Confirmation Review is also intended to ensure that the student has made satisfactory progress on the DDP, in line with the student's needs identified via the Training Needs Analysis.

The Confirmation Review will require students to submit a significant piece of written work and undergo an oral examination. The wide range of research topics undertaken by students at SEERC means that they have supervisors in twelve separate academic departments at Sheffield (see Section 3). This means that both the timing of and procedures for the Confirmation Review process, may vary for individual students, depending on the department in which they are registered. Nevertheless, the academic requirements and procedures for Confirmation Review have the following common features:

- Departments require the submission of a significant piece of written work and/or a presentation at a departmental research seminar as part of the Confirmation Review process. (In cases where a short document is required for the Confirmation Review itself, it is often the case that a longer document is required as a pre-requisite for the student to pass the Confirmation Review process.)

- In addition, the University requires the agreed development needs of the student to have been achieved and a clear development plan for the following years (see section 9).

- All students should have updated their DDP e-Portfolio and their TNA Forms (see section 8).

- All students should have completed their Ethics Application (if applicable).

- All students should have undertaken the compulsory module on Research Ethics & Integrity, which is offered online from The University.

- Students are permitted a maximum of two attempts for the Confirmation Review process (unless there are extenuating circumstances to be taken into consideration). Students who are unsuccessful after both attempts should be directed to submit for MPhil only.

The SEERC Steering Committee agreed at its meeting in November 2006 that all research students at SEERC will produce a significant piece of written work (i.e. a well written report) prior to being considered for the Confirmation Review and that, where appropriate, this will form the basis of the Confirmation Review itself (in accordance with departmental requirements). It is of particular importance to SEERC that these reports are of the highest quality since they are published as technical papers and are made available to other external organisations.

Confirmation Review forms can be found on the University's web site (http://www.sheffield.ac.uk/ris/pgr/code/forms). They should be completed by the assessors, supervisors, and approved by the Director of the Doctoral Programme at SEERC. They will then be forwarded to the relevant Departmental Secretary for signature by the Head of Department (or Graduate Tutor), and submitted for Faculty approval via Research & Innovation Services. **Following Faculty approval, the student will receive a certified copy of the confirmation review form (with the signature of the appropriate Faculty Officer and the official stamp of the University), together with an information sheet which provides details of his/her revised registration period and time limit.**

7.1   The Confirmation Review document

For the Confirmation Review process all students are required to submit a written document outlining underlying theory, methods, and preliminary empirical research (where necessary). A Confirmation Review report will normally contain draft chapters, but this may vary according to the way the project is being developed. In any event the Confirmation Review document must be sent electronically to the SEERC Doctoral Programme Administrator at least three weeks prior to the presentation. This document, of **approximately 10,000 words**, should contain the following:

a) An outline of the theoretical background to the research problem, including a review of relevant literature, a clear statement of the theoretical contribution of the thesis and propositions/hypotheses if appropriate. This review should be at least the size of a conference paper (15-25 pages main text). This part of the document should be of sufficient quality for presentation at an academic conference of national standing.

b) An outline of the methods to be used in the research. This should include a clear statement of how the methods address the theoretical issues to be addressed (including a discussion of epistemology and ontology if appropriate), and how the methods address known methodological difficulties. This part of the document should follow logically the theoretical part of the document, and should be a minimum of 5-10 pages. Whilst there is no need to have the methodology worked out in great operational detail (for instance by showing questionnaires), there should be sufficient detail for the supervisors to decide on the feasibility of the proposed methodology in terms of general method, sampling, data analysis etc. TThe proposed methodology should be sufficient to address the theoretical questions raised and to produce results of sufficient quality to be published in academic journals of international standing.

c) The inclusion of some preliminary empirical research (where necessary). Pilot work may be used to inform either the theoretical or methodological parts of the document.

d) A timetable for carrying out the research work described above.

7.2   The Confirmation Review process

Documents that need to be submitted

• The Confirmation Review Report

• Updated TNA

• DDP List (this is a list briefly outlining the training activities the student has undertaken so far)

The Public Part

The candidate is asked to submit the Confirmation Review document to Turnitin for originality check. The Doctoral Programme Administrator at SEERC provides students with all the necessary information regarding Turnitin submission for the Confirmation Review. The assessors check originality and inform the SEERC Doctoral Programme Administrator. As soon as the student submits the report to Turnitin, the report must be submitted also to the SEERC Doctoral Programme Administrator **at least 3 weeks before the examination date.** The document will then be passed to the assessors as well as the supervisors and the Director of the SEERC Doctoral Programme. The candidate is expected to give a research seminar (approximately 15 minutes presentation followed by 30-45 minutes questions and discussion) to researchers, members of staff of SEERC and CITY College, as well as people from other higher education institutions, if they wish to attend. This presentation is the public part of the Confirmation Review process.

The second part of the examination

Immediately after the public part, the assessors as well as the supervisors and the Director of the Doctoral Programme, conduct a panel discussion/mini viva with the candidate to confirm the PhD status of the student or not. During this discussion, the candidate engages in a deep discussion of the report with the members of the panel. The assessors are the chief "scrutinizers". The panel will have read and commented on the report and this forms the basis of the discussion. The panel consists of the assessors (expert and general) and the supervisory team. The assessors are two academic staff members from the University and the International Faculty who haven't had any previous association with the student's research project. The supervisory team are welcome to observe but are not permitted to answer questions directed to the candidate by the assessors.

The decisions available to the Confirmation Review panel are:

- Pass – Confirmation of doctoral status
- Deferral –Deferral of a result pending a second attempt to take place no later than 18 months following the start of the student's study
- Fail – Student is transferred to an MPhil programme (normally only available following a second attempt)

If there is a dispute about the decision, the matter is then referred to the Faculty. The decision is signed off by the supervisor(s) and the Doctoral Programme Director, as well as the assessors. (Please note that the University requires that the candidate must have achieved the development needs agreed during the Training Needs Analysis (TNA) before passing Confirmation Review.)

7.3   Appointing the assessors

The assessors are selected from the Faculties of the University of Sheffield, including the International Faculty. The assessors should normally be at Senior Lecturer level or above. Where an expert on the topic cannot be appointed, a suitably experienced researcher is sought as an alternative.

The supervisory team will provide a list of possible assessors to the Director of the Doctoral Programme. The Director of the Doctoral Programme may consult with the supervisory team or others, if needed, and will make a final decision regarding the appointment of the assessors.

To ensure rigorous standards as well as quality assurance, every effort must be made to appoint as assessors people who are either experts in the topics examined and/or experienced researchers. Thus appointments must be made, normally, at Senior Lecturer or above and, exceptionally, at Lecturer level. Moreover, a rule of proximity must be observed. Under this rule the assessors should not have any joint publications with the candidate and also the supervisory team should not have strong research links with the assessors.

8. Doctoral Development Programme (DDP)

Introduction

All postgraduate research students will participate in the Doctoral Development Programme (DDP). The DDP will provide research students with a range of skills and competency-based training opportunities orientated both towards their specific programme of study and towards future employment. In particular, as an outcome of engaging with the DDP during research studies doctoral graduates will possess advanced skills in inquiry, communication and organisation. They should also be able to reflect critically and take a creative approach to issues in and beyond their field of research expertise.

The DDP is student-specific, designed to complement the individual research project and is agreed between the student and their supervisory team. The agreed training programme will reflect on four skill areas, enabling the student to:

- Acquire the necessary generic skills to become a high-level professional;
- Undertake subject-specific advanced training;
- Acquire subject-specific craft skills;
- Experience broad scholarship and wider engagement within the university and wider community of scholars.

The DDP is designed for all research programmes offered by the University; it will be accessed by those on conventional three year programmes, four year programmes, and students on part-time programmes. SEERC students will be able to undertake skills training units that are available online at any time during their study, and will be able to access provision that is delivered at times when they attend the University.

Students will take ownership of their development through the Training Needs Analysis (TNA) from which a development plan will be devised, and the e-Portfolio, which is a reflective record of evidence of achievement that can be given to prospective employers.

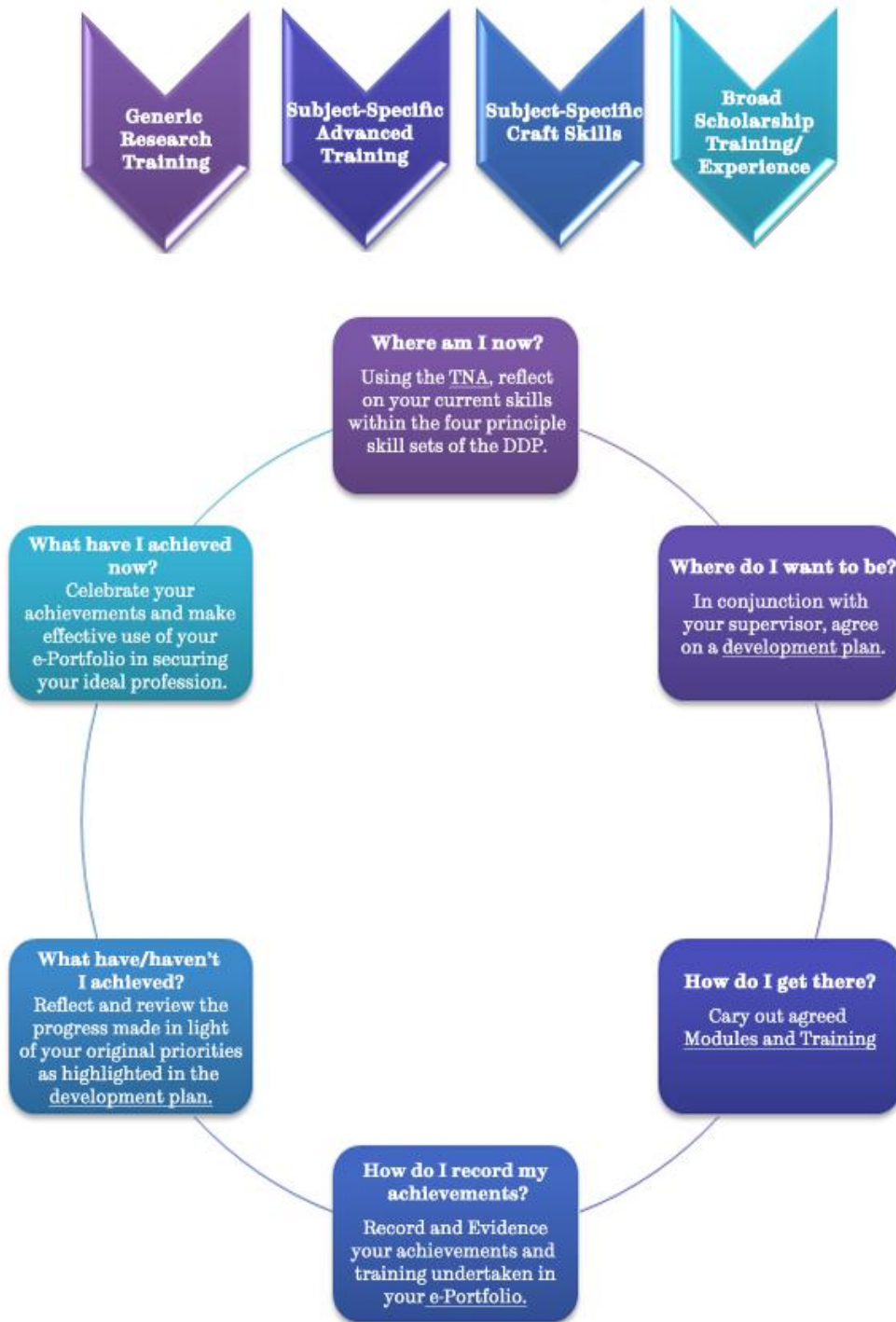**Doctoral Development Programme: Key Actions**

Below is a checklist of the actions that are needed in order to fulfill the DDP requirements. The student will need to work through these actions with their supervisory team.

1. The Training Needs Analysis (TNA) will be sent as a web link to the student prior to registration. The TNA form is different among different faculties. The student will complete a first draft of the TNA, print it and take it to their first supervisory meeting. This will enable the student to conduct a self-reflective assessment of the training needs that have been identified by the Faculty and supervisor as critical to their area of study.

2. At their first supervisory team meeting, the student's draft TNA will be discussed. Modifications will be made to it as necessary and an initial development plan agreed. In conjunction with their supervisory team, the student will agree on the DDP review stages. These are a reflective review at three months after registration (with additional review by the departmental PG Tutor), at the point of Confirmation Review (usually around 12 months after registration for full-time students and 24 months for part-time students) and subsequently annually. However, it is recommended that discussion over progress through the development plan take place regularly at formal supervisory meetings. At the stage of thesis submission, the supervisor will be required to confirm the student's successful completion of the DDP.

   Further information is detailed on the DDP Portal: http://www.sheffield.ac.uk/ris/pgr/ddpportal/home.html

The Annual DDP Cycle

Generic Research Training

Subject-Specific Advanced Training

Subject-Specific Craft Skills

Broad Scholarship Training/ Experience

Where am I now?
Using the TNA, reflect on your current skills within the four principle skill sets of the DDP.

Where do I want to be?
In conjunction with your supervisor, agree on a development plan.

How do I get there?
Cary out agreed Modules and Training

How do I record my achievements?
Record and Evidence your achievements and training undertaken in your e-Portfolio.

What have/haven't I achieved?
Reflect and review the progress made in light of your original priorities as highlighted in the development plan.

What have I achieved now?
Celebrate your achievements and make effective use of your e-Portfolio in securing your ideal profession.

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Training Needs Analysis (TNA)

The Training Needs Analysis (TNA) is a way of tracking and planning the student's development. It centres on the acquisition of skills in four areas (the knowledge, intellectual abilities and techniques to do research, the personal qualities and approach to be an effective researcher, the knowledge of the standards, requirements and professionalism to do research and the knowledge and skills to work with others and ensure the wider impact of research), which are delivered at different levels over the course of PhD registration. Students will complete the TNA annually in collaboration with their supervisory team. When completing the TNA, students will assess their competence in relation to the skill areas in order to identify and address their training and development needs.

The student's prior experience will place them on a scale from "No experience" through to "Proficient", indicating how much development is required within each of the four subsets of skills training identified above. Thus, the DDP is not a credit bearing system, but is a sliding, incremental scale of competence. Descriptor statements for stages along the development journey will help the student and supervisory team draw up the development plan.

Updating the TNA and modifying the development plan can be done by agreement as the student progresses over the course of PhD registration, including when requirements or directions change. For example, it might be envisaged that attendance at career development skills seminars would be a greater part of the later rather than the earlier stages of the research programme but this, and most other training, can be acquired at any stage.

The TNA form can be downloaded from the following link of the DDP Portal:

http://www.sheffield.ac.uk/ris/pgr/ddpportal/steps/tna

Development Plan

The development plan is a process of self-reflection for the student in critically evaluating previously acquired skills, identifying future goals and finding effective means of achieving them. It follows the TNA discussion and highlights training and modules needed for the student to progress. The development plan will enable the student to reflect on aspects of their learning and experience and take advantage of opportunities provided in order to enrich their personal and academic development.

Undertaking Training Modules

To acces training, students can select modules or skills training units available within SEERC and the University, as well as accrue relevant experiences that are not formally taught or that are gained outside SEERC and the University.

All students should undertake the compulsory module on Research Ethics & Integrity which is offered online from The University http://www.sheffield.ac.uk/ris/other/gov-ethics/ethicspolicy/educationresources/epigeum. Check with the SEERC Doctoral Programme Administrator for the assessment requirements for your Faculty.

Since the DDP is individually tailored, participation in some training courses can also operate on a 'dip-in-and-out' basis where this is allowed, e.g. students may need to undertake only specific parts of certain modules. Arrangement for attendance of any training module or skills unit will be the responsibility of the student even though their selection will be in consultation with the supervisory team.

Participation on taught subject-specific modules will usually be in the student's first year of full-time research degree study or the first and second year of part-time research degree study. Students may be required to undertake assessment for modules as necessary. Students will need to ensure that they register for taught modules through the Doctoral Programme Administrator at SEERC who will inform the Research & Innovation Services of the University.

The choice of modules for covering the student's training needs should not be restricted to those provided by SEERC. The student and supervisory team may also recommend other means of achieving the relevant training elsewhere by, for example, online courses from the University, externally provided courses, or self-study.

The DDP modules/training information is detailed on the DDP Portal.
http://www.sheffield.ac.uk/ris/pgr/ddpportal

Compulsory Research Ethics & Integrity Training

Although the majority of the DDP is individually tailored, **ALL** research students are expected to undertake the Research Ethics & Integrity training module provided by their Faculty. Good research practices are fundamental to good research, and it is essential for every researcher to understand how to conduct their research ethically, and with integrity. Each Faculty runs a module that has been tailored to the needs of its own research students, and each student will be automatically registered to attend. SEERC students will be sent access to course material online in due course after their first year registration.

Demonstrating Development and Confirmation Review

Attendance and completion of training units will be recorded by module providers and submitted to the Doctoral Programme Administrator at SEERC who should inform Research & Innovation Services for inclusion in the student's record. Evidence of development will be gained from the reflective log of activity maintained by the student in their e-portfolio and by the supervisor confirming engagement with non-formal training (e.g. attending conferences etc.).

When the student presents at the Confirmation Review, the Head of the Doctoral Program will be responsible for commenting on the student's training progress and will formally sign off the e-portfolio as part of the Confirmation Review process. The student will not be allowed to pass the Confirmation Review process until agreed development needs have been achieved and there is a clear and credible development plan for the succeeding - two to three years.

The supervisors will also comment periodically on the student's development plan during formal supervisory meetings and they will sign a transcript of the e-portfolio. In addition, they will formally report on progress through the DDP annually by inclusion of a section in the Annual Progress Report. This report will also be signed by the student.

Monitoring and Assessment

Ongoing monitoring of development needs will be part of the supervisory process and, as indicated, assessment will take place at key points:

- The TNA will be completed prior to registration, reviewed after the first three months, and subsequently at least annually;

- Assessment of DDP participation will be included in supervisor reports as part of the Confirmation Review process, at annual review, and prior to submission of the thesis.

Evidencing the DDP: e-Portfolio
The e-Portfolio will be used by students as a comprehensive illustration of the learning and development they have undertaken, as well as their other academic achievements during their programme of study. Students will use PebblePad to build their e-Portfolio as it provides a plethora of features such as; creation of collaborative documents, upload of documents, audio-files and images of differing formats, and discussion and reflection spaces all of which provide the student with a rich learning and development experience.
http://v3.pebblepad.co.uk/login/sheffield
Developing as a researcher
A student's e-Portfolio provides an excellent tool through which the student's skills and experiences will be showcased.
Cross-Sessional Students
Those students registering after October must pay particular attention to the start date of training courses/modules that they will undertake. This may mean that they have to delay the start of some of the DDP training until the beginning of a future semester.

9.   Other skills training opportunities

9.1   Research seminars

SEERC encourages research students to present the progress in their own research at a series of small-scale *Research Student Seminars* attended by fellow students and staff. These events benefit research students by providing them exposure to an audience of diverse composition. During these events research students have the chance to utilise important feedback from their fellow students and staff as well as to sharpen their communication and presentation skills.

Experts from related sectors are also invited to hold seminars on topics at the forefront of European developments and to raise questions suited to the intellectual background of the students. The *Open Seminar Series* is planned with maximum student involvement so that students simultaneously develop and apply their organisational skills, at the same time as broadening their intellectual understanding, and honing their questioning skills.

9.2   Young Researchers Skills Development Week

Each year SEERC organises the Annual South-East European Doctoral Conference in the context of the Young Researchers Skills Development Week, giving young researchers the opportunity to present their work in a doctoral forum. Having identified academic isolation as a problem that many doctoral students face today, SEERC aims to bring researchers together in order to help them to establish collaborative links between disciplines, to test the ground for innovative ideas, and to gain experience in discussing their research with the wider academic community. As of 2007, the conference is open to participants from all countries of South-East Europe as well as Central Europe and beyond. The Young Researchers Skills Development Week provides the opportunity to all participants to attend a series of lectures and workshops aimed at developing further generic research skills of PhD students, such as writing a journal paper, making a presentation, etc, setting this conference apart from other scientific conferences that are also attracting PhD student papers. Active involvement of *all* SEERC research students as well as their supervisors by submitting papers and actively assisting in the organisation of the event is expected.

9.3 Personal and Professional Development Plans for Research Students

The University of Sheffield provides support for students in the development of their personal and academic skills through the production of a Personal and Professional Development Plan (PPDP). A PPDP is also a useful tool for reviewing and reflecting on performance and planning career development.

Research students can create and access their own record of development via the University's online learning environment (MOLE), which is accessed via the MUSE Portal on the University website (accessible via the home page at: www.sheffield.ac.uk). Here students are able to log on to their own departmental communities, finding information and downloadable documents which have been specifically designed to meet the needs of students within their own departments. There are also links to generic information and services, such as CV planning and advice on careers, as well as access to online forms to record supervisory meetings, undertake skills audits and Training Needs Analyses. This is an online facility, but students may download any or all of their personal plans to create a permanent paper-based record.

10. Supervision

The University's *Code of Practice for Research Degree Programmes* (http://www.sheffield.ac.uk/ris/pgr/code) sets out in detail the roles and responsibilities of research students and their supervisors, and provides advice on good practice with respect to research degree programmes. The following notes should be read in conjunction with the *Code of Practice* (CoP).

All research students based at SEERC have at least two supervisors – one based at SEERC and one based at the University of Sheffield. This constitutes the 'supervisory team'. Given the geographical remoteness, it is likely that the SEERC-based supervisor will be the first point of contact for the research project on a day to day basis. However, **both supervisors have equal responsibility** for the effective supervision of SEERC research students and it is important that the roles of the members of the supervisory team are clearly understood by all parties from the outset. This is one of the things that should be discussed during the induction period (Section 5). Other 'ground rules' that will need to be agreed include the:

- format and frequency of supervisory meetings
- arrangements for keeping records of supervisory meetings
- level of involvement of the Sheffield-based supervisor – face to face and via other means (normally e-mail, but may also include web cam, videoconference links, etc.)
- overall timetable for the research project – key milestones, such as target dates for formal review of progress, completion of the literature review, Confirmation Review, submission of the thesis, etc.

A clear and shared understanding of the respective responsibilities of the supervisors is particularly important when the research is of an interdisciplinary nature, which is the case for much of the research undertaken at SEERC. However, it is also important to ensure that support is available at times when the supervisor is absent from SEERC.

Other members of the 'team' include the Academic Director of the Doctoral Programme at SEERC and the Postgraduate Tutor (or equivalent), Head of Department, and postgraduate support staff in the corresponding academic department at Sheffield. Note that the Academic Director of Doctoral Programmes at SEERC fulfils the role of both Postgraduate Tutor and Head of Department with respect to the research degree programmes at SEERC.

Meetings between research student and supervisor(s) to review progress should normally take place at least every four to six weeks (for full-time students) and there should always be a formal record of these review meetings. Students away from the

University, e.g. on fieldwork, should agree special arrangements with their supervisory team.

The 'formal record' of a supervisory review meeting should detail progress made on the project and set out objectives to be achieved before the next meeting. Students will be expected to take the lead in producing these records using the following link: https://www.sheffield.ac.uk/ris/pgr/code/record

10.1   Change of supervisor

Should a supervisor be absent for more than the length of time between supervisory meetings, then the Academic Director of the Doctoral Programme should be informed and SEERC will make alternative arrangements for the student. These may be temporary or permanent depending on the specific circumstances.

If serious conflicts arise between the supervisor and student which cannot be resolved, either the student or the supervisor may refer the matter to the Academic Director of the Doctoral Programme. Wherever possible, the student will be assigned to a different supervisor or an additional supervisor may be appointed. The situation should also be referred to the Faculty Administrator in Research & Innovation Services for recording of any changes in the supervisory arrangements.

If a supervisor resigns part way through a student's research programme, cover should be arranged until an alternative supervisor is found. Research & Innovation Services should be kept informed of any changes to supervisory arrangements at the earliest opportunity.

11.   Meeting the Sheffield Supervisor

Despite the geographical distance between SEERC and The University of Sheffield, SEERC has arranged for Sheffield supervisors to visit SEERC twice a year (once per academic semester) for full-time students (and once for part-time students). The visit lasts **a minimum of two working days,** per supervisee, (excluding travel) and can be for up to five working days if necessary.

These visits provide an opportunity for research students to discuss issues face to face with their supervisors that might be difficult to address through other means (e.g. email, telephone, Skype, etc). They also provide an opportunity for the Sheffield and SEERC supervisors to meet and discuss ideas, regarding the development of their research, as well as discuss the academic progress of their students.

In addition, in the context of research student development, it is envisaged that SEERC research students may visit their supervisors in Sheffield. This opportunity will enable the student to meet other members of their department at Sheffield, including fellow research students, in order to exchange ideas about their research. During this period the student will normally be asked to make a presentation to the appropriate research group and thus gain valuable feedback. In certain circumstances, the student may be accompanied by his SEERC co-supervisor, offering a unique opportunity for the co-supervisors to establish research links (or further strengthen them) with fellow academics from the University of Sheffield.

12.   Academic Progress

Annual Progress Reports

Annual Progress Reports for all students should be submitted to Research & Innovation Services for Faculty consideration. The Completed Annual Progress Reports should be discussed between the supervisors and the student prior to submission. These reports allow supervisors to reflect on a student's progress during the previous year and to plan for the year ahead, and are an important method of providing formal feedback to students that may not otherwise be addressed in supervisory meetings. Students are required to sign the Annual Progress Report (or

verify via email) to confirm that they have seen its contents. The Annual Progress Report also includes a section reflecting on the student's progress on the DDP.

Follow-up action may include referring students with unsatisfactory progress to the Faculty Student Review Committee. Details of the Regulations as to Progress of Students are available at:

http://www.shef.ac.uk/govern/calendar/progress.html

Further guidance on the monitoring of student progression, including a recommended schedule for a typical three year full-time PhD programme, is provided in the University's *Code of Practice for Research Degree Programmes*.

13.   Examinations arrangements

13.1   Academic requirements

The degree of PhD requires submission of a thesis and an oral examination. A candidate for the degree of PhD is required to satisfy the examiners that their thesis is original work which forms an addition to knowledge; shows evidence of systematic study and of the ability to relate the results of such study to the general body of knowledge in the subject; and is worthy of publication either in full or in an abridged form. The form of the thesis should also be such that it is demonstrably a coherent body of work, i.e. includes a summary, an introduction, a description of the aims of the research, an analytical discussion of the main results and conclusions, and sets the total work in context. All PhD candidates are also required to satisfy the DDP requirements.

Examiners are advised that their judgment of the thesis should be based on what may reasonably be expected of a diligent and capable student after completion of the prescribed period of research.

The Quality Assurance Agency for Higher Education (QAA) has produced a series of descriptors for higher education qualifications in the United Kingdom. These include broad definitions of the common requirements for Masters and Doctoral degree programmes, and provide a useful guide to the kinds of things that examiners are looking for when examining research theses. The descriptors are published on the QAA's web site at:

http://www.qaa.ac.uk/

13.2   Guidelines on the preparation and format of theses for research degrees

Detailed guidance on the preparation and submission of theses for research degrees is provided in the University's *Code of Practice for Research Degree Programmes* which can be downloaded from TUoS website at:

http://www.shef.ac.uk/ris/pgr/code

Students are advised to familiarise themselves with these guidelines before commencing work on the preparation of their thesis. They are also advised to consult their supervisor regarding any subject-specific aspects of the thesis, for example the inclusion of photographs or diagrams or the presentation of supplementary information such as CDs or DVDs. Permission to submit non-standard material should be gained by the student's supervisor from Faculty prior to the thesis being submitted to Research & Innovation Services.

The University's regulations relating to the submission of theses can be found at:

http://www.shef.ac.uk/ris/pgr/code/submission

13.2.1   Writing the thesis

The University, in common with many other peer Universities, has introduced a system for the electronic submission of the final approved copy of theses, which is mandatory for students commencing their research degree from the start of the 2008-09 session. Students who commenced their research degree prior to the start of 2008-09 are not required to submit the final approved copy of their thesis in electronic format, but are strongly encouraged to do so. For further information on how to upload the final, examined and awarded thesis to the White Rose eTheses Online server please refer to: https://www.sheffield.ac.uk/ris/pgr/code/etheses-upload

Preparation for including in the thesis material owned by another person should not wait until writing-up, but should start at the beginning of the student's research. The correct use of third-party copyright material and the use of unfair means are considered very seriously by the University. Please also see sections 13.3 *Use of unfair means in the assessment process* and 13.4, *Use of Copyright Material* for further information.

The main source of advice and information for students beginning to write their thesis are their supervisors. It is important that students discuss the structure of the thesis with their supervisor, together with the schedule for its production, and the role of the supervisor in checking drafts, at an early stage in their research programme. The supervisor will also advise on such matters as undertaking a literature review, referencing and formatting the thesis, and generally on what should or should not be included in the thesis.

There are a number of excellent books available that offer advice on how to start, write and complete a thesis. These are available from the CITY College Library and to buy.

13.2.2   *Preparing to submit*

Whilst the responsibility for the writing, preparation and submission of the thesis rests with the student, it is expected that the supervisor will read and comment on the draft, with a view to enabling the student to produce a thesis which is coherent, well-documented and written in good English. It is the student's, rather than the supervisor's, responsibility to decide when to submit, taking into account the supervisor's opinion, which at this stage is advisory only.

13.2.3   *Number of copies required*

First Submission and Resubmission
- Two bound copies of the thesis and one electronic copy (CD or DVD) must be submitted to Research & Innovation Services (students should **not** submit to their department, SEERC, or their examiners). One electronic copy (CD or DVD) is necessary for SEERC as well. The hard copies will be issued to the examiners and the electronic copy is retained in Research & Innovation Services.
- Contact the SEERC Doctoral Programme Administrator to confirm the exact address to which you need to send your copies. A copy of the thesis should be retained by the student. Following the examination process, should any copies of the thesis be returned by the examiners to Research & Innovation Services, these can be requested to be returned to the student.

Final Submission

- The final examined and awarded thesis must be uploaded to the White Rose eTheses Online server (requirement only for students commencing their research degree from 2008-09 onwards).

- If a full/complete version of the thesis is uploaded to http://etheses.whiterose.ac.uk a bound copy of the thesis is not required by The University, only by SEERC.

- If the thesis that is uploaded is not the full version (copy-righted images have been redacted, etc) then a full bound submission is also required both for the library at the University and at SEERC.

- A completed Access to Thesis form needs to be submitted to Research & Innovation Services whether a bound copy is required or not. The form can be found here: http://www.shef.ac.uk/polopoly_fs/1.524592!/file/Access-to-Thesis-Jan-16.pdf.

It should be noted that the degree will not be awarded until the final thesis copy has been submitted to Research & Innovation Services and SEERC.

Submission to Turnitin (plagiarism detection software)

The University requires all theses for higher degrees by research to be submitted to Turnitin, a text matching tool that is licensed for use in the University of Sheffield where, among other things, it is being used as an aid in the prevention of unfair means. Turnitin produces an 'originality report' which will be checked by the internal examiner or coordinator to ensure that unfair means has not been used. This applies to **both first submissions and resubmissions**.

Before the thesis is submitted to Research & Innovation Services for examination students should contact their departmental administrator for information on the procedures to be followed for submitting the final copy of their thesis through Turnitin. When a thesis is submitted to Turnitin the student will receive a digital receipt in the form of an email. Students should also include a copy of that receipt when they submit their thesis to Research & Innovation Services.

The electronic copy for the Turnitin check must be identical to the thesis submitted for examination and must be submitted at the same time.

Please note that theses will not be formally sent out for examination until the originality report has been checked by the internal examiner or coordinator and the thesis is cleared for examination.

13.2.4 Summary of thesis
Each bound copy of the thesis must contain a summary/abstract within it. By regulation, the summary/abstract (which should be prepared by the candidate in consultation with the supervisor) should not exceed 300 words in length.

13.2.5 Access to Thesis form
A copy of the completed Access to Thesis form should be included in each submitted copy of the thesis. The Access to Thesis form contains a completed declaration, signed by the student and the supervisor, concerning access to the thesis once it has been deposited online or in the Library and. Copies of the Access to Thesis form are available from the web site at:

http://www.shef.ac.uk/polopoly_fs/1.524592!/file/Access-to-Thesis-Jan-16.pdf

13.2.6 Size, paper and pagination

Theses should normally be A4 in size and no thesis should exceed 14" x 10". Good quality paper should be used. All copies of the thesis should preferably be printed double-sided.

Pages should be numbered consecutively throughout the thesis, including appendices. Students are advised to discuss with their supervisor whether or not photographs and/or diagrams, which are not embodied in the text, should be paginated.

Margins at the binding edge should be not less than 40mm and other margins not less than 20mm. Single spacing throughout the body of the text is acceptable, and is essential for indented quotations and footnotes, but consideration must be given to legibility. Double or 1.5 spacing may be more easily readable for 11pt or 12pt text and is more commonly used.

Copies of the Access to Thesis form should be bound into each copy of the thesis submitted, so that the copies received by the examiners indicate whether there are likely to be any future restrictions/embargoes on the thesis following the award. Only one top copy of the Access to Thesis form is required, the rest can be photocopies.

13.2.7   Referencing

In the first instance, students are advised to consult with their supervisor regarding acceptable methods of referencing within the thesis (i.e. the presentation of footnotes, bibliography, appendices, etc.). The CITY College Library also has a number of useful guidebooks that outline and explain styles of referencing that are commonly used in academic theses and publications. The two principal criteria in any system of referencing are those of accuracy and consistency.

13.2.8   Title page

This should show:

- the full title of the thesis
- the author's name in full
- the degree for which the thesis is submitted
- the name 'South East European Research Centre'
- the name of the University of Sheffield academic department in which the Sheffield supervisor is based (i.e. 'Department of X')the date (month and year) of submission.

13.2.9   Outside cover

The front cover and/or spine should show:

- the logo of 'The University of Sheffield' (must appear on front cover)
- the name 'South East European Research Centre' (must appear on front cover)
- the initials and surname of the author
- the full title of the thesis
- the degree for which the thesis is submitted
- the year of submission

You can find a template for Cover page at the Appendix B.

Students should always check with the SEERC Doctoral Programme administrator before submission as cover page formatting might varies across departments.

Table 4:   **Checklist for submission of theses**

Timescale	Activity	Contact in SEERC	Contact in Sheffield
Prior to writing the thesis	Approval for the inclusion of any non-standard materials with the thesis, e.g. CD or DVD	SEERC Academic Director of Doctoral Programme	RIS Faculty Administrator
	Note: Student to discuss with supervisor first. Approval is required by the Faculty (via RIS).		
Whilst writing thesis	Check the guidelines in the *Code of Practice* to ensure the thesis is within the recommended word limit for the Faculty	SEERC Doctoral Administrator	RIS Faculty Administrator
In advance of submission of thesis (4-6 weeks)	Supervisor to nominate examiners, Internal Co-ordinator (if required) to be identified	SEERC Academic Director of Doctoral Programme	Supervisor + RIS Faculty Administrator
	Note: The examiners must be available to examine the thesis within ten weeks of its submission. Approval of the nominations is required by the Faculty (via RIS).		
Prior to submission	Write an abstract, or summary, not exceeding 300 words	SEERC Academic Director of Doctoral Programme + Supervisor<u>s</u>	Supervisor
Prior to submission	Ensure that the thesis conforms to the University's requirements, as stipulated in Section 13.2, above	SEERC Academic Director of Doctoral Programme	Supervisor
	Note: If the thesis is more than 32mm thick, it should be bound in two, or more, volumes		

On submission	Four copies of the thesis (two hard copies for examiners, one CD/DVD for RIS, and one CD/DVD for SEERC) to be submitted.	SEERC Doctoral Programme Administrator	RIS Front of House (Reception) Team
	Subject to the examiners having been appointed, a thesis submitted to Research & Innovation Services will normally be dispatched to the examiners within 3 working days of receipt of confirmation that the Turnitin originality report is acceptable. This will be delayed if examiners have not been approved in advance of submission.		
Following the examination	One final electronic copy of the thesis needs to be submitted White Rose e-Theses and one final hard copy-Library copy of the thesis to be submitted at SEERC. A print copy is required by the University only if the ethesis has had content removed and the electronic version submitted is incomplete.	SEERC Doctoral Programme Administrator	

13.2.10 Reproduction and binding

Theses should be word processed and good printing quality is essential.

Further information can be found in the *Code of Practice for Research Degree Programmes* and at:

http://www.shef.ac.uk/ris/pgr/code

13.2.11 Word limits

No University regulation exists governing the length of theses, although a number of Faculties and Departments have established guidelines. The guideline for the Faculty of Social Sciences, in which the majority of SEERC research students are currently based, is 40,000 words (MPhil) and 75,000-100,000 words (PhD). This is offered as a general guideline for all SEERC research theses, however, students should consult their supervisors as to the length of thesis appropriate to their particular topics of research. It should also be noted that brevity achieved without sacrifice of clarity is a virtue much appreciated by examiners.

The above word limits exclude footnotes, bibliography and appendices.

13.3   Use of unfair means in the assessment process (Plagiarism)

What constitutes unfair means?

The basic principle underlying the preparation of any piece of academic work is that the work submitted must be the student's own work. Plagiarism, submitting bought or commissioned work, double submission (or self-plagiarism), collusion and fabrication of results are not allowed because they violate this principle (see definitions below). Rules about these forms of cheating apply to all assessed and non-assessed work.

1. Plagiarism (either intentional or unintentional) is using the ideas or work of another person (including experts and fellow or former students) and submitting them as your own. It is considered dishonest and unprofessional. Plagiarism may take the form of cutting and pasting, taking or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites or any other source and submitting them for assessment without appropriate acknowledgement.

2. Submitting bought or commissioned work (for example from internet sites, essay "banks" or "mills") is an extremely serious form of plagiarism. This may take the form of buying or commissioning either the whole piece of work or part of it and implies a clear intention to deceive the examiners. The University also takes an extremely serious view of any student who sells, offers to sell or passes on their own assessed work to other students.

3. Double submission (or self-plagiarism) is resubmitting previously submitted work on one or more occasions (without proper acknowledgement). This may take the form of copying either the whole piece of work or part of it. Normally credit will already have been given for this work.

4. Collusion is where two or more students work together to produce a piece of work, all or part of which is then submitted by each of them as their own individual work. This includes passing on work in any format to another student. Collusion does not occur where students involved in group work are encouraged to work together to produce a single piece of work as part of the assessment process.

5. Fabrication is submitting work (for example, practical or laboratory work) any part of which is untrue, made up, falsified or fabricated in any way. This is regarded as fraudulent and dishonest.

6. Facilitating the use of unfair means is where any student assists a fellow student in using any of the forms of unfair means defined above, for example in submitting bought or commissioned work.

How can I avoid the use of unfair means?

To avoid using unfair means, any work submitted must be your own and must not include the work of any other person, unless it is properly acknowledged and referenced. As part of your programme of research you will learn how to reference sources appropriately in order to avoid plagiarism. This is an essential skill that you will need throughout your University career and beyond. You should follow any guidance on the preparation of assessed work given by the academic department setting the assignment. You are required to declare that all work submitted is entirely your own work. Many departments will ask you to attach a declaration form to all pieces of submitted work (including work submitted online). Your department will inform you how to do this. If you have any concerns about appropriate academic practices or if you are experiencing any personal difficulties which are affecting your work, you should consult your supervisor, research track coordinator or another member of staff involved. The following websites provide additional information on referencing appropriately and avoiding unfair means:

- The Library provides online information literacy skills tutorials www.librarydevelopment.group.shef.ac.uk/shef-only/research/plagiarism_rsch.html
- The Library also has information on reference management software www.librarydevelopment.group.shef.ac.uk/shef-only/research/referencing.html
- Further information can be found at the *Code of Practice for Research Degree Programmes.*

13.4 Use of copyright material

The use of material owned by a third party - another author, photographer, publisher, etc. - is governed by the Copyright Designs and Patents Act 1988 (UK) and the Copyright Regulations 2003 (European Directive). It is considered acceptable to include third party copyright material in a printed thesis without gaining copyright clearance from the holder but submission of the electronic thesis requires prior clearance to be obtained.

If the material concerned is an insubstantial short quotation from a published work that has been acknowledged and referenced accurately it will not be necessary to seek permission from the copyright holder. This is allowed under 'fair dealing' exceptions under the Act for 'non-commercial private research' or 'criticism and review'. Copyright law does not define what is meant by insubstantial use of short extracts or quotations so it may be best to seek permission if in doubt.

In order to seek permission students should contact the copyright holder. If the material is from a published book or journal it is best to contact the publisher of the work in the first instance. Many large publishers have Rights and Permissions departments used to dealing with copyright clearance; email addresses can often be found on publishers' websites. It is important to realise that no response DOES NOT mean permission is granted. Where permission to use the third party copyright material is obtained, students should make sure that clear acknowledgements are provided within the thesis.

If clearance is not obtained to use substantial sections of copyright material that are considered essential by the student to be used in their entirety, there are two options: (i) embargo the electronic thesis, though submission to the University in this format is still required; or (ii) edit the electronic thesis - but not the printed copy - so that it complies with third-party copyright requirements, clearly indicating the excisions made.

Further information can be found at:
www.shef.ac.uk/library/services/copyetheses.html

13.5 Appointment of examiners

Examiners should normally be appointed well in advance of the thesis being submitted and it is important, therefore, that the student should make their supervisor aware of the expected submission date so that a recommendation for the appointment of examiners can be made to the Faculty. Supervisors are requested to ensure that proposed examiners are available to examine the thesis and complete the paperwork within ten weeks of receiving it to ensure the student's progress is not delayed. An internal examiner should be a member of academic staff from either the University of Sheffield or CITY College.

In cases where the proposed examiner holds an appointment other than equivalent to Professor, Reader, or Senior Lecturer or is from a non-university establishment, a CV and supporting statement should be attached when completing the Appointment of Examiners form, outlining the suitability of the nominee.

When selecting examiners the following should be observed:

- Both external and internal examiners should have knowledge of the UK PhD system (i.e. have at least three previous examination experiences at a UK university)
- If the external examiner is someone from a non-UK university then the internal examiner should be from the University of Sheffield
- If the external examiner is someone from a UK university then the internal could be from CITY College or SEERC
- If the internal examiner is not from CITY College or SEERC then it is possible for SEERC to appoint a coordinator who will coordinate the procedure but will have no decision making status in the examination.

The form to be completed by supervisors is available from Research & Innovation Services' web site at http://www.sheffield.ac.uk/ris/pgr/code/forms and requires the signature of the Academic Director of Doctoral Programmes at SEERC together with the Head of Department's/Postgraduate Tutor's in Sheffield. The form is then forwarded, along with any supporting information on the proposed examiner's qualifications, to Research & Innovation Services for Faculty approval.

Two examiners must be appointed, neither of whom has had any direct involvement in the student's research project. At least one examiner must be an external examiner. In cases where there is no suitably qualified member of staff other than the supervisor, two external examiners are normally appointed. In all cases, examiners must be formally appointed before the thesis can be despatched to the examiners and the date of the viva voce examination can be set.

Should an occasion arise where an examiner must be replaced, a form for this purpose is available from Research & Innovation Services' web site at: http://www.shef.ac.uk/ris/pgr/code/examiners. The same procedure applies as for the original appointment form.

13.6   Examiners Fees and Expenses
Expenses and fees for examiners should be claimed through Research & Innovation Services, not the academic department or SEERC, in line with the guidelines issued to examiners with the thesis.

13.7   Arrangements for the oral examination (viva voce)

Research & Innovation Services produces *Guidance Notes for Examiners of Research Degree Programmes*. These are issued to examiners with the thesis and also to the internal coordinator (if appointed). The booklet contains information on:

- The examination of the thesis
- Arrangements and conduct of the oral examination
- Report on the examination
- Responsibilities of examiners
- Responsibilities of others involved in the examination process.

The booklet is available to research students and supervisors on request from Research & Innovation Services.

Examiners are advised on appointment that the oral examination should normally take place **within ten weeks** of receipt of the thesis. This is an expectation, not a mandatory requirement. A period of at least one month can be expected to elapse between submission of the thesis and the oral examination, and students should ensure that they are available for a reasonable amount of time after the oral examination in case it is necessary to consult the supervisor on any revision or amendment to the thesis which the examiners may require.

It is the responsibility of the internal examiner or coordinator to arrange the date, time and venue for the oral examination and to inform the candidate of the arrangements which have been made. As far as possible/practicable, examinations for research students based at SEERC will be held at SEERC in Thessaloniki. Before

making the arrangements for the examination, the internal examiner/coordinator should ensure that the examiners have been formally appointed and have received the thesis.

In cases where two external examiners are appointed, or the internal examiner has limited experience of examining at this level, an experienced member of academic staff will be nominated to act as internal coordinator and to liaise with the examiners and the student concerning the arrangements for the oral examination.

Prior to the oral examination the examiners are required to read the thesis and independently to prepare written reports on it. Examiners are advised that their judgment of the thesis should be based on what may reasonably be expected of a diligent and capable student after completion of the prescribed period of research for the degree for which the thesis has been submitted.

The student's supervisor is not expected to attend the oral examination unless the student and the examiners have agreed their presence in advance. This happens only on rare occasions. Nevertheless, the issue of whether they are to be present should be raised with the student beforehand and the supervisor should ensure that they are available prior to and following the oral examination, i.e. to offer advice and support to the student. If present during the actual examination, the supervisor should enter and leave the room at the same time as the student and should participate in the discussion only if asked to provide clarification on a specific matter.

In cases where two external examiners have been appointed, the internal coordinator will sit in on the oral examination to ensure that University procedures are followed. The internal coordinator will play no other part in the examination.

13.8   Conduct of the oral examination

The examination will normally be conducted under the chairmanship of the external examiner. At the oral examination the examiners together test the student's knowledge of matters relevant to the subject of the thesis. The purpose of the examination is to enable the examiners to clarify any ambiguities in the thesis, to satisfy themselves that the thesis is the student's own work, that the student is familiar with the relation of their work to the field of study and that their knowledge and understanding of related fields in the subject are of the standard expected for the award of the degree. On completion of the oral examination, the examiners will normally advise the candidate of their intended recommendation to the Faculty.

The oral examination is an integral part of the examination process and attendance is compulsory. Failure to attend a pre-arranged oral examination without prior notification and good reason (notification to the supervisor and/or internal examiner), may result in the student failing the oral examination and ultimately failing their degree.

After the oral examination, the examiners complete a report that is sent to Research & Innovation Services for approval by the Faculty. Unless there is some disagreement between the examiners as to the appropriate recommendation (a very rare occurrence), this is a joint report, to which the preliminary reports completed prior to the examination are appended. Following the oral examination, the report form should be returned to Research & Innovation Services as soon as possible, so that the examiners' recommendation can be processed. Where minor amendments are required, the student will be informed of these by the examiners and is allowed three months from the date of notification to make the amendments. The joint report form should be completed, signed and dated and returned to Research & Innovation Services, minus the separate minor amendments sheet, which should be detached and retained until the amendments have been completed to the examiners' satisfaction. The designated examiner will then approve the revised thesis and return the signed minor amendments sheet to Research & Innovation Services. It is the responsibility of the student to upload the final, approved thesis to the White Rose eTheses Online server to satisfy the University's requirement for electronic submission.

13.9   Examiners' recommendations

The recommendations open to the examiners following the oral examination are as follows for the degree of PhD (options for other degrees vary and are detailed in the Guidance Notes for Examiners):

- that the degree be awarded **without the need for any corrections** to the thesis;
- that the degree be awarded once specified **minor amendments** have been completed to the satisfaction of the examiners;
- that the degree be not now awarded, but that the candidate be allowed to **undergo a further oral examination** without modification of the form or content of the thesis;
- that the degree be not now awarded, but that the candidate be allowed to **submit a revised thesis** after such modification of form or content as the examiners may prescribe, with/without oral re-examination;
- that the degree **be not awarded**.
- that the degree of PhD be not awarded, but that the degree of Master of Philosophy **(MPhil) be awarded** (subject only to the necessary changes to the cover and title page of the thesis);
- that the degree of PhD be not awarded but that the candidate be allowed **to submit a revised thesis for the degree of MPhil** after such modification of form or content as the examiners may prescribe, with/without oral re-examination.

13.10   Minor amendments

It is often the case that the examiners wish to recommend the award of the degree subject to the completion of minor amendments to the thesis. This is an option which may be exercised when the examiners are satisfied that they could recommend the award of the degree once minor amendments only have been made to the thesis and where the nature and extent of the required amendments are such that they can reasonably be completed within a period of three calendar months from the date of notification of the amendments. If more extensive amendments are required before the award of the degree can be recommended, then the examiners should recommend a formal resubmission of the thesis.

When minor amendments are required, the internal examiner will advise the student of the timescale for completion of the amendments and the revised thesis should be submitted to the internal/external examiner as instructed. The internal examiner will normally act on behalf of both examiners to confirm that the amendments have been satisfactorily completed and will then return the signed minor amendments form to Research & Innovation Services.

Exceptionally, the three calendar months time limit may, for good reason, be extended by the Faculty concerned. An application form is available from Research & Innovation Services and the standard continuation fee will be levied for the duration of the extension period. A student who is required to make minor amendments should submit their revised thesis to the internal/external examiner for checking, as instructed.

Once the amendments have been approved, the student may need to provide one final copy for their Department and one for SEERC if requested. Students may also want to keep one copy for their own personal use. In addition, students should ensure that they upload a copy of the final version of the thesis to White Rose eTheses Online server, to satisfy the University's requirement for electronic submission of the thesis (required for students commencing their research degree from 2008-09 onwards).

13.11   Guidance on resubmission

In cases where a formal resubmission is required, examiners are advised that their joint report should contain detailed advice to the student on the required amendments and improvements. The joint and preliminary reports should be

returned to Research & Innovation Services, who will formally notify the student of the requirement to resubmit and the student will also receive a copy of the examiners' report containing the details of the required changes.

A student required to resubmit their thesis is allowed 12 months in which to do so from the date of formal notification from Research & Innovation Services. Students can get their ucard extended at SSiD in line with their new time limit. If a further extension to this time limit is required, the student must formally request a time limit extension, which will be considered by the department and faculty in the normal way.

The revised thesis must be resubmitted directly to Research & Innovation Services, following the same procedures as apply to a first submission. Research & Innovation Services can only accept a resubmitted thesis once the student has been formally notified in writing of the examiners' decision on the first submission.

Note: For resubmissions the title page and front cover should be changed to show the date of the resubmission only, however it is not necessary for the thesis to state 'Resubmission'.

If a further oral examination is required, this will normally take place within 10 weeks of receipt of the thesis by the examiners.

If a further oral examination is not required, the examiners should aim to complete the reexamination within approximately **6-8 weeks of their receipt of the revised thesis.**

The same reporting requirements apply to resubmissions as to first submissions, i.e. the examiners must complete an independent written preliminary report and a joint report, which should be submitted to Research & Innovation Services. There are fewer recommendations available after a resubmission and, crucially, there is no option for a student to make a further resubmission at this stage. Consequently, the examiners must be confident that the thesis meets the criteria for the award of PhD in order to award that degree.

Following the re-examination, if further minor amendments are required, the student is allowed three calendar months from the date of notification in which to complete the amendments and submit them to the examiner. The examiners' report form should be returned to Research & Innovation Services, minus the minor amendments sheet, which should be detached and retained until the amendments have been completed to the examiners' satisfaction.

A fee is payable on resubmission. For 2016-17 this will be £285 for resubmission without oral examination and £360 for resubmission with oral examination.

Students who are required to resubmit will have their time limit extended by twelve months. Therefore a new UCard can be acquired from SSiD in line with the new time limit on their student record.

13.12   Submission of electronic theses

Students who registered for a research degree from the start of the 2008-09 session onwards are required to submit an electronic copy of their final approved thesis to the White Rose eTheses Online server. Information on how to upload the final, examined and awarded thesis to the White Rose eTheses Online server can be found at:
http://www.shef.ac.uk/ris/pgr/code/etheses-upload

13.13   Embargoes of Theses

The UK Research Councils expect that theses should normally be made publicly available as soon as possible. However, it is also recognised that factors such as commercial, collaborative or publication arrangements may necessitate a delay in this process, for which an embargo may be necessary.

Students are permitted to embargo their thesis under certain conditions, e.g. where there are commercial sensitivities or where it is necessary to delay access to a thesis until after publication of results. Both print and electronic theses can be embargoed. Decisions on whether an embargo is required and how long is appropriate should be taken by the student in consultation with the supervisor and must take account of the need to ensure that research is made available as soon as possible.

Each Faculty has agreed a maximum length of embargo that can be applied without any additional permission being required. These are as follows:

Arts & Humanities	1 year
Engineering	1 year
Medicine, Dentistry & Health	2 years
Science	5 years
Social Sciences	3 years

Requests for embargoes that exceed the above Faculty thresholds will need to be justified and therefore require Faculty consideration. Please note that if a request for an extended embargo is not approved only the maximum embargo permitted by the Faculty will be applied.

Regarding embargoing on White Rose e-Thesis online, students are responsible for setting any embargo options at the point they upload their eThesis to the White Rose eTheses Online server.

For further information, details and forms please visit the University's website http://www.shef.ac.uk/ris/pgr/code/embargoes

13.14   Award and conferment of degrees

Notification of the award of a degree will be sent to successful students directly, by Research & Innovation Services following approval by the Faculty and will be posted to the correspondence address held on the student's record. **Students are responsible for ensuring that their addresses are kept up-to-date on the student record.** This is essential so that important University correspondence is received promptly.

Whilst every effort is made to keep to a minimum the delay between receipt of the examiners' report by the Faculty, formal approval by the Faculty and subsequent notification by Research & Innovation Services of the award of the degree, students should be aware that the process can take a number of weeks. Any student who requires urgent notification of their result, e.g. for employment purposes, should contact Research & Innovation Services. It should be noted, however, that letters confirming the examiners' recommendation can only be provided if the examiners' report has been received by RIS.

Once a degree has been awarded, details will be forwarded to the Events Team, which will arrange for the formal conferment of the degree. The Events Team will then issue an invitation to the next available Degree Ceremony. The University of Sheffield holds a Degree Ceremony in Thessaloniki every three years for students undertaking its degree programmes at The International Faculty, CITY College (including SEERC students). Subject to the availability of places, SEERC students are also very welcome to attend a degree congregation in Sheffield, which are normally held in the January or July following the award.

Only the Events Team has the authority to confirm invitations to particular ceremonies. Any enquiries concerning the likely date of conferment of a degree

should be addressed to the Events Team on (http://www.shef.ac.uk/eventsteam/contacts) or e-mail graduation@sheffield.ac.uk.

Students graduating in person will receive their degree certificates at the Ceremony. Students who choose to graduate in absentia may request their certificates by post from the Events Team.

14. Quality assurance and student feedback

The University, through Research & Innovation Services, undertakes a number of quality assurance activities in support of its research degree programmes. At present, all quality assurance activities are under review.

15. Guidelines on employment whilst undertaking research degree programmes

15.1 Working hours, holidays and employment

Research students are often concerned at the lack of clear guidance concerning working hours and holiday entitlements, since neither is governed by regulation. The differing requirements of disciplines and types of research will to a large extent determine the length of the working day/week appropriate to the individual concerned, and students must, in the main, be guided by their supervisor. Students should also be aware that there is an optimum efficiency to be achieved by pacing oneself between work and recreation: some students have become so exclusively work-oriented that they take little or no time off, and they and their work consequently suffer.

Some students commencing research degrees are surprised that they are not entitled to the long vacation periods to which they have become accustomed as undergraduates. As a guide, it is recommended that research students may, subject to the agreement of their supervisors and (if applicable) their sponsors, take reasonable holidays not exceeding eight weeks in the year (including public holidays). Up to a maximum of four weeks holiday may be taken at the end of the period of award.

15.2 The employment of graduate students

Graduate students are often well placed to assist in course delivery and/or with research contracts, which also represent a valuable source of additional income for students. Such teaching experience helps to develop a broad range of personal and presentational skills which can be of considerable long-term benefit to the student concerned. Similarly, a student's research skills can be enhanced through their involvement in research contracts that build on or extend the work that they are doing in their research degree programme.

The University encourages the employment of graduate students in a number of capacities (e.g. as part-time teaching or research assistants, demonstrators, etc.), provided that this can be undertaken without detriment to the research programme in progress. The University accepts Research Council (United Kingdom) guidelines on this matter as good practice for all its research students. It must be stressed, however, that the scope for such employment varies widely between different departments and research groups, and students should not assume that these opportunities will always be available.

The University accepts the following broad principles relating to the employment of graduate students:

- Other things being equal, the available work should be shared out among graduate students as fairly as possible. No graduate students will be expected to undertake paid employment unless they wish to, unless this is a condition of their bursary or scholarship

- All graduate students employed by SEERC should be assessed for their suitability before appointment
- With the exception of Research Associates, whose work is directly relevant to their PhD degree studies, full-time research students will be restricted to a maximum of 180 hours paid work per annum, including teaching/research duties, preparation time and marking. This figure is based on the rules relating to Research Council studentships
- Students should be given a written specification detailing their duties, including (where appropriate) the total number of hours required in preparation, class contact hours and marking, the payment involved and the method of payment.
- All students involved in teaching should receive guidance and help regarding course content and delivery methods from the member of academic staff concerned and it is good practice for them to attend training courses covering the necessary teaching skills required.
- Students involved in demonstrating and/or research contracts will be given prior experience with equipment concerned and guidance regarding methodology, expected results and any potential problems.
- The Director of the Doctoral Programme is responsible for the coordination of teaching/research undertaken by graduate students at SEERC and consideration of any related issues.
- Responsibility for delivery and examination of modules taught by graduate students remains with the member of academic staff concerned.
- Graduate students formally employed by SEERC will be offered contracts with the same provisions as other non-permanent staff.

16.   Complaints and appeals

16.1   Complaints

Details of the University's complaints procedures are provided in the Students' Charter, copies of which are available from the University and from the Union of Students or on the University's web site. Briefly, students should initially raise any complaints with their supervisor. If they cannot be resolved, they must report the complaint to the Director of Doctoral Programmes at SEERC, and, if appropriate, to the Faculty. SEERC will ensure that complaints procedures are operational and effective. However, as noted above, it is the responsibility of students to ensure that any problems are raised at the appropriate level and at the earliest opportunity. Procedures for submitting a complaint are available at:

http://www.shef.ac.uk/ssid/procedures/complaints

16.2   Academic Appeals

Under these Regulations, a student may apply for a recommended examination result to be re-considered in the light of new evidence.
General Regulations and procedures for Academic Appeals can be found at:

http://www.shef.ac.uk/ssd/sca/academicappeal

16.3   Personal harassment

As well as the procedures listed above there is a procedure for complaints about personal harassment. Details can be found at:

https://www.sheffield.ac.uk/ssid/harassment

17.   Claim for Expenses

The University provides allowances through the departments, towards expenses incurred in attending conferences and workshops within the UK (other than Sheffield)

and EU. Eligibility is restricted to academic and academic related staff, technical staff above trainee grade, and research students who do not obtain support for travelling and attending conferences/workshops from their sponsors.

The amount of money that can be claimed by students varies across different departments and faculties. Students should claim for their expenses only when they have documentation (e.g. that their paper has been accepted at the conference) and receipts. Claim for expenses form is completed after the event/conference/travel and **the student cannot be paid in advance**. The form is completed by the student and before it is forwarded to the University of Sheffield for approval, the form requires the signed approval of the Academic Director of the SEERC Doctoral Programme. Any application without such approval will be rejected. The certified claim for expenses is different in different departments.
All expenses claim forms should be processed by the SEERC Doctoral Programme Administrator before they are forwarded to the University for approval.

18.   Other relevant information

SEERC research students are referred to the following sections of the University's *Code of Practice for Research Degree Programmes* for additional information on the named topics:

- Health and Safety
- Intellectual Property
- Data Protection

Details of the University's Regulations for Higher Degrees are provided in the University Calendar, copies of which are available in the SEERC Office and on the web at:

www.sheffield.ac.uk/govern/calendar

Appendix A: Details of SEERC Research Tracks and areas of research expertise

Enterprise, Innovation and Development Research Track

Through the Research Clusters that are currently active within the Enterprise, Innovation and Regional Development Research Track, SEERC fosters collaboration among researchers from the Business Administration and Economics department at CITY College and the Management School and Economics Department at the University of Sheffield. The Research Track seeks to promote involvement from other departments, as well as other research institutions in Europe, South East Europe and beyond.

Research Clusters

- Logistics and Supply Chain Management
- Applied Economics and Finance
- Strategic People Management
- Innovation Policy and Support

Research Expertise:

- Strategic Change, HRM and Logistics Management in South East Europe: Organisational Change, Strategic Human Resources Management & Development, Industrial Relations, International Marketing, Knowledge Management & National Business Systems, Supply Chain Management and Logistics, Operations and Total Quality Management, Information Technology and e-Business, e-Learning & Management.

- Applied Economics and Finance: Labour markets, Applied macroeconomics, Macroeconomic policy, Foreign Direct Investment, Development and growth theories, Post Keynesian economics, The politics of EMU, Applied econometrics, Defence and peace economics, Economics of military spending, Arms races, European Union, Banking and Finance, Behavioural Finance.

Information and Communication Technologies Research Track

Through the Research Clusters that are active in the Information and Communication Technologies (ICT) Research Track, SEERC fosters collaboration mainly among researchers from the University's Departments of Computer Science at the International Faculty and the Faculty of Engineering, and the Information School. In addition, research topics of interdisciplinary and multidisciplinary nature are investigated in collaboration with researchers from the Management School, the Informatics Collaboratory of the Social Sciences (ICOSS), the Centre for Inquiry-based Learning in Arts and Social Sciences (CILASS), the Department of Geography, and the Department of Business Administration & Economics at City College. In parallel, the ICT Research Track actively promotes collaboration with a great number of research institutions and organisations from the region of South East Europe and beyond.

Research Clusters

- Information & Knowledge Management Research Cluster

Research Expertise:

Formal Methods:
> Formal Specification Languages, Modelling and Model Checking for Safety Critical and Large Scale Systems, Formal Verification and Testing of Software Systems

Artificial Intelligence:
> Multi-Agent Systems, Biologically Inspired Computation, Parallel Logic Programming, Constraint Logic Programming, Neural Networks, Semantic Web Technologies

Software Engineering:
> Service Oriented Computing, Web Service Technologies, Cloud Computing, Software Engineering Processes, Agile Software Development, Object-Oriented Analysis and Design

Educational Informatics:
> Virtual Learning Environments, Networked and Ambient Learning, Learning Management Systems, Multiple Teaching Strategies

Health Informatics:
> Electronic Health Records, Health Information Management, Affective and Physiological Computing

Information Systems:
> Analysis, Design, and Management of IS, Business Information Systems, Geographical Information Systems, Information Security, IT Policy and Socio-Economic Effects

Society and Human Development: Psychology, Politics, Sociology, and English Studies Research Track

As of January 2016, SEERC's research tracks on "Governance, Politics and Society" and "Risk, Cognition and Well-being" have merged to form a new research track on Society and Human Development: Psychology, Politics, Sociology, and English Studies.

Research Clusters

> Cognitive Neuroscience

Research Expertise:

> Multi-level Governance and policy transfer
> Social Policy
> European Integration
> Migration
> Ethnicity, Identity
> Public administration
> Conflict
> Cultural/critical theory
> Psychoanalysis as a cultural and social discourse
> Film, Balkan cinema/national cinema/popular cinema

Language
Cultural Management
Energy politics and economics
Geopolitics
Regionalism
International political economy
International relations theories
Global governance and transnational/cosmopolitan democracy
Stress and coping
Cognitive neuroscience of attention
Cognitive neuroscience of ageing
Neurophysiological correlates of emotions
English studies and linguistics

Contacts at CITY College – International Faculty of TUoS and the University of Sheffield

1.   International Faculty of the University of Sheffield, CITY College

South East European Research Centre (SEERC)
24 Pr. Koromila Street
54622 Thessaloniki
GREECE
Tel. 2310 253477/8
Fax: 2310 234205

SEERC contacts		
SEERC Academic Director of Doctoral Programme	Prof. Panayiotis Ketikidis	pketikidis@seerc.org
SEERC Doctoral Programme Administrator	Ms Eleni Tsimiga	eltsimiga@seerc.org

2.   The University of Sheffield

Research & Innovation Services
New Spring House
231 Glossop Road
Sheffield S10 2GW
UNITED KINGDOM

Research & Innovation Services contacts		
Head of Research Degree Support	Mrs Joanne Rowlands	j.l.rowlands@sheffield.ac.uk
Faculty Administrator (Social Sciences)	Mr David Heymann	d.heymann@sheffield.ac.uk
Faculty Administrator (Engineering)	Ms Kath Wellum	k.wellum@sheffield.ac.uk
Faculty Administrator (Science)	Ms Laura Wills	l.wills@sheffield.ac.uk
Doctoral Development Programme Administrator	Ms Fozia Yasmin	f.yasmin@sheffield.ac.uk
Departmental contacts (PG Secretary or equivalent)		
Computer Science	Mrs Karen Barker	k.barker@sheffield.ac.uk
Economics	Ms Chloe Davis	c.e.davies@sheffield.ac.uk
Geography	Ms Charlotte Graham	Charlotte.graham@sheffield.ac.uk
Information School	Mr Matthew Jones	Matthew.L.Jones@sheffield.ac.uk
Management School	Ms Mandy Robertson	m.robertson@sheffield.ac.uk
Politics	Ms Sarah Cooke	s.cooke@sheffield.ac.uk
Psychology	Ms Josie Cassidy	j.cassidy@sheffield.ac.uk
Sociological Studies	Ms Adele Blinston	Adele.Blinston@sheffield.ac.uk
School of Health and Related Research (ScHARR)	Ms Gemma Gibson	scharr-pgr@sheffield.ac.uk

This handbook was created jointly by:
- Dr Iraklis Paraskakis, from SEERC
- Mr Peter Fernley from the University of Sheffield
- and Ms Joanne Rowlands from the University of Sheffield

and updated by Prof. Panayiotis Ketikidis and Ms Eleni Tsimiga

Appendix B:

Cover Page for final Thesis.

Thesis Title

By:
Name of student

A thesis submitted in partial fulfillment of the requirements for the degree of
Doctor of Philosophy

The University of Sheffield
Faculty of .....
School (or Department) of ....

Submission Date

South East European Research Centre

South East European Research Centre

24, Proxenou Koromila Street

54622, Thessaloniki, Greece

Tel: +30 2310 253478

Fax: +30 2310 234205

contact@seerc.org

http://www.seerc.org