

FACULTY OF ENGINEERING AND TECHNOLOGY



POSTGRADUATE RESEARCHER HANDBOOK
MPhil
PhD

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KEY CONTACTS

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This handbook contains advice about mandatory procedures as well as information about the support services and facilities available to you.

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

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

HEALTH AND SAFETY

The University's Health and Safety web-pages can be found here: <https://www.ljmu.ac.uk/about-us/public-information/student-regulations/health-and-safety-codes-of-practice>. You should also receive a copy of and familiarise yourself with the 'Health and Safety Induction Workbook', which can be downloaded from: <https://www.ljmu.ac.uk/staff/hsu/useful-information>.

The booklet contains a return slip that is found at the end of the workbook. You will need to print off this page and return it completed and signed to your Research Administrator who will forward it to the Health and Safety office on your behalf. If you have any problems regarding Health and Safety please contact your School Health and Safety Officer <https://www.ljmu.ac.uk/staff/hsu/contact-us>.

LAB SPECIFIC HEALTH AND SAFETY

All lab work requires a fully completed Risk Assessment to be undertaken, reviewed and signed off, prior to undertaking any experimental activities. Initial contact should be with the technician in charge of the area for advice on local operating procedures, equipment availability etc. - specific equipment training will be offered where appropriate, once a satisfactory Risk Assessment has been carried out, as per the relevant Codes of Practice.

LASER SAFETY

Any PGR who will use lasers, or come into contact with lasers as part of their research programme must complete a formal University Laser Safety Course. No PGR is allowed to use a laser without having completed the Laser Safety Course and must be aware with and comply with Local Laser Safety Rules. For any queries regarding laser safety issues, or to arrange specific training, or a place on the Laser Safety Course please contact Sara Rioux, Faculty Operations Manager S.Rioux@ljmu.ac.uk.

The LiDAR systems are CLASS 1 LASER PRODUCTS. This device complies with FDA performance standards for laser products except for deviations pursuant to Laser Notice No. 50, dated June 24, 2007. The product fulfills the requirements of IEC 60825- 1:2014 (Safety of Laser Products). There are no controls or adjustments on the sensor itself that are user accessible. Never look directly at the transmitting laser through a magnifying device.

DRONE SAFETY

Director of Flight Operations

Dr. Frederic Bezombes

Tel: x 2246

Email: F.Bezombes@ljmu.ac.uk

All drones operations should be reported to the Director of Flight Operations (DFO) of the Faculty. The University drone management structure is as follows: FET DFO Dr Frederic Bezombes, other faculties DFO Dr Owen McAree, Accountable Manager Mark Power.

No flights should be undertaken without appropriate training, aircraft inspection and prior agreement from the DFO. It is highly recommended that the supervision team and PGR (when applicable) meet the DFO prior to drafting the project outline to understand the limitations of drone operations within LJMU as if not compliant with LJMU policy it will result in non deliverable outcomes to the project. All drones when not in use should be kept by the DFO of your Faculty.

GETTING STARTED

FACULTY INDUCTION

You will be invited to attend a Faculty PGR Induction. It is compulsory that you attend this induction. The session will include a welcome from Faculty Research Admissions Coordinator Professor Zaili Yang and will provide you with information regarding the following:

- Library Services
- Technical Staff
- Canvas
- Research Ethics
- Student Wellbeing Team
- PGR Rep Society
- General Data Protection Regulation
- PhD Milestones

DOCTORAL WELCOME EVENT

You will be invited to attend a Doctoral Welcome Event. Attendance is also compulsory. You will be advised of the next date by email from the Doctoral Academy.

WORKLOAD MANAGEMENT

It is expected that full-time PGRs should devote a minimum of 35 hours per week for 45 weeks per year to research activity. Full-time PGRs are expected to agree any authorised absences from the University, for example field trips, attendance at conferences, holidays etc., in advance with their supervision team. If you are a part-time PGR you should dedicate a minimum of 12 hours per week over 45 weeks of the year to research activity. All PGRs must inform their supervision team of any unforeseen absences, for example absence due to illness, at the earliest opportunity. The PhD programme is comparable to any other professional obligation and requires the same kind of dedication and professional commitment than any other vocation.

SUPERVISORY TEAM

Upon enrolling as a PGR, you will officially be allocated a **Lead Supervisor** who is an expert in your chosen field of research. He or she will be responsible for assisting you with your academic work and for monitoring your progress through your PhD programme. Your Lead Supervisor should be the first point of contact for all your academic queries.

In addition to your Lead Supervisor, you will be allocated up to three **Co-Supervisors** to complete your **Supervisory Team**. Your additional Co-Supervisors are also there to support your academic development and to provide additional advice on your research. On occasion, a Co-Supervisor may be sought from another institution.

It is essential to know what your Supervisors expect of you and what you in turn can expect from your Supervisors. It is in everyone's interest to ensure that the relationship works well and, in order to assist in this, supervisory arrangements, including the roles and responsibilities of Supervisors, at LJMU are governed by a Code of Practice. <https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-for-the-supervision-of-research-degrees>

RECORDING SUPERVISORY MEETINGS ON EDOC

Ensuring that regular and frequent contact is maintained is the joint responsibility of Supervisors and PGRs. The meetings between Supervisors and PGRs may vary according to discipline and local research culture, nevertheless, **10 recorded (on eDoc)** meetings are required as a minimum (pro-rata for Part-Time PGRs).

Where a PGRs research programme involves collaboration with an external sponsor it is recommended that formal meetings of all personnel involved in the project, including external sponsor are held **at least once each year**.

PGRs can log Supervision Meetings via the steps below:

- Login to eDoc here: <https://edoc.ljmu.ac.uk/>
- From the right hand menu click 'My Record'
- Then 'Supervision Meetings'
- There is an option to create a 'New Supervision Meeting'.
- You can then select the participants, suggest a date, time, location and format.
- After the supervision meeting, you should fill in agreed action points before submitting the record.
- Your Supervisor/s (the other attendees) will then add their own comments, endorse the report and this will be kept on your record for future reference.

ENGAGEMENT MONITORING OF TIER 4 PGRS

The Doctoral Academy (DA) are responsible for 'Engagement Monitoring' which will be supported online via eDoc. You will receive regular correspondence from the DA and your Research and Enterprise Administrators regarding engaging with this process throughout your programme.

Engagement Monitoring

Engagement will be monitored through the regular recording of Supervisory Logs and participation with Progress Reviews. eDoc will record this information and allow the DA to flag PGR issues to Academic Registry as appropriate. The DA would typically expect a full time PGR to be recording at least one supervisory log per month, in line with their [Policy for the Reviewing the Progress of Postgraduate Research Students](#) which expects a minimum of 10 meetings per academic year.

Supervisory Logs / eDoc Workshops

Over the past year, it is hoped that you and your supervisory team have begun to regularly record your supervisory meetings via eDoc. However, if you are just starting to do this, there are eDoc workshops to demonstrate how easy it is. The DA's monthly '**eDoc for PGRs**' workshops covers Supervisory Logs, Progression Reviews and Training & Development. Please click [here](#) to see when the next workshop is taking place.

YOUR DOCTORAL JOURNEY

APPLICATION FOR PROGRAMME APPROVAL

Your Application for Programme Approval sets out your plans for your research project and should be

submitted within 3 months of your enrolment date for Full-Time PGRs or 6 months for Part-Time PGRs.

Applications for Programme Approval (APA) should be submitted to the relevant school Representative (listed below) 2 weeks prior to the meeting date (ie by the 1st Wednesday of the meeting month) for initial review and feed back. Reviewed APA's should then be submitted to **eDoc** by midnight 1 week prior to the meeting date (on 2nd Wednesday of meeting month). ****Please note :- APA's submitted after this date will not be considered until the following meeting.**

Pre-Submission Review

Before you submit your application to eDoc, you should consult with the FRDC Representative for your School by email, who will feedback on your application so you can revise this before eDoc submission. FRDC Representatives are:

- Dr Marie Martig (ARI)
- Dr Princy Johnson and/or Prof Xun Chen (ENR)
- Dr Gabriela Czanner (CSM – Maths) and Prof Abdennour El-Rhalibi (CSM – Computing)
- Prof. Patryk Kot (CBE – Civil Engineering) and Dr Ana Armada Bras (CBE – Built Environment)

eDoc Submission

Once the initial Academic PGR Representative review has taken place, you can then submit your application via eDoc. After you have logged in to eDoc here: <https://edoc.ljmu.ac.uk>, go to My Record and on the right hand side of your home screen click 'Programme Approval' then 'Start New Application'. eDoc will ask if your project details are correct, which includes your name, Lead Supervisor, School and Mode of Study.

You will then have four tabs to enter information which are detailed below:

Tab 1 Project

- 1) Summarise the research, aims and key objectives or questions (300 words). This should be a succinct summary of your research proposal.
- 2) Explain how your project contributes to (or challenges) existing work in the field (i.e. the originality or significance of your project) (300 words). This section may relate to previous study in the research area, conducted by yourself but it must also include a literature review.
- 3) Please provide a brief outline of your proposed plan of work (research proposal) (500 words max). *Please note references should be in Harvard Referencing format.*
- 4) Please detail any specific facilities, equipment or funding required for your investigation.
- 5) Please select your intended mode of presentation for your final thesis. Unless otherwise advised, Faculty of Engineering and Technology PhD theses are submitted in the form of a standard **monograph**. This is a detailed written study of a single specialised subject. It may include published work within the appendices of the thesis.
- 6) Please upload any additional documents required by your Faculty. In addition to the above requirements, the Faculty require the following:
 - (i) A full research proposal which should be 4 sides of A4 (excluding any references). This should identify the novelty, methodology and work packages. *Please note references should be in Harvard Referencing format.*
 - (ii) The Faculty also require the submission of a GANTT Chart. Please include the standard PGR milestones e.g. 6 month review, Confirmation of Registration (12 months), Annual Monitoring and plans for thesis submission.

(iii) Once these two documents are uploaded, please click save and continue.

Tab 2 Ethics

- 1) Is ethical approval required for your project? Please confirm Yes or No.
- 2) Regardless of whether your research requires ethical approval you are required to complete the online ethics training module. You can self-enrol onto this Canvas module (NCRES02) here: <https://canvas.ljmu.ac.uk/courses/25518>

Tab 3 Ethics details

- 3) If the answer to the above question is yes, you will be asked a series of additional questions. Including if ethical approval has been granted, what type of ethical approval is required and the date that ethical approval is required. Once complete please click save and continue. More information on Research Ethics can be found at the following link: <https://www.ljmu.ac.uk/ris/research-ethics-and-governance>.

Tab 4 Mandatory Training

- 1) The dates you completed Faculty PGR Induction and the Research Ethics Online Training should automatically generate in the system and appear on this page. If these dates don't appear please contact your Research Administrator.
- 2) Details of your training plan can be accessed through your Doctoral Research Project home page under the 'Researcher Development' tab. Once you have updated this area of your record, your Application for Programme Approval will also be updated.

If you have any queries regarding the submission of your Programme Approval Form please contact Research Administrators Tricia Waterson, T.M.Waterson@ljmu.ac.uk or Grace Beer, g.f.beer@ljmu.ac.uk and Alex Rosell Galan, A.RosellGalan@ljmu.ac.uk or via the general email address, fet-research-admin@ljmu.ac.uk

CONFIRMATION OF REGISTRATION

PGRs who are in the process of submitting Confirmation of Registration are NOT required to participate in Annual Progress Review at 12 months (full-time) or 24 months (part-time).

PGRs registered for the award of PhD are required to undergo a Confirmation of Registration review (sometimes referred to as Transfer or Upgrade) to confirm that they are demonstrating the potential to successfully complete the award, and to remain registered for PhD. This review must take place at 12 months full time, and 24 part time. The Review panel consists of 2 members of the Supervision Team (ideally Lead Supervisor plus one other, although all supervisors can attend), and an Independent Assessor approved by FRDC prior to the oral examination. The Assessment Team will review the document, and are required submit reports via eDoc prior to the oral examination.

Your application for Confirmation of Registration should be made via eDoc here: <https://edoc.ljmu.ac.uk>. After you have logged in, go to My Record and on the right hand side of your home screen click 'Confirmation of Registration' then 'Create New Application'. Once you have started your application, you will need to click on the green traffic light on your right hand side on your screen titled 'Edit PGR Form'.

You will then be asked to upload three documents, Faculty guidelines regarding these are below:

1) Submission Document

- A brief but critical literature review
- Key method/s developed or to be employed
- Results and discussion of the first empirical data set
- Future work against the time frame included in the GANTT chart
- Timed plan of work (GANTT chart)
- Specific reference to an output either a publication, impact, technical report or other tangible output to evidence a contribution to knowledge.
- The report could utilise information from a paper or the first part of the thesis which will include some of the above elements.
- The recommended word count is 6,000 words.

2) Summary Report

- A brief report (typically no more than 1 side of A4) critically reflecting on your progress and future plans.

3) Training Report

- A brief report (typically no more than 1 side of A4) critically reflecting on research training undertaken.

4) Oral Examination

It is anticipated that the Confirmation review should be no longer than 1 hour in duration comprising of the following.

- 10 – 15 minute Presentation
- 45 – 50 minutes of Questions from the assessment panel

ANNUAL PROGRESS REVIEW

PGRs who are in the process of submitting Confirmation of Registration are NOT required to participate in Annual Progress Review at 12 months (full-time) or 24 months (part-time).

PGRs registered for the award of PhD are required to undergo an Annual Progress Review (previously known as the Annual Monitoring Exercise) to confirm that they are demonstrating the potential to successfully complete the award, and to remain registered for PhD. This review must take place on the anniversary of their enrolment at 24 and 36 months (for full-time) or 12, 36, 48, 60 and 72 months (for part-time). PGRs who go into overtime i.e. over 4 years for full-time) or 7 years (part-time), will still be required to complete Annual Progress Review.

Your application for Annual Progress Review should be made via eDoc here: <https://edoc.ljmu.ac.uk>. After you have logged in, go to My Record and on the right hand side of your home screen click 'Annual Progress Review' then 'Create New Application'. The application will entail the following:

- Title of thesis – PGRs will be expected to update their thesis title
- Progress – PGRs will be asked to provide a reflection of their progress to date (in 500 words) and provide key objectives for the next 12 months

- Training and Development – PGRs will reflect on research training undertaken and describe any teaching related activity
- Training Plan – PGRs should update their training plan for the next 12 months
- Concerns – PGRs will be given the opportunity to raise any concerns. Anything raised here will be treated confidentially and will not be seen by Supervisors.
- Documents – PGRs can upload any relevant documents to support their submission e.g. updated GANTT chart, updated training plan, thesis chapters, plans for submission, plan for submission of publications, details of any published or accepted papers in the last year (if applicable).

Once the Annual Progress Review is submitted in eDoc, this will then be sent for review. The Lead Supervisor will arrange an interview with the PGR. The interview panel consists of a minimum of 2 members of the Supervision Team (ideally Lead Supervisor plus one other), although it is recommended that all supervisors attend. After the interview, the supervisors will then submit a summary report and highlight agreed objectives for the next 12 months.

Should your progress be judged as unsatisfactory, your supervisors will create an Action Plan to get you back on track. Prolonged failure to make satisfactory progress will be dealt with by formal process.

Further information can be found here: <https://www.ljmu.ac.uk/the-doctoral-academy/academic-regulations-for-research-degrees>

EXAMINATION ARRANGEMENTS

Submission Planning

When you are preparing your thesis for Examination, please keep in mind the guidelines for Presentation of a Research Thesis which can be found here: [Policy for the Presentation of Research Theses | Liverpool John Moores University \(ljmu.ac.uk\)](#). Once your final draft thesis is ready, this must be submitted for review by your Supervisory Team. This a formal requirement and you cannot proceed to submission until this has taken place. The opinion of the Supervisory team is advisory and cannot be guarantee the final decision of the Examiners. Irrespective of the Supervisor's opinion, the decision to submit rests with the you as the Candidate.

You can begin the 'Submission Planning' process via eDoc here: <https://edoc.ljmu.ac.uk/>. The online guide to complete this process is available here: <https://www.ljmu.ac.uk/the-doctoral-academy/pgr-project-timeline/online-guides> and detailed below:

- Once logged in go to your right hand menu and click 'My Project'
- Then scroll down the right hand menu and click 'Examinations'
- Then 'Create New'
- You will then see 'Submission Planning' on the right hand menu
- You can start your application by clicking 'Start Now'
- You will then be prompted to upload a draft copy of your thesis
- Once you've uploaded your draft thesis, it will be sent to your Lead Supervisor who will then schedule a pre-submission planning meeting with your Supervision Team which you will attend.
- After this meeting your Lead Supervisor will provide thesis feedback which will be endorsed by the rest of your Supervision Team. This will then be shared with you via eDoc.

Notification of Intention to Submit

Once the above Submission Planning has been completed, you will receive an email to submit 'Notification of your Intention to Submit' via eDoc here: <https://edoc.ljmu.ac.uk/>. This is also visible via logging into eDoc, going to the right hand menu clicking 'My Project' and then 'Examination'.

You should confirm the date you intend to submit your thesis and confirm if any supporting materials will be submitted to accompany your submission (such as practice based recordings or online material).

Thesis Submission

When the date of your proposed thesis submission has arrived, you can login to eDoc here: <https://edoc.ljmu.ac.uk/> to start this process. Once at the home page, click on 'My Project' and then 'Examination' and 'Thesis Submission'.

Declaration

You will then be asked to complete a Declaration. You must tick the appropriate box to confirm **either** that you have not been a registered candidate or enrolled student for another award of LJMU, or other university or institute of learning **or** in addition to the Research Degree, I was, with the University's specific permission, a registered candidate/enrolled student for the following award. Please then complete the Award box to confirm its title.

You must also confirm the following:

Either: I declare that no portion of the work referred to in the thesis has been submitted in support of an application for another degree or qualification of this or any other university or institute of learning. **Or:** Where work referred to in the thesis has been submitted in support of an application for another degree or qualification of this or any other university or institute of learning, please provide details, including reference to joint authorship of published materials which might have been included in a thesis submitted by another student to this university or any other university or other institute of learning. You will be asked to provide details.

You will then be asked to upload your thesis and submit.

Viva Voce Examination

Your Lead Supervisor will propose an Examination Team via eDoc which will be approved via Research Degrees Committee. Normally two Examiners will be appointed for each research degree, one of these must be an External Examiner. Supervisors cannot act as an Examiner. Research Degrees Committee will take appropriate steps to ensure that there is no potential conflict of interest between either you or your Supervisor, and any of your Examiners. If you are a member of University Staff, you can expect to have two External Examiners. You may not choose your Examiners, but the Research Degrees Committee will inform you at the earliest opportunity who has been nominated. If you have good reason to object to any given individual as an Examiner, you should make this known and the Research Degrees Committee will consider any such objection when making an appointment. The Doctoral Academy will be the Examiners' main point of contact throughout the examination period.

The oral examination will normally take place between one to three months after you have submitted your thesis. This is to allow Examiners sufficient time to review and complete their preliminary assessment of the thesis and for the arrangements of the oral examination to be made. We would advise that wherever possible, you discuss arranging a mock viva with your Lead Supervisor. You will be formally notified of the outcome of your examination by the Doctoral Academy.

REQUESTING CHANGES TO YOUR RECORD

From time to time you may need to make changes to your record. Please login to eDoc here <https://edoc.ljmu.ac.uk/> to request these. Once you've logged in from the right hand menu click 'My Project'. Scroll down the right hand menu and click 'Request a Change'.

Change requests include:

- Change to thesis title
- Extenuating Circumstances
- Change in mode of study
- Change of programme
- Withdrawal
- Leave of Absence
- Return to Study (following a Leave of Absence)
- Extension to thesis pending (to extend your standard registration period)
- Changes to your supervisory team can either be made by your lead supervisor or by the Faculty office

If you are unsure of which change request to submit please contact your Research Administrator for advice and assistance.

FACULTY RESEARCH DEGREES COMMITTEE

FRDC will usually sit on the 3rd Wednesday of every other month.

Applications for Programme Approval (APA) should be submitted to the relevant school Representative (listed below) 2 weeks prior to the meeting date (ie by the 1st Wednesday of the meeting month) for initial review and feed back. Reviewed APA's should then be submitted to **eDoc** by midnight 1 week prior to the meeting date (i.e. by the 2nd Wednesday of meeting month).

Please note - APA's submitted after this date will not be considered until the following meeting.

The dates for the 2022/23 academic year are below, (* are subject to change)

DATES

FET Rep Review Submission Deadline*	FET Submission Deadline*	FET - FRDC Meeting Date
5 th July 2023*	12 th July 2023*	19 th July 2023*
6 th September 2023	13 th September 2023	20 th September 2023
1 st November 2023	8 th November 2023	15 th November 2023
3 rd January 2024	10 th January 2024	17 th January 2024
6 th March 2024	13 th March 2024	20 th March 2024

1 st May 2024	8 ^h May 2024	15 th May 2024
3 rd July 2024*	10 th July 2024*	17 th July 2024*

COMMITTEE MEMBERSHIP

MEMBERSHIP OF FACULTY RESEARCH DEGREES COMMITTEE (FRDC)	Contact Details
Chair of FRDC Prof Zaili Yang	Tel : 0151 231 2531 Email: Z.Yang@ljmu.ac.uk
Secretary to FRDC Mrs Tricia Waterson	Tel: 0151 231 2631 Email: T.M.Waterson@ljmu.ac.uk
Research Degrees Representative Alexia Montaubin	Tel : 0151 904 6464 Email: DoctoralAcademy@ljmu.ac.uk
Chair of FRKEC Prof Jin Wang	Tel: 0151 231 2445 Email: J.Wang@ljmu.ac.uk
School of Computer Science and Mathematics Contacts	
Dr Gabriela Czanner	Tel : 0151 231 2155 Email: G.Czanner@ljmu.ac.uk
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School of Engineering Contacts	
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Dr Xun Chen	Tel : 0151 231 2169 Email: X.Chen@ljmu.ac.uk
Astrophysics Research Institute Contacts	
Dr Marie Martig	Tel: 0151 231 2924 Email: M.Martig@ljmu.ac.uk

TRAINING AND DEVELOPMENT

3i's – INFORMATION, IDEAS & INSIGHTS PROGRAMME

This programme comprises a series of half day workshops that focus on key subjects/issues that face individuals who are new to teaching in HE including those in roles where supporting learning is a small part of their work. The workshops will provide an opportunity to discuss experiences, share ideas and gain some information about a range of techniques and processes that may help in teaching. Completion of the 3is programme is essential for any PGRs who wishes to undertake or participate in any teaching or demonstrating.

FACULTY MENTORSHIP SCHEME

The Faculty offer a Mentorship Scheme. This is designed to enable PGRs to have the opportunity to be a mentor to their PGR colleagues in the Faculty. If you are interested in becoming a Faculty Mentor, please contact the Research Admin office.

PGR SEMINARS

PGRs will be invited by their Research Administrators to participate in one seminar per academic year. PGRs should complete a 20 minute presentation and leave about 10 minutes at the end of questions. Supervisors, and other PGRs from the Faculty will be invited to attend. PGR seminars provide an opportunity for PGRs to present their research, in an environment of peers.

ANNUAL FACULTY RESEARCH EVENT

The annual Faculty research event celebrates the significant contribution that PGRs make to academic life, allowing PGRs a platform to share their own research and gain valuable feedback. Depending on the year of study, PGRs are expected to prepare either a paper presentation, poster presentation or elevator pitch and prizes are awarded on the final day of the Conference – usually in categories for ‘Best Paper’, ‘Best Poster’, ‘Best Presentation’ and ‘Best Potential Impact’. Judged by key members of Faculty research staff, previous winners have gone on to be put forward to present at the University’s Research Week...with the opportunity to be named as ‘Best Overall University Researcher’.

TAKING A BREAK FROM YOUR RESEARCH

SHORT TERM ABSENCE

A PGR may be permitted to take a break from their research, for reasons such as holiday, field work, sickness or personal circumstances. This can be requested for a maximum time of 4-6 weeks. This should be recorded as a ‘short term absence’ in eDoc here: <https://edoc.ljmu.ac.uk>. When logged in, from the right hand menu on your home page, there is an option to request this.

LEAVE OF ABSENCE

You may need to pause your research owing to a change in circumstances. It is important that you inform your Lead Supervisor as soon as you think you may need to take a Leave of Absence, as they cannot be requested retrospectively. You may request a Leave of Absence for periods between one and twelve months via eDoc. You may request a Leave of Absence for periods between one and twelve months via eDoc here: <https://edoc.ljmu.ac.uk/> once logged in, from your home page click Request a Change then ‘Leave of Absence’. Once this is submitted, it will be sent to your Lead Supervisor and Chair of Faculty Research Degrees Committee for approval.

For the dates of the term for the 2022/23 session, see the following link to access the academic calendar: <https://www.ljmu.ac.uk/students/supporting-your-study/calendars-and-timetables>

PGR SUPPORT CONTACTS

PGR REP SOCIETY & SOCIAL EVENTS

The Faculty have a PGR Rep Society who are a team of Representatives who are the point of contact for all PGRs. Each School/Institute have their designated Rep/s, who feedback from their PGR colleagues to the FET PGR Rep Society and the Research and Enterprise Team. There are also 2 Faculty Research Degrees Committee/University Research Degrees Committee Reps (usually the President and Vice President of the Society) who attend and provide an update to the Committees based on PGR feedback during Part A of the meeting only. PGRs will not be required to attend Part B of the meeting. The Research and Enterprise Team have regular meetings with the PGR Rep Society to discuss ideas and any issues/concerns that need to be raised and arrange social events to encourage PGRs to collaborate with colleagues from across the Faculty.

FET PGR REP SOCIETY	
Molly Hawker (School of Computer Science and Mathematics)	M.A.Hawker@2021.ljmu.ac.uk
Rachel Ren (School of Engineering)	T.Ren@2020.ljmu.ac.uk
David Hitchmough (School of Engineering)	D.M.Hitchmough@2021.ljmu.ac.uk
David Law (Astrophysics Research Institute)	D.J.Law@2021.ljmu.ac.uk

E-MAIL

E-mail is an effective means of contacting supervisors and other researchers in order to arrange meetings, obtain advice etc. You should get into the habit of checking your e-mail account on a regular basis. **The University will only communicate with you via your LJMU email address.** You should make yourself aware of the University's rules of conduct with respect to e-mail - abusive or offensive messages will not be tolerated.

CANVAS

CANVAS is a Virtual Learning Environment that you can access on and off campus. The Faculty PGR Canvas site can be accessed here: <https://canvas.ljmu.ac.uk/courses/19714>. You can self-enrol onto this course here: <https://canvas.ljmu.ac.uk/enroll/4WTBMM>. If you have issues accessing this site please contact your Research Administrator.

FACULTY WELLBEING ADVISORS

The Faculty Wellbeing Advisors, can be contacted via studentwellbeing@ljmu.ac.uk or by phone to 0151 231 3664. Any information you provide to the Student Wellbeing Team is completely confidential.

You can watch a video which outlines their services here:

<https://ljmu.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=b0ced71c-9863-4e42-8e68-ac2501053c00>.

Some of the services they offer are listed here:

- 1) Accommodation Advice - accommodationadvice@ljmu.ac.uk 0151 231 3047
- 2) Money Advice – moneyadvice@ljmu.ac.uk 0151 231 3153
- 3) Student Advice and Wellbeing - <https://saw.ljmu.ac.uk/> studentwellbeing@ljmu.ac.uk 0151 231 3664
- 4) Support for students with additional needs – disabled students allowance (DSA), LJMU provision, specialist study skills tutors (disability@ljmu.ac.uk; studyguidance@ljmu.ac.uk) 0151 231 3168

- 5) International and EU students – Tier 4 visa advice, advice and support for students bringing dependents to the UK, EU settlement scheme (internationaladvice@ljmu.ac.uk) <https://www.ljmu.ac.uk/discover/student-support/international-student-support> 0151 231 3522
- 6) Support for care-experienced or estranged students and for those with caring responsibilities - imagine@ljmu.ac.uk <https://saw.ljmu.ac.uk/Appointments.aspx>
- 7) Counselling - counselling@ljmu.ac.uk
- 8) Support from specialist Mental Health Advisors – mentalhealth@ljmu.ac.uk
- 9) Sexual Violence Advice – SVLA@ljmu.ac.uk <https://www.ljmu.ac.uk/students/supporting-your-study/reporting-an-incidence-of-sexual-violence/i-wish-to-speak-to-an-ljmu-advisor>

ADDITIONAL PGR SUPPORT INFORMATION

Study Support:	https://www.ljmu.ac.uk/students/supporting-your-study
Workshops and Support Groups	
Silvercloud – Online Wellbeing Support	https://ljmu.silvercloudhealth.com/signup/
Audio/Visual Aids Technical Advice	AVA-Byrom@livjm.ac.uk
Citizens Advice Bureau (CAB):	https://www.citizensadvice.liverpool.org.uk/
Chaplaincy (Roman Catholic)	0151 231 3171
(Methodist)	0151 427 2674
Computer Services Helpdesk	0151 231 5555 (Option 1)
Liverpool City Council Website	https://liverpool.gov.uk/
Liverpool Students’ Union	https://www.jmsu.co.uk/ 0151 231 4900
Security Internal Emergency Number	direct dial 2222 (0151 231 2222)
NHS services:	
http://www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcareservices/Pages/NHS-111.aspx	
Royal Liverpool University Hospital	0151 709 2000

ACADEMIC REGISTRY SERVICES

Academic Registry are offering most of their services online via the [My LJMU](#) portal.

Academic Registry services include:

- student registration and enrolment
- tuition fees and fee payment
- council tax exemption certificate
- standard letters (for opening bank accounts, gym membership or visas if you are an international student)
- your student record and amending personal data (please ensure you keep your address, contact details and emergency contacts up to date)

If you need to contact Academic Registry to you can do so via <https://helpme.ljmu.ac.uk/#dashboard> and clicking on ‘Academic Registry Help’.

RE-ENROLMENT

Continuing PGRs must complete the on-line enrolment procedure on the anniversary of their original start for the duration of their academic study period. They will be sent a reminder notification from the Doctoral Academy.

INTERNATIONAL RE-ENROLMENT

Any returning international PGRs will need to complete enrolment for their next academic year. You can complete the re-enrolment process via the [My LJMU](#) portal. PGRs will need to have their passport, visa and fee payment information to hand which they should email to registrationdocuments@ljmu.ac.uk. If you have a fee query please contact <https://helpme.ljmu.ac.uk/#dashboard> and clicking on 'Academic Registry Help'.

LIBRARIES

Aldham Roberts Library <https://www.ljmu.ac.uk/microsites/library> provides learning resources for academic staff and students at the University's Northern Campus. You will find everything you need to pursue your private study, prepare your report and thesis, or just relax. For current opening hours, please see their website here: <https://www.ljmu.ac.uk/microsites/library>.

Details of your workspace will be confirmed in your offer letter, during the current Coronavirus pandemic most PGRs are working from the Aldham Roberts Library. You can book a workspace via this link: <https://scientia-rb-ljmu.azurewebsites.net/>.

COMPLAINTS PROCEDURE

You should first contact your Lead Supervisor. If the problem cannot be resolved, you should contact one of your Co-Supervisors. You can also get in touch with the Faculty Research and Enterprise Team, fet-research-admin@ljmu.ac.uk. Alternatively, you can speak with the Faculty Research Admissions Coordinator, Professor Zaili Yang Z.Yang@ljmu.ac.uk. Please also read the 'Student complaint procedure', which is available on-line at: <https://www.ljmu.ac.uk/about-us/public-information/student-regulations/appeals-and-complaints>.