



University of Bristol

School of Social & Community Medicine

Policy for Research Students and Supervisors

Recruitment

The School is keen to attract students with a wide range of disciplinary backgrounds to study for higher degrees (PhD, MD, MSc by research). The School will:

1. Advertise specific studentships externally (for example in selected other Departments, via email listings, through *jobs.ac.uk*, *Nature*, *findaphd.com* and in *Education Guardian* if appropriate), and internally within the University of Bristol.
2. Shortlist students following submission of the university application form and a research proposal evaluated by at least two members of staff. All applications must be submitted online using Apply Yourself (<http://www.bristol.ac.uk/prospectus/postgraduate/2011/intro/apply.html>) and consists of:
 - a. University of Bristol Postgraduate Application Form
 - b. Outline research proposal (approx. 1500 words or two A4 pages)
 - c. Academic CV
 - d. Copies of degree certificates and transcripts, and other supporting documentation as required (for example English language test scores)
 - e. Two references
3. Select students for specific studentships following competitive interview with at least three members of staff including both the members of staff expected to be the student's principal supervisors.
4. Any member of the research staff may apply to read for a higher degree. They must complete a full online application, which will be assessed by at least two members of staff and be followed by an interview.
5. Where students are self-funded, selection will be as above (from 2).
6. MD applicants are also required to submit a 2 to 4 page proposal which will be sent to two external and independent referees not connected with the project. The MD applicant will be expected to satisfactorily respond to the comments of the external reviewers before the application is processed further. Selection will then follow the process above (from 2).

For students recruited using the above procedures, the School will:

1. Want evidence of English Language proficiency (for overseas applicants). The Faculty requires that all overseas postgraduate students show a competence in English equal to a minimum score of 610 TOEFL (253 Computer based test); 6.5 on the IELTS (in all bands)

- or Cambridge for English Grade C – although the University of Bristol prefers IELTS. (test scores should not be more than 2 years old)
2. Provide a clear statement as to the length of the studentship (e.g. 3 or 4 years full-time for a PhD). The School can offer a flexible approach to part-time study (ie not just full or half time) and students may register at any time during the year.
 3. Name the main supervisor and joint supervisor. Advisers will be selected on the basis of providing complementary input in terms of methodological and/or professional background, and experience of advising postgraduate research students.
 4. Ensure that Supervisors do not advise more than 5 students at one time, and no more than 2 at the same stage (i.e. likely to complete their degrees at the same time).

School facilities

The following facilities will be provided for research students joining the School:

1. A desk in the School with access to a telephone, in a room with other research students if this is possible.
2. A filing cabinet or other storage facility for papers.
3. A networked PC with e-mail facilities.
4. Access to a bookable high performance PC capable of handling large word-processing and database files, with priority given to use by research students.

In addition, the School has a library with on-site literature searching databases (e.g. Medline, Psychlit) and high-performance computing facilities.

Research training

The School will provide research training in addition to that provided by individual Supervisors. This training will include structured short courses run by members of the School in a wide range of topics (see <http://www.epi.bris.ac.uk/shortc/shortc.htm>) e.g. Human Genetics, Genetic Association Studies, Introduction to Stata, Critical Appraisal of Quantitative Research, Basic Epidemiological Methods, Basic Statistics, Questionnaire Design and Analyses, Health protection principles and practice, Introduction to qualitative research methods, Data Management for health research using MS Access, Advanced Stata, Introduction to regression methods, Analysis of longitudinal (cohort) studies, Systematic reviews in health care: meta-analysis in context, Health economics, Design and analysis of randomised trials, Critically appraising a qualitative paper.

Students should discuss with their supervisors, and have approved, the short courses that are relevant to their research, transferable and generic training / skills needs and when it is best for these to be done. Not all short courses should be done in year 1, but should be spread throughout the 3-4 years of each student's PhD programme to reflect the training needs during each specific year (e.g. the focus should be on basic research training courses in year 1; more advanced research training courses, relevant to the PhD, in years 2-3; wider skills training, beyond the specific PhD requirements, in years 3-4, if required). No more than 5 courses should be undertaken in a single year.

Generic research skills are taught through the School Graduate Studies Programme.

The University also provides a number of courses specifically for research students, and a range of computer and other courses.

Students are strongly encouraged to attend weekly School seminars and journal clubs, as well as relevant conferences to present their work (within funding constraints). Students should maintain a portfolio of training activities undertaken and submit this at annual reviews.

Funding for any courses or conferences and other training that is not provided by the School or University should be obtained from the Student's grant/studentship or from funds provided by the Supervisor. Students are encouraged to apply for PhD bursaries offered by either the University, Alumnus association or conference awarded bursaries.

Roles of postgraduate research programme organisers

Directors of Graduate Studies for the School of Social & Community Medicine

1. Develop and co-ordinate School policy regarding higher degree research students.
2. Hold copies of all relevant details concerning individual studentships, requirements for presentation of thesis, procedures for the selection of examiners, and procedures for the representation of these or appeals.
3. Represent the School at the Faculty Graduate Studies Committee.
4. Maintain a database of postgraduate students.
5. Provide support and advice for students and supervisors experiencing difficulties.
6. Facilitate any changes of supervisor required.
7. Communicate actively with the higher degrees student group.
8. Take responsibility for co-ordinating reviews and upgrading.
9. Administer and co-ordinate new applications for studentships.
10. Identify suitable courses for students and Supervisors.

11. Prepare and provide an induction programme for new students.
12. Chair an annual supervisors meeting to present and review the policy and discuss other related developments.
13. Chair an Annual Programme Review (Research) meeting with graduate tutors, students and advisers.

Graduate Tutors

Graduate tutors assist in the organisation of postgraduate matters, mainly those relating to recruitment and admission of students, student and supervisor training and monitoring of progress, and offer a first point of contact for procedure-related queries from students or advisers within their Unit. There are 4 Graduate tutors, each with specific roles:

1. Graduate tutor for recruitment
2. Graduate tutor for admissions
3. Graduate tutor for training
4. Graduate tutor for reviews

The distribution of Director's and Graduate tutors across the two School buildings will be 3 in Canynge Hall and 3 at Oakfield House, to ensure adequate access to their support and advice.

Student Representative

Each School in the Faculty of Medicine and Dentistry is invited to have a student representative at the Graduate Studies Committee. This committee meets four times a year, and representation enables students to have input into postgraduate matters at faculty level.

Review of Progress

At the end of each year, all full-time students will prepare a report (up to 2,000 words), detailing their progress and training to date. They will submit this written report and present their findings to the supervisor, and at least one other member of staff not involved in the project. The written report should be submitted to the reviewers at least one week before the review date. In the report the student should list progress in the last year, focusing on training undertaken, main tasks completed, and including as appropriate literature reviews, fieldwork or data collection, original work, presentation of any results, seminars given and chapters completed, plans for the next year including the main tasks and training to be undertaken. Completed chapters, literature reviews and other relevant written work can be included as Appendices, in addition to the 2000 word report. The front-page of the report should include: date of the report; student's name; list the supervisors; title of

research; the date of commencement of the PhD; the expected submission date.

Students are expected to maintain their Student Log book provided by the Faculty when they first register. This includes maintaining a list of training, courses and conferences attended. These training events must be reviewed by the supervisors at each annual review.

The reviewing team will recommend one of the following:

1. Unconditional progress to next year.
2. Progress to next year conditional on completion of targets set by review group and monitored by supervisor.
3. Writing up for MSc rather than PhD or termination of studentship or study.

Appeals or disputes will be considered in the first instance by the Director of Graduate Studies and Head of School. If there is no resolution at this stage, appeals or disputes will be referred to the Graduate Dean.

There will be an interim 6-month review in the first year, involving completion of a structured report by the student and supervisors. This interim review outlines progress, training undertaken and future plans and should be signed by the supervisors and the student.

Part-time students are required to submit annual reports. Thus a student registered 0.5 WTE may submit 6-7 reports. Part-time students will undertake their formal 'Year 1' review at an appropriate pro-rated time agreed with the advisers and the Director of Graduate Studies.

Supervisors' responsibilities

1. To give guidance about the nature of the research and the standard to be expected; to advise about the planning of the research programme and about relevant literature and sources; to direct the student to attend taught courses whenever necessary; to encourage students to acquire and maintain familiarity with relevant developments in the subject; to give advice about requisite techniques and arrange for instruction where necessary; and if necessary advise the student that he or she should undertake instruction in written and/or spoken English. Supervisors should make themselves familiar with the University Code of Practice for Research Degrees (<http://www.bristol.ac.uk/esu/pg/pgr2010-11.html>)

2. To be accessible to students at other appropriate and reasonable times when advice may be needed.
3. To encourage students to attend School seminars.
4. To encourage students to maintain a training portfolio.
5. To attend University courses on supervision and examining theses.
6. In the event of being granted study leave or leave of absence, proposing adequate arrangements for supervision of the student.
7. To give detailed advice on the necessary completion dates of successive stages of the work so that the whole may be submitted within the scheduled time.
8. To request written work as appropriate, and to return such work in reasonable time and with constructive criticism about both technical details and on writing style.
9. To encourage the student to attend or speak at meetings or conferences and provide advice with regard to publication of the research.
10. To ensure that the student is made aware of any inadequacy of progress or of standards of work below the expected.
11. To advise the Director of Graduate Studies or Head of School and the student if there is significant likelihood of the student failing the degree for which he or she wishes to submit.
12. To submit a progress report within the first six months of the student's start date to the Director of Graduate Studies on the appropriate form after due discussion with the student.
13. To submit annual progress reports to the Director of Graduate Studies on the appropriate form after due discussion with the student.
14. To annually review the Faculty Student Log Book of training events (e.g. conferences and courses attended).
15. To advise the student on the appropriateness and preparation for the Year 1 Review, and to ensure that the Faculty procedures have been followed.
16. To advise the Head of School of suitable examiners.
17. To offer advice, as appropriate, to students about career development.
18. To give advice on the preparation of thesis and on preparation for any oral examination, commenting on a draft thesis and advising the student if the standard of English is inadequate. The supervisor is not expected to undertake substantial editing or revision of a draft thesis.
19. To be aware of the University guidelines for staff on student welfare and health (e.g. student mental health; equality & diversity - policy documents available from Graduate Tutor, Head of Teaching or <http://www.bris.ac.uk/equalityanddiversity/>).
20. Supervisors are responsible for advising students about how to access research costs associated with their Studentship and must be familiar with the terms and conditions of the Studentship.

Research Students' responsibilities

1. To agree with the supervisor a suitable topic for research and working on that topic.
2. To agree with the supervisor a schedule of meetings and attending such meetings and informing the supervisor how he or she can be contacted. Students are responsible for recording brief minutes of meetings with supervisors and for recording formal action points: a copy of this record should be sent to the supervisors soon after the meeting.
3. To produce work in accordance with a schedule agreed with the supervisor including, in particular, the submission of written material in sufficient time for the next stage of the research programme.
4. To be prepared to take the initiative in realising problems or difficulties, however elementary they may seem.
5. To attend School seminars weekly during term time, and the graduate students programme monthly, and to attend short courses with the School and University as recommended by the supervisor.
6. To maintain a training portfolio and ensure it is reviewed at each annual review.
7. To familiarise him or herself with the regulations for the appropriate degree and with instructions and guidelines issued by the University, Faculty and School (see <http://www.bristol.ac.uk/esu/facultyadvice/policy/>).
8. In the event of the student being dissatisfied with any aspect of the supervisor or other arrangements, to discuss such dissatisfaction with the Director of Graduate Studies at the earliest possible opportunity and in particular before submitting a thesis. In the event of such discussions not producing a satisfactory outcome, the student should submit a formal written statement to the Faculty Postgraduate Administrator, before the end of period of registration, outlining the reasons for his or her dissatisfaction.
9. To develop during the first year of registration, a thesis outline to guide the programme of research.
10. To provide a written report for the formal review of progress.
11. To discuss with the supervisor the preparation of the thesis and decide when it is ready for submission after taking due account of advice from the supervisor.
12. To submit a thesis within the time allowed by the regulations.

Students should note that they are responsible for their work and that the role of the supervisor is to provide guidance and advice.

Supervisor meetings

The timetable of meetings between student and supervisors must remain flexible. However the following recommendations are designed to guide students and advisers on the frequency and recording of such meetings:

1. The advisers should meet with the student shortly after the student's arrival and maintain contact through an agreed schedule of supervisor sessions as agreed with each student, but on average not less than once per fortnight in the first year and once per month thereafter for full-time students (part-time *pro rata*).
2. Meetings may be with one or both advisers, depending on the agenda for the meeting.
3. Advisers should be accessible to students at other appropriate and reasonable times when advice may be needed.
4. Students should inform the adviser how he or she can be contacted.
5. Students should **record minutes and action points** from such meetings and **copy to advisers** so that each has a clear record of what was discussed and what targets were agreed.

The recorded minutes from supervisor meetings may form part of the evidence to be considered by the Director of Graduate Studies and Head of School in the event that either a student does not make satisfactory progress, or that an adviser does not meet their responsibilities.

Student and supervisor feedback

1. A nominated postgraduate student representative acts as a conduit to feedback student views to the Directors of Graduate Studies.
2. During term-time, student feedback is sought by the Directors of Graduate Studies.
3. A nominated postgraduate student representative represents the student body at each Annual Programme Review, conducted by the School.
4. A nominated postgraduate student representative represents the student body at the Faculty Graduate Studies Committee.
5. A student from each year, including at least one overseas student (as appropriate), represents the student body during the annual FQAT visits

Administrative details

1. *Registration.* All students must register with the Faculty Office on the appropriate form. It is not possible to backdate PhD candidature (MD candidature can be backdated by up to 6 months).
2. *Monitoring of progress.* Supervisors report twice a year in year 1 and annually thereafter to the Director of Graduate Studies using the form provided. The first part of the form is completed by the supervisor with an account of the student's progress since the previous report and of the tasks to be undertaken before the next report. Students comment in the space provided on the last part of the form. The Director of Graduate Studies reads all reports and takes appropriate action where there are difficulties.
3. *Change of title.* Students should discuss the title of their thesis with their supervisor. Changes of title have to be agreed by the Faculty Graduate Studies Committee.
4. *Change of supervisor.* If students wish to change their supervisor (or advisers) it is usually possible and desirable to do this by discussion between student and supervisor. The Director of Graduate Studies will offer advice. If agreement cannot be reached then the Head of School will be approached to make the final decision. It may be possible for supervisors to be consulted outside the School. Once agreed, the change of supervisor should be reported to the Faculty Graduate Studies Office and to the body awarding the studentship.
5. *Extension of study.* The minimum and maximum periods of study are as follows for a PhD:

Status	Minimum	Maximum
Full time student	3 years	4 years
Part time student (50%)	6 years	8 years
Part time student pro-rated according to % WTE		

For an MD, these are:

Status	Minimum	Maximum
Part time student	2 years	5 years

For an MSc, these are:

Status	Minimum	Maximum
Full time student	1 year	3 years
Part-time	2 years	4 years

Permission to exceed this period must be sought from the appropriate Faculty Board well before the period has ended with compelling reasons and supervisor's full support. A form giving reasons for the extension, the extent of progress already made, and the work plan agreed between student and School must be completed and signed by the supervisor and the Director of Graduate Studies. Extensions of

- study are not backdated, nor are they extended beyond the period initially agreed, except with the permission of the Graduate Dean.
6. *Suspension of studies.* Candidates within their period of study may, in exceptional circumstances, be granted permission, for good academic or personal reasons, to suspend their studies for a stated period. This means that the date of submission is moved forward by the stated period and the payment of fees is frozen. A form giving the reasons for the recommendation of suspension must be completed by the supervisor and signed by the Head of School and the Director of Graduate Studies, and sent to the Graduate Studies Office for agreement.
 7. *Examiners.* Examiners are appointed by the University on the nomination of the Head of School after approval by the Dean. The Head of School should consult the supervisor and candidate before nominating examiners. At least two examiners will be appointed, usually one external and one internal (i.e. within the University of Bristol).
 8. *Viva.* All PhD and MSc (R) students are required to have a *viva voce* examination. Schools require the approval of the Pro Vice-Chancellor (Education and Students) to waive the requirement for a viva for PhD students. Candidates will be given at least 10 days notice of the date of the viva. Assessment of research degrees is described in the University regulations: <http://www.bristol.ac.uk/esu/pg/pgr2010-11assessment.html>.
 9. *Printing and binding of theses:* Students are expected to pay for photocopying and binding of theses using their own funds. School printers should not be used for printing out multiple copies of theses for binding.
 10. *Research costs:* Students and supervisors must abide by the Terms and Conditions of the relevant Studentship funding scheme, particularly those governing financial administration and publication.
 11. *University of Bristol Doctoral Regulations:* These can be found at the following website: <http://www.bristol.ac.uk/esu/pg/pgr2010-11.html>

Information for internal examiners

The internal examiner acts as the examination coordinator. It is their responsibility to:

- Inform the student and Higher Degrees Office of the time and place of any oral exam, giving the candidate a minimum of 10 days notice in writing;
- Organise submission of a completed report.

Examiners' report forms are available from the Higher Degrees Office and online: <http://www.bris.ac.uk/exams/forms-notes/forms>. The candidate's full name, the title of the dissertation and the date of the examination should be included. Both examiners are required to write separate preliminary reports prior to the viva. A joint final report is produced after the viva. Both examiners should sign the final report and continuation sheets, and their names should be typed alongside their signatures. The report should clearly indicate their recommendations. Internal examiners are required to return the original, signed final examiners' report, once it has been counter-signed by the Head of School, to the Higher Degrees Office.

The report should enable the Higher Degrees Examination Board or Faculty Graduate Studies Committee to assess the scope and significance of the work submitted by the candidate and should comment on the oral examination. Where appropriate, the report should include discussion of:

- Topic/purpose of the research
- Originality and advancement of knowledge
- Scientific standard
- Literary standard
- Performance in the oral examination
- The student's review of the literature
- Methods and student's application of research methods
- Student's contribution & extent of collaboration

Teaching opportunities for postgraduate research students

There may be opportunities for students to gain experience of teaching (either undergraduate or postgraduate short courses). It is suggested that most students would look to take these opportunities in their 2nd/3rd year, when their PhD project is established and their PhD progress has been assessed. A discussion around obtaining some teaching experience could form part of the first year review if this is being considered. All students who have duties with respect to any aspect of teaching, learning or assessment should register for the Teaching and Learning Programme for Postgraduate Students offered by the Graduate School of Education.

Thesis Information

Plagiarism

<http://www.bris.ac.uk/secretary/studentrulesregs/examregs.html>

'Plagiarism' is the unacknowledged inclusion in a student's work of material derived from the published or unpublished work of another. This constitutes plagiarism whether it is intentional or unintentional. "Work" includes internet sources as well as printed material. Examples include:

- Quoting another's work "word for word" without placing the phrase(s), sentence(s) or paragraphs(s) in quotation marks and providing a reference for the source.
- Using statistics, tables, figures, formulae, data, diagrams, questionnaires, images, musical notation, computer code etc. created by others without acknowledging and referencing the original source. This list is not intended to be exhaustive.
- Summarising, or paraphrasing the work or ideas of another without acknowledging and referencing the original source. "Paraphrasing" means re-stating another author's ideas, meaning or information in a student's own words.
- Copying the work of another student, even where the initial collaboration is legitimate, e.g. joint project work, and then presenting the resulting work as one's own.
- Submitting, in whole or in part, work which has previously been submitted at the University of Bristol or elsewhere, without fully referencing the earlier work. This includes unacknowledged re-use of the student's own submitted work.
- Buying or commissioning an essay or other piece of work and presenting it as a student's own.

Avoidance of plagiarism

If you want to copy the ideas or paraphrase the words of another author there is no problem provided that you indicate clearly what the source is.

You should not normally hand in material containing whole sentences of another author's work. If you do need to do this, the extracts must be shown as such by means of quotation marks, indentation, or italics, and explicitly acknowledged.

Cutting and pasting text from the Web is permitted, but only if fully referenced to the appropriate website. It must not be possible for a reader to gain the impression that the work is your own.

You will be required to submit work electronically as well as in printed form. This is so we can take advantage of new computer systems which can check electronic documents for plagiarism. Should a candidate be suspected of plagiarism, the School will follow procedures outlined in the University's exam regulations.

Form of the dissertation

Further information on the layout of dissertations may be found in British Standard Recommendations on the presentation of dissertations, available in the Arts & Social Sciences Library, Tyndall Avenue and in the Higher Degrees Office.

Preliminary pages

The five preliminary pages must be the Title Page, Abstract, Dedication and Acknowledgements, Author's Declaration and Table of Contents. These should be single-sided.

Title page

At the top of the title page, within the margins, the dissertation should give the title and, if necessary, sub-title and volume number. The full name of the author should be in the centre of the page. At the bottom centre should be the words "A dissertation submitted to the University of Bristol in accordance with the requirements of the degree of ... in the Faculty of ... ", with the name of the School and month and year of submission. The word count (text only) should be typed at the bottom right hand side of the page.

Abstract

Each copy must include an abstract or summary of the dissertation in not more than 300 words, on one side of A4, which should be single-spaced in a font size between 10 and 12. A further copy of the abstract must be submitted separately.

Author's declaration

A signed declaration is required, stating how far the work contained in the dissertation is the candidate's own work and how far it has been conducted in collaboration with, or with the assistance of, others. An example is given below:

I declare that the work in this dissertation was carried out in accordance with the Regulations of the University of Bristol. The work is original, except where indicated by special reference in the text, and no part of the dissertation has been submitted for any other academic award. Any views expressed in the dissertation are those of the author.

SIGNED: DATE:.....

Table of contents, list of tables and illustrative material

The table of contents must list, with page numbers, all chapters, sections and subsections, the list of references, bibliography, list of abbreviations and appendices. The list of tables and illustrations should follow the table of contents, listing with page numbers the tables, photographs, diagrams etc, in the order in which they appear in the text.

Paper

The dissertation must be printed on A4 white bond paper. Dot matrix printers should not be used. Paper up to A3 may be used for maps, plans, diagrams and illustrative material. Pages may be single-sided or double-sided.

Page numbering

The pages should be numbered consecutively at the bottom centre of the page.

Text

The text should be in double or 1.5 line spacing in a font size in the range 10 to 12, with headings no larger than 14. Quotations and footnotes should be in single spacing in a font size in the range 8 to 10. Margins at the binding side should be not less than 40mm, and other margins should be not less than 15mm.

Computer disks, videotape, photocopies and photographs

Appended computer disks should be in appropriate format, in accordance with current faculty guidelines. There should be a declaration in the dissertation of the programming language used and the size of the file. Appendices may include VHS tapes or DVD, using the British standard. Good quality photocopies and photographs can be used.

Binding

The initial two copies of the dissertation should be presented in a secure, temporary binding, with a glued or spiral spine and not in a ring or spring binder.

The two further copies should be hard-bound. Spine width should not exceed 50mm. Larger sheets or printed matter should be placed in a pocket inside the back cover or in a separately bound volume. The title of the dissertation should appear on the outside front cover in 18 point gold lettering. The spine must be lettered in 18 point gold lettering, with the student's initials and surname, degree, volume number (if necessary), and year of submission. This should run from the top of the spine to the bottom, so as to be readable when the volume lies flat with the top cover uppermost.

Examiners

Examiners prepare a report on the dissertation to enable the Committee to assess the scope and significance of the work. For a PhD, examiners should look for evidence of training in the application of research methods appropriate to the field of study, and take into consideration the evidence of originality and independent critical power. The dissertation must make a significant original contribution.

Possible recommendations by examiners

There are seven possible recommendations for the PhD.

- a) Awarded the degree unconditionally.
- b) Awarded the degree subject to correction of minor errors to the satisfaction of supervisor.
- c) Awarded the degree after referral, on correction of errors or omissions of substance and/or a satisfactory viva, to the satisfaction of the internal and/or external examiner and subsequently the Higher Degrees Examination Board
- d) Not awarded the degree, but candidate permitted to re-present the dissertation in a revised form.
- e) Not awarded the degree, and permission not to be granted to resubmit in revised form, but that the candidate be offered a Masters degree.
- f) Not awarded degree, but permission be granted to resubmit in revised form, subject to specified correction within a specified period of months, for the degree of Master instead.
- g) Not awarded the degree, and permission not to be granted to resubmit.

Additional information

ESRC guidelines on research training for postgraduate research students

Student/supervisor relationship

“Start as master (sic) and pupil and ideally end up as almost equal colleagues” (SERC 1989)

Early stages

Supervisor helps student prepare a plan of work, offers help and guidance on the topic and on a programme of reading and research. These should include a programme for reviewing the literature, finding out about relevant research techniques, checking availability of equipment, resources and people. The supervisor should arrange a regular schedule of meetings, set timetables for handing in written reports. The student will be asked to hand in written work at intervals or to prepare seminars on progress to date.

Later stages

A supervisor needs to recognise that however promising the initial relationship, there are likely to be periods of tension at times. The supervisor should expect and control these situations, but it is not the supervisor’s lot to just accept what comes. A conscious effort by both sides is needed to overcome it and the student needs to recognise and act on this. Sometimes it may be a good idea to bring other people into the discussions so that a wider spectrum of views and opinion is obtained.

Where possible, a student should resolve difficulties directly and swiftly with their supervisor, but if there are things that cannot be discussed directly, they should contact the Graduate Tutor.

Writing

This may take considerably longer than expected. Approximately 24 weeks should be allowed – if the student is well organised.

Further guidance for supervisors

1. Supervisors should make it clear that students are expected to participate fully in the planning of work to be done, to question advice given to them, and to reach their own decision about what needs to be done. Supervisors should in the last resort defer to the student's decision.
2. There are two interlinked spaces of advising on research:
 - a) Ability to select problems, to stimulate and enthuse students and to provide a steady stream of ideas and guidance.
 - b) To help with the mechanics of ensuring that the student makes good progress.
3. The supervisor should be prepared to give advice to the student on academic and personal problems.
4. The supervisor should help the candidate to carry on research and present the results to the best advantage.
5. The supervisor should be available to the examiners at or after the viva.

Further guidance for students

Expenses

Full-time students have an annual allowance for meetings and travel, depending on source of funding. Students should apply to any research body for expenses (e.g. R&D, charitable trusts etc.). All expenses must be authorised in advance by the supervisor on the School form.

Useful addresses

The Language Centre

30/32 Tyndall's Park Road Tel 331 0909

This has been established to provide specialist tuition in English and other languages for academic purposes.

<http://www.bristol.ac.uk/languagecentre/>

International Office

This is where all students can obtain information and advice regarding immigration, fees, scholarships, study opportunities, international collaboration

<http://www.bristol.ac.uk/internationalcentre/>

Student Finance Office

For all information on financial matters, contact Student Finance Officer, Senate House, Tyndall Avenue, Bristol BS8 1TH, Tel: 0117 331 7972

<http://www.bristol.ac.uk/studentfunding/>

Student Health Service

Hampton House Health Centre, St Michaels Hill, Cotham, Bristol BS6 6AU
Tel 0117 330 2720

<http://www.bris.ac.uk/depts/StudentHealthService/>

Other useful websites

School of Social & Community Medicine website:

<http://www.epi.bris.ac.uk/scm/>

All regulations & forms:

<http://www.bris.ac.uk/exams/postgraduate.html>

University rules and regulations for students

<http://www.bris.ac.uk/secretary/studentrulesregs/>

University guidelines on student welfare

<http://www.bris.ac.uk/equalityanddiversity/>

Vitae:

<http://www.vitae.ac.uk/>

Ways to gather information

1. Familiarise yourself with the libraries. Browse.
2. Find the core journals in your field and hand search them. Scan book reviews and abstracts of relevant literature.
3. Discover other journals from related fields.
4. Look for reports, theses, and government publications.
5. Find out which individuals and organisations are active in your field by using lists of current research, directories of research organisations.
6. Use abstracting journals for an overview.
7. Use citation indexes e.g. Social Science, BIDS -to lead you from known papers to others in your field.
8. Use encyclopaedias and handbooks to get information about basic problems
9. Use your supervisor to discover key references and people in the field, and contact other members of staff for the same purpose.
10. Talk to colleagues, others in the field, go to conferences and meetings to 'network'.
11. Search the internet - both scientific literature databases and general search engines.

The process of writing

You could use the following process:

1. Work to an outline plan
2. Write a first draft without correction
3. Edit and polish the draft
4. Redraft (may be several times) and proof read the final version

When editing your work:

1. Check that the English is good.
2. Ensure that the sequence of ideas is orderly.
3. Use shorter words.
4. Delete all unnecessary words and irrelevances
5. Avoid jargon and specialised terms where possible –or ensure that they are well-defined.
6. Avoid repetition.
7. Check that statements are unambiguous.
8. Avoid terms with racist/sexist language, slang etc.

Encouraging creative ideas

The process of creativity is often suggested to have five stages: preparation, incubation, inspirations, elaboration, and evaluation.

To ensure that you have creative ideas....

1. Relax sometimes and let your mind wander around new ideas.
2. Keep a notebook handy for ideas which arise when you are doing something else
3. Look out for opportunities and go for them.
4. If you are stuck with a problem, try to shift your viewpoint and look at it in a different way.
5. Brainstorm – write down all ideas that come into your mind. Evaluate them later

Bibliography

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