College of Arts and Law

Postgraduate Handbook 2013-14

Welcome to postgraduate study in the College of Arts and Law at the University of Birmingham.

This handbook gives you important information about the organisation, structure, support and facilities available to you in the College and the University.

The University's College structure is designed to ensure that we continue to be a creative and innovative institution at the forefront of academic research and teaching. It brings academic staff and graduate students together from across a range of complementary disciplines and in ways from which we all benefit. Working together enhances academic excellence by facilitating research activities both within and across schools and subject areas. We encourage you to make every effort to participate in your school's research forums, student-led activities and staff/student committees. By participating fully, you will gain the most from being a part of our lively College community.

This handbook provides web addresses for important documentation and forms you may need during your period of study. It is important to familiarise yourself with its content, as colleagues will refer to it throughout your time at Birmingham. Please do not hesitate to contact us at any point for further information or clarification.

It is my sincere hope that you will find your period of study here fascinating, challenging, rewarding and, of course, enjoyable.

My very best wishes for the coming year,

Dr Diana Spencer
Director of the College of Arts and Law Graduate School
This Handbook and You

This handbook is intended mainly for postgraduate students (on both taught and research programmes) in the College of Arts and Law, but much of the information will also be of interest to staff, external examiners and others.

It is designed as a guide to provide you with information that will be helpful to you during your period of study at Birmingham, and to direct you to the appropriate web addresses for details on procedural or regulatory matters, and for facilities or services. It is your responsibility to familiarise yourself with this handbook and the information it contains.

It is possible that changes to some procedures and policies may occur throughout the year. We would therefore advise you to check the links provided in this handbook on a regular basis to ensure that you are accessing up to date information.

For specific information about your programme of study, you should refer to your programme and module guides, or speak with your programme convenor or supervisor.

CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Chapter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This handbook and you</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postgraduate Induction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Events (University &amp;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SECTION ONE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understanding Postgraduate Administration</td>
<td>1.1</td>
<td>Introduction</td>
</tr>
<tr>
<td></td>
<td>1.2</td>
<td>The University</td>
</tr>
<tr>
<td></td>
<td>1.3</td>
<td>The College of Arts and Law</td>
</tr>
<tr>
<td></td>
<td>1.4</td>
<td>Schools and Departments</td>
</tr>
<tr>
<td></td>
<td>1.5</td>
<td>Your programme</td>
</tr>
<tr>
<td></td>
<td>1.6</td>
<td>Administrative Contacts</td>
</tr>
<tr>
<td>SECTION TWO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Academic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information for ALL</td>
<td>2.1</td>
<td>Introduction</td>
</tr>
<tr>
<td>Postgraduates</td>
<td>2.2</td>
<td>Term dates for 2013/2014</td>
</tr>
<tr>
<td></td>
<td>2.3</td>
<td>Updating your personal details</td>
</tr>
<tr>
<td></td>
<td>2.4</td>
<td>Postgraduate Spaces</td>
</tr>
<tr>
<td></td>
<td>2.5</td>
<td>Library and IT Services</td>
</tr>
<tr>
<td></td>
<td>2.6</td>
<td>Additional College of Arts and Law IT facilities</td>
</tr>
<tr>
<td></td>
<td>2.7</td>
<td>University Student Charter</td>
</tr>
<tr>
<td></td>
<td>2.8</td>
<td>Introduction to Arts and Law Generic Research Skills 2013/14</td>
</tr>
<tr>
<td></td>
<td>2.9</td>
<td>Guidance to students on employment</td>
</tr>
<tr>
<td></td>
<td>2.10</td>
<td>Postgraduate students as teachers</td>
</tr>
<tr>
<td></td>
<td>2.11</td>
<td>Learning and Teaching at the University of Birmingham</td>
</tr>
<tr>
<td></td>
<td>2.12</td>
<td>Academic duty and attendance</td>
</tr>
<tr>
<td></td>
<td>2.13</td>
<td>Leave of Absence</td>
</tr>
<tr>
<td></td>
<td>2.14</td>
<td>Student Concerns and Complaints</td>
</tr>
<tr>
<td></td>
<td>2.15</td>
<td>Data protection and freedom of information</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>2.16</td>
<td></td>
<td>Anti-bribery and corruption policy</td>
</tr>
<tr>
<td>2.17</td>
<td></td>
<td>Receiving your award (Degree congregations)</td>
</tr>
</tbody>
</table>

### SECTION THREE  General Support / Welfare information for ALL Postgraduates

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td></td>
<td>Birmingham University Guild of Students</td>
</tr>
<tr>
<td>3.2</td>
<td></td>
<td>Welfare, advice and guidance</td>
</tr>
<tr>
<td>3.3</td>
<td></td>
<td>Harassment, equal opportunities and special needs</td>
</tr>
<tr>
<td>3.4</td>
<td></td>
<td>Absence through illness and medical certificates</td>
</tr>
<tr>
<td>3.5</td>
<td></td>
<td>International students</td>
</tr>
<tr>
<td>3.6</td>
<td></td>
<td>Health and Safety (including Fire Alarm evacuation from ERI building)</td>
</tr>
<tr>
<td>3.7</td>
<td></td>
<td>Personal Emergency Evacuation Plans</td>
</tr>
<tr>
<td>3.8</td>
<td></td>
<td>Student Fees</td>
</tr>
<tr>
<td>3.9</td>
<td></td>
<td>Council Tax</td>
</tr>
<tr>
<td>3.10</td>
<td></td>
<td>Student Funding Office</td>
</tr>
<tr>
<td>3.11</td>
<td></td>
<td>Student Car Parking</td>
</tr>
<tr>
<td>3.12</td>
<td></td>
<td>Maps</td>
</tr>
</tbody>
</table>

### SECTION FOUR  Communication & Representation

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td></td>
<td>Conduct and communication</td>
</tr>
<tr>
<td>4.2</td>
<td></td>
<td>My bham.ac.uk</td>
</tr>
<tr>
<td>4.3</td>
<td></td>
<td>Postgraduate Student Newsletter</td>
</tr>
<tr>
<td>4.4</td>
<td></td>
<td>Virtual Learning Environment</td>
</tr>
<tr>
<td>4.5</td>
<td></td>
<td>UbB emails</td>
</tr>
<tr>
<td>4.6</td>
<td></td>
<td>Student representation</td>
</tr>
</tbody>
</table>

### SECTION FIVE  Information and Guidelines for Taught Postgraduates

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td></td>
<td>Introduction: who are PGT students?</td>
</tr>
<tr>
<td>5.2</td>
<td></td>
<td>Module Registration</td>
</tr>
<tr>
<td>5.3</td>
<td></td>
<td>MOMDs (Modules Outside Main Discipline)</td>
</tr>
<tr>
<td>5.4</td>
<td></td>
<td>Submission of assessed work for taught programmes (including Submission Deadlines and Method of Submission)</td>
</tr>
<tr>
<td>5.5</td>
<td></td>
<td>Guidance on Coursework extensions, Extenuating Circumstances and Fit to Sit</td>
</tr>
<tr>
<td>5.6</td>
<td></td>
<td>Penalties relating to assessed work</td>
</tr>
<tr>
<td>5.7</td>
<td></td>
<td>Referencing, plagiarism and copyright</td>
</tr>
<tr>
<td>5.8</td>
<td></td>
<td>Marking Criteria for assessed postgraduate work, including MA Dissertations (excluding Law)</td>
</tr>
<tr>
<td>5.8a</td>
<td></td>
<td>Marking Criteria for assessed postgraduate work (Law)</td>
</tr>
<tr>
<td>5.9</td>
<td></td>
<td>Feedback on your coursework</td>
</tr>
<tr>
<td>5.10</td>
<td></td>
<td>Regulations relating to taught courses</td>
</tr>
<tr>
<td>5.11</td>
<td></td>
<td>Process for upgrade from PG Diploma to Masters</td>
</tr>
<tr>
<td>5.12</td>
<td></td>
<td>Appeals</td>
</tr>
<tr>
<td>5.13</td>
<td></td>
<td>Your dissertation supervision</td>
</tr>
</tbody>
</table>
SECTION SIX  Information and Guidelines for Research Postgraduates

6.1 Introduction: who are PGR/DR students?
6.2 MRes Students (arrangements concerning ‘taught’ elements)
6.3 Supervisory arrangements
6.4 Your supervisory team
6.5 Frequency and records of supervision
6.6 Personal development planning and Development Needs Analysis (DNA)
6.7 Ethical reviews
6.8 Plagiarism
6.9 Progression and upgrade procedures for research students
   Annual Progress Review (including deadlines)
   Year 1
   Year 2
   Year 3
6.10 Extension and Leave of Absence requests
6.11 Awaiting thesis (or ‘Writing Up’)
6.12 Periods of Registration and early submission
6.13 Word lengths
6.14 Preparing for submission of your thesis
6.15 Your thesis: examination process
6.16 Your Viva (Oral Examination)

SECTION SEVEN  Additional and Complementary Skills Training Provision

University Graduate School
University Research Admin Team
Research Community
Keeping in Touch
University Graduate School Skills  Online researcher Development Resources
TGS Fridays

SECTION EIGHT  Scholarships and Other Funding

Scholarships and Funding
University Scholarships and Awards
College of Arts and Law PG Research Support Fund
PGR Development Fund (replacement for Roberts’ funding)

SECTION NINE  Contact Information and Useful Links

CAL Graduate School – Academic Management Team
CAL Graduate School – Administrative Management Team
Research Postgraduate Student Admin Team
Taught Postgraduate Student Admin Team
Key School Contact Details - Heads of Postgraduate Study (Research and Taught); Welfare Tutor(s) and School Extenuating Circumstances Officer(s)
<table>
<thead>
<tr>
<th>SECTION</th>
<th>Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDACS</td>
<td>English, Drama and American &amp; Canadian Studies (EDACS)</td>
</tr>
<tr>
<td>H&amp;C</td>
<td>History and Cultures (H&amp;C)</td>
</tr>
<tr>
<td>LCAHM</td>
<td>Languages, Cultures, Art History and Music (LCAHM)</td>
</tr>
<tr>
<td>Law</td>
<td></td>
</tr>
<tr>
<td>PTR</td>
<td>Philosophy, Theology and Religion (PTR)</td>
</tr>
<tr>
<td>QT</td>
<td>Quick Links and useful websites</td>
</tr>
</tbody>
</table>
Postgraduate Induction 2013-14

The College of Arts and Law (CAL) welcome events for postgraduate students will take place on Friday 27th September 2013 (in what is known as ‘welcome week’ or ‘week zero’).

University Graduate School Welcome events can be found at:

http://www.birmingham.ac.uk/welcome/postgrad.aspx

The International Student Advisory Service (ISAS) can be found at:

https://intranet.birmingham.ac.uk/as/studentservices/international/index.aspx
Section One: Understanding Postgraduate Administration

1.1 Introduction

As a student in the College of Arts and Law you may find yourself encountering four different levels of administration; University, College, School and Department. This section of the handbook will briefly outline the different functions of these administrative layers, and explain when and where you might encounter them. Some of them are concerned with the day-to-day administration of your programme, such as handing in essays, whilst others are responsible for policy and for the ‘big’ events of your postgraduate career, such as enrolment, examination and graduation.

1.2 The University

Registry is part of Academic Services. It manages the progression of students from post-registration through to graduation (this includes registration, record keeping, examinations, appeals and degree congregations, as well as being a main and central point of contact for student advice).

Codes of Practice, Policies and Guidance

This information can be found at: http://www.as.bham.ac.uk/legislation/codesofpractice.shtml.

University Graduate School:
This University-wide Graduate School (separate to the College of Arts and Law Graduate School) provides advice and generic skills training for postgraduate students. Further details on the work of the Graduate School can be found in Section Seven of this handbook.

1.3 The College of Arts and Law

The College of Arts and Law is the second largest college in the University, with over 5,000 students. Details about the College of Arts and Law can be found at http://www.birmingham.ac.uk/university/colleges/artslaw/.

The College of Arts and Law consists of the following schools:

- **English, Drama and American & Canadian Studies** (incorporating the Departments of English Literature and Creative writing; English Language and Applied Linguistics; Drama; American & Canadian Studies; the Centre for English Language Studies and the Shakespeare Institute) http://www.birmingham.ac.uk/schools/edacs/departments/english/index.aspx
  http://www.birmingham.ac.uk/schools/edacs/departments/drama/index.aspx
  http://www.birmingham.ac.uk/schools/edacs/departments/acs/index.aspx
  http://www.birmingham.ac.uk/schools/edacs/departments/shakespeare/index.aspx

- **History and Cultures** (incorporating the Departments of History, Anthropology and African Studies, Classics, Ancient History and Archaeology and the Ironbridge International Institute for Cultural Heritage http://www.historycultures.bham.ac.uk/)

- **Languages, Cultures, Art History and Music** (incorporating the Departments of Languages for All; Art History, Film and Visual Studies; Modern Languages and Music) http://www.lcahm.bham.ac.uk/

- **Birmingham Law School** http://www.law.bham.ac.uk
• Philosophy, Theology and Religion (incorporating the Departments of Philosophy and Theology)
  http://www.birmingham.ac.uk/schools/ptr/index.aspx

The College is responsible for your postgraduate education. It monitors the quality of postgraduate provision and ensures that there is an effective policy for the representation of postgraduate students. It oversees processes common to each school, ensuring every student is treated equally and fairly in matters such as supervision, examination and welfare.

The College of Arts and Law Graduate School website, http://www.birmingham.ac.uk/calgs/, contains some of the information you might need during your study here. There is further detailed information for current students on the CAL Graduate School section of Canvas, accessed via http://www.weblearn.bham.ac.uk/.

1.4 Schools and Departments

Not all schools are split into different departments; some, like the Birmingham Law School, have only one department, whilst others consist of many different departments.

Postgraduate experience will vary from school to school. In some areas administration is handled locally and for others by a central team located on the Ground floor of the Arts Building, collectively known as the College of Arts and Law Graduate School Admin Team. Your school or department may also have its own separate handbook to explain important departmental or school-specific procedures to you. It is essential that you read these handbooks as well as this college handbook.

1.5 Your programme

If you are on a taught or a part-taught course such as an MA, MSc, LLM or MRes you may also have a programme convenor who is in charge of the day-to-day running of the programme, and who provides you with a guide to the programme.

1.6 Administrative contacts

Your first point of contact for day-to-day academic matters should normally be your programme convenor or your academic supervisor. For updates, messages and information, you should check your University of Birmingham email account – it is recommended that you do this at least once each week.

You are also advised to check Canvas, and your School/Departmental/Graduate School pigeon holes and notice boards. You should check staff notice boards or doors for their ‘office hour’ availability. You may leave messages for your supervisors or tutors in their staff pigeon holes, which are invariably found in the school or department.

Please note that it may be more efficient to contact academic staff via email or during their “office hours”. If you ever have difficulty contacting your School or Department Welfare Tutor, or School Head of Postgraduate Studies (PGT or PGR) please contact the administrative team on the contact details listed in section 9. Part-time students should keep in close regular contact with their programme convenor or academic supervisor via telephone or email, or other agreed communication format, and ensure that they check their University email at least weekly.
Section Two: General Academic Information for all Postgraduates

2.1 Introduction

This section is designed to give you the general information that all postgraduates in the College will need. Remember, if there is information that you need and you are unable to find it here or on the web-pages, please ask. Your tutors and administrative staff are always happy to give you the answer if they know it or point you in the direction of someone who will be able to help you with your query.

2.2 Term dates for 2013/14

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Term</td>
<td>30th September 2013 to 13th December 2013</td>
</tr>
<tr>
<td>Spring Term</td>
<td>13th January 2014 to 28th March 2014</td>
</tr>
<tr>
<td>Summer Term</td>
<td>28th April 2014 to 20th June 2014</td>
</tr>
</tbody>
</table>

2.3 Updating your personal details

It is vitally important that you keep all of your records up-to-date (especially contact details including addresses, telephone numbers, email addresses and ‘emergency contact’ details) using the my.bham portal. This is the portal all staff use to access your details. If you are unable to update your details using the portal, you must ensure that your programme convenor/academic supervisor, the relevant College of Arts and Law Graduate School Admin IT team and the Student Records section of Registry are all informed of your changes. Council-tax exemption may be affected if these details are not accurate.

Students who are required to submit a thesis will be aware that thesis titles invariably change as the research process begins to form and reform the thesis and its conclusions. As such, it is imperative that you update the ‘thesis title’ in the my.bham portal, to ensure that the correct data is held by the University, for graduation and reference purposes.

2.4 Postgraduate spaces

Postgraduate Students are entitled to use the Senior Common Room on the first floor of the Arts Building and they may also use the Bratby Bar in Staff House. The Mason Lounge on the ground floor of the Arts building is open to all students (undergraduate and postgraduate). There may be further provision for postgraduate students in departments / schools based off campus (details will be available from your department / school office).

The European Research Institute (ERI) Building (G3 on the Campus Map: http://www.birmingham.ac.uk/contact/directions/index.aspx) contains computers and study space for up to 100 College of Arts and Law postgraduate students, as well as a student kitchen (1st floor) and social spaces.

2.5 Library and IT services

The University’s Library Services and IT Services are responsible for providing library and computing facilities to support learning, teaching and research at the University of Birmingham. Students have access to a wide range of printed and electronic information resources, as well as computing facilities, via Information Services’ libraries and learning centres.

The Main Library is at the centre of the Edgbaston campus. In addition, there are a number of smaller libraries located within departments and on other campuses, such as the Selly Oak campus and the Shakespeare Institute. Your school/department will inform you of any libraries that are particularly relevant to your programme of study.

For an overview of all services, visit http://www.library.bham.ac.uk/ and http://www.it.bham.ac.uk/
2.6 Additional College of Arts and Law IT facilities

All computing enquiries, in the first instance, should be directed to the central IT service desk, either by logging a call at www.itservicedesk.bham.ac.uk or contacting 0121 4147171.

All students are entitled, and are automatically registered, to use additional facilities provided across the campus by IT Services (including in the Mason Lounge of the Arts Building). Further facilities may also be provided for your department/school; contact your department / school office for more details.

All users within the College receive a University printing account, accessed using their ID card. Printing credits must be purchased in advance from re-value machines (located in the Main Library and the Mason Lounge).

Please see https://intranet.birmingham.ac.uk/it/teams/infrastructure/customer-it/clusters/Printing.aspx for up to date prices. Departments / schools may also have additional facilities for photocopying.

2.7 University Student Charter

The Student Charter has been developed by the University and the Guild of Students.

The Student Charter can be found at; www.birmingham.ac.uk/students/birmingham/student-charter.aspx

2.8 Introduction to Arts and Law Generic Research Skills 2013-2014:

This training suite has been designed and developed to offer you a flexible course of fundamental skills training, which forms a foundation for the discipline-specific research training and development you will be undertaking as part of your programme of study.

Whether you are coming to postgraduate study straight from your undergraduate degree, moving from taught to research studies, learning off-campus or part-time, or returning to studying after a break, a solid grounding in generic (what are sometimes called ‘core’) research skills will be vital to your progress. The opportunity to draw upon the expertise of experienced postgraduate coordinators will also help your transition into whichever new phase of study you are entering.

This introduction outlines the structure of the Generic Research Skills materials, and guides you through the components.

Structure of the Generic Research Skills Training

This training suite has been designed and developed to offer you a flexible course of fundamental skills training, which forms a foundation for the discipline-specific research training and development you will be undertaking as part of your programme of study.

Whether you are coming to postgraduate study straight from your undergraduate degree, moving from taught to research studies, learning off-campus or part-time, or returning to studying after a break, a solid grounding in generic (what are sometimes called ‘core’) research skills will be vital to your progress. The opportunity to use the expertise of experienced postgraduate coordinators will also help your transition into whichever new phase of study you are entering.

Structure of the generic research skills training

The programme of independent study is designed around a core suite of online self-enrol materials (self-enrolment via Birmingham’s Virtual Learning Environment), covering foundational research skills, from which you select those most appropriate to you and your programme of study (consult Canvas for full details for PGT, MRes, MA by Research, and PhD).

Is this work directly assessed?

No, you work your way through an appropriate selection from the suite of materials and/or courses in order to develop your skills portfolio, to enhance your success in your studies, and to hone your ability to identify and use your skills set in a purposeful and professional way. There is no direct assessment for this suite of materials.
materials, but your success in developing these skills will be reflected in your ability to undertake the assessed work for your taught modules successfully (where applicable) and to produce a professional dissertation, of whatever length.

**Support from School Research Skills (RS) Coordinators**

Your progress through your chosen courses from the suite catalogued here is supported by Research Skills coordinators within each School. Your School RS Coordinator is an experienced doctoral researcher who will contact you by email by the end of week two of the semester to indicate times for consultation (up to three hours, spread across the semester, typically via email), to let you know how they will support your progress, and to answer questions about the generic skills materials.

- EDACS co-ordinator: Benet Vincent <BDV700@bham.ac.uk>
- SHAC co-ordinator: Jamie Perry <JKP968@adf.bham.ac.uk>
- Law co-ordinator: Jyoti Ahuja <JXA926@bham.ac.uk>
- LCAHM co-ordinator: Carly Hegenbarth <CLH542@adf.bham.ac.uk>
- PTR co-ordinator: Sarah-Louise Johnson <SJJ656@bham.ac.uk>

**2.9 Guidance to students on employment**

The University recognises that many students need to undertake paid employment in order to fund their studies. It is the responsibility of individual students to determine the extent of any paid employment they may wish to undertake, taking into account the potential effects on their academic study and also any limitations imposed by funding bodies such as Research Councils. Individual students have their own pace and methods of academic study but, as a general guide, students contemplating paid employment should note that each study credit represents a notional 10 hours of academic work (it is important to note that this figure is notional: some students may need more time, some may need less). Thus a full-time postgraduate student, registered for a programme worth 180 credits in total, notionally spends 40 hours a week spread over 45 weeks of the year. The University (as an employer) currently operates a 15 hours-a-week (throughout the year) limit in the hours of work it will offer full-time postgraduate students. This limit is in line with restrictions imposed by certain funding bodies, such as the Research Councils. For more on the University Guidance see: [http://www.birmingham.ac.uk/Documents/university/legal/students-outside-employment.pdf](http://www.birmingham.ac.uk/Documents/university/legal/students-outside-employment.pdf)

**2.10 Postgraduate students as teachers**

Some postgraduate students, especially research students in their second or third year, take part in undergraduate teaching. The College values the contribution postgraduate students make to undergraduate teaching. This benefits both undergraduates (who profit from fresh faces and approaches and the experience of working in smaller groups) and postgraduates (who obtain valuable professional training, experience of teaching and earn a modest income).

Postgraduate Teaching Assistants (PGTAs) generally fall into the category of Small Group Teachers. A Small Group Teacher is a person responsible for undertaking teaching tasks within a class, tutorial or other group context. The work will be in support of teaching that members of academic staff have primary responsibility for (e.g. facilitating discussion in classes as a follow-up to formal lectures). This will involve prior preparation and/or the evaluation of work produced by students. All PGTAs must be registered postgraduate students during the whole time they are teaching and must be available until the end of the relevant module.

In CAL there is also the opportunity to gain teaching experience as a Study Skills PGTA. These PGTAs fall into the category of PG Demonstrators and work with undergraduates to support their study skills development. When available, these posts are advertised by the CAL Graduate School.

If you are appointed as a PGTA you will be given a contract outlining the hours you have agreed to teach and the rate of pay. The teaching hours of a full time student who is a Postgraduate Teaching Assistant should not exceed six hours per week averaged across the academic year. Training, preparation and marking time should be included in this six hour period. The weekly maximum may be redistributed across the academic year with the prior agreement of the student concerned.
Training

INTRODUCTION TO LEARNING AND TEACHING IN HIGHER EDUCATION FOR POSTGRADUATES

The Centre for Learning and Academic Development (CLAD) at the University of Birmingham runs an introductory programme in higher education learning and teaching especially for postgraduate researchers who have, or expect to have, a teaching, tutoring or laboratory-demonstrating role within their School. The programme addresses core aspects of teaching and supporting learning which aim to underpin any subject or context specific training that is received within school settings. It consists of a series of half-day courses which should cover the full range of teaching and learning support activities undertaken by postgraduate researchers.

Part One provides a general introduction to teaching, and participants must attend this course before they can progress onto the second part of the programme. Part Two offers a selection of courses to enable postgraduates to develop their skills in ways that relate to their individual teaching responsibilities.

All postgraduates with teaching responsibilities must attend the introductory Part One course and at least one course from the Part Two option list, as appropriate to their teaching context and determined by their School – Individuals may also enrol onto additional courses if they wish.

Details of courses can be found at the following link: https://intranet.birmingham.ac.uk/as/calddivision/clad/courses-and-programmes/teach-stu-support/ilt-pgta-open.aspx

Mentoring

As we realise that such involvement in teaching can be challenging, even daunting, each PGTA is allocated a mentor, a member of staff in their department or school, who can provide support and advice. Once a year, your mentor will observe your teaching. They will sit in on one of the lectures, tutorials or seminar groups you are involved in and provide you with feedback and advice on teaching methods and techniques. Follow-up meetings provide an opportunity to discuss your progress in relation to this feedback, and other matters related to teaching. The object of this is to provide as much assistance and advice as possible.

Further information

For further information about gaining experience in teaching ask your department or school’s PGTA coordinator, or the School’s Head of Postgraduate Studies (contact details can be found in the contacts lists (section 9) at the end of this handbook). You may also find it helpful to read the CAL’s Policy and Process in Relation to Postgraduate Teaching Assistants (PGTAs) and / or the University’s Code of Practice on Postgraduate Teaching (PGTAs): http://www.birmingham.ac.uk/ Documents/university/legal/teaching-academic-support-postgrad-assistants.pdf

A PGTA Application Form will be available on the CAL Graduate School Canvas section, accessed via http://www.weblearn.bham.ac.uk/

2.11 Learning and Teaching at the University of Birmingham

Central to Learning and Teaching at the University of Birmingham is critical enquiry, debate and self-motivation, summed up by the term Enquiry Based Learning.

What does this mean for you?

Enquiry-based learning is an approach in which learning is driven by a process of enquiry shared with the student. Depending upon the level and the discipline, it can encompass problem-based learning, evidence-based learning, small scale investigations, field work, projects and research.

Enquiry-based learning enables students to take control of their learning as they progress through their degree programme. It encourages them to acquire essential skills for today’s highly competitive graduate employment sector. Such skills are central to the personal development of our graduates, enriching their capacity for lifelong learning. With appropriate support from academic staff, the learning culture at Birmingham encourages students
to:

☐ Engage with complex, challenging problems and real-world issues
☐ Proactively use a range of resources to address problems, construct solutions and answers, identify new questions and create new knowledge
☐ Question, reason, and think critically about what they see, hear and feel; weighing up evidence and the opinions of others and reaching their own conclusions
☐ Reflect constructively on their own learning, not least through use of feedback
☐ Share their knowledge and experience with fellow students and staff
☐ Manage their individual and collaborative learning processes well
☐ Understand and communicate effectively with individuals from differing backgrounds and perspectives
☐ Be equipped through their learning, skills and personal development for the demands of the careers to which they aspire
☐ Enjoy their learning, making it rewarding and fun
☐ Make a difference

2.12 Academic Duty and Attendance

Absences from teaching sessions

As a student, you are required to be regular and punctual in attendance. If you are absent from attendance at prescribed modules without prior permission for five days or more, you must report the reasons for your absence to your department / school. In the case of illness, the appropriate medical certificate will need to be submitted to your department / school. You should also inform your department / school as soon as possible on the first day of your illness so that your tutor/s can be informed. (See section 3 ‘Absence through Illness and Medical Certificates’).

Absences from assessments

It is your responsibility to ensure that, if you think you are going to be absent from, or late for, any examination or assessment (including submission of assessed work), you inform the College Graduate School Admin Team straight away (a list can be found in section 9). Where the absence is through illness, you must complete a University Medical Certificate and submit appropriate medical notes / evidence from your doctor in all cases. (See section 3 Absence through Illness and Medical Certificates.).

Extension requests must be submitted before deadlines are reached and students are reminded that each request is considered on its own merits. Late submission of work without an agreed extension will be subject to marking penalties.

Student attendance and reasonable diligence

As a registered student, you are required to show reasonable diligence in your academic study. This means that you are expected to attend all classes and formal supervision meetings and submit / attend all formal assessments that are required for your modules and programme of study. Unexplained absences and / or failure to submit assessed work may result in a formal investigation and possible recommendation for withdrawal from the University.

The University Code of Practice on Taught Programme and Module Assessment (11.8.1) states that “A registered student who does not attend teaching and assessment, as required by the principal academic unit or Department, will be investigated in accordance with the Code of Practice for Student Attendance and Reasonable Diligence. Reasonable Diligence is defined by Regulation 7.8.1 and its procedure defined by Regulation 7.8.2.”
For further information please refer to:

University Code of Practice: [http://www.as.bham.ac.uk/legislation/codesofpractice.shtml](http://www.as.bham.ac.uk/legislation/codesofpractice.shtml)

University regulations: [http://www.as.bham.ac.uk/legislation/regulations.shtml](http://www.as.bham.ac.uk/legislation/regulations.shtml)

### 2.13 Leave of Absence

During your period of registration, you may experience a range of significant challenges that may compromise your ability to continue to engage fully with your programme of study and to maximise your academic potential. In certain situations the most viable course of action may be to take an authorised break from study, known as Leave of Absence.

A ‘Leave of Absence’ should not be sought as a means to extend study periods, and the decision should not be taken lightly because of the wider implications of a Leave of Absence (see implications below). It is recommended that students should seek advice about Leave of Absence from the International Students Advisory Service (ISAS) or the Advice and Representation Centre (ARC) in the Guild of Students as appropriate. Please note that a ‘Leave of Absence’ is not an automatic entitlement and therefore it may be refused depending upon the circumstances and the evidence provided.

**Implications of a Leave of Absence**

a) You will cease to have a “Normally Registered” student registration status for your period of authorised absence. Your registration status will be recorded as being “Leave of Absence” for the period of absence;

b) There is no tuition fee liability while on Leave of Absence;

c) There will be an impact upon student funding provision, for example, payments via student loans, scholarships and research grants will either be stopped and/or be required to be repaid for the period of absence;

d) Students who have entered the UK on a student visa will be required by law to leave the UK for their period of absence from their studies (as would any of their dependants). Consequently the implications for this cohort of students are significant and Leave of Absence applications for overseas students will only be able to be processed upon confirmation from the International Students Advisory Service (ISAS) that the student has been given specific immigration advice in relation to their proposed course of action;

e) Although there is technically still a connection with the University, there is no active student registration status for this period of absence, and this drives certain other outcomes:

   i) Lack of insurance;

   ii) Limited library access (as of those of the general public – limited visits and no borrowing rights);

f) No access to University provision, such as teaching, tutorials, academic supervision, University accommodation and Counselling Services during the period of Leave of Absence;

g) Any pre-existing University processes, (such as investigations into plagiarism, fitness to practise, misconduct etc) will normally continue during any approved Leave of Absence;

h) All time spent on Leave of Absence for Taught programmes still counts towards the maximum period of registration;

i) There is no automatic entitlement to Canvas and e-learning, (however, University email addresses remain active provided they are regularly accessed by you).

*The above implications represent the most common position, however, as indicated in section 4.2 of the Leave of Absence code of practice ([http://www.as.bham.ac.uk/legislation/codesofpractice.shtml](http://www.as.bham.ac.uk/legislation/codesofpractice.shtml)), there may be certain anomalous circumstances that arise and these should be referred to a Panel in line with the Code of Practice on Extenuating Circumstances.*
Additional information regarding this process and procedure for postgraduate research students is outlined in section 6.

2.14 Student Concerns and Complaints

Sometimes things do go wrong and an important part of any good quality assurance system is the existence of a proper complaints procedure. The University has a two-stage procedure; first informal, then formal. If you need to make a complaint, your complaint will be dealt with promptly and seriously. You can find more out about this from: http://www.as.bham.ac.uk/legislation/complaints.shtml

2.15 Data protection and freedom of information

The College makes every effort to comply with the law concerning personal information and records. You can see an overview of what this means by visiting the University's Freedom of Information Act web page, http://www.legalservices.bham.ac.uk/foi/

Under the Freedom of Information Act, you have certain data access rights. You can find out about these from the address above. Please note your obligations concerning data: you must ensure that all personal data provided to the University is accurate and up to date. You must ensure that changes of address, etc are notified to the Student Records Office via the mybham portal.

2.16 Anti-bribery and corruption policy

It is the policy of the University that all staff and students conduct business in an honest way, and without the use of corrupt practices or acts of bribery to obtain an unfair advantage.

This is not just a cultural commitment on the part of the University; bribery is a criminal offence in most countries and corrupt acts expose the University, its students and its employees to the risk of prosecution, fines and imprisonment, as well as endangering the University's reputation. This policy has been adopted by the University Council and the University Executive Board and attaches the utmost importance to this policy which applies a 'zero tolerance' approach to acts of bribery and corruption by any of our employees or third-party representatives (including students).

The University's policy regarding Anti-Bribery and Corruption can be found at: http://www.birmingham.ac.uk/university/governance/policies-regs/bribery-corruption.aspx

2.17 Receiving your award (Degree Congregations)

In order for degrees to be conferred on students at the appropriate Degree Congregation ceremony (July or December), students will be advised (via the postgraduate student newsletter) of the dates by which the whole examination process must be completed.

The University makes all the arrangements for graduation, whether you attend the ceremony yourself or graduate in absentia. You can see more at: http://www.as.bham.ac.uk/graduation/
Section Three: General Support / Welfare Information for all Postgraduates

3.1 Birmingham University Guild of Students

The University of Birmingham Guild of Students has specific information and activities for postgraduates. Further information is available in the Guild of Students Postgraduate Handbook given to all postgraduate students at the start of the academic year, and is also on the Birmingham University Guild of Students website at: http://www.guildofstudents.com/

The Advice and Representation Centre (ARC) is part of the Birmingham University Guild of Students. The ARC is the hub of education and welfare in the Guild and is staffed by student volunteers. You will find the ARC on the ground floor of the Guild, near to Joe’s bar. The aim of the ARC is to offer free, impartial and confidential information, advice and representation on a wide range of issues to all students of the University of Birmingham. It is a source of expert advice for students needing to submit an appeal or grievance to the University.

Tel: + 44 (0)121 251 2400
Email: thearc@guild.bham.ac.uk
More details: http://guildofstudents.com/content/188405/your_support/arc/

3.2 Welfare, advice and guidance

There are numerous sources of welfare support, advice and guidance on all kinds of matters provided by the University and the Guild of Students. For an overview of what’s on offer, including links to the Counselling and Guidance Service, the Guild, healthcare facilities, the Nursery, the Students’ Charter, the Chaplaincy, the International Office, the Careers and Employability Centre, the Student Mentoring Scheme, financial issues, scholarships and support for international students, visit: http://www.intranet.birmingham.ac.uk/as/studentservices/enquiries/index.aspx

Taught postgraduate students should also consult their School welfare officer for help and advice (contact details of welfare officers are listed at the end of this handbook). Research Students may wish to make their mentor their first port of call.

3.3 Harassment, equal opportunities and special needs

The College of Arts and Law fully endorses the University’s policies on Harassment and Equal Opportunities, including provision of adequate services for students with special needs.

If you are concerned about a matter to do with harassment, see your School Welfare Officer, your mentor or programme convener (or School Head of Postgraduate Studies) or, if you prefer not to approach someone in your department / school, you can contact the Student Counselling and Guidance service for advice on what to do.

Tel: +44 (0)121 414 5130 (internal extension 45130)
For more details, visit: http://www.as.bham.ac.uk/studentlife/counselling/

Opening hours:  Term time:  Mon – Fri 9:00 am – 5:00 pm
(evening appointments are also available during term time)

                      Vacation:  Mon – Fri 9:00 am – 12:30 pm and 1:30 pm to 5:00 pm
(except for University Closed days)

Alternatively, the ARC in the Guild can provide support and advice (see above).

If you feel your special needs are not being met, speak to your personal tutor, mentor / programme convener, academic supervisor, your student rep, the Disability and Learning Support Team, or the ARC, as appropriate.
Disability can mean different things for different people, and may include you even if you don't consider yourself to be disabled. If you have study support needs related to a disability, including dyslexia and other specific learning difficulties, mental health conditions, autism, Asperger's syndrome, or other health conditions, please discuss your needs with the Disability and Learning Support Service.

Tel: +44 (0)121 414 5130 (internal extension 45130)
Email: disability@bham.ac.uk
For more details, visit: http://www.as.bham.ac.uk/studentlife/disability/

3.4 Absence through illness and medical certificates.

Most programmes of study are designed to take account of minor illnesses, and occasional periods of sick leave should not affect your ability to complete your course. With this in mind, the following forms of certification will be requested if you have to take time away from your studies:

During normal periods of study:
(a) For minor/short-term illnesses totalling less than 10 days in any academic year you should complete a self certification form and forward it to your personal tutor/mentor or supervisor as soon as possible.
(b) If your illnesses exceed 10 days in any academic year you will be expected to produce a medical certificate from your doctor for any subsequent illness (category 1b). It will be your responsibility to keep a record of your days of absence.
(c) For an illness which lasts more than 5 days you should obtain a medical certificate from your doctor.
(d) For prolonged or ongoing problems such as depression, chronic fatigue syndrome, diabetic complications or anorexia you may also need to request a medical certificate, depending on the impact on your studies.

It is your responsibility to keep a record of days of illness or absence over each academic year.

During examination periods:

You will be expected to provide a medical certificate for any form of illness and to make your school / department aware as soon as possible (and certainly before the meeting of the relevant Board of Examiners) of the impact you believe this illness has had on your performance in the assessment. This will generally be through a Notification of Extenuating Circumstances form, to which the completed medical certificate should be attached as supporting evidence and submitted in line with the arrangements in your school / department.

Medical certificates will also be required for requesting allowances such as short extensions for minor problems occurring away from the main examination periods. You should consult your Extenuating Circumstance Officer (often the School Welfare Officer) for the exact procedures within your school / department. (contact details can be found in section 9)

For further information on obtaining medical certification for periods of absence due to sickness see https://intranet.birmingham.ac.uk/as/registry/policy/extcircs/index.aspx

3.5 International students

All international students should refer to the International Student Advisory Service (ISAS), either in person or via the internet, for information and guidance on many issues, including visas and living and working in the UK. Their details can be found at: http://www.as.bham.ac.uk/studentlife/international/index.shtml

This page also contains a link to the International Students Welcome Guide.

The English for International Students Unit (EISU) provides free English language support to international students and visiting scholars at the University of Birmingham. (See below, Diagnostic English Tests)
Diagnostic English Tests

All new students whose first language is not English are asked to take this diagnostic test at the start of their studies. The test takes around one hour to complete.

For more information visit the EISU website at: www.eisu.bham.ac.uk.

International Points Based Attendance System

The UK has undergone significant changes to its immigration system. The UK Border Agency (UKBA) introduced a new immigration system called the points-based system (PBS) for managing applications from people who wish to come to the UK to work, train or study. In early 2009 PBS replaced student visas.

Students from countries outside the EU now receive a Certificate of Acceptance to Study (CAS). The University's licence to issue these certificates requires us to monitor students' attendance on a monthly basis, throughout the academic year. We record that you are academically engaged with your programme, and the report ranges from attendance to tutorials, or supervision meetings, to recording the submission of assessment, or participation in field studies.

Should you need to return home and not be present in the UK for part of the academic year, please ensure that you notify your programme convenor or supervisor immediately (with relevant dates), so that the appropriate data can be recorded and submitted to the UKBA.

3.6 Health and safety

Heads of Schools are responsible to the University for ensuring that Health and Safety risks are properly identified and managed within areas under their control. The Facilities Manager, Sue Bell (S.M.Bell@bham.ac.uk, telephone +44(0)121 414 3399) is the overall Safety Coordinator for the College (and Arts Building). Sue is responsible for maintaining fire warden, first aid and departmental safety reps cover. If you have safety concerns, contact her via email. Whilst the University accepts the main responsibility for the implementation of its Health and Safety Policy, you have a very important role in co-operating with those responsible to ensure a safe and healthy environment. You have a duty to abide by the rules and requirements made under the authority of the University's Health and Safety Policy. There is a fully staffed 24-hour information and emergency point on campus, at the back of the Aston Webb Building, and on internal phone number 44444, should you need to contact them. Additionally you can contact the Security Control room on 43000.

No smoking policy
The university operates a no smoking policy whereby smoking within 10 metres of entrances and windows is banned.
Bins are provided where possible 10 metres away from buildings, you are requested to use these for the discarding of cigarettes and not to leave them on floors outside buildings.

Fire evacuation
Please make sure you are aware of what to do in the event of the activation of a fire alarm.
When the fire alarm sounds
- Leave the building using all the available routes and exits.
- Do not stop to collect belongings
- Follow instructions from Fire Wardens who will oversee an evacuation
- Do not re-enter the building
- Wait at the assembly point away from the building until the all clear has been given.

If you are located in the ERI building and the fire alarm sounds, please make your way quickly and safely outside the building and convene on the Metallurgy and Materials building car park which is adjacent to the building (on Elms Road). You will be notified by the building fire officer when it is safe to return.
3.7 Personal Emergency Evacuation plans

Personal Emergency Evacuation Plans are for people who need assistance in evacuating a building in an emergency, for example in the event of a fire alarm.

The aim of a Personal Emergency Evacuation Plan (PEEP) is to provide people who cannot get themselves out of a building unaided with the necessary information to manage their escape to a place of safety, and to give the College the necessary information to ensure that the correct level of assistance is available. In many cases, the individual will be the best qualified to identify the ways of addressing any issues. If you feel that you may need assistance in such an emergency, please contact Sue Bell, Facilities Manager, on 43399 S.M.Bell@bham.ac.uk who will contact you to discuss your needs and, if necessary, develop a personal plan. When considering if you need assistance, you should be aware that normal ways out of the building may not be available and, in particular, lifts will not be available.

The University has an Employee Disability Adviser, Angela Breen who can be contacted on 58799, A.M.Breen@bham.ac.uk who will be happy to discuss any concerns that you may have.

3.8 Student Fees

The University charges an annual tuition fee. This covers the cost of your tuition, examination and graduation, and includes membership of the Guild of Students. Fees are payable at the start of your programme or at the beginning of the academic year, as you continue with your programme.

The fee you have to pay and the support available will depend on whether you are considered a home, EU, or an international student.

Paying tuition fees

Students have numerous requirements for paying tuition fees. A range of payment options are available to suit everyone. The fee can either be paid in full or spread over manageable instalments by Direct Debit.

Your fee may be paid prior to, or upon registration. As a part of online registration you will be required to complete the ‘Funding page’ to indicate how your fee will be funded. Payment application for a Direct Debit or full information of third party sponsors must be received by 11th October 2013 or upon registration if your course begins after this date.

You can pay your fees using the following options:

- Direct Debit
- Credit and Debit Card / PayPal
- Cheque or Banker’s Draft
- Direct Bank Transfer

Please note that invoices are only issued to sponsored students.

Important information

Can I pay by instalments?

You can pay your tuition fees by either monthly or termly Direct Debit instalments

Sponsored students

If you are a sponsored student (i.e. an organisation is paying some or all of your tuition fees), please provide these details in the Sponsorship section during registration. An invoice will then be sent to your sponsor. Please note that if we have not received the details of your sponsor you will be treated as a self-financing student.

To request a receipt

All successful online payments are confirmed with a confirmation email and separate receipt. If you require a receipt for payments made towards accommodation or tuition fees for the current academic year, please complete the details on the associated document (listed on the website below).
To request a refund
If you believe you have overpaid your tuition fees please print and complete the necessary
details and supporting documentation and return the Student Refund Request form
(listed on the website below).

Please be aware that:

If your payment was made by card, any refund will be made back to the original card used;
All other refunds will be paid directly into the original payer’s Bank account;

If you paid using Banker’s Draft, you will be required to submit a copy of the remittance advice
to show the original payer;

Please note that we may only refund the original payer of an account, if the original payer
wishes an alternative account to be credited please complete and return the Refund
authorisation form (listed on the website below).
Alternatively, these forms can be posted to you by contacting us at studentfees@bham.ac.uk
or telephone +44 (0)121 414 6074.

Late payment
The University incurs additional administrative costs in collecting late tuition fee payments. Please
note that if we fail to receive payment when requested a default charge of £50 or 1.5%, whichever is
greater, will be charged to cover associated cost. For further details on penalty of non-payment
please refer to the regulations (listed on the website below).

Student Fees & Funding: www.birmingham.ac.uk/student-fees

3.9 Council tax

The University will provide Local Councils in Birmingham, Sandwell, Coventry and Wolverhampton with a data
file containing a list of students eligible for council tax exemption. The council will exempt full-time students
from council-tax requirements using this data. It is essential that students enter their correct and up-to-date
term time address in online registration on the my.bham portal, to notify the council that they are full time
students residing at a given address. Students living in Birmingham will then need to contact Birmingham City
Council on 0121 303 1113 to request that they are considered for exemption.

Please note: the regulations that govern liability for Council Tax are complex. In its simplest form full- time
students who live in properties occupied solely by full time students are eligible for exemption, however this
becomes less clear when students live in a property with someone who does not qualify for exemption – in
these instances it is best to check your liability and rights at http://www.gov.uk/council-tax/full-time-students
before moving in. It is hoped that this will prevent students being chased for non-payment of council tax and
increase the speed in which exemption is granted. There is a University web page packed with useful
information for students relating to council tax exemption. This includes a self-certification form that students
can send to their local council to claim that they should be exempt from paying council tax, if they experience
any problems.

Birmingham City Council has also agreed to extend Council Tax exemption to all students who meet the
following criteria:

☐ previously full-time registered students up to the end of their minimum period of registration
☐ those in the first twelve months of writing up

For further information, see http://www.as.bham.ac.uk/faq/counciltax.shtml
3.10 Student Funding office

The Student Funding Office (SFO) provides information and advice about financial support available to students. They manage both University and external funding, including government support schemes and other allowances.

The Student Funding Office is temporarily located off campus; all paper forms or documents intended for the Student Funding should be submitted to Student Enquiries in the Main Library (reference R22 on the Edgbaston campus map).

Web: [http://www.as.bham.ac.uk/funding](http://www.as.bham.ac.uk/funding)

Log an enquiry with the Student Funding Office at www.studenthelp.bham.ac.uk

Access to Learning Fund (ALF)

The Access to Learning Funds is a non-repayable discretionary fund that is provided by the government in order to assist full and part time home students that are experiencing financial difficulty. Awards are intended to assist with living costs and are not provided to pay tuition fees. Students can apply at any time in the academic year but are encouraged to do so before their personal financial circumstances become unmanageable. All applications are means-tested and not all applications will be successful. For more information and an application form please visit: [www.as.bham.ac.uk/alf](http://www.as.bham.ac.uk/alf)

3.11 Student Car Parking

Students are only permitted to park in the South Car Park (access via Edgbaston Park Road) and in the Pritchatts Road Car Park (corner of Pritchatts Road and Vincent Drive). Students are not permitted to park on campus, within the barriers.

Car parking costs £1.00 per day, pay and display Monday to Friday until 4.30pm. After 4.30pm Monday to Friday and at weekends, students who have registered their details with Car Parking Records will automatically be able to access the main campus car parks using their swipe card. There is no charge made for parking at these times.

To be eligible for the £1 fee students must display a windscreen permit. The permits are only issued under the following criteria:

Criteria for the issue of Student Parking Permits at University of Birmingham

- Your term time address is over 10 miles away from the University.
- You are registered disabled (a copy of your blue badge should be submitted with your application).
- You are a carer or guardian: students who are the parents or legal guardians of children under 16 years of age who live at the term-time address and/or students who must regularly attend elderly parents, or parents with a disability, as a registered carer at their permanent home address (evidence will be requested).
- Students with other medical reasons (medical evidence will be requested and an assessment made by the Student Disability Service).

Students who do not meet the above criteria will not be eligible for a parking permit.

Please address car parking related enquiries to:

Car Parking Records,
Security Office
Lower Ground, Aston Webb Building

Tel: +44 (0)121 41 43114 Fax: +44 (0)121 41 47596 or
E-mail: [carparking@bham.ac.uk](mailto:carparking@bham.ac.uk)
Please note that if you do not register your details you will be classed as a visitor, and may be liable to pay a staggered tariff for the car parks use. The charges are as follows:

- 0 – 1 hours = £2
- 1 – 3 hours = £3
- 3 – 5 hours = £4
- 5 – 8 hours = £6

3.12 Maps

This website will offer you a PDF version of the Edgbaston and Selly Oak Campus maps: http://www.birmingham.ac.uk/contact/directions/index.aspx

Note: a mobility map is also available from this website for the Edgbaston campus.
Section Four: Communication and Representation

4.1 Conduct and Communication

We do expect that students treat their fellow colleagues and staff in a polite and courteous manner. We are here to support you and facilitate processes where possible, but you must remember that administration is ultimately your responsibility. With this in mind, we recommend that you check pigeon holes and read your emails regularly (at least once a week) to ensure that vital information regarding deadlines, or further opportunities we are asked to circulate are not missed.

4.2 My.bham.ac.uk:

This is the University's web portal for current students, giving you a single point of access to information and services available at the University. This is where you register as a student at the start of the academic year, using the username and password issued to you. Remember these details, as you will be using them every time you need to log in. This is also where you can access your University email and other University services such as Library account information and myCanvas (Virtual Learning Environment), Personal Exam Timetable and news and events. You can also keep track of your academic achievements, and fill in the gaps in the ‘extra curricular activities’ section of your CV by using the >>Progress>> tab.

To view your marks and recommendations please go to the 'my.exams' tab, and then onto ‘Exam marks and progress decisions’. My.bham is your portal and you can customise it to suit your needs and the way you would like it to look.

4.3 Postgraduate Student Newsletter

We receive many emails from various sources across the University and beyond, and information can range from funding and job opportunities, to circulars inviting students to submit papers for forthcoming conferences. In order to reduce duplication or repetition, we circulate a weekly postgraduate newsletter every Monday to students’ University of Birmingham (UOB) email addresses.

If you are interested in advertising a seminar, colloquium or conference, please ensure that full details are sent to artsandlawgraduateschool@contacts.bham.ac.uk each Thursday by noon for inclusion in the following week’s newsletter.

4.4 Virtual Learning Environment

The University of Birmingham uses a Virtual Learning Environment (VLE) that enables course instructors, tutors and administrators to place material on-line for easy access and to support learning activities for our students. Formerly, the University used WebCT as its VLE to facilitate e-learning. Earlier this year, the University announced that WebCT would be phased out and replaced with a new environment called Canvas.

Canvas and WebCT

The Canvas VLE is an e-learning platform provided by Instructure Inc. and is currently being embedded as the interactive portal for students undertaking programmes at the University of Birmingham.

The process of embedding Canvas as the University’s VLE involves migrating content from WebCT to Canvas, and this process is currently underway. Due to the scale of the project, the process of migrating course and programme content is taking some months and will run into the 2013/14 session. As such there may be some overlap in the VLE systems you use as the content for postgraduate programmes is migrated to Canvas. The objective is that all content will be migrated and Canvas will replace WebCT entirely by September 2014.

While Canvas will be available to all students at the beginning of the 2013/14 session, your programme convener will advise you as to whether or not you will also need to use WebCT for course content.
Useful Links

Information on Canvas and how to log in may be found at:

https://intranet.birmingham.ac.uk/as/claddivision/clad/weblearn/index.aspx

It is extremely important that you get to know Canvas and learn how to use it effectively. Canvas is a virtual learning environment (VLE) that enables instructors (tutors and administrators) to place materials online for easy access, and to help structure your learning. This means you can locate information on or off campus. It also creates a central point for you to access a range of information from teaching materials that may be required for your next tutorial, to the weekly Postgraduate Newsletter (and its archive) and this handbook. Canvas also houses the ‘Turnitin’ electronic submission portals, and it is through these portals that you will upload your assessed coursework for examination. If you are a research student the PGR thesis is also submitted through turnitin (PGR students will find relevant information in section 6).

Instructions for submission of work electronically using ‘Turnitin’ will be circulated to you (to your UoB email address) prior to each semester’s submission deadlines (see section 5). However, in summary, you will find the turnitin submission portal housed in your programme section, and you will identify the portal because the icon used will look like this:

![Turnitin Icon](image-url)

Other benefits of Canvas include the creation of discussion boards, or live chats, so you can post questions regarding specific modules and other students can provide their opinions, or a tutor may be ‘live online’ to answer questions straight away. Each of your tutors will use WebCT in the way best suited for your course of study.

You will be introduced to Canvas by your tutors, but you may also avail yourself of the training sessions offered by IT colleagues, which will be advertised throughout semesters one and two, or work through the online training materials at: http://www.weblearn.bham.ac.uk

Access to Canvas can be located through your my.bham portal, or you can gain access through the weblearn website: http://www.weblearn.bham.ac.uk. To access the Canvas system you will need to use the username and password you were given when you registered for your programme.

4.5 University of Birmingham (UoB) emails

You will be given a University email address and account before you arrive. Email is available using your main username and password either through my.bham or outlook web access (https://owa.bham.ac.uk). Email addresses are based on your initials and a number in the form abc123@bham.ac.uk where abc123 is the username. Email accounts and general computing access are withdrawn when you graduate or leave the University. Please note that all student email addresses follow the above format without exception.

All emails generated by offices in the University are sent to your University of Birmingham (UoB) email account, which is created as soon as you register. This means that the weekly postgraduate newsletter (this includes important information such as changes in policy, funding information and opportunities for graduates, notices regarding library loans, academic matters etc., are directed to this account. It is therefore essential that you check it weekly, particularly to read the newsletter and ideally file or delete information as appropriate, which will allow new messages to be received (if your inbox is full messages cannot be received, and it is your responsibility to ensure that you manage your inbox effectively).

Quite often students prefer to ‘forward’ their emails from this account to their own private email addresses, so they only have one account to check. If you are interested in doing this, please see appendix 1 attached to this handbook.
4.6 Student Representation

The College of Arts and Law is committed to implementing the University's Student Representation Scheme, which is a partnership between the University and the Guild of Students. It aims to ensure that every student at Birmingham is effectively represented to the University and the Guild by a fellow student and is rooted in 'a belief that through effective representation, students become partners in their education, allowing a more active involvement in, and ownership of learning.'

Formal representation for postgraduate students is through Staff-Student Consultative Committees (SSCCs) in your department and / or school. SSCCs generally meet once each term to discuss issues relating to learning and teaching in the University. Topics discussed may include learning and teaching methods, quality of teaching, student support, induction, student handbooks, feedback and evaluation of assessed work, skills training for postgraduates, and so on. Each department or school SCCC compiles an annual report, which is then considered by the University's' Student Representation System Advisory Board and the College's Approval and Assurance Committee. The Guild of Students provides training and support for all student representatives.
Section Five: Information and Guidelines for Taught Postgraduates

Students on the LLM programme should refer to the LLM Handbook produced by Birmingham Law School as the authoritative guide to all of the matters dealt with in this section of the CAL Graduate School handbook.

5.1 Introduction: who are PGT students?

Postgraduate Taught (PGT) students are those undertaking taught programmes at postgraduate level. Generally, this means they are taking an MA, an MSc, a postgraduate diploma or a postgraduate certificate.

Postgraduate Research (PGR) students are those undertaking a degree by research ie MA by Research or a PhD. The College also has several MRes programmes, these are considered to be research programmes with a small taught element. Students on these courses are considered to be PGRs but the following notes apply to the taught element (not the thesis) of M Res courses as well as to PGTs.

5.2 Module Registration

MA/MSc and MRes programmes comprise compulsory modules and most also offer students the opportunity to select an ‘optional’ module or two in addition to the programme’s core modules. Please discuss your optional module choices with your programme convenor to ensure the modules’ suitability to the programme.

Finally, note that each optional module has a minimum enrolment cap of 3 students. If student uptake for an optional module is too low, it will not be timetabled, or if it is full you will not be able to take it so you may need to consider an alternative pathway.

5.3 Modules outside the Main Discipline (MOMDs)

One big advantage of studying at the University of Birmingham is our enormous strength in breadth. Here in the College of Arts and Law we research and teach almost every humanities subject imaginable, and we want to give you the opportunity to benefit from this range of expertise as part of your programme of study. We encourage you to consider whether you would like to enhance your time with us, and add additional value to your degree (as well as learning something new and broadening your skills-set) by selecting a graduate level module outside your own discipline where this is possible. As part of the module registration process at the beginning of the year a list of modules available as MOMDs will be circulated, and full details of each module will be accessible by asking for the appropriate module guide (from the CAL Graduate School Admin Team) or speaking to relevant programme convenors, email artsandlawgraduateschool@contacts.bham.ac.uk

As above (5.2) note that each optional module has a minimum enrolment cap of 3 students. If student uptake for an optional module is low, it will not be timetabled, or if it is full you will not be able to take it so you may need to consider an alternative MOMD.

5.4 Submission of assessed work for taught programmes

Further information regarding the deadlines for submission of assessed work and the method and location to submit your work will be found in your programme and module guides. However, we have included the details here for reference:

Submission Deadlines 2013/14:

<table>
<thead>
<tr>
<th>Semester 1 assessments (by midday) on -</th>
<th>WEDNESDAY 15th JANUARY 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 2 assessments (by midday) on -</td>
<td>WEDNESDAY 30th APRIL 2014</td>
</tr>
<tr>
<td>Summer Term assessments (by midday) on -</td>
<td>WEDNESDAY 9th JULY 2014 or Wednesday 10th September 2014 for DL and Saturday School Programmes</td>
</tr>
<tr>
<td>Dissertations (by midday) on</td>
<td>WEDNESDAY 17th September 2014</td>
</tr>
</tbody>
</table>
These deadlines operate for all students, whether full- or part-time. However, Please note that for MA British First World War, MA Second World War Studies and MA Air Power the deadline time is midnight, not midday.

Some (not all) modules require mid-semester submissions, and the dates (where relevant) will be indicated on the appropriate module guides.

* unless otherwise stated

**Method of Submission:**

The method of submission for postgraduate taught modules is twofold: via ‘Turnitin’ portals on Canvas, and by submission of one paper copy of the essay to the CAL Graduate School Admin Office, Ground floor, Arts Building (unless otherwise stated in your module guide). Students will be asked, when they submit a paper copy, to add their ‘Turnitin’ paper ID number on the receipt form. **It is necessary, therefore, to submit your essay via ‘turnitin’ first, and then submit the hard copy.**

The CAL Graduate School Admin Office (ground floor, Arts Building) is open from 9.30am to 4.00pm Monday to Friday (excluding Wednesday when office hours are 9.30am - 2pm). Note the deadline for submission is by **midday (unless you are informed otherwise).** If you arrive to hand in work on the deadline date but after the submission deadline, you will incur a ‘lateness’ penalty (5% per day). Do remember to keep your receipt from the office staff when you hand in work, so you can demonstrate it was handed in on time.

**5.5 Guidance on Coursework Extensions, Extemating Circumstances and Fit to Sit**

You will be advised further on procedures for requesting extensions and submitting extenuating circumstances, as part of your induction programme.

**Coursework Extensions**

a) Outside of the main exams periods, most problems can be dealt with by giving a short extension to the coursework deadline/s. You should complete a ‘short extension’ request, and seek support from your programme convenor. You will need to provide third party evidence (e.g. medical certificate) supporting any extension request. The School Head of Postgraduate Taught programmes, or your School’s Welfare Officer, will consider this extension, and you will be emailed advising you of your new submission date if an extension is approved. **(Please note that if you are requesting an extension for your dissertation there is a specific form to complete).**

b) In rare instances where longer extensions of more than four weeks (8 weeks for part-time students) are required, these normally have to be approved by a College Extenuating Circumstances Panel. In this instance you should complete a ‘long extension’ request, and again you should add third party evidence, and seek support from your programme convenor and/or your School’s Welfare Officer. For this process, the application will then be sent to the College Extenuating Circumstances panel, and you will be notified of the outcome accordingly. **(Please note that if you are requesting an extension for your dissertation there is a specific form to complete).**

c) If you require a coursework extension on a module taken in a School or Department other than your own, you would normally follow their local procedures.

d) Of course many problems cannot be dealt with in this way, particularly where students have very serious health or personal problems or face difficulties that affect them during the main examination periods. In these circumstances you should follow the **extenuating circumstances** procedure described below.

e) Where you feel your exam performance may be seriously affected you should follow the **Fit to Sit** procedure as described below.

**What are extenuating circumstances?)**

a) During your period of study you may experience unforeseen adversity at some point, whether due to health problems, death of a close friend or relative, financial worries, family difficulties or some other cause. Most problems tend to be small and will not significantly affect your academic performance. However this is not always the case. Some students will encounter more serious difficulties. Moreover even minor problems (e.g. a short illness) may have an impact if they clash with key assessment deadlines.
b) Where you experience problems that you feel have affected your performance adversely, you need to draw them to the attention of your School or Department. The following guidance highlights the main avenues open to you.

The University’s code of practice on this issue can be found at: http://www.as.bham.ac.uk/legislation/codesofpractice.shtml

Submissions to Extenuating Circumstances Panels

a) Most forms of extenuating circumstances should be dealt with in advance by extensions or exam deferrals (see Fit to Sit procedure below). Only in exceptional circumstances will extenuating circumstances be considered outside of these channels.

b) If you wish to make a submission other than through these channels you must complete an “Extenuating Circumstances” form which will be submitted to a College Extenuating Circumstances Panel in June (or October for supplementary). You must provide good reason to the panel why you have not already acted through the extension/deferral procedures.

c) Your School/Department will brief you about how to make an Extenuating Circumstances submission. This MUST be done on an official University form. The deadlines for making such a submission are listed below.

d) Extenuating Circumstances Panels can recommend to exam boards alternative assessments, extra sits or results, the waiving of late penalties or (exceptionally) an award or degree classification different from that suggested by the run of marks. However, it is important to note that individual marks cannot be adjusted because of Extenuating Circumstances, and only very rarely are changes made to degree classifications.

Responsibilities of Students

a) The Student Charter expects you to inform your School/Department of any factors (e.g. illness, other exceptional circumstances) which you think need to be taken into account before Boards of Examiners meet to consider your progress in June. There are normally no exceptions to this even if the extenuating circumstances relate to highly personal, and/or family problems.

b) You should always act at the earliest opportunity: If you are seeking an extension for a piece of coursework you should make a request before the submission deadline; If you are seeking an exam deferral you should act before the exam takes place; if you wish to make a submission to an Extenuating Circumstances Panel this must be done by the relevant deadline.

c) You will not be able to present a case at a later date. Students normally will be deemed either to have decided that the circumstances were not relevant or to have failed to fulfil their duty to report the circumstances. You should note that Appeals Panels will not consider new evidence of extenuating circumstances, (no matter how severe), unless very good grounds can be established for earlier non-disclosure. “Good grounds” will not include:

☐ where you waited to see if you achieved the grades that you were expecting before realising that Extenuating Circumstances affected your performance

☐ where you could not obtain third party evidence

☐ where you claim that you were not aware of the Extenuating Circumstances procedures (unless you can prove that your School/Department did not provide any briefing, induction or other information)

☐ where you were reluctant to compromise your privacy

d) Please note also that if your problems are such that you are likely to be incapable of study for an extended period, it is normally expected that you would temporarily withdraw from the University altogether using the Leave of Absence procedure (see section 2.14).
How and when to submit requests for Extensions, Extenuating Circumstances and Exam Deferral (Fit to Sit)

a) **Complete the appropriate form (ie short extension, long extension or extension for a dissertation)** -
   A relevant form will be available from your School/Department where a local Extenuating Circumstances Officer (normally the Welfare Officer) will also be able to advise you.

b) **Submit your form to your School/Department maintaining confidentiality** -
   Extenuating Circumstances requests must be submitted on the appropriate form. In order to maintain confidentiality at all times: either hand it directly to the named contact responsible for Extenuating Circumstances within your Department; or, if you are required to submit through your School/Department office, then make sure any request is placed in a sealed envelope beforehand and clearly marked CONFIDENTIAL on the front of the envelope. A receipt will normally be issued as a proof of submission.

c) **Written submissions only are accepted** -
   All forms of notification of extenuating circumstances MUST be written and submitted on the required form. Doing this is solely your responsibility. Staff cannot raise Extenuating Circumstances on your behalf.

d) **Evidence in support of your request** -
   You must provide third party, independent supporting or corroborative documentation.
   
   i) Where illness or other medical conditions are involved, medical certificates/ doctors letters (showing the dates when the illness occurred) must be provided.
   
   ii) Where illness or other medical conditions are not involved you must provide supporting or corroborative documents (including dates when the circumstances occurred), such as statements from counsellors, bank statements, corroboration of bereavement, a letter from the University's Student Learning Support and Counselling services or the International Student Advisor, or if appropriate your employer.
   
   iii) Supporting evidence should normally accompany your submission. If you cannot obtain evidence in time you should submit your form without it. But you must comply with any deadline set on the receipt of further evidence.
   
   iv) The University cannot request further information about your extenuating circumstances from your doctor etc. It is your responsibility to provide all of the relevant information.

e) Where evidence provided is in a foreign language it is the student's responsibility to have it independently translated.

f) **Give all details of work affected** -
   You must include in your submission precise details of the module(s), examinations or other examined work which you believe will be or have been affected.

**IMPORTANT EXTENUATING CIRCUMSTANCES SUBMISSION DEADLINES FOR 2013-14:**

If you have not requested an extension or an exam deferral and are making a request to an Extenuating Circumstances Panel all forms and supporting evidence must be received by the following deadlines to ensure consideration before the Main Board of Examiners:

For summer exams period:
   **Monday 9th June 2014 (noon).**

For supplementary exam period (for students re-sitting assessment in September):
   **Monday 8th September 2014 (noon)**

For October exam period:
   **Wednesday 8th October 2014 (noon)**

So do not delay, even if you do not have all of the relevant papers.

**What happens to your Extenuating Circumstances request?**

a) Decisions on extensions and exam deferrals (made in advance of the exam concerned) will normally be considered within a few days of receipt.
b) If you make a submission to a College Extenuating Circumstances panel it will consider your case on its merits. Each Panel comprises a small group of no more than 5 academics from the College of Arts and Law. This is so that all students can be treated equitably.

c) This panel will consider whether you could have raised your circumstances earlier and requested an exam deferral or an extension (if it was felt you could have used one of these other routes your submission is unlikely to be successful).

d) If the Panel feel your submission is admissible, they will assess the likely impact on your academic performance and consider whether any further allowances, such as additional sits, are appropriate. An External Examiner is able to scrutinise the Panel’s documentation.

e) Your Extenuating Circumstances will be treated confidentially and will not be disclosed to other students or anyone outside of the University, including your family, without your prior written permission. Any submission of Extenuating Circumstances will be held in a file by a Panel Administrator who is the only person apart from the academic members of the Panel and your Welfare Tutor (or equivalent) permitted to see the documentation. Information will not be held in your central student file and will not be made available to, or discussed with, other members of staff.

f) All of your marks and progress decisions are confirmed by the Board of Examiners but the full Board will not see any details of your extenuating circumstances and will only refer to you by your ID number. Confidentiality is maintained throughout the process so you need not be worried about submitting personal details.

g) After the Board of Examiners have met you are entitled to feedback if you request it. This will not be a chance to further discuss your case, or present fresh evidence. It is an opportunity for you to be sure that your case was discussed appropriately and confirm that the correct procedures have been followed. There is no right to appeal against the decision of the Extenuating Circumstances Panel as they are exercising their academic judgement.

h) You should note that once extenuating circumstances have been taken into account, they may not be used more than once for the same assessment. However if you have long-term extenuating circumstances such as a prolonged illness the Extenuating Circumstances Panel may take this into account in future years if it is felt to be relevant to your degree classification.

Fit to Sit

a) Under the ‘Fit to Sit’ procedure students may request deferral of a centrally co-ordinated exam before it takes place. Requests can be submitted up until the time of the examination. Your School/Department will advise you on who you should contact to make such a request. You will need to provide third party evidence (e.g. medical certificate) supporting any deferral request. Normally this should be supplied at the time of the request although in exceptional circumstances evidence may be provided a few days later.

b) A designated officer will inform you within a few days whether or not an application has been successful. If it is unsuccessful you will be expected to take the exam as normal.

c) If you are present at an examination you will, by definition, be declaring yourself ‘fit to sit’ and will not normally be able to make further requests for a deferral or make a claim that extenuating circumstances adversely affected your performance.

d) Only in very exceptional circumstances (such as being taken ill during an examination) will you be able to make a claim that extenuating circumstances affected your performance after an assessment has taken place. Submissions of this nature will normally be considered by an Extenuating Circumstances Panel.

See section 9 for contact details for School Extenuating Circumstance officer(s):

5.6 Penalties relating to assessed work

a. Late submission

Assignments submitted later than the due date and time (without prior permission) are subject to a deduction of 5%
from the mark awarded, for each working day thereafter. These penalties are waived only where significant
text - 2
extenuating circumstances are seen to prevail (these do not typically include, e.g., computer problems, traffic
related delays, poor time-management, foreseeable external commitments). Penalties do not include weekends,
public holidays and University closed days.

If you think you will be unable to meet a deadline, it is **your responsibility** to apply for an extension, allowing
plenty of time for a decision to be made and communicated to you. If your extension request is unsuccessful, you
will still be expected to submit by the original deadline and late submission will be subject to the normal penalties.
See information above.

**b. Exceeding Word Limit**

You will be informed of the specified maximum word limit [SMWL] for essays/projects in particular modules by the
module leaders in due course.

Footnotes, endnotes, words on the title page and bibliographies do not count towards an assessment’s word count.
However references in the text do count towards an assessment’s word count. So, for example, the reference
(Sartre, 1943, 62) will add three words to the word count.

Each essay must specify the number of words used on the title page.

There is no margin for exceeding the specified maximum word limit (SMWL) for any written assessment (including
dissertations).

Therefore, if you submit a piece of written assessed work that is found to have breached the SMWL, you will
automatically be penalised 1 mark. It does not matter what the SMWL for an assessment is to begin with: if you
exceed it, you will be docked one mark for exceeding it in the first instance.

Thereafter, you will be docked one further mark for every 50 words over the SMWL your piece of written assessed
work is. So

- being 1-49 words over the SMWL will cost you 1 mark - this is the penalty for breaking the SMWL.
- Being 50-99 words over will cost you 2 marks – i.e. 1 mark docked for breaking the limit, and 1 further mark
docked for the first 50 words by which the assessment has exceeded the SMWL.
- Being 500-549 words over will cost you 11 marks – i.e. 1 mark docked for exceeding the SMWL, and 10
marks docked for the 500 words by which the assessment has exceeded the SMWL (10 lots of 50 words).
Please see the quick reference guide below for more illustrations.

For assessments that are found to exceed the SMWL, deductions will be made in accordance with this system until
a mark of zero for the assessment is reached.

<table>
<thead>
<tr>
<th>QUICK REFERENCE WORD COUNT PENALTY TABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Words Over Specified Limit</td>
</tr>
<tr>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>1-49</td>
</tr>
<tr>
<td>50-99</td>
</tr>
<tr>
<td>100-149</td>
</tr>
<tr>
<td>150-199</td>
</tr>
<tr>
<td>200-249</td>
</tr>
<tr>
<td>250-299</td>
</tr>
<tr>
<td>300-349</td>
</tr>
<tr>
<td>350-399</td>
</tr>
<tr>
<td>400-449</td>
</tr>
<tr>
<td>450-499</td>
</tr>
<tr>
<td>500-549</td>
</tr>
<tr>
<td>550-599</td>
</tr>
<tr>
<td>600-649</td>
</tr>
<tr>
<td>650-699</td>
</tr>
<tr>
<td>700-749…</td>
</tr>
</tbody>
</table>
What is included in SMWL?

CAL GENERAL REQUIREMENTS

<table>
<thead>
<tr>
<th>Included in SMWL</th>
<th>Not included in SMWL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main body text</td>
<td>Bibliography</td>
</tr>
<tr>
<td>Quotations</td>
<td>Footnotes (not Law)</td>
</tr>
<tr>
<td></td>
<td>Endnotes (not Law)</td>
</tr>
</tbody>
</table>

Please refer to your School/Department handbook to check for any further guidance.

5.7 Referencing, plagiarism and copyright

Plagiarism and all other forms of cheating are taken very seriously by the University. We have recently experienced instances in which students have submitted assessed work which has included plagiarised materials. This has resulted in the failure of the module concerned, which can have a serious effect on a student’s final degree result or classification.

The University’s code of practice on this issue can be found at:
http://www.as.bham.ac.uk/legislation/codesofpractice.shtml

What is plagiarism and why is the University so concerned about it?

Plagiarism is a form of cheating and is a serious academic offence. It constitutes work submitted by a student that is taken from another source but presented as their own. The original material is hidden from the marker by being incorrectly or inadequately referenced, including paraphrasing without referencing a source. If not dealt with, it will ultimately devalue all University degrees to the detriment of both students and the University.

The most common forms of plagiarism are:

- cut/copy and pasted material from the internet
- copying the work of another student (past or present), including essay material, laboratory data or computer source code, or auto-plagiarism (reusing one’s own previously submitted written work or data)
- copying course material or lecture notes
- copying material out of a textbook or journal

It is important to realise that plagiarism may occur in a number of other forms, as well as in conventional written work. Another student may be involved, or the plagiarism may arise from the misuse of sources outside the University.

The key is proper attribution of source material.

What is expected of me as a student at Birmingham when I submit written work?

- a level of independent thought, grounded in the teaching received
- the provision of clear referencing to all sources consulted, both within the main body of the work submitted and in any separate listing of sources

By definition, a piece of work that has been plagiarised will never be able to meet either of the above criteria. Conversely, proper referencing of sources used will normally be reflected in a good mark for the work submitted because this is a normal aspect of academic life.

Your department / school will ensure that you have clear guidance on what is expected in terms of referencing your source material. If you are worried about plagiarism, always seek help and advice from your tutor, programme leader or supervisor, or any other academic advisor within your department / school. You’ll also find a useful University guide to referencing at http://www.i-cite.bham.ac.uk/.

The University reserves the right to use all means at its disposal to detect plagiarism where it arises. All submitted
work will be liable to scrutiny in order to identify any plagiarised element. This can include the use of plagiarism detection software (e.g. 'Turnitin'). Any plagiarism that is detected will be investigated and penalised following the University Code of Practice on Plagiarism.

Penalties can include a deduction of marks, a mark of zero with a right to resubmit/re-sit, zero without the right to resubmit/e-sit and, in extreme cases, referral to the College of Arts and Law's Student Misconduct Committee. Any penalty for plagiarism is formally recorded and may be taken into account should you be found guilty of plagiarism at any subsequent point in your degree.

The University Code of Practice on Plagiarism, Plagiarism Regulations and further guidance for students on avoiding plagiarism (including some examples of what constitutes plagiarism) can be found at: http://www.as.bham.ac.uk/sca/plagiarism/

Copyright

Copyright is the means whereby a balance is struck between the reasonable needs of students to duplicate material as part of their studies and the need for the authors of books, journals etc. to receive payment for their efforts.

Fair Dealing within copyright law allows you to make a single copy of part of the work for your own personal use, providing this does not exceed the following limits:

- five (5) per cent of any published edition OR
- in the case of a book: one complete chapter;
- in the case of a single issue of a serial publication or a set of conference proceedings: one whole article;
- in the case of an anthology of short stories or poems: one short story or poem not exceeding ten (10) pages in length;

Copyright also covers a lot more, such as illustrations and photographs. You should also bear in mind that web-based sources may still be under copyright and therefore subject to the above restrictions.

You should always seek guidance if unsure on any copyright matter. Please go to:

http://www.library.bham.ac.uk/support/copyright/

5.8 Marking criteria for assessed postgraduate work, including MA dissertations (excluding Law; see 5.8a)

The marking criteria that follows applies to standard academic essay work (such as essays and dissertations). Across the College there are many different types of assessment including, for example, presentations, audio-visual presentations, creative writing and many others. These assessments will have separate assessment criteria which you will find in your module guides, or as outlined by your programme/module convenor. This is the criteria from which your assessments will be marked.

Explanation of criteria:

1 Organisation and methodology:

Is the argument coherent and clear? Is the work sensibly organised, and the organisation clearly signalled? Is the work divided into appropriate sections?

2 Scholarship and acquisition of knowledge:

Is there evidence that a reasonable number of appropriate sources/texts or other forms of evidence have been consulted? Are they represented accurately? Is appropriate use made of visual evidence?
3 Interpretation & analysis:
Are relevant issues/questions identified? Are they discussed systematically and in detail? Is there evidence of critical reflection on the issues? Is there evidence of original thinking? Is the application of theory sustained, demonstrative of critical engagement?

4 Relevance:
Does the work focus consistently on the question(s)? Is there repetitive or extraneous material which could or should be cut? Is the chosen methodology / theory relevant and appropriate to the work/research question(s)?

5 Presentation:
Is the work appropriately presented to professional standards? E.g. is it adequately proof-read for academic errors, written in an appropriate academic register, observing standard good practice in presenting footnotes and bibliographical information?

6 Command of English:
Is the work written fluently and intelligibly, conforming to appropriate professional standards of grammar and syntax in written English? Does the work communicate clearly, precisely, and coherently using the conventions of written English? Has the work been adequately proof-read for e.g. typographical errors, spelling and grammatical errors?

7 Language proficiency: only for students studying a foreign language.
The (interrelated) constituent elements of language proficiency are: Vocabulary and Idiom; Morphology; Syntax; Comprehension of Written and Spoken Language; Pronunciation and Intonation; Register and Style; Communicative Function; Coherence and Cohesion.
<table>
<thead>
<tr>
<th>Mark awarded</th>
<th>Organisation</th>
<th>Scholarship</th>
<th>Interpretation</th>
<th>Relevance</th>
<th>Presentation</th>
<th>Command of English</th>
<th>Language proficiency [foreign language only]</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% +</td>
<td>Demonstrates and/or develops innovative methodological approach(es); typically, opens up new/challenging perspectives in a persuasive manner</td>
<td>Exhibits striking elements of originality that may have significant impact on the subject</td>
<td>Exceptionally mature; typically will include analyses contributing substantially to current scholarship, including sustained critical engagement with theory</td>
<td>No addition or subtraction is likely to improve the work</td>
<td>Outstanding presentation: publishable quality; confident deployment of citations and referencing fully in accordance with professional standards</td>
<td>Error-free, fully appropriate to the task, compellingly communicative style.</td>
<td>Exhibits excellence and sophistication across the constituent elements of language proficiency</td>
</tr>
<tr>
<td>80 - 89%</td>
<td>Highly persuasive and challenging; impressive command of approaches; likely to display aspects of originality in marshalling and analysis of source material/texts</td>
<td>Pushing at the frontiers of current knowledge; demonstrating extensive and substantial command of the subject</td>
<td>Originality of thought, combined with critical reflection and evidence of insightful approach to primary material and scholarship, including sustained critical engagement with theory</td>
<td>Minor improvements (e.g. brevity; interdisciplinary connexions) might be suggested, but are unlikely to make a substantial difference</td>
<td>Approaches publishable quality; clearly working to appropriate professional standards (e.g. referencing / citation; academic register)</td>
<td>Highly accurate with appropriate style. Occasional slips or minor infelicities tolerable, but nothing revealing ignorance.</td>
<td></td>
</tr>
<tr>
<td>75 - 79%</td>
<td>Persuasive, as above, and convincing; likely to be less fluent</td>
<td>Goes significantly beyond the syllabus (taught modules) and/or standard/mainstream scholarship</td>
<td>Exceptional and consistently challenging intellectual engagement; combines appropriate scholarly caution with flair, including sustained critical engagement with theory</td>
<td>Choice of methodology, examples etc. is unusually well-focused, consistent and convincing; arguments and evidence are particularly effectively marshalled</td>
<td>Full and thorough documentation; clearly working consistently to appropriate professional standards</td>
<td>Very accurate with appropriate style. Occasional slips or minor infelicities of style or register misjudged, tolerable, but nothing revealing serious ignorance.</td>
<td></td>
</tr>
<tr>
<td>70 - 74%</td>
<td>Persuasive and incisive reasoning overall, but not necessarily wholly convincing throughout</td>
<td>Knowledge level fully and clearly demonstrates the module outcomes; exhibits aspects of original research (but less than the above)</td>
<td>As above, but may still demonstrate minor aspects of inconsistency in argument/analysis</td>
<td>Unusual ability to maintain reader’s interest; thorough and consistent focus, and impressive mastery of the learning outcomes/key issues</td>
<td>Full and appropriate documentation, close to professional standards of presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 - 69%</td>
<td>Sound methodological skills but whilst mainly convincing, there is likely (particularly towards the lower end of the range) to be some room</td>
<td>Substantial information provided; thorough mastery of mainstream material; some evidence of original and</td>
<td>Very sound understanding; balanced approach showing due caution in development of analyses and interpretation of</td>
<td>Is likely to be consistently or at least interestingly and reflectively relevant; should not be over-length; room for some minor</td>
<td>Displays a thorough mastery of appropriate principles of documentation and presentation, but may include the</td>
<td>Mainly accurate. A few spelling mistakes, minor inelegancies of sentence construction, vocabulary choice, textual coherence or register</td>
<td>Exhibits a high level of competence across the constituent elements but may contain a significant number of</td>
</tr>
</tbody>
</table>

**PG Marking criteria (based on the above)**
<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 - 59</td>
<td>Argument is orderly and demonstrates an overall mastery of appropriate methodology; at the upper end of the range, it should be assured, demonstrating clear development / progression; greater room for disagreement on deployment of methodology than in the above</td>
<td>A reasonable quantity of information; rarely goes beyond mastery of the more mainstream material; some minor inaccuracies are possible</td>
</tr>
<tr>
<td>40 - 49</td>
<td>Presents some, but insufficient, elements of an appropriate argument; lack of consistent methodology; fails to convince, overall</td>
<td>Quantity of information provided demonstrates insufficient mastery of mainstream material; likely to contain a higher level of inaccuracy than the above</td>
</tr>
<tr>
<td>0 - 39</td>
<td>Illogical, ill-considered or poorly constructed; likely to be characterised, in the lower end of the range, by incoherence.</td>
<td>From limited to very thin levels of information. Inaccuracy even in the upper reaches of the range; at the lower end, levels of inaccuracy are likely to make the work unrecognisable as pertaining to the topic.</td>
</tr>
</tbody>
</table>
5.8a Marking criteria for assessed postgraduate work (Law)

The marking criteria used in the assessment of work submitted as part of any Law programme can be found in the Law School Student Handbook. Hard copies of The Law School Student Handbook are distributed at the beginning of the Academic year and it is also available to Law students on Canvas (log in at http://www.weblearn.bham.ac.uk and go to the Law section of your account).

5.9 Feedback on your coursework

Getting timely, informative feedback on your work from the tutors and lecturers in your department is of key importance to your academic progress, especially if it counts towards your final degree. As noted in your module guides, examiners will be asked to submit an agreed mark (or, for Law students an indication of fail/pass/merit/distinction) and complete a feedback form with comments on your submitted assignment. We are committed to returning these comments to you (with a provisional mark) four weeks after the initial date of submission. Please note: marks and feedback comments are subject to external ratification and final marks and comments must be approved by the appropriate examination boards (usually June or October). Until this happens, all marks are subject to adjustment. Official confirmed marks will then be released to you via the my.bham portal. To view your marks and recommendations please go to the 'my.exams' tab, and then onto 'Exam marks and progress decisions'.

If you have problems receiving appropriate feedback, talk to your programme convenor and, if appropriate, your student representative.

5.10 Regulations relating to taught courses

Credit requirements and awards (1)

A student may be awarded only one University qualification following completion of a programme of study.

A student registered on a taught postgraduate programme shall attempt modules with a minimum number of credits as indicated below:

Taught Postgraduate Degree (MA, MSc): 180 credits

Postgraduate Diploma: 120 credits

Postgraduate Certificate: 60 credits

The pass mark for all taught modules is 50% (see information on Marking criteria for assessed postgraduate work (including MA dissertations) for marking criteria).

The Regulations of the University of Birmingham, Section Seven: Assessment, Progression and Award, section 7.3.2 states that a minimum of the following requirements must be met, in order for a registered student to be eligible for an award to be granted (Subject to any additional requirements specified in the programme requirements approved by the Senate or under delegated authority):

<table>
<thead>
<tr>
<th>Award</th>
<th>Pass</th>
<th>Pass with Merit</th>
<th>Pass with Distinction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Postgraduate Certificate</strong></td>
<td>□ have achieved a mark of 40 or more in at least 60 credits and □ have gained at least 40 credits at Level M in modules taken as part of the programme and □ have gained a weighted mean mark of at least 50 in the 60 credits considered for the award</td>
<td>□ pass all modules taken as part of the programme and □ achieve a weighted mean mark of at least 60 in all modules</td>
<td>□ pass all modules taken as part of the programme and □ achieve a weighted mean mark of at least 70 in all modules</td>
</tr>
<tr>
<td>Postgraduate Diploma</td>
<td>□ have achieved a mark of 40 or more in at least 120 credits and □ have gained at least 80 credits at Level M in modules taken as part of the programme and □ have gained a weighted mean mark of at least 50 in the 120 credits considered for the award</td>
<td>□ pass all modules taken as part of the programme and □ achieve a weighted mean mark of at least 60 in all modules</td>
<td>pass all modules taken as part of the programme and □ achieve a weighted mean mark of at least 70 in all modules</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>-------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Taught postgraduate degree (MA, MSc)</td>
<td>□ have gained at least 80 credits at Level M in modules taken as part of the taught component of the programme, and □ have gained credit in dissertation components with a total credit value of 60 credits at level M taken during the course of the programme and □ have gained a weighted mean mark of at least 50 in the taught component of the programme and □ have achieved a mark of 40 or more in all taught modules</td>
<td>□ pass all modules taken as part of the programme and □ achieve a weighted mean mark of at least 55 in the taught components and □ achieve a weighted mean mark of at least 55 in the dissertation component at level M and □ achieve a weighted mean mark of at least 60 calculated across all modules</td>
<td>□ pass all modules taken as part of the programme and □ achieve a weighted mean mark of at least 65 in the taught components and □ achieve a weighted mean mark of at least 65 in the dissertation component at level M and □ achieve a weighted mean mark of at least 70 calculated across all modules</td>
</tr>
</tbody>
</table>

Regulations relating to assessments, progression and awards can be found at the link set out in the next section. In this regulation (7.3.2(b)) ‘weighted mean mark’ of a set of modules means the sum of the products of the marks attained in each module and the credit values of the module, divided by the sum total of the credit values of the modules required.

5.11 Process for upgrade from PG Diploma to Masters

To ensure comparability of achievement and since the entry criteria for the MA/MSc and PGDip can vary, a student on a PGDip who applies to transfer to an MA/MSc will be required to achieve the same standard in their taught credits as if they had been initially admitted to a Masters’ programme. That is to say, to transfer and complete the Masters’ dissertation, they must meet the University regulations on Assessment, Progression and Award as set out under Award Requirements (7.3.2.(a) (iii)) at http://www.as.bham.ac.uk/legislation/docs/regulations_part7.pdf. A student could then proceed to the MA.

Timing

A student can be transferred onto an MA/MSc at any point as long as they are on track academically, but since there may be insufficient confirmed marks available in semester 1 to allow for a provisional transfer, and since there are financial implications for a student who transfers from the PGDip to an MA/MSc, we make the preliminary recommendation after the attainment of marks for the first set of assignments, ideally in semester 2. Students are therefore able to have a conditional agreement to transfer registration in place in January or February, but formal confirmation of upgraded status cannot take place until June, and is subject to satisfactory completion of the taught elements and achievement of the required marks in the relevant taught modules. Any transfer of status before the full 120 credits of marks are validated (typically, at the June exam board) is provisional. Provisional transfer of status is designed to allow students to commence preparation for the MA/MSc dissertation and to begin to receive supervision in the same way as other MA/MSc students on their programme, but commencing work on the dissertation does not guarantee that the transfer of status will be approved.

NB Students do not receive formal confirmation of their upgrade to MA/MSc until the June Exam Board has met and agreed this transfer.
Fees

For students who successfully transfer registration from PGDip to MA/MSc there will be an additional fee to pay. Immediately the transfer is approved by the June exam board they will be billed for the extra fees, which equate to the cost of the dissertation module. Students must pay this fee immediately; they are not given extra time because they have upgraded later in the year.

5.12 Appeals

If your Examinations Board has recommended that you should withdraw from your programme of study, repeat the year as an internal student or be awarded a qualification different to the one you expected, then you may have the right to appeal against the recommendation, but only if you have valid and genuine grounds upon which to appeal. You can find out more from: https://intranet.birmingham.ac.uk/as/registry/policy/complaint-appeal/index.aspx

If you are considering lodging an appeal then you should seek expert advice, e.g. from the Advice and Representation Centre (ARC) at the Birmingham University Guild of Students..

5.13 Your dissertation supervision

Whilst different programmes operate dissertation modules in ways that suit their subject areas, there are some guidelines which operate across the College of Arts and Law:

1. **Quantity of the dissertation to be read by supervisors in draft form:** supervisors may read up to 100% of the dissertation in draft form, with each Programme making an explicit statement in the Programme Guide as to what the minimum/maximum amount read for dissertations undertaken as part of that programme will be. No material should be read more than once.

2. **Minimum/maximum number of hours of supervision,** not fewer than two and not more than six individual supervisory meetings, with the number of hours flexing depending on the 'other' scheduled activities (e.g. group meetings, presentations)

3. **Cut-off date for when supervisions happen/draft materials are read** (this ensures that the final submitted dissertation is the product of substantial post-supervision revision, and ensures that students hone their independence as learners and researchers at a professional level). This will normally be a date in mid-July (although there may be exceptions to this if arrangements are made in advance), with clear dissemination of this date at the beginning of the academic year through Programme guides and supervisors;

4. **Allocation of dissertation supervisors:** it is anticipated that provisional dissertation supervisors will be allocated by the Programme Convenor, by not later than the last Monday of Semester 2 (week 11 semester 2), and notified to the students and CAL Graduate SchoolAdmin Team at that point. If the subject changes substantially then this allocation may be revisited.

5. **Allocation of dissertation markers:** to be communicated to the students, by the Programme Convenor/ School PG Exams officer by Monday of week 11, semester 2, with the understanding that a subsequent change in topic may alter the allocated marker.

5.14 Submission of taught dissertation

Taught postgraduate programmes (MA / MSc / LLM) require you to submit a dissertation to complete your degree. Please note students are required to submit their dissertation via Turnitin which is found in the appropriate section of Canvas, and also one spiral bound copy of the dissertation should be submitted to the CAL Graduate School Admin Office (unless stated otherwise in the course handbook).
The deadline for the submission of your dissertation is noted earlier in this section. As with all assessed work, you will be asked to note your ‘turnitin’ paper ID number (which will be evident once electronic submission is complete), and you must remember to keep the receipt from the office staff when you hand in work, so you can demonstrate that it was handed in on time.
Section Six: Information and Guidelines for Research Postgraduates

6.1 Introduction: who are PGR students?

Postgraduate research students (PGRs) are those undertaking postgraduate degrees by Research (usually PhD, MA by Research and MRes. MRes students are considered to be research students, however they must abide by the regulations on taught programmes for the taught element of their degree (hence MRes students also need to be familiar with section five of this handbook). PhD students are also known as doctoral researchers (DRs).

Research must be carried out within the framework of the University’s Code of Conduct for Research, which you can view at http://www.as.bham.ac.uk/legislation/codesofpractice.shtml (under Graduate Research Programmes). The code explains the standards of integrity and accountability that the University expects of any student, or member of staff, undertaking research at the institution as well as regulations relating to research data, publications, intellectual property, copyright and the requirement to undertake an ethical review of your work. It is your responsibility to familiarise yourself with these requirements and to ensure that your research is conducted in accordance with the code. The document also explains the potential consequences should various forms of research misconduct have occurred.

6.2 MRes Students (arrangements concerning ‘taught’ elements)

MRes students are required to register for 60 ‘taught’ credits as part of their programme, and as such their administration is dealt with by both the Taught and Research teams. Students are advised to read the section 5 regarding the administration and submission of their taught modules, i.e. submission deadlines; marking criteria; module assessment feedback.

6.3 Supervisory arrangements

Postgraduate supervisory arrangements are set out in the University’s Code of Practice on the Supervision and Monitoring of Research Students, which you can view at: http://www.as.bham.ac.uk/legislation/codesofpractice.shtml (under “Graduate Research Programmes”). These arrangements are managed and monitored by College Graduate School Boards and coordinated by the Heads of Postgraduate Studies PGR of the Colleges’ constituent schools.

6.4 Your supervisory team

All postgraduate research students are allocated one or more supervisors and an academic advisor; together these constitute the supervisory team. Postgraduate research students also have a mentor, with whom they can discuss welfare issues.

Supervisors:

Supervisors will be members of University staff actively engaged in research, who hold a research degree at either the same or higher level than the degree being supervised, or who have appropriate equivalent experience or professional qualifications. A supervisor is not normally appointed to supervise to a higher level than his or her qualifications. In exceptional cases where such a supervisor is deemed appropriate, approval of the University’s Progress and Awards Board Research sub-panel is required. Probationary staff, or those who are supervising for the first time, will only be appointed as a co-supervisor, in support of a more experienced lead supervisor. The supervisor is responsible for the overall direction of the student’s research work in consultation with any other member of the supervisory team, as appropriate. This normally includes giving guidance on the nature of research and the standards expected (including standards of presentation and ethical and plagiarism issues), relevant literature and sources, the planning of the research programme and necessary completion dates for successive stages of work, progress standards, research techniques and training, publication and intellectual property rights, and the respective administrative responsibilities and roles of the members of the supervisory team and mentor. Supervisors request written work as appropriate and are expected to return such work with constructive criticism normally either within three weeks of submission or at the next supervision.
Academic Advisor:

The role of the academic advisor is to foster and share good practice in research and provide additional support on more generic academic research issues. The academic advisor may act as a replacement supervisor in the event of the lead supervisor being on extended leave (research, maternity, unpaid etc.). Different schools allocate advisors in different ways; in some schools, one member of academic staff serves as the advisor for all PGRs, in others, advisors are allocated on an individual basis.

Mentors:

Students are also allocated a mentor, independent of the supervisory team, for confidential help or advice on personal matters and issues that they feel they cannot discuss with their supervisory team. The same appointments of supervisor, academic advisor and mentor will normally continue throughout a student’s full period of study. If a member of the supervisory team and/or the mentor leaves the University, the responsibility for supervisory/mentoring arrangements rests with the College of Arts and Law Graduate School Board, who will ensure that suitable alternative supervisory and/or pastoral arrangements are made.

6.5 Frequency and records of supervision

The exact frequency of formal supervisory consultations will vary; full-time students are expected to meet their supervisor(s) at least once in a four week period. For part-time students, the requirement is at least once in an eight week period. For students on distance, sandwich or modular programmes that have different arrangements, the recommendation is that students maintain regular contact by whatever method of communication is most convenient to both parties (email, telephone, teleconferencing, or face-to-face when possible), and send an e-mail report to their supervisor once a month. In the case of joint supervision, students should see at least one of their supervisors per four week period, and both supervisors together at least once (and preferably three times) per year.

The first supervision meeting takes place within ten days of the start of a student's period of study and covers the planning of supervision arrangements and ensuring the student is aware of the requirements of their programme of study, especially the time limits for completion and the criteria for the award of the degree. The University operates a system of Supervision Record (or ‘Monthly Planning’) Forms (GRS2), available at https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/rsa/progressreviews.aspx. Students are required to complete the first section of their Supervision Record Form, which asks them to detail the work they have undertaken since their last supervision meeting, and to highlight particular areas of concern for the forthcoming discussion, before submitting it in advance of their supervision to their supervisor. The supervisor then completes the second half of the form with the student at the end of the supervision and both sign the record to confirm that it contains a good summary of the supervision meeting. One copy of the form is retained by the student and a second copy placed on the PGR management system and/or the supervisor's student file.

Supervisors and/or academic advisors also make themselves available on a weekly basis via office hours for basic short-term guidance issues. Students may feed back informally via discussions with their academic advisor and/or mentor. The University’s quality assurance mechanisms monitor the effectiveness of supervision more generally through review of SSCC reports, questionnaire results and submission/completion data, and identify further actions if required.

As well as guiding academic progress, supervisors also support their students’ progress in the acquisition of both research and generic (transferable) skills. This includes giving guidance about the specialist research skills and the generic skills students should acquire and how this might be done, and, where appropriate, advice about language training for international students. This is done via the Development Needs Analysis (DNA), (linked to Vitae’s Researcher Development Statement), undertaken by all postgraduate students and their supervisors in the first month of each year of their programme. For more information on the Development Needs Analysis, see section 6.6 below. Towards the end of the academic year, the student is also asked to produce a short report on how these plans have worked in practice and their reflections on what they have learnt and achieved. This must be submitted along with any other documents required for their annual progress review.
6.6 Personal Development Planning, and Development Needs Analysis

Research students’ development needs are managed through an agreed University process. Postgraduate Researchers are required to **annually** assess their current and future skills development needs. The Development Needs Analysis (DNA) process helps you to do this.

Successful and timely completion of your research degree will depend on developing a mixture of subject-specific skills, intellectual skills, such as critical thinking, and more generic skills, like communication and enterprise. Many of these skills will also be important in your future life, whatever career or life choices you make.

The (DNA) form uses Vitae’s Researcher Development Framework (RDF) to help you think about your current skills, pinpoint gaps in your knowledge, and identify areas for future development. The RDF articulates the knowledge, behaviours and attitudes of researchers, from postgraduates to establish academic leaders and is endorsed by Research Councils UK.

The DNA is an important part of the Skills Development Programme.

Discussion between student and supervisor during their first supervision meeting is designed to identify what the student will need in order to succeed on their programme, which skills they already have, which need to be developed and how and when such development will be achieved. Underpinning the discussion is completion of the DNA Form which can be found at:

https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/skills/dna.aspx

You will also find here a frequently asked questions document.

The DNA forms are submitted to the College Graduate School Office, and they are considered together as part of students’ annual progress review.

The University offers generic and more subject-specific postgraduate training courses, open to any student from the University, subject to an appropriate knowledge base; full details can be found at

https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/skills/index.aspx

The particular needs of each student will be met by choosing the appropriate mix of courses that match their experience and career development plans. Student and supervisor are expected to develop a reasonable training timetable, prioritising training plans in a way that reflects the student’s developing needs and recognising that it may not be practical to undertake all training identified as desirable by this process immediately.

If the circumstances of a particular student change in such a way that their plan is no longer appropriate, this will be picked up by regular review meetings and a modified plan developed within the framework of the personal development process.

6.7 Ethical reviews

Postgraduate research students’ research projects will be subject to the University’s Ethical Review Process; see: https://intranet.birmingham.ac.uk/finance/accounting/Research-Support-Group/Research-Ethics/resources.aspx.

Taught postgraduate students’ projects will remain the responsibility of the College. When you first meet with your supervisor, you will complete an online ethical Self-Assessment Form (SAF). This form can be found at the link above. You are encouraged to consider the relevant ethical issues at an appropriate point during your first year, taking into account your research work plan. It is also advised that you revisit this issue at your routine progress review meetings (or supervisions). Dependent upon the ethical issues involved in your research, you may need to make an Application for Ethical Review (AER); again, this form can be found at the link above. It should be completed jointly with your supervisor and submitted by your supervisor. If projects are already subject to mandatory ethical reviews (such as NHS and Scientific Procedures) no AER will be required.

The University Code of Ethics can be found at:


6.8 Plagiarism

In accordance with the University’s Code of Practice on Plagiarism, you will receive written guidance when starting your programme as to what constitutes adequate referencing and plagiarism, particularly within a subject-specific context, and on how to reference work properly.
Building on the College’s existing progress monitoring system (as outlined in section 6.9), you may be required to submit an ‘interim’ report to Turnitin (via WebCT), the outcome of which is to be discussed with the Supervisory team, School Plagiarism Officer, and briefly reported upon in your progress review form or equivalent. The College reserves the right to ask you to submit more than one report. Details of this process will be communicated to you separately.

As a summative process, the Notice of Intention to Submit form has been modified so that both PGR student and lead Supervisor’s signatures are required. As University regulations outline, the decision to submit the thesis for examination rests solely with the postgraduate researcher. It is therefore your responsibility to ensure that the thesis is fit for submission. Signing this form will confirm that you are aware that the thesis will be run through Turnitin (plagiarism software).

University Codes of Practice: Plagiarism: 

What you need to do in advance of your submission deadline:

☐ Three months in advance of your proposed submission date, you will need to complete the Notice of Intention to Submit form. Further details can be found in the following link: http://www.graduateschool.bham.ac.uk/rsa/notice.shtml.
Your supervisor is required to sign this form to acknowledge the submission date before you forward the form to the Research Student Administration Team (RSA Team, in the Registry, Aston Webb).

☐ If your thesis contains sensitive and/or confidential data, please contact the PGR Team, in the CAL Graduate School, for advice on additional steps that need to be taken with regards to your Turnitin submission.

What you need to do by your submission deadline:

☐ Please submit the final version of your thesis through Turnitin (instructions attached as appendix 2 to this handbook). Inform your supervisor via email and copy to the PGR Team, in the CAL Graduate School (calpg-research@contacts.bham.ac.uk) when your thesis has been submitted to Turnitin.
In your email confirmation, please quote your student id number and your Turnitin reference number. Once confirmation has been received, your supervisor will then view the Turnitin report.
Where plagiarism is detected, the University’s Plagiarism Policy will be followed: http://www.birmingham.ac.uk/Documents/university/legal/plagiarism.pdf

☐ Immediately after completing the above, submit your two soft bound copies of your thesis with the completed Submission of Research Degree Thesis declaration form.
Together with any other relevant documents to the RSA Team, in the Registry, via the Student Enquiries Counter, located on the ground floor (GC) of the Main Library (R22 on the University map) This is to confirm that you agree that the copy you have submitted is the final version of your thesis. A copy of this form must also be sent to the PGR Team, in the CAL Graduate School.

Further information on thesis submission and the relevant forms can be found on the following link: https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/rsa/thesissubmission.aspx

Please note: The RSA Team, in the Registry, will NOT send out your thesis to the external examiner until they have received confirmation from the PGR Team, in the CAL Graduate School of the outcome of your thesis submission through Turnitin.

If you have any queries, please do not hesitate to contact the PGR Team, in the CAL Graduate School (calpg-research@contacts.bham.ac.uk)
6.9 Progression, monitoring and upgrade procedures for research students

Whether you are on a taught programme or on a research programme, we keep track of your progress throughout your period of study, and invite you to reflect on your progress as well.

The progress and monitoring processes are College wide and apply to all students whether FT, PT or Split Location. Different forms of monitoring and review happen at different stages in the research degree as appropriate with the stage of study. For example, there is intense review at the end of the first year (or equivalent for non-FT students). This is intended to ensure that the student is on the appropriate degree programme. Part of the Duty of Care of the PG team is to ensure that a student is not inappropriately registered or on a programme not suited to them. This can often only be ascertained after a period of study, hence the robust review process at the end of the first year of FT study (or equivalent for non FT students). As well as confirming and transferring status the review process is of great benefit to students in other ways. It helps students identify areas of strength and weakness and can propel students in new directions more appropriate to their goals and research. Review panels are available to students in all years and some students may find it helpful to request a review every year. Review and monitoring formally take place at the end of the academic year (May) although please do not hesitate to contact members of the PG team if you have concerns at other times of the year. There are a number of processes which are used to monitor progress including forms, panels and individual meetings as appropriate for the individual student.

BIRMS PGR Management System

The BIRMS PGR Management System has been developed to provide electronic functionality for the management of the paperwork and processes surrounding postgraduate researcher degree registrations. PGRs and supervisors are now able to:

- upload, email, comment on and approve Development Needs Analysis Form
- upload, email, comment on and approve records of monthly supervision meetings

Access to the BIRMS PGR Management System for PGRs is via the Student Portal.

You are encouraged to speak with your supervisor regarding use of the BIRMS PGR Management System for recording your monthly supervision meetings.

Annual Progress Review

Every academic year research students and their supervisors will be asked to fill in a Progress Review Form. The Progress Review Form is required for all research students who will be moving into the next academic year as either ‘Normall Registered’ or ‘Thesis Awaited’ status. The type of questions you will be asked about will be about the frequency of supervision, your progress and how you estimate your future research plans. The forms are sent out using University email addresses to all relevant students during February via the CALGS Postgraduate Services Administration Team (Research).

There are several elements to this process with a timetable of dates below for your information:

**By 10th March 2014**
Progress review form part 1 – to be completed by you, the student, and emailed to the CAL Postgraduate Services Administration Team at calpg-research@contacts.bham.ac.uk and to your supervisor.

**Between 10th March and the 24th March 2014**
Arrange a Progress Review meeting between you and your supervisor.

**By 24th March 2014**
Progress review form part 2 – to be completed by your supervisor prior to your review meeting. Progress review form part 3 – to be completed at your progress review meeting. The form then needs signing by both you and your supervisor.

Your supervisor will then submit the completed paperwork to the CAL Postgraduate Services Administration Team by 24th March 2014

You can download the Progress Review Form from the CAL Graduate School Canvas website:
http://www.weblearn.bham.ac.uk
In addition to this required form you may also choose to complete a confidential form which goes directly to Graduate School and by-passes the School structures. This should be used if you have any concerns which for any reason you feel unable to raise in the School – either with your supervisory team or with the PG Officers.

The ‘Confidential Student Report Form’ can be downloaded from the CAL Graduate School Canvas website: http://www.weblearn.bham.ac.uk

Year One:

Transfer and confirmation of status panels

Progress is monitored at the end of every year and progression to the following year is dependent on successful progress in the previous year.

The end of the first year is a particularly crucial time as at this point, when the student has completed approximately six months of their research degree, it is possible to make an estimate of their likely progression. Therefore at the end of the first year (or equivalent for students who are not full time) a ‘Panel’ is held. The purpose of this panel is two fold: first, to make a progress recommendation to the College Progression panel; and second, to monitor supervision and research practices and provisions across the College. Relevant students will be contacted during February via the CALGS Postgraduate Services Administration Team (Research) in liaison with Heads of Postgraduate Studies.

Students wishing to ‘upgrade’ from MA by Research or M Res or MLitt to a PhD must also undertake a Transfer of Status Panel.

All first year (or equivalent) PhD students are required to attend a panel. This includes Split Location students who are encouraged to overlap one of their stays in Birmingham with the panel dates. If this is impossible then a conference call will be arranged. However, it is important to note that a face to face panel is by far the preferred option. For some first year students this will be the panel which will determine whether or not they should upgrade to a PhD from an MRes, MA by Research or an MLitt. For those students who are registered directly on a PhD this panel is no less important as it will determine whether or not it is appropriate for you to continue as a PhD student (rather than transferring to a MPhil for example). In addition the panel ensures that you are receiving appropriate supervision and support from the wider research community at the University of Birmingham.

Students are required to submit for marking a piece of work from 6-8,000 words (submitted to the College of arts and Law Graduate School). The piece of work can be any subsection/s of the work you have carried out in your first year and you should decide what to submit in discussion with your supervisor. It does not need to be a full chapter and can be from different parts of your thesis. A covering letter is recommended to explain how the submitted section/subsection of work fits into your wider project.

The submission is marked according to whether or not the work ‘demonstrates the potential to produce work of doctoral standard’. Your work is not required to have yet met this standard but to show clear evidence that you are likely to reach it.

This chapter must be submitted by 24th March 2014. This will be evaluated by a first marker (nominated by your supervisor in advance) whose comments will go to the panel. If the first marker expresses concern about your submission your work will be sent to a second marker. The comments and recommendations of the marker/s will be taken into account by the panel, along with the information contained in the progress review form and the recommendations of your supervisor. You can collect the marker’s (or markers’) comments from the College of Arts and Law Graduate School from 9am on the day of your panel.

The final recommendations (proceed to PhD, return to the panel the following year, withdraw, etc.) will be made at the panel in your presence and signed by yourself. This will then be sent to the College Panel for a progress decision. If you and/or your supervisor do not agree with the recommendation you and/or your supervisor can submit your reasons to the College Panel.

All decisions will be made on an individual and case-by-case basis, taking into account all the information available to the panel and the student’s personal circumstances and preferences. If a student is deemed not to have met the conditions necessary to proceed then progress will be determined by the panel in discussion with the student. Options may include withdrawal, transfer to an alternative programme or conditional progression.

PhD Integrated Studies only: Please note that progression from the taught modules onto the thesis is dependent on reaching the required pass mark on your course and successfully completing your pilot study. Year 2 of your programme of study (year 1 of your thesis) will follow the process outlined below.
Year Two:
Satisfactory progression in the second year is measured through the College progress review and progress decision structures. See Annual Progress Review guidance above.

In this form you are asked to review your progress and explain your plans for completion. This form is then reviewed by School Head of Postgraduate Studies and the College Panel. If progress is satisfactory, students can proceed to their next year. If there are problems, students may be required to attend a panel and in some cases will also be asked to submit material to be marked and considered by the Panel.

The form will be sent to you in good time by the College of Arts and Law Graduate School. You can download the Progress Review Form from the college Graduate School Canvas section: http://www.weblearn.bham.ac.uk

Students who have any concerns at all about their progress should request a Panel to be arranged. To do this they simply need to contact the Head of Postgraduate Studies-PGR in the School.

If students are experiencing problems that they do not wish to raise with their supervisor, or within their School, they can submit a confidential student report form which can be found on the CAL Graduate School page on Canvas via http://www.weblearn.bham.ac.uk.

Year Three:
Satisfactory progression in the third year is measured through the College progress review and progress decision structures. See Annual Progress Review guidance above.

In this form you are asked to review your progress and explain your plans for completion. This form is then reviewed by School Head of Postgraduate Studies-DR and the College Panel. If progress is satisfactory, students can proceed to their next year. If there are problems, students may be required to attend a panel and in some cases will also be asked to submit material to be marked and considered by the Panel.

This form will be sent to you in good time by the College Graduate School. You can download the Progress Review Form from the CAL Graduate School page on Canvas: via http://www.weblearn.bham.ac.uk.

Students who have any concerns at all about their progress should request a Panel to be arranged. To do this they simply need to contact the Head of Postgraduate Studies-PGR in the School.

If students are experiencing problems that they do not wish to raise with their supervisor, or within their School, they can submit a confidential student report form which can be found on the CAL Graduate School page on Canvas via http://www.weblearn.bham.ac.uk.

Through the summer of the third year it is likely that a PhD student will have progressed sufficiently to move into ‘awaiting thesis’ (sometimes termed ‘writing up’). The move to awaiting thesis is not automatic but requires that a student no longer needs ‘substantial supervision’. If a student is not ready to move into this phase, but still requires substantial supervision, then they will be asked to continue in ‘normal registration’. The norm in the College is to assume that substantial supervision is no longer required when a full first draft is completed, and the supervisor will need to confirm that they have received a full draft before the transfer to ‘awaiting thesis’ is made. Normally, if a student wishes to move into ‘awaiting thesis’ at the start of the next academic year they will need to send a full draft of their thesis to their supervisor no later than the 1st August or at least 8 weeks before the end of their minimum period of registration (subject to negotiation with their supervisor). The Supervisor will read the complete draft and return it to the student with comments by the 1st September (or at least 1 month before the submission date, depending on the submission date). The supervisor will then advise, in consultation with the student (and if necessary the School Head of Postgraduate Studies-PGR) whether the student can move to awaiting thesis or if they need to continue in normal registration (NB, if continuing in ‘normal registration’, full fees apply).

If the student has presented a satisfactory first draft of the thesis, which can be completed within 12 months with minimal supervision, then the student will be transferred to ‘awaiting thesis’. A small fee is charged during this period (£180). A supervisor will, of course, read and comment on a final draft of the thesis and advise on submission.
Other panels

In addition to being required to sit a face-to-face panel in May of the first year panels may be convened in any subsequent year. Panels may be requested by the student, the supervisor or the School Head of Postgraduate Studies - PGR. Reasons that students may request a panel include concerns that have not been met by their supervisor, advisor and mentor. Likewise supervisors might suggest a meeting if they feel that the student would benefit from additional generic advice or for any other reason. The Head of Postgraduate Studies- PGR will consider all end of year forms and will call students in for a panel if s/he has any concerns – for example about the students ability to complete on time – or if s/he needs to reallocate the student when a supervisor retires.

In addition to making progress recommendations panels are intended to help students focus their efforts in order to attain final success as quickly and smoothly as possible. Panels are opportunities for students to discuss progress and benefit from the advice and expertise of senior academics. They are not intended to be intimidating, but useful and a point at which Schools carry out their duty of care.

6.10 Extension and leave of absence requests

The University will allow PGR students to make an application to extend their period of study in exceptional circumstances.

Extension:
The process is as follows: if you have a good reason for not being able to complete your thesis in the maximum time allowed, you should complete an extension form and then hand it to your supervisor for him or her to add comments and confirm that they support your application. This will be considered by your School, and then subject to the approval of the Director of the CAL Graduate School it will be passed to the University’s Research Postgraduate Progress Board. Please remember that approval is not automatic and is dependent upon substantial (typically unforeseeable) circumstances arising which require extra time.

Guidance and appropriate forms for PGRs are available from:
http://www.graduateschool.bham.ac.uk/rsa/extensions.shtml

Leave of Absence:
If you have a substantial period of illness, or other personal problems (or e.g. temporary pressure of external commitments leading to time-management issues) you should request a leave of absence from your degree. You will not receive supervision during the leave, but that time will not count towards your maximum registration time. For further details and relevant forms please go to:
http://www.graduateschool.bham.ac.uk/rsa/absence.shtml

Leave of absence is not an automatic entitlement.

Please note that if you hold an AHRC or ESRC award your extension or leave of absence form will be considered by the University to make sure the request meets AHRC or ESRC regulations. If an extension or leave of absence is granted the details will then be passed to the AHRC or ESRC for their records.

6.11 Awaiting thesis (or “writing up”)

Awaiting thesis (or “writing up”) is the period of time (normally following the end of the minimum period of study) when a student has completed a full draft of their thesis, and is writing up their thesis/incorporating results and data. There is no substantial supervision during this period, and therefore the transfer to “writing up” can only take place after a supervisor has received and read a full thesis draft (M Res MA by Research MLitt and PhD). Under normal circumstances, where this has taken place, a student coming to the end of their minimum period of study who has submitted a full draft of the thesis to their supervisor(s) may receive the progress recommendation to move into “writing up” status (one year for full-time students, two years for part-time students), if approved by the Graduate School Review Panel. During this period, you are liable for a continuation fee, which is currently £180. You continue to have access to email, computing facilities and the Library, but you are no longer eligible to receive substantial supervision.
6.12 Period of registration and early submission

The minimum full-time period of study for a PhD is normally three years and the maximum is four years. For part-time study, the minimum period for a PhD is six years and the maximum is eight years.

For a full-time MA by Research, MRes student, the minimum is one year and the maximum two years. For part-time MA by research, MRes students, the minimum is two years and the maximum is four years.

Please note that you may not normally submit a thesis before the end of the minimum registration period, though this may be allowed in exceptional circumstances. For details on early submission please refer to: https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/rsa/earlysubmission.aspx

For Modular and Sandwich PhD students, the minimum period is 4 years, maximum 6 years.

You should submit your thesis before the end of the maximum registration period, unless you have successfully applied for an extension. Minimum and maximum registration periods can be found at: http://www.graduateschool.bham.ac.uk/rsa/

Students can check their minimum and maximum periods of study in the Programme Details section of their my.bham page.

If the thesis is submitted one or more days after the end of maximum registration (taking any Leaves of Absence into account), without an extension having been obtained, Registry staff will not accept the thesis.

NB if the end of maximum registration falls on a non-working day (e.g. weekend, Bank Holiday, University closed period), the thesis must be submitted on the closest working day before the submission date. Otherwise it will be deemed to be a late submission.

6.13 Word lengths

The Word Limit for Research Degrees in the College of Arts and Law are:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Word Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRes</td>
<td>20,000</td>
</tr>
<tr>
<td>MA by Research</td>
<td>40,000</td>
</tr>
<tr>
<td>MA by Research Law</td>
<td>60,000</td>
</tr>
<tr>
<td>MJus</td>
<td>40,000</td>
</tr>
<tr>
<td>PhD</td>
<td>80,000*</td>
</tr>
</tbody>
</table>

On submitting your thesis for examination you are required to complete a declaration form confirming the word length of your thesis. The stated maximum number of words excludes supplementary material such as tables, diagrams, appendices, references, the bibliography and any bound published material.

A thesis that exceeds the maximum number of words will not be accepted for examination unless permission to exceed the stated word count has been granted by the Research Progress & Awards Sub Panel. Permission to exceed the stated word count is only granted in exceptional circumstances. If you consider that you will not be able to meet the stated word limit, you are advised to discuss this with your supervisor at an early stage.

*Modular PhD students are assessed at the end of each of the three Modules by writing research papers (12,000 words for module 1; 8,000 and 12,000 words for module 2 and a shorter thesis in Module 3 of 50,000 words)

These word lengths do not include supplementary material such as tables, appendices, references, bibliographies etc.
6.14 Preparing for submission of your thesis

For guidelines covering the submission of M Res, MA by research, MLitt and PhD theses, such as word limits, the notification of intention to submit form, abstract forms and guidance on presentation, see: https://intranet.birmingham.ac.uk/as/studentservices/graduateschool_rsa/submittingyourthesis.aspx

There are various forms that you need to complete before submitting your thesis, such as two abstract forms and an author’s declaration. These can all be found on the above website. Do not forget that **three months before you submit your thesis** you need to complete an intention to submit form and send it to the Research Team in Registry. This form starts the process of appointing your examiners, so it is very important to submit it on time. All forms are available from the website above.

You are required to submit two copies of your thesis to Registry via the Student Enquiries desk located on the ground floor of the Main Library, unless an additional examiner has been appointed, when a further copy will be required. The copies of your thesis should be temporarily (soft) bound for examination purposes by the University’s Bindery, wherever possible. Further details about Bindery Services can be obtained from http://www.bindery.bham.ac.uk/thesis/

You will be asked to hand in hard bound copies after the examination process is complete. (Please refer to information set out earlier in this section).

6.15 Your thesis: examination process

The Code of Practice for the Assessment of Research Degree Theses can be found at http://www.as.bham.ac.uk/legislation/codesofpractice.shtml (under Graduate Research Programmes). This explains the responsibilities of both you and the University in relation to the examination of your thesis.

You might also like to look at the guidelines sent to examiners, which can be found at: http://www.graduateschool.bham.ac.uk/rsa/examinersinfo.shtml. Section 7.5 is particularly useful, as it tells you what the examiners will be looking for when they read your thesis.

6.16 Your Viva (oral examination)

Vivas are typically held for PhDs and may be held for MA by research, MRes degrees. Theses are examined by one external and one internal examiner. Both examiners, a chairperson, and the candidate, are present at the viva. The supervisor is not present. A thesis may be awarded a pass with minor or major amendments, or it may be referred for revision or resubmission, or a lower degree may be offered.

You should ensure that you take the online ‘Surviving your Viva’ training course, available for self-enrolment at http://weblearn.bham.ac.uk/selfenrol/
Section Seven: additional and complementary skills training provision

Generic and employability skills training is offered as a mix of University and college/school level activity, within the framework of the University Graduate School, with colleges tailoring such training to the needs of their students, where appropriate (see sections 2.9 and 6.6, above). The importance of these skills, and the opportunities available, are highlighted at induction events that all students are expected to attend.

The University Graduate School (UGS)

"A research degree will help you stand out from the crowd, but at Birmingham we recognise that employers place a high value on transferable skills. The University Graduate School is here to support your skills development, through training, networking and personal development, to give you the best possible chance at succeeding in your chosen career."

The University Graduate School (UGS) is part of Student Services and acts as gateway to advise and support across the University for postgraduate researchers. The UGS supports and promotes the University of Birmingham's postgraduate research community (all those registered on a research degree eg. PhD, MPhil etc) within and outside the University. It provides a diverse programme of researcher development workshops and events for all research postgraduates throughout the academic year. Please click here for details of the UGS training programme and events: https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/skills/index.aspx

The University Research Student Administration team

The Research Student administration (RSA) team is part of the Registry and works closely with the University Graduate School. The RSA team offers you support from registration, through to the management of your student record and organisation of your viva exam.

To find out more: https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/rsa/index.aspx

The Research Community at Birmingham

At Birmingham we have a strong postgraduate researcher community made up of all those students registered on research.

As part of this community you have the chance to take part in University wide events such as the annual Research Poster Conference and Images of Research exhibition to name just two opportunities. These events celebrate the postgraduate researcher community, giving you a chance to meet other researchers and promote the exciting research that is taking place at the University. To find out more: http://www.graduateschool.bham.ac.uk/

Keeping in touch

Through media such as the UGS blog, twitter feed and RSS news feed the University Graduate School can keep you informed about upcoming events and important news from around the researcher community. https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/index.aspx

University Graduate School Skills Online Researcher Development Resources

Recognising that not all postgraduate researchers are full-time or campus based, the University Graduate School has developed a bespoke online induction package for new doctoral researchers called ‘DR Essentials’. The UGS also offers a range of on-line courses, including Project Management, Ethics for Researchers, Career Development and Viva Preparation that will ensure you are able to learn at your own pace and on your own schedule. New courses are being developed all the time, so that we can provide the training that you, as a postgraduate researcher at Birmingham, want.
For more information on the University Graduate School online Skills Development provision and DR Essentials please see:

https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/skills/index.aspx

**TGS Fridays (Think Graduate School Fridays) every other Friday starting October 25th**
These will be informal talks and discussions on prominent topics to postgraduate researchers at the University of Birmingham. They will be delivered by the people that know best: postgraduate researchers (and where appropriate, academics) and will be held every other Friday and lunch will be provided. These sessions will be live Tweeted so if you can’t make it follow the discussion on Twitter using #tgsfridays and we will ask your questions in the Q and A part of the session. TGS Fridays are a great way to meet new people in an informal and friendly setting, learning about being a postgraduate researcher at the University of Birmingham and sharing your experiences.
For more information please go to the University Graduate School website:
https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/events/public/tgsfridays.aspx
Section Eight: Scholarships and other funding

Scholarships and funding

Details on scholarships and funding within the College of Arts and Law can be found at: http://www.birmingham.ac.uk/schools/calgs/scholarships/index.aspx

Details of funding opportunities may also be advertised in the weekly Postgraduate Student Newsletter which is emailed to all CAL PG students.

University Scholarships / Awards

Some University awards are open to College of Arts and Law students, but conditions of the awards can vary. Details can be found at: http://www.as.bham.ac.uk/studentlife/finance/. This website also outlines other sources of funding that may be available to you.

The University database contains details of postgraduate taught and research funding opportunities available to support your studies at the University of Birmingham, which can be found at:

http://www.birmingham.ac.uk/students/fees/funding/FundingFilter.aspx

College of Arts and Law Postgraduate Research Support Fund

Postgraduate students (on taught and research programmes) in the College of Arts and Law are eligible to apply to the College of Arts and Law Graduate School Postgraduate Research Support Fund. Applications may be made for support towards conference expenses or research expenses (i.e. travel, photocopying, books etc…).

There are two rounds scheduled for 2013-14, closing dates are:

Round 1

Opening from 21st October 2013, closing date 25th November 2013

Round 2

Opening from 27th January 2014, closing date 3rd March 2014

Please refer to the guidance notes published on the CAL Graduate School page in Canvas and in the student newsletter for further details.

PGR Development Fund

Postgraduate students and staff are able to apply for the PGR Development Fund to support skills training events/projects. Please note that funding must demonstrably benefit Postgraduate Research Students (MA by Research, MRes or PhD). Due to Research Council constraints, the scheme can only support training for postgraduate taught students (e.g. MA/MSc) if PGR students also benefit.

Although the training scheme is limited to ‘generic’ skills, this covers a very wide remit (e.g. developing interactive web sites, holding exhibitions, publishing journals, organising conferences, workshops etc). Applicants are asked to indicate which skills are addressed by the project and comment on how they will be met. The full Researcher Development Statement can be accessed online at: http://www.vitae.ac.uk/CMS/files/upload/Researcher%20development%20statement.pdf
There are two rounds scheduled for 2013-14, closing dates are:

**Round 1**

Opening from 30th September 2013, closing date 28th October 2013

**Round 2**

Opening from 13th January 2014. closing date 24th February 2014

Please refer to the guidance notes published on the CAL Graduate School page in Canvas and in the student newsletter for further details.
Section Nine: Contact Information and Useful Links

The College of Arts and Law (CAL) Graduate School
Graduate School Tel: 0121 414 3597
Graduate School email: artsandlawgraduateschool@contacts.bham.ac.uk

Contacts

**Academic Management Team**
Director of the College of Arts and Law Graduate School
Dr Diana Spencer  
d.j.spencer@bham.ac.uk  
0121 41 47967
Deputy Director (Research)
Dr Jagbir Jhutti-Jhal  
j.jhuttijhal.1@bham.ac.uk  
0121 41 58338
Deputy Director (Taught)
Dr Adrian Hunt  
a.hunt@bham.ac.uk  
0121 41 46326

**Administrative Management Team**
Graduate School Manager
Rob Shrimpton  
r.j.shrimpton@bham.ac.uk  
0121 41 44961
Postgraduate Research Administration Team Manager
Mrs Julie Tonks  
j.a.tonks@bham.ac.uk  
0121 41 46627
Postgraduate Research Administration Team
PGR Team Contact Email Address  
calpg-research@contacts.bham.ac.uk
Mrs Helen Harris  
h.l.harris@bham.ac.uk  
0121 41 48442
Ms Dee McLaughlin  
d.mclaughlin@bham.ac.uk  
0121 41 42829
Ms Emily Heaney  
e.heaney@bham.ac.uk  
0121 41 42277
Postgraduate Taught Administration Team Managers
Miss Deborah Bailes  
d.j.bailes@bham.ac.uk  
0121 41 48507
Ms Ausra Compton  
a.compton@bham.ac.uk  
0121 41 43189

Postgraduate Taught Administration Team Contact Email Addresses
CAL Graduate School  
artsandlawgraduateschool@contacts.bham.ac.uk
School of English, Drama and American and Canadian Studies  
calpg-edacs@contacts.bham.ac.uk
English Language and Applied Linguistics  
elalpg@contacts.bham.ac.uk
School of History and Cultures  
calpg-hc@contacts.bham.ac.uk
School of Languages, Culture, Art History and Music  
calpg-lcahm@contacts.bham.ac.uk
School of Philosophy, Theology and Religion  
calpg.ptr@contacts.bham.ac.uk
Law  
j.bowen2@bham.ac.uk
Key School Contact Details: Heads of Postgraduate Study (Research and Taught); Welfare Tutor(s) and School Extenuating Circumstances Officer(s) (programme convenor contact information will be made available on Canvas and can be accessed on the my bham portal directories)

Most of the MA, LLM and MRes programmes within the College have programme convenors who are responsible for the running of the taught elements of the course. In some smaller departments this work may be done by the School's Head of Postgraduate Taught Studies.

If you are a taught student and feel unable to discuss a welfare matter with your programme convenor, you may refer, instead, to your Mentor, or School Welfare Officer or, if your School does not have one, your Head of Postgraduate Studies (Taught).

**School of English, Drama, American and Canadian Studies (EDACS)**

**Head of Postgraduate Studies (Taught)**
Mr Robert Holland  
* r.holland@bham.ac.uk  
* 0121 41 47039

**Head of Postgraduate Studies (Research)**
Dr Nick Groom  
* n.w.groom@bham.ac.uk  
* 0121 41 43381

**Postgraduate Teaching Assistants Coordinator**
Dr Philippa Semper  
* p.semper@bham.ac.uk  
* 0121 41 45684

**Welfare / Extenuating Circumstances Officer**
Mr Robert Holland  
* r.holland@bham.ac.uk  
* 0121 41 47039

**PG Examinations Officer**
Mr Robert Holland  
* r.holland@bham.ac.uk  
* 0121 41 47039

**School of History and Cultures**

**Head of Postgraduate Studies (Taught)**
Semester 1: Dr Ruth Macrides  
* r.j.macrides@bham.ac.uk  
* 0121 41 47544

Semester 2: Dr Simone Laqua-O’Donnell  
* s.laquaoonell@bham.ac.uk  
* 0121 41 45485

**Head of Postgraduate Studies (Research)**
Semester 1: Dr William Purkis  
* w.j.purkis@bham.ac.uk  
* 0121 41 45664

Semester 2: Prof. Dimitris Tziovas  
* d.p.tziovas@bham.ac.uk  
* 0121 41 45769

**Postgraduate Teaching Assistants Coordinator**
Dr Elaine Fulton  
* e.k.fulton@bham.ac.uk  
* 0121 41 46632
Welfare / Extenuating Circumstances Officer
Dr Reg Cline-Cole (DASA)  r.e.a.cline-cole@bham.ac.uk  0121 41 45132
Dr Miriam Muller (History)  m.muller.1@bham.ac.uk  0121 41 45741

PG Examinations Officer
Semester 1: Dr Tara Hamling  t.j.hamling@bham.ac.uk  0121 41 47978
Semester 2: Dr Simone Laqua-O’Donnell  s.laquao@bham.ac.uk  0121 41 45485

School of Languages, Cultures, Art History and Music (LCAHM)

Head of Postgraduate Studies (Taught)
Dr Stephen Forcer  s.m.forcer@bham.ac.uk  0121 41 45985

Head of Postgraduate Studies (Research)
Prof. Lisa Downing  l.m.downing@bham.ac.uk  0121 41 49185

Postgraduate Teaching Assistants Coordinator
Dr Marta Simo  simocomm@adf.bham.ac.uk  0121 41 45978

Welfare / Extenuating Circumstances Mitigations Officer
Dr Stephen Forcer  s.m.forcer@bham.ac.uk  0121 41 47568

PG Examinations Officer
Dr Conrad James  c.m.james.1@bham.ac.uk  0121 41 46037

Birmingham Law School

Head of Postgraduate Studies (Taught)
Prof. Jean McHale  j.v.mchale@bham.ac.uk  0121 41 46294

Head of Postgraduate Studies (Research)
Dr Rosie Harding  r.j.harding@bham.ac.uk  0121 41 44960

Extenuating Circumstances Officers
Ms Kate Gooch  k.e.gooch@bham.ac.uk  0121 41 45659

See Law student handbook for details of who to contact regarding extensions, extenuating circumstances, leave of absences etc. The Law Handbook is available on Canvas, accessed via http://www.weblearn.bham.ac.uk
School of Philosophy, Theology and Religion

Head of Postgraduate Studies (Taught)
Dr Jagbir Jhutti-Johal  
j.jhuttijohal.1@bham.ac.uk  0121 41 58338

Head of Postgraduate Studies (Research)
Dr Deryn Guest  
d.p.guest@bham.ac.uk  0121 41 43914

Postgraduate Teaching Assistants Coordinator
Philosophy: Dr Iain Law  
i.law@bham.ac.uk  0121 41 48336
T & R: Dr Haifaa Jawad  
h.a.jawad@bham.ac.uk  0121 41 58337

PG Welfare Officers
Philosophy: Dr Iain Law  
i.law@bham.ac.uk  0121 41 48336
T & R: Dr Haifaa Jawad  
h.a.jawad@bham.ac.uk  0121 41 58337

Extenuating Circumstances Officers
Philosophy, Dr Iain Law  
i.law@bham.ac.uk  0121 41 48336
T & R: Professor Stephen Pattison (autumn)  
s.pattison.1@bham.ac.uk  0121 41 43406
Professor Alan Anderson (spring)  
a.h.anderson@bham.ac.uk  0121 41 48446

Exams Officers
Philosophy: Dr Maja Spener  
m.spener@bham.ac.uk  0121 41 47539
T&R: Dr Jagbir Jhutti-Johal  
j.jhuttijohal.1@bham.ac.uk  0121 41 58338
### Section Ten: Quick links to useful websites

<table>
<thead>
<tr>
<th>Service</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Arts and Law Home Page</td>
<td><a href="http://www.birmingham.ac.uk/university/colleges/artslaw/index.aspx">http://www.birmingham.ac.uk/university/colleges/artslaw/index.aspx</a></td>
</tr>
<tr>
<td>College of Arts and Law Handbook</td>
<td><a href="http://www.weblearn.bham.ac.uk/log">http://www.weblearn.bham.ac.uk/log</a> in and go to the CAL Graduate School section</td>
</tr>
<tr>
<td>Registry</td>
<td><a href="http://www.as.bham.ac.uk">http://www.as.bham.ac.uk</a></td>
</tr>
<tr>
<td>Academic Services Enquiry Service</td>
<td><a href="http://www.as.bham.ac.uk/faq/">http://www.as.bham.ac.uk/faq/</a></td>
</tr>
<tr>
<td>Arts IT</td>
<td><a href="http://artsit.bham.ac.uk/">http://artsit.bham.ac.uk/</a>_ (requires your username and ID to log in)</td>
</tr>
<tr>
<td>University Bindery</td>
<td><a href="http://www.bindery.bham.ac.uk">http://www.bindery.bham.ac.uk</a></td>
</tr>
<tr>
<td>English for International Students Unit</td>
<td><a href="http://www.eisu.bham.ac.uk">http://www.eisu.bham.ac.uk</a></td>
</tr>
<tr>
<td>Equality Issues</td>
<td><a href="http://www.equality.bham.ac.uk/">http://www.equality.bham.ac.uk/</a></td>
</tr>
<tr>
<td>The Guild OF Students</td>
<td><a href="http://students.guild.bham.ac.uk/">http://students.guild.bham.ac.uk/</a></td>
</tr>
<tr>
<td>Harassment and Bullying Policy</td>
<td><a href="http://www.equality.bham.ac.uk/staff/harassment.shtml">http://www.equality.bham.ac.uk/staff/harassment.shtml</a></td>
</tr>
<tr>
<td>Health and Safety</td>
<td><a href="http://www.hsu.bham.ac.uk">http://www.hsu.bham.ac.uk</a></td>
</tr>
<tr>
<td>Housing Services/Student Accommodation</td>
<td><a href="http://www.has.bham.ac.uk/studentaccom/index.shtml">http://www.has.bham.ac.uk/studentaccom/index.shtml</a></td>
</tr>
<tr>
<td>Information for Current Students ('my.bham' portal; student intranet pages)</td>
<td><a href="http://www.student.bham.ac.uk/">http://www.student.bham.ac.uk/</a></td>
</tr>
<tr>
<td>Library Services</td>
<td><a href="http://www.library.bham.ac.uk">http://www.library.bham.ac.uk</a></td>
</tr>
<tr>
<td>International Students Advisory Service</td>
<td><a href="http://www.as.bham.ac.uk/studentlife/international/">http://www.as.bham.ac.uk/studentlife/international/</a></td>
</tr>
<tr>
<td>IT Services for students</td>
<td><a href="http://www.it.bham.ac.uk/student.shtml">http://www.it.bham.ac.uk/student.shtml</a></td>
</tr>
<tr>
<td>Student Counselling and Guidance</td>
<td><a href="http://www.as.bham.ac.uk/studentlife/counselling/">http://www.as.bham.ac.uk/studentlife/counselling/</a></td>
</tr>
<tr>
<td>Student Complaints</td>
<td><a href="http://www.as.bham.ac.uk/legislation/complaints.shtml">http://www.as.bham.ac.uk/legislation/complaints.shtml</a></td>
</tr>
<tr>
<td>Disability and Learning Support Service</td>
<td><a href="http://www.as.bham.ac.uk/studentlife/disability/index.shtml">http://www.as.bham.ac.uk/studentlife/disability/index.shtml</a></td>
</tr>
<tr>
<td>University Graduate School</td>
<td><a href="http://www.graduateschool.bham.ac.uk">http://www.graduateschool.bham.ac.uk</a></td>
</tr>
<tr>
<td>Codes of Practice, Policies and Guidance</td>
<td><a href="http://www.as.bham.ac.uk/legislation/codesofpractice.shtml">http://www.as.bham.ac.uk/legislation/codesofpractice.shtml</a></td>
</tr>
<tr>
<td>Postgraduate Study at Birmingham</td>
<td><a href="http://www.birmingham.ac.uk/students/courses/postgraduate/index.aspx">http://www.birmingham.ac.uk/students/courses/postgraduate/index.aspx</a></td>
</tr>
</tbody>
</table>

59