



**FACULTY OF TECHNOLOGY AND THE
ENVIRONMENT**

**HANDBOOK OF THE FACULTY
GRADUATE RESEARCH COMMITTEE**

**GUIDANCE FOR SUPERVISORS AND GRADUATE
STUDENTS**

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GRADUATE STUDIES COMMITTEE AND GRADUATE HANDBOOK

1. INTRODUCTION

This handbook is intended to provide some general information about the Faculty and its associated Schools/Institutes including some specific information on how research degree programmes are organised. This information should guide you through your studies at LJMU.

The procedures described in this handbook are designed to ensure both high-quality research and successful completion rates. The objectives are to set out the Faculty and its School/Institutes policies and code of practice for all graduate students, and their Director of Studies and 2nd/3rd Supervisors.

The Handbook also contains the procedures adopted by the Faculty for postgraduate students, from enrolment of research students and registration periods to training, assessing their progress and quality of research during their period of study.

It should be read in conjunction with the University Research Degree Regulations, and should be seen as the Faculty's own method of implementing those regulations.

You should also receive a copy of the LJMU student Handbook, which contains further information regarding the University, welfare and student services.

Our aim is to make your time at JMU a pleasurable one. If you have any questions please feel free to ask.

Welcome aboard.

The University reserves the right to suspend or modify the information contained within this document without prior consent or warning. Current information is usually available on-line.

1.1 YOU'VE JUST STARTED A RESEARCH DEGREE

– WHAT TO DO NOW???

If you are reading this and have just started a research degree, such as an M.Phil or a Ph.D., then this section of the Handbook will give you a brief overview of what to expect in the first few months of your research degree and will also outline which formalities are required.

If you are an international student (non-UK/EU/EEA) and wish to Enrol for a research degree, then it is a legal requirement that you must have a valid **ATAS** certificate. If you do not hold an ATAS certificate then you will not be allowed to Enrol and the whole process of beginning your research degree will be delayed. Therefore obtaining an ATAS certificate should be your first priority if you are an international student and you do not have one. This process should ideally be undertaken as early on as possible in order to minimise delays. More details on ATAS and links to the application details can be found in Section 2.3 of this Handbook.

If you are either a UK/EU/EAA student, or alternatively an international student who holds a valid ATAS certificate, then it is legally possible for you to Enrol.

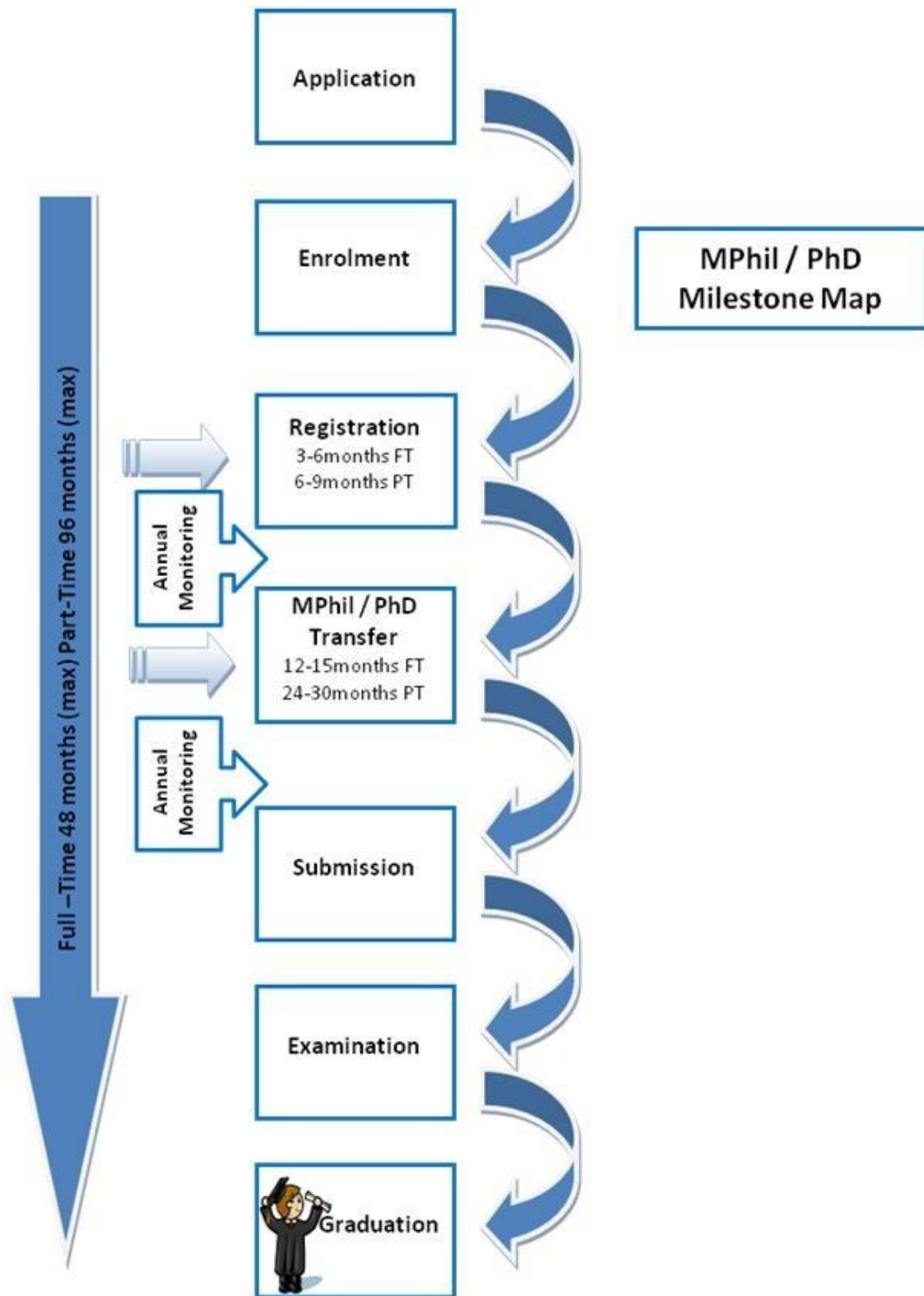
There is often some confusion amongst new research students regarding the differences between Registration and Enrolment.

Enrolment. You must first be Enrolled this is the formal process of becoming a student within the University. It involves procedural requirements, such as the University checking any relevant previous qualifications you hold, the financial process of paying fees, either by yourself, or a 3rd party such as a Government or sponsor, as well as ensuring that the University holds accurate and up-to-date information about you. It also asks you to confirm compliance with the University's regulations.

Practically, it grants access to University supervision, University resources, your student ID card for swipe-card building access, access to LJMU's central facilities, such as the Libraries/Learning Resource Centres (LRCs) and your LJMU email address, etc. Enrolment is a recurring activity which takes place at the very start of the period of study and also at yearly anniversaries of that date.

Registration : This happens only once, near the beginning of your research degree, and is the formal approval by the University's Research Degrees Committee, of the terms set out in a student's proposed research degree programme.

For full-time students Registration should take place between 3 and 6 months after enrolment has taken place; for part-time students between 6 and 9 months after enrolment.



http://www.ljmu.ac.uk/Research/Research_docs/Student_Milestone_Checklist.pdf

2. DESCRIPTION OF MPhil / Ph.D. MILESTONES AND KEY DATES:

2.1 Application: Students wishing to apply for a postgraduate research degree should complete the University's Postgraduate Application Form, which can be found at the following web-link http://www.ljmu.ac.uk/RGSO/RGSO_Docs/DRAFTFIN2.rtf.

Before completing the application form potential applicants should read the associated guidance notes, which are downloadable from the following web-link http://www.ljmu.ac.uk/RGSO/RGSO_Docs/PGRApplicationGuidance.pdf.

International students wishing to study for a postgraduate research degree at Liverpool John Moores University should also contact the University's International Office for further information <http://www.ljmu.ac.uk/International/Index.htm>.

If your application is successful, we will try to arrange an informal interview, including a visit to the School/Institute, of your choice, so that we can get to know you better, including your background skills and interests. This also allows you to get to see the people that you will be working with at JMU and our facilities.

2.2 Offer Letter:

Should you be successful, a formal 'Offer Letter' will be issued to you. This will set out the terms of your offer and will include the following information The 'Offer Letter' will include the following information;

Name of your Director of Study
Starting date for your study
Area of your research project

For international students, an offer letter will be issued, confirming a place is available for you, providing UKBA visa conditions are met, only then can the International Office will send you an official offer letter and only this official version of the offer letter is valid for visa purposes. International students must provide either a letter confirming proof of sponsorship, or must pay a deposit towards tuition fees (the sum of which will be stipulated by the international office in provisional offer letter).

2.3 ATAS:

For international students only, ATAS application and approval must be performed before enrolment. Enrolment is not legally possible for an international student unless they have a valid ATAS certificate.

2.4 Enrolment:

The formal procedural process of becoming a student within the University that only occurs at the beginning of your Research <http://www.ljmu.ac.uk/RGSC/62181.htm>

At this time you will also;

- Meet your Director of Studies and other members of your supervision team.
- Receive the LJMU Student Handbook

Note, for international students only, you MUST have an ATAS certificate before it is possible for you to be enrolled.

http://www.ljmu.ac.uk/Research/Research_docs/Student_Milestone_Checklist.pdf

2.5 Induction:

You are formally invited to attend the next Research Student Induction. Attendance at this Induction course is mandatory.

- University's Postgraduate Research Student Skills Training and Development Framework;
- Skills training and development opportunities across the University;
- The University's PGR Training Needs Skills Audit and Training needs analysis.

Here you will receive a copy of the University's PGR Training Needs Skills Audit which you will need to be completed in your own time

For details and announcements of forthcoming Induction Course dates, please check:

<http://www.ljmu.ac.uk/RGSO/67867.htm>

2.6 Registration:

Registration refers to the one-off formal approval, initially by the Faculty Research Degrees Committee and subsequently and officially by the University's Research Degrees Committee, of the terms of a student's proposed research degree programme. This requires the preparation of a plan of work that is systematic, specific and time-staged, as well as confirmation of the composition of supervisory team and other resources for the project.

At LJMU it is standard practice that all Research students be initially registered for Mphil or M.Phil/Ph.D. and then they are subsequently transferred to Ph.D. degree as they progress, if this is appropriate, following an independent review of their progress and approval from the University's Research Degrees Committee. In some exceptional circumstances it may be possible to Register Directly for a Ph.D. if previous work and experience gained, for example on a Masters Degree, can be argued to be directly relevant to the proposed Ph.D. programme.

For full-time students Registration should take place at least three months after enrolment has taken place, up to a maximum period of six months after enrolment has taken place. For part-time students the Registration should take place between six and nine months after enrolment.

The Registration process involves the following stages:

- Prepare and submit a report outlining your for Registration for a research degree.
- Complete and submit the RD9R form 'Application to Register' for a LJMU Research Degree
- <http://www.ljmu.ac.uk/RGSO/100183.htm>

The Registration report and the RD9R form (which must be signed by the applicant, each of the supervisors and the Director of School), should in the first instance be submitted and approved by your DoS, who will identify any problems and ask for revision if necessary. The documents should then be submitted to the Secretary of the Faculty Research Committee for consideration by the Committee and finally the document will be ratified by the University's Research Degrees Committee.

2.7 Annual Monitoring Exercise (AME):

Progress of a research project is monitored annually. As part of this procedure you should fill in the relevant student's section of the RD45 Annual Report (Director of Studies/Student) form, which can be downloaded from the following web-link http://www.ljmu.ac.uk/RGSO/RGSO_Docs/RD45.doc. You should then meet with your DoS and discuss the contents of the form. The DoS will then fill in their part of the RD45 form and then it should be submitted designated person with in your school.

2.8 Transfer to Ph.D.:

The aim of the transfer process is to establish whether a student has produced work of sufficient quantity and quality to suggest that he or she can achieve the standard required for a Ph.D. The quality criterion relates to the ability to produce work that makes an original contribution to knowledge.

For full-time students intending to continue further and study for a Ph.D. the Transfer process occurs 12-15 months after Registration is formalised, but not later than 18 months after Registration. For part-time students the times are doubled, i.e. Transfer occurs 24-30 months after Registration, but no later than 36 months after Registration.

The Transfer process involves the following three procedures;

1. Submit a report for transferring from M.Phil to Ph.D. study to the University's Research Degrees Committee. The report will be examined by an independent member of academic staff who is not a member of the supervisory team.
2. The supervisory team must complete, sign and submit a RD9T form to the University's Research Degrees Committee. This form can be downloaded from:
http://www.ljmu.ac.uk/RGSO/RGSO_Docs/rd9tnew.doc
3. The candidate must successfully pass a short oral examination by an independent examiner who is not a member of the supervisory team.

Further details about the report structure, the transfer process and the oral exam can be found by downloading the following document;

http://www.ljmu.ac.uk/RGSO/RGSO_Docs/TransferGuidelinesStudents.pdf

2.9 Registration period and Submission of thesis:

For Full-Time students:

MPhil:	min/max: 12/18 months.
Ph.D. (Direct):	min/max: 24/28 months.
Ph.D. (by MPhil Transfer*):	min/max: 33/40 months.

For Part-Time students:

MPhil:	min/max: 24/36 months.
Ph.D. (Direct):	min/max: 36/64 months.
Ph.D. (by MPhil Transfer*):	min/max: 45/76 months.

(* including the period of MPhil registration)

http://www.ljmu.ac.uk/RGSO/RGSO_Docs/rd9r.rtf

2.10 Submission of Thesis:

Your supervisor will normally advise you when you should start preparing the thesis. You should fill in the form of RD10 'Candidate's Declaration', when submitting the thesis. The form can be downloaded from the following web-link http://www.ljmu.ac.uk/RGSO/RGSO_Docs/rd10_decl.rtf. The thesis, along with the British Library declaration form and RD10 form should be submitted to Lois Thomas, Research Support Office (RGSO), Rodney House.

2.11 Oral Examination ('Viva'):

Date and venue to be advised by RGSO or your Director of Study. There are typically at least two, and not normally more than three, examiners, of whom at least one shall be an external examiner. The outcome of the viva will be given to the candidate typically on the same day, or as soon as possible. <http://www.ljmu.ac.uk/RGSO/62175.htm>

2.12 Graduation ceremony:

Formal Graduation ceremonies occur in July, every year

<http://www.ljmu.ac.uk/RGSO/69494.htm>

3. IMPORTANT INFORMATION

3.1 Research Degree Regulations and the Code of Practice

Regulations are available on-line at: <http://www.ljmu.ac.uk/RGSO/62172.htm>

Code of Practice is available at <http://www.ljmu.ac.uk/RGSO/58893.htm> you should read through these documents carefully.

3.2 Supervisors and supervision

The supervision team will consist a Director of Study (DoS) and at least one other member of academic staff.

You should have regular meetings with the DoS throughout the programme. You and your supervisor should work together in selecting research topics, planning research project and the main contents of the reports and thesis. You should prepare the report and thesis and it is common for your supervisors to provide comments and guidance.

3.3 Progress reports

Progress of a research project is monitored annually.

You and your Director DoS should fill in the RD45 form for Annual report, which can be downloaded from <http://www.ljmu.ac.uk/RGSO/80412.htm>. This form should be submitted to your School's Head of Research.

3.4 Training on research methods

You are encouraged to attend the MSc module entitled 'Research Method', which is run every year in the School. You are also encouraged to attend various training workshops and the details can be found at <http://www.ljmu.ac.uk/RGSO/69744.htm>.

3.5 Research seminars

Research students must attend research seminars, held throughout every semester in their school. Every student is expected to give a talk at least once during their study.

3.6 Thesis and its submission

Your supervisor will normally advise you when you should start preparing the thesis. You should fill in the form of RD10 'Candidate's Declaration', when submitting your thesis. The form can be downloaded from http://www.ljmu.ac.uk/RGSO/RGSO_Docs/rd10_decl.rtf.

3.7 Oral Examination

There are typically two examiners, one external and one internal. In case that the internal examiner does not have previous examination experience, there must be a third internal/external examiner. The outcome of the viva will be given to the candidate typically on the same day, or as soon as possible.

3.8 Faculty Research Committee

This Committee will be responsible for the approval of registration, transfer from MPhil to PhD, selection of examiners, and any changes to the study mode and supervision. The dates and deadlines of FRC can be obtained from the Committee secretary, Tricia Waterson (e-mail: t.m.waterson@ljmu.ac.uk; ext. 2631). Alternatively, contact your School/Institute's representatives on this Committee.

3.9 Complaints procedure

You should first contact the DoS. If the problem cannot be resolved, you should contact the 2nd supervisor. If necessary, you can also contact the Head of the

Research of the School. Please also read the 'Student complaint procedure', which is available on-line at:
http://www.ljmu.ac.uk/StudentServices/StuServices_Docs/studentcomplaints.rtf

3.10 Support and Services

LJMU offers support and services on Welfare, Counselling, Medical Care, Career, and Religion. For details, please refer to on-line documents at:
<http://www.ljmu.ac.uk/StudentServices/index.htm>

3.11 Website of Research and Graduate School

<http://www.ljmu.ac.uk/RGSO/index.htm>

3.12 Personal Mitigating Circumstances

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

4. INTRODUCTION TO CODE OF PRACTICE

Each research student has a Director of Studies (DoS), and a 2nd Supervisor who guides their research. More specifically the 2nd Supervisor assesses the reports, seminars and interviews alongside the Director of Studies. The 2nd Supervisor is also involved in the day to day supervision of the research student in a manner agreed between the Director of Studies, 2nd Supervisor and the student. This will include the reading of technical proposals and draft thesis material. The supervisory style adopted by each Director of Studies will vary, but should be in accordance with the following guidelines. A Third Supervisor may be appointed if needed with duties similar to those of the Second Supervisor.

4.1. What You Can Expect of your Director of Studies?

The following sections relate to your relationship with your Director of Studies and how you should respond and prepare for meetings with him/her.

Supervision Meetings

You will probably need the most supervision in the opening and closing stages of your research, but throughout your time as a research student your Director of Studies should be available and adequately prepared to meet with you to discuss your work on a regular basis. You can expect a minimum of one hour supervision every week. Some Directors of Studies aim for twice this time or frequency, but in groups with large numbers of active researchers (where many routine requests often made of a Director of Studies can be informally met by colleagues) individual supervisions may be shorter or less frequent. Whatever their frequency and duration, supervision sessions should be times when you the student obtain clear guidance on the quality of your research, and help you design and plan your future workpackages.

Research Guidance and Support

Directors of Studies are "usually" very familiar with the field of research in which their students are working, so it is natural for them to offer guidance as to the lines of research that might be pursued.

A Director of Studies will monitor your progress and help you obtain:

- appropriate literature
- materials and equipment
- directions of investigation
- plans and techniques for research
- necessary training, such as improving your technical writing skills [3]

The School has the responsibility to ensure appropriate supervision and suitable office space and computing facilities.

Feedback and Collaboration on Written Work

To enable you to produce written work of publishable quality, you can reasonably expect your Director of Studies to read drafts of all your papers and reports, and to provide detailed comments and suggestions for improvement. Indeed, so far as published papers are concerned, these are often co-authored by a student and their Director of Studies, but the provision of feedback applies as much to drafts of documents for your research programme as it does to external publications. Wherever possible, documents submitted for comment at one supervision session will be returned by the next day, however for something like a complete draft thesis you might have to wait a little longer! Following any form of assessment prior to the submission of your thesis, you can expect written constructive feedback.

Help Contacting and Dealing with Other Parties

Your Director of Studies is your first point of contact with the University system as a whole, and you can seek their advice and assistance in any University related matter. Hence for example this will cover the provision for any special needs you may have for medical or other reasons. Similarly, your Director of Studies is there to help when you need to deal with external bodies such as research councils and sponsors. More widely, they may be able to introduce you to the national and international research community in your field, help you to establish useful research contacts and keep you informed about relevant conferences and workshops.

4.2 What your Director of Studies will expect of you?

- **Self-discipline:** Your Director of Studies is bound to expect you to comply with all University regulations and the School procedures governing research degrees. For example, you should submit satisfactory work for assessment by the formally agreed deadlines. More generally, your Director of Studies will expect you to be disciplined, hard-working and, as research progresses, increasingly capable of taking control of the direction of your own research. Being a research student is a full-time occupation. There are no agreed hours of effort, but you should normally be at work throughout each weekday. Of course you will want to take occasional holidays, but these should be of modest duration and you should discuss these with your Director of Studies.
- **Preparation for Supervision Sessions:** You should be available and adequately prepared for your regular supervision sessions. You should always have an up to date record of your progress, perhaps in the form of a notebook or diary. Your Director of Studies might also ask for more specific preparation such as for example, that you read and comment on certain papers, or make a written summary of the state of your work on some problem. It is a good practice that you write notes in your notebook as records for your discussions.
- **Publications:** Your Director of Studies will expect and encourage you to produce work of publishable quality. After your qualifying dissertation you should be in a position to start publishing your work. Initially this could be in the School's Internal Research series, and later it may be presented at a conference or published in a journal. Such papers typically form the basis of thesis chapters. Be aware that papers only count as part of the School's research output, for funding purposes, if the name of an independent researcher (i.e. an established member of academic staff) appears on them. The unaided work of a student should of course be attributed to the student alone, but it is common practice to name the Director of Studies as co-author of a paper describing supervised research work

even if the Director of Studies contribution to the actual text of the paper is limited to comments and suggestions on the student's draft.

- Contributions to Research Group and School: Your interests should not be restricted to your own particular topic of research, but extend at least to the work of others in your research group, and in some measure to the whole of your subject. You may be asked by your Director of Studies to take on specific tasks to support the work of your research group (e.g. organising an informal seminar series, looking after a collection of papers and reports, maintaining software), but only when such duties can be performed without jeopardising the continued progress of your individual research. In addition it is common for students to supplement their income with paid teaching work. School guidelines state that for full time students such "outside" work should at no time amount to more than 6 hours per week including preparation time. Whilst it is expected that you should contribute to the school such effort must not interfere with your work to any significant degree. Your Director of Studies will also expect you to gain some knowledge of developments in other fields of your subject area (e.g. by general reading and attending School and other research seminars).

4.3 Maintaining the Supervision Relationship

A good working relationship between student and Director of Studies is clearly very important. Any problems that develop in this relationship need to be resolved at an early stage. If some difficulty arises that proves hard to resolve just by talking it over with your Director of Studies, you may find it helpful to discuss it in confidence with your Second Supervisor. Alternatively, you could talk with any member of the SGSC, say either a student representative or a member of academic staff. For MPhil and PhD students an annual review of supervision arrangements is carried out routinely as part of an interview with the second supervisor.

Full details of Code of Practice for Research Students and Supervisors can be found at <http://www.ljmu.ac.uk/RGSO/98597.htm>

5. CONDUCT OF RESEARCH

5.1 Full-time study (based on Mphil – PhD progression)

First Year

Some students may be required to attend selected undergraduate or taught postgraduate lectures as deemed appropriate by their supervisory team. Any such requirement will be made clear when you are registered initially. It is advised that students complete successfully the assessments associated with the courses they attend including any closed examinations.

Apart from any such courses, the first major written milestones are:

- **Application for Registration:** This should be developed in consultation with your Director of Studies in accordance with the University Regulations. Student should register within their first 6 months starting from enrolment date. The registration process is a formal assessment by the University Degrees Committee in line with regulations G3 to ensure that (i) the candidate is suitably qualified; (ii) the candidate is embarking on a viable research programme; (iii) supervision is adequate and likely to be sustained; and (iv) the University and School are able to provide appropriate facilities for the conduct of the research programme (G3.2).
- **Transfer Report (or qualifying dissertation):** This should be developed in consultation with your supervisory team in accordance with the University Regulations. For instance, (i) it should be produced within your within 12 -15 months from your enrolment date. (ii) the report should be endorsed by your supervisory team, and submitted by your Director of Studies to the University Research Degrees Committee for independent assessment for transfer from MPhil to PhD status. The Transfer Report should be 3,000 to 6,000 words in length (G7) and an oral examinee will take place.. For more details on the rules and regulations and/or process please contact your School Research Administrator.

Second Year

The formal written assessment of the second year is a thesis proposal. This must normally be submitted by 24 -30 months of your studentship. As with the Transfer Report, this document should be typed and submitted to your Director of Studies. The proposal should be 6,000-10,000 words in length and include an outline of a proposed thesis containing details of each proposed chapter and a possible abstract for the thesis. It should make clear how much of the necessary research work has already been completed, and state plans for the work still remaining to be done.

Third Year

The major objective of the third year is the thesis itself. By this time you should have almost completed all your experiments and collected data analysis for each chapter. You should also have attended at least 1 external conference and presented your findings at the regular School Research Seminars/Conferences. By the end of the third year of registration a student should have submitted either a thesis, or a detailed outline of a thesis chapter by chapter with a timetable for completion. If the thesis itself is not complete, such an outline is strictly required by the School so that it can endorse the student's continuing registration to submit a thesis.

5.2 Part-time Study

The period of registration for part-time MPhil or PhD students is longer than that of their full-time colleagues studying for the same award. Therefore the timetable is relaxed accordingly. The schedule given here is based on the assumption that the part-time student will complete within five years.

The *Transfer Report* is due in the end of the first 24 months and any revision required by the Supervisors must be satisfactorily completed within the following six months.

The *Thesis proposal* is due at about 36 months, and any revision required for a PhD proposal must be satisfactorily completed within the following six months.

The Final Thesis is due between 45 – 76 months

5.3 Distance/Remote Supervision

In line with the University Research Degrees Regulation (G3, [3]) for external students, the School operates a stringent process for review and acceptance of new research student application on a distance-learning basis. Such a process was devised to ensure compliance to the follow criteria including;

- i. Entry qualification and ability to work in the chosen mode of study
- ii. there is satisfactory evidence as to the facilities available for the research both in the University and abroad;
- iii. the arrangements proposed for supervision enable frequent and substantial contact between the candidate and the supervisor(s) based in the UK, via
 - i. advanced communication technology including; document and file sharing, remote access to software and hardware.
 - ii. adequate face-to-face contact with the supervisor(s), which requires the candidate to spend normally not less than an average of six weeks per year at the University.
 - iii. Attendance to the University induction course
 - iv. Attendance to the School Postgraduate Research Conference.

5.4 Publications

All research students are strongly encouraged to publish the results of their work in collaboration with their Director of Studies. Further detail on individual school process for this can be obtained from your school Research Administrator.

5.5 Hours of Work and Holidays

Research students must treat their research as a full-time occupation, which is demanding both of time and personal commitment. There are no specific hours of work or holiday entitlement, these must be agreed between student and Director of Studies. However it is expected that normally students will work in the School for a substantial part of the "standard" office hours so that they may interact with other students and their Director of Studies and that they will take holidays of modest duration. It cannot be emphasised enough that timely completion of a thesis for a research degree requires the establishment of a satisfactory working pattern at an early stage. You might consult with students who are about to complete who will no doubt explain where they both judged and misjudged the deadlines for their own programme of study.

Students may be permitted to undertake some teaching related activities, which include laboratory work, marking, etc. For a full-time student such activities should be no more than 6 hours/week (including preparation time).

5.6 Programme of Study

Assuming commencement of a full-time research programme in October, all assessed work should be submitted by the following deadlines, unless an extension has been approved by the Committee. Such an extension will not normally be given solely on academic grounds.

- Year 1 October Enrolment
- Year 1 January Induction
- Year 1 March Registration with RDC
- Year 1 May/June Annual Monitor Exercise

- Year 2 Oct – Jan Transfer Report
- Year 2 May/June Annual Monitor Exercise

- Year 3 March Thesis Proposal
- Year 3 September Thesis (ideally)

During each year each school/Institute holds regular Research Seminars, a School Conference, and a School Induction (in Addition to University Induction) Attendance at all events is mandatory, and you will be expected to present at least 1 Seminar and the School Conference each year.

5.7 Submissions

Almost all written assessments are submitted to your Director of Studies. The exception is the final MPhil or PhD thesis, which must be submitted directly to the Research Degrees Committee

5.8 Transfer Report

A qualifying dissertation should be structured along the following lines:

- Title page, abstract, table of contents.
- Introduction, which identifies and describes in outline your chosen field of research; and also an explanation and motivation for the research in that field.
- Literature survey and review, which provides a thorough account of previous and current work in the field, with ample citations of relevant literature; assesses the current state of the field. For example it contains a description of assumptions generally made, their validity and states the limitations generally accepted and their necessity. It also describes the major open problems and prospects for their solution, and the relative strengths and weaknesses of the major lines of work pursued to date.
- Proposal of research programme. This is to clearly define the aim and path of your proposed research; specific objectives, gives criteria by which you will judge success, sets out plans of attack, identifies the most important techniques and methods to be used.
- Preliminary results. A description of the research work you have already undertaken; and the reporting of any results you have already obtained and discusses their significance.
- References. You must give full bibliographic details of all books and papers referred to in the dissertation. A qualifying dissertation should be 12,000-20,000 words in length. The relative sizes of the first four sections above, should be agreed between student and Director of Studies. It should be typed or printed to

a good standard on A4 paper, with blank margins equal to two point five centimetres all round

You are requested to submit two copies of your dissertation to the SGSC Chair. The copies should not be stapled or fixed together in any other way rather that each copy is placed correctly in order in a wallet-style folder, suitably marked with your name, "Qualifying Dissertation" followed by a title and "copy 1 " or "copy 2'.

5.9 The Final Thesis

An MPhil or PhD student is required to deposit three copies of their thesis (in temporary bindings) with the Research Registrar (or the University research office). The format of the final thesis should follow the regulations set out in the University Research Degree Regulations booklet section G.14.

The following maximum word limits are advised by the University [1], for theses:

Type	Maximum
MPhil	20,000
PhD	40,000

The limits are advisory rather than mandatory, but written permission must be obtained from the SGSC Chair if they are to be waived.

Candidates for research degrees are examined orally on the material of their thesis and also on their knowledge of their general subject area. This examination is carried out by at least two examiners, at least one of whom is not a member of the University (for detail information see [1], pp. 16-21).

Candidates must pay for the cost of binding the copies of theses submitted for examination. Successful MPhil and PhD students must also pay for the final two bound copies presented to the University. A loose-leaf copy must also be handed to the Committee Chair who will publish it as Internal Research Report.

5.10 Research Seminar Presentations

A seminar presentation will detail progress and discuss findings of the research for the whole registration period.

6. ACADEMIC IMPROPRIETY

Plagiarism and Collusions

Academic Impropriety is deemed to cover plagiarism, collusion and any other attempts to gain an unfair advantage in preparing a report and thesis. It is important to understand these definitions, as it is all too easy, when working with a colleague, or copying material from a text book or a technical journal, to commit an offence without you realising it.

The following definitions have been agreed:

Plagiarism Includes;

The representation of the work, written or otherwise, of any other person, including another student, or any institution, as the candidate's own. Examples of plagiarism may be as follows:

the verbatim copying of another's work without acknowledgement.

the close paraphrasing of another's work by simply changing a few words or altering the order of presentation, without acknowledgement.

unacknowledged quotation of phrases from another's work.

the deliberate and detailed presentation of another's concept as one's own.

Collusion Includes;

Unauthorised co-operation between a student and another person in the preparation and production of work, which is presented as the student's own.

There are detailed procedures laid down in the university assessment regulations for dealing with cases of plagiarism or collusion. Consult CWIS for further information on this and other matters relating to the assessment regulations.

BEWARE OF INADVERTANT PLAGARISM

If you copy material from a textbook or paper or, so easily done these days, cut and paste material from the Internet into your own report or thesis, that is plagiarism. By all means use acknowledged quotations, but use you own words for the main body of your work.

The following notes should help you avoid breaking the regulations.

Avoiding plagiarism

Avoiding plagiarism depends upon the degree of borrowing and how another person's material is used. As one set of tutor's notes to students states¹:

To avoid the charge of plagiarism it is not sufficient simply to name a book in your bibliography. Any use of critical or background books should be properly acknowledged in the body of your work.

Doing this can then lead to the difficulty of deciding how much refers to other's ideas and how often to include quotations. Watson (1987)² describes this as the 'Great Dilemma'

To quote abundantly...can leave little room for your own arguments; but if, on the

contrary, you neglect them, you can be thought damagingly ignorant. The first course leads to tedium and triviality, the second to an air of naiveté ... Scholarship flourishes through high specificity, not through shadow boxing; and yet too much specificity can bury an argument under a load of waste. This may be called the Great Dilemma of scholarly composition: to quote or not to quote.

¹ Anon. Essay writing: some general suggestions for students. Tutor's unpublished handout.

² Watson, G. 1987. *Writing a Thesis*. Longman, Harlow.

When using a quotation it is important that the reference is put in the right context and that a quotation is sufficiently developed to give the author's true meaning. In other words the use of the material should be fair to the author.

The first thing to do to avoid the risk of plagiarism is to be in the habit of noting down useful ideas and quotations when reading other people's work. Not only does this make it so much easier to refer back in your notes when you need to recall some particular points, but it saves a great deal of time in relocating a source that you remember having studied, when you see significant parts of texts and journals you may not know at the time how useful they might be for later projects. Keeping a record gives you this option.

Making a note of quotations at the time you read them is as important as recording the full bibliographical information about the source. When you are writing up your report and thesis, you will not have time to recall books from the library. If a particular sentence or paragraph strikes you at the time of reading as being a potential quotation, note it carefully, record the chapter and page number. This may seem tedious and interrupt the flow of your study but it will be beneficial when the time comes for you to start writing a report and thesis. It will help you, not only in adequately crediting the work of others you have studied, but also in using the information in your work. The same applies to diagrams, figures and all other presentation of material.

7. TRAVEL AND EQUIPMENT BUDGET

Each School has a modest annual budget, which can be used for travel, conference fees or items of direct use in each research student's project. Research students funded by the School will normally have the opportunity to be sponsored to attend one national/international conference relevant to their research. The presentation of a paper will be required in order to qualify for this support. The funds can only be spent after authorisation by the Director of Studies. Funds not spent, can by agreement with the Director of School be carried over from one academic year to the next.

8. FACULTY RESEARCH DEGREES COMMITTEE

The Faculty Research Committee (FRC) has the responsibility to administer the programmes of study followed by research students. At Schools/Institutes level, the FRC operation is mirrored by similar School/Institute Research Committees (SRC).

The terms of reference of the FRC include:

- To consider matters referred to it by the University Research Degrees Committee or other related University committees.
- To consider matters referred to it by any member of the Faculty academic staff and the Faculty Management Team.
- To act on behalf of the School in the areas of recruitment, application, registration, progress and upgrading of research students within the Schools.
- To confirm Directors of Studies and Second Supervisors;
- To confirm recommendations for the appointment of external examiners.
- To monitor submission of Theses and the fulfilment by students of any conditions placed upon them. Any follow-up actions are reported to the Committee.
- To advise the Director of School on the continuation of studentships and especially those funded by EPSRC and the School.
- To consider any matter referred to it by any research student within the School.
- To screen applications for registration of Mphil, MPhil to PhD and Ph.D Direct.

Meetings of the Committee

The FRC shall normally meet 4 times each academic year in September, December, February and May. These date fall approximately 4 weeks before the RDC meetings. Other special meetings to consider research degree proposals will be arranged as necessary.

Please contact Faculty Research Administrator for confirmation of Committee Dates and Deadlines.

Membership of the Committee of the Faculty Research Committee:

Schools and Institutes:

- School of Built and Environment (BUE)
- School of Engineering (ENG)
- School of Computing (CMP)
- General Engineering Research Institute (GERI)
- European Institute for Urban Affairs (EIUA)

Membership of the FRC:

- Professor R. Al-Khaddar (BUE)
- Dr. A. Ross (BUE)
- Professor R. Evans (EIUA)
- Professor M.J. Lalor (GERI)
- Professor J. Wang (ENG)
- Professor E. Levi (ENG)
- Dr F Lilley (GERI)
- Professor A. Taleb-Bendiab (Chair), (CMP)
- Dr. Q. Shi, (CMP)
- Mrs.Tricia Waterson (Secretary), (CMP)

School/Institute Research Students Admission Tutors:

- Professor R. Al-Khaddar (BUE)
- Professor M.J. Lalor (GERI)
- Professor Jin Wang (MMM ENG)
- Professor E. Levi (Elec. ENG)
- Professor A. Taleb-Bendiab (CMP)

School/Institute PGR Students Representatives:

- Mr. Moayad Al Hassan (BUE)
- Mr. Stephen Ross (GERI)
- Mr. Dashana Godaliyadde (ENG)
- Mr. Brett Lempereur (CMP)

Membership of the Schools' Research Committee

The SGSC members are: a Chair, the School Director, a member of each subject group who will be a Professor, Reader or an active researcher and an elected member of the full-time and/or part-time research students. Other members of academic staff may be asked to attend meetings of the Committee as specialist advisors or for special topics as required by the Committee.

Information about who within the School fulfils these roles are listed above, or contact the Secretary to the School Research Committee.

9. OTHER USEFUL INFORMATION

Chair of FRC

Professor A. Taleb-Bendiab
Tel: 0151 231 2489
A.Taleb-Bendiab@ljamu.ac.uk

Secretary to FRC

Mrs Tricia Waterson
Tel: 0151 231 2631
T.M.Waterson@ljamu.ac.uk

BUE PGR Contact

Professor Rafid Al-Khaddar
Tel : 0151 231 2809
Email: R.M.AlKhaddar@ljamu.ac.uk

BUE PGR Administrator

Mrs Elizabeth Hoare
Tel: 0151 231 2824
Email: E.Hoare@ljamu.ac.uk

CMP PGR Contact

Professor A. Taleb-Bendiab
Tel: 0151 231 2489
Email: A.Taleb-Bendiab@ljamu.ac.uk

CMP PGR Administrators

Miss Lucy Tweedle
Tel: 0151 231 2631
Email: L.A.Tweedle@ljamu.ac.uk

Mrs Tricia Waterson
Tel: 0151 231 2631
Email: T.M.Waterson@ljamu.ac.uk

Maritime and Marine Engineering PGR Contact

Professor Jun Wang
Tel: 0151 231 2245
Email: J.Wang@ljamu.ac.uk

Electrical and Electronic Engineering PGR Contact

Professor Emil Levi
Tel: 0151 231 2257
Email: E.Levi@ljamu.ac.uk

GERI PGR Contact:

Prof. David Burton
Tel: 0151 231 2019
Email: d.r.burton@ljamu.ac.uk

GERI PGR Administrator:

Ms Helen Pottle
Tel: 0151 231 2516
Email: h.l.pottle@ljamu.ac.uk

Graduate Research Administrators at the Research Support Office, Rodney House:

Lois Thomas (formerly Lois Barnett)
Tel: ext 3109 / 3119
Email: l.a.barnett@ljamu.ac.uk

Research Support Office Website: <http://www.ljamu.ac.uk/RGSO>

University site maps and UK maps:

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

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

Maps of the whole of the UK: <http://www.ordsvy.gov.uk>

Health and Safety:

The University's Health and Safety Unit web-pages can be found here <http://www.ljmu.ac.uk/HSU>

Whilst working at Liverpool John Moores University you must comply with the University's Health and Safety codes of practice, which can be found at <http://www.ljmu.ac.uk/HSU/65144.htm>

If required, your supervisor will arrange a Health and Safety induction which will be given on your arrival. This induction will include:

- Fire drill and evacuation procedures.
- Laboratory Health and Safety.
- Personal Health and Safety.

You should also receive a copy of and familiarise yourself with the 'Health and Safety Induction Workbook', which can be downloaded from http://www.ljmu.ac.uk/HSU/HSU_docs/InductionWorkbook_NOV_2007.doc

If you have any problems regarding Health and Safety please contact your school health and safety officer. <http://www.ljmu.ac.uk/HSU>

Use of Equipment

If you intend to use your own equipment and apparatus, such as electrical kettle, they must be PAT/safety tested first by a qualified technician from the Institute/School of Engineering. All plugs must be fitted with fuses of correct ratings. To arrange electrical safety/PAT testing of appliances contact Mr. Paul Wright, Technical Manager, School Of Engineering, Tel: ext 2012, email: P.D.Wright@ljmu.ac.uk.

Laser Safety:

Any GERI research student 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 student 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, available in GERI laboratories. For any queries regarding laser safety issues, or to arrange specific training, or a place on the Laser Safety Course, contact the GERI Safety Officer, Dr. Martin Sharp, Tel: x 2031, email: M.Sharp@ljmu.ac.uk.

University Laser Safety Officer:

Dr. Rebecca Bartlett (School of Engineering), Tel: x 2253, email: R.Bartlett@ljmu.ac.uk

Fire Safety:

If you discover a fire you should activate the nearest fire alarm and call x 2222 **IMMEDIATELY** to inform Security of the situation. Failure to do so may delay the arrival of the Emergency Services. Personal fire-fighting using the equipment supplied should only be undertaken for very small fires and at no personal risk. All University buildings are provided with fire alarm systems. The fire procedures are biased towards the safety of individuals over building protection. You should familiarise yourself with the escape routes and exits in university buildings. The fire procedure must be followed in every case without exception, regardless of how small the fire is, and in all instances, members of staff, students and visitors are required

to evacuate the building in the event of the alarm sounding during a lecture or practical session.

Emergency Evacuation Procedure

It is important that you follow the correct emergency procedure:

- A continuous alarm will sound in the event of an emergency.
- You are required to evacuate the building immediately on hearing the alarm via the nearest safest route.
- If you discover or start a fire, immediately raise the alarm by operating the nearest alarm call point. Contact security on extn. **2222** or a fire warden and appraise them of the situation.
- DO NOT re-enter the building until you are instructed to do so by the Fire Evacuation Coordinator/ Wardens or Fire Emergency & Rescue Service. The silencing of the alarm is NOT an indication to re-enter building.
- DO NOT use lifts.
- If you are unable to evacuate downstairs send someone to alert the Fire Wardens or Fire Coordinator who should be based near main exit doors e.g. main reception area at the front of the building.
- Fire prevention is common sense. Report any situations which may cause a potential fire, to Local H&S Officers or on the Property Services Helpdesk extn. **5533**.
- Switch off non essential electrical equipment at the end of each day, particularly over weekends and holiday periods.
- Make sure you familiarise yourself with fire escape routes and exits.
- Never wedge open fire doors.
- Never return to collect personal belongings.
- Close doors when you leave during an emergency to prevent the spread of smoke. Close doors when you finish work for the day.

Security:

All research students should follow good practice in terms of personal and building security. Remember that if you are the last person to leave, to make sure that you close all windows, close and lock all doors and, if relevant to your specific area set the alarm. In extreme emergency the security services should be contacted on 2222; the line is open 24 hours a day.

Working Outside Normal Hours:

It is common for research students to work non-standard hours. To gain access to University buildings outside normal working hours you will need an official letter in order to get past Security, which can be obtained from your school Administrator.

University Website:

The University website contains important information for students about University activities, procedures and contacts, and provides links to many useful services. It can be accessed at: <http://www.ljmu.ac.uk>

10. LEARNING RESOURCES

Learning Resource Centres

A few minutes walk from the James Parsons Campus (on Byrom Street) is the Avril Robarts Learning Resource Centre (known as ARC2) <http://www.ljmu.ac.uk/lea/77327.htm> which provides learning resources for academic staff and students at the University's Northern Campus. Here you will find books and journals, quiet study areas, computing facilities linked into the university network, and a refectory. All you need, in fact, to pursue your private study, prepare your report and thesis, or just relax. The term time opening hours of the Learning Resource Centres are:

8:45 – 23:00 Monday – Thursday (Custodial service only from 9pm)

8:45 – 21:00 Friday (Custodial service only from 5pm)

10:00 – 20:00 Saturday and Sunday (Custodial service only from 4pm)

'24 hour' Computer access at Aldham Robarts

There is also a Learning Resource Centre on the I M Marsh Campus which might be convenient for those living in Aigburth. Guides giving further information on the Learning Resource Centres, their resources and vacation opening hours are freely available at any of the LRCs or from <http://www.ljmu.ac.uk/lea/77293.htm>.

Library Catalogue

The library catalogue lists all the resources available in the Learning Resource Centres (LRC's) including - books videos, theses, CD-ROMs, journals etc. These can be accessed from dedicated terminals in the LRC's plus any networked PC by following the following web-link <http://aleph1.livjm.ac.uk/F>. As well as checking on the availability of resources it allows you to check your own record, renew items and request items.

Resources specifically for researchers can be found at the following web-link <http://www.ljmu.ac.uk/lea/77302.htm>.

Inter-Library Loans

Books, Journals, and conference proceedings which are not available at LJMU can be borrowed through this service. You must fill in a form <http://www.ljmu.ac.uk/lea/77482.htm> and should then hand it in to the Avril Robarts Learning Resource Centre.

Access to PCs

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

E-mail

E-mail is an effective means of contacting supervisors and other researchers in order to arrange meetings, obtain advice etc. You should get into the habit of checking your e-mail account on a regular basis. You should make yourself aware of the University's rules of conduct with respect to e-mail - abusive or offensive messages will not be tolerated. Email is the main form of communication for University departments and all

correspondence concerning issues such as enrolment, etc are increasingly being emailed, rather than sent by internal/external post, so it is very important that you set up and maintain an active email presence.

Blackboard

Blackboard is a web-based learning support system which is used heavily across the University, accessible via the university homepage. This is mainly used for the taught programmes, but some modules may be relevant for postgraduates.

Off-Campus Support

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

Some of the services already available from the Off-Campus Support Gateway include:

Electronic Journals: This is the main point of access to electronic journals and data sets. Full-text articles may be viewed on screen.

Remote Applications Service: Provides a range of recourses previously restricted to users of a PC on the LJMU Network (including access to your personal M: Drive).

Subject Information Resources: A comprehensive list of subject information guides written by subject specialists includes some useful web links.

11. QUALIFICATIONS FRAMEWORK

A brief guide to UK academic qualifications

The higher education qualifications awarded by universities and colleges in England, Wales and Northern Ireland are at five levels, defined by the Quality Assurance Agency for Higher Education as follows. In ascending order, these are the Certificate, Intermediate, Honours, Masters and Doctoral levels.

Certificate level

The holder of a Certificate of Higher Education will have a sound knowledge of the basic concepts of a subject, and will have learned how to take different approaches to solving problems. He or she will be able to communicate accurately, and will have the qualities needed for employment requiring the exercise of some personal responsibility. The Certificate may be a first step towards obtaining higher level qualifications.

Intermediate level

Holders of qualifications at this level will have developed a sound understanding of the principles in their field of study, and will have learned to apply those principles more widely. Through this, they will have learned to evaluate the appropriateness of different approaches to solving problems. Their studies may well have had a vocational orientation, enabling them to perform effectively in their chosen field.

They will have the qualities necessary for employment in situations requiring the exercise of personal responsibility and decision-making.

The intermediate level includes ordinary (non-Honours) degrees, the Foundation degree, Diplomas of Higher Education, and other higher diplomas.

Honours level

An Honours graduate will have developed an understanding of a complex body of knowledge, some of it at the current boundaries of an academic discipline. Through this, the graduate will have developed analytical techniques and problem-solving skills that can be applied in many types of employment. The graduate will be able to evaluate evidence, arguments and assumptions, to reach sound judgements, and to communicate effectively.

An Honours graduate should have the qualities needed for employment in situations requiring the exercise of personal responsibility, and decision-making in complex and unpredictable circumstances.

Honours degrees form the largest group of higher education qualifications. Typical courses last for three years (if taken full-time) and lead to a Bachelors degree with Honours, having a title such as Bachelor of Arts (BA(Hons)) or Bachelor of Science (BSc(Hons)). Also at this level are short courses and professional 'conversion' courses, based largely on undergraduate material, and taken usually by those who are already graduates in another discipline, leading to Graduate Certificates or Graduate Diplomas.

Masters level

Much of the study undertaken at Masters level will have been at, or informed by, the forefront of an academic or professional discipline. Students will have shown originality in

the application of knowledge, and they will understand how the boundaries of knowledge are advanced through research. They will be able to deal with complex issues both systematically and creatively, and they will show originality in tackling and solving problems.

They will have the qualities needed for employment in circumstances requiring sound judgement, personal responsibility and initiative, in complex and unpredictable professional environments.

Masters degrees are awarded after completion of taught courses, programmes of research, or a mixture of both. Longer, research-based programmes often lead to the degree of MPhil. Most Masters courses last at least one year (if taken full-time), and are taken by persons with Honours degrees (or equivalent achievement). Some Masters degrees in science and engineering are awarded after extended undergraduate programmes that last, typically, a year longer than Honours degree programmes. Also at this level are advanced short courses, often forming parts of Continuing Professional Development programmes, leading to Postgraduate Certificates and Postgraduate Diplomas.

Doctoral level

Doctorates are awarded for the creation and interpretation of knowledge, which extends the forefront of a discipline, usually through original research. Holders of doctorates will be able to conceptualise, design and implement projects for the generation of significant new knowledge and/or understanding.

Holders of doctorates will have the qualities needed for employment requiring the ability to make informed judgements on complex issues in specialist fields, and innovation in tackling and solving problems.

The titles PhD and DPhil are commonly used for doctorates awarded on the basis of original research. A doctorate normally requires the equivalent of three years' full-time study.

12. SERVICES AND PEOPLE THAT CAN HELP YOU AT JMU AND IN LIVERPOOL

LJMU Main Website Student Portal: <http://www.ljmu.ac.uk/student>

Within this is the Library and Student Support page: <http://www.ljmu.ac.uk/lea/>

Key LJMU Contacts: <http://www.ljmu.ac.uk/contacts/index.htm>

LJMU Telephone Numbers: <http://www.ljmu.ac.uk/telephone/>

Student Welfare Services: 0151 231 3167 / 3772

Student Welfare Services: <http://www.ljmu.ac.uk/StudentServices/Welfare/index.htm>

Student Support Zones:

The ground floor of each Learning Resource Centre (LRC) is now known as the Student Support Zone. A Welcome Hub acts as the reception area where staff will answer general, IT and circulation enquiries and make appointments for you to see a range of specialist staff from areas including welfare, careers, employability, library subject support and specialist computing support. A Transaction Desk provides all student administration help including enrolment, coursework submission and finance.

Student Support:

Aldham Robarts 0151 231

3333

Avril Robarts 0151 231

5805/6

IM Marsh 0151 231

5432

Student Admin Support: 0151 231
3289

Study Support 0151 904 6066

Study Support: <http://www.ljmu.ac.uk/StudentServices/69038.htm>

Key Skills Online: <http://www.ljmu.ac.uk/StudentServices/69053.htm>

Study Skills Workshops:

<http://www.ljmu.ac.uk/StudentServices/90435.htm>

English Language Support: <http://www.ljmu.ac.uk/StudentServices/98330.htm>

Harvard Referencing: <http://www.ljmu.ac.uk/StudentServices/69049.htm>

Academic Writing: <http://www.ljmu.ac.uk/StudentServices/69042.htm>

Maths, Stats and Numeracy <http://www.ljmu.ac.uk/StudentServices/75948.htm>

IT Skills: <http://www.ljmu.ac.uk/StudentServices/69047.htm>

Accommodation Office 0151 231 3047

Email: accommodation@ljmu.ac.uk

Audio/Visual Aids Technical Advice
Byrom Street AVA-Byrom@ljamu.ac.uk
3178

0151 231

British Council
Bridgewater House
58 Whitworth St, Manchester, M1 6BB
0161 957 7000

<http://www.britishcouncil.org>

Brook Advisory Centre gives confidential advice and information on sex and contraception to young people

<http://www.brook.org.uk/>

CALM Campaign against living miserably - fighting depression amongst young men

<http://www.thecalmzone.net/>

Career Services
3600

0151 231

Citizens Advice Bureau (CAB):

<http://www.liverpoolcab.org>

<http://www.adviceguide.org.uk>

CAB Advice Telephone

0844 8487700

Local CAB Offices:

Anfield,	36 / 38 Breckfield Road North, Anfield, Liverpool, L5 4NH
City Centre,	2 nd Floor, 1 Union Court, Cook Street, Liverpool, L2 4SJ
Norris Green,	138 Scargreen Avenue, Norris Green, Liverpool, L11 3BE
Toxteth,	15 High Park Street, Liverpool, L8 8DX
Walton,	37/39 Walton Road, Liverpool, L4 4AD
Wavertree,	242 Picton Road, Wavertree, Liverpool, L15 4LP

Chaplaincy (Roman Catholic)
(Methodist)

0151 231 3171

0151 427

2674

Counselling Services
3153

0151 231

<http://www.ljamu.ac.uk/StudentServices/Welfare/60320.htm>

Computer Services Helpdesk

0151 231 5555

Council Tax Enquiries <http://www.ljamu.ac.uk/Studentservices/welfare/67538.htm>

Department for Work and Pensions:

<http://www.dwp.gov.uk/>

Disability Advisor
3315

0151 231

email: disability@livjm.ac.uk

Equal Opportunities Unit

Moni Akinsanya, Equality & Diversity Officer Email: m.m.akinsanya@ljmu.ac.uk
Vice President Equal Opportunities Kelly McAnally 0151 231 4905

Fair Rent Enquiries

http://www.voa.gov.uk/fair_rent/

Health & Safety

International Student Enquiries 0151 231 3522

International Welfare Advisor 0151 231 3167

Liverpool Association of Disabled People

(General information incl. welfare right/representation)

Lime Court Centre,

Upper Baker Street

Liverpool, L6 1NB

8366

0151 263

Liverpool City Council Contact Numbers

http://www.liverpool.gov.uk/Contact/Liverpool_direct/index.asp

Liverpool City Council Website

<http://www.liverpool.gov.uk>

Liverpool One Parent Families

9 –11 Fleet Street, Liverpool 1

0151 708 8848

Liverpool Student Homes

3296

0151 794

Liverpool Students Union

[u.com](http://www.l-s-u.com)

[http://www.l-s-](http://www.l-s-u.com)

0151 231 4900

4900 Mature Students Representative

0151 231

4920 LSU Print Services

0151 231

4921 Unitemp (Job Shop)

0151 231

4921 LSU Welfare Services

0151 231 4900

13. GENERAL HEALTH SERVICES

NHS DIRECT:

0845 4647

<http://www.nhsdirect.nhs.uk>

NHS Walk-In Centres in Liverpool

NHS Walk-In Centres provide fast and convenient access to NHS treatment. You can see an experienced nurse for health advice, assessment and treatment for minor ailments and injuries such as cuts, bruises, minor infections, strains, sprains and skin complaints. NHS Walk-In Centres are open 7 days a week, early until late, and you don't need an appointment

Liverpool NHS Walk-In Centres

City Centre Walk-In Centre 0151 285

3535

Liverpool Health Central

Unit 4 Charlotte Row

52 Great Charlotte Row

Liverpool L1 1HU

Old Swan Walk-In Centre 0151 285

3565

Crystal Close

Off St Oswalds St

Liverpool L13 2GA

Garston NHS Treatment Centre 0151 330

8300

Garston Urban Village

72 Banks Road

Liverpool L19 8JZ

Smithdown Children's NHS Walk-In Centre 0151 285 4820

Smithdown Road

Liverpool L15 2LF

Office of Fair Trading:

<http://www.of.gov.uk>

Registering with a doctor/dentist:

<http://www.ljmu.ac.uk/Studentservices/welfare/67545.htm>

Royal Liverpool University Hospital

Prescot Street, Liverpool 1

0151 709 2000

Samaritans:

<http://www.samaritans.co.uk>

Security Internal Emergency Number direct dial 222 2

0151 231 2222

Shelter: <http://www.shelter.org.uk>

TV Licensing <http://www.tv-l.co.uk/Index.html>

Vauxhall Law & Information Centre
Silvester Street, Liverpool L5 8SE 0151 482
2001

Welfare Rights
24 Hardman Street 0151 709
0504

Women's Hospital 0151 709
1000

YMCA: <http://www.ymca.org.uk>

13.1 LJMU Student Medical Services

<http://www.ljmu.ac.uk/Medical/Index.htm>

I.M.Marsh (Iain Newman Centre) 0151 231 5233

The service aims to provide students with access to health care at convenient times. Located at the Iain Newman Centre (I M Marsh) - the centre is open term time only. As well as providing care whilst you are unwell, the staff at the centre can provide advice on aspects of healthy living; contraception and cervical smear tests; medicals for sporting activities, and vaccinations and immunisations. Physiotherapy and sports injury clinics are held at the Iain Newman Centre. The service is subsidised by the University. All students from outside the area are strongly advised to register with a local GP to provide health care should the need arise during their stay in Liverpool.

Patient GP registrations

I M Marsh

Students at I M Marsh may register with Dr Hargreaves. He will take on patients living in post-codes L17, L18 and L19. If a student lives outside those post-codes, but studies 5 days per week at I M Marsh, (s)he may still register - but there would be no home visits in these circumstances. Should a registered patient move out of the area, (s) he can be kept on as a patient.

City Centre

Students living closer to, and within the city centre have a number of choices. Dr Barnett and Partners will take on students from post-codes L1, L3, L7, L15, L16, L17 and L19. Student Medical Services staff can give assistance with queries on boundaries. Registered patients who move outside the exact boundaries will be seen, providing they are living within the L1, L2, L3, L6, L13, L15, L16 post codes.

Students living in the city centre can also register with the following GPs: Dr Soin & Dr Chan, Marybone Health Centre; Dr Gaynor and Partners, 70 Pembroke Place; Dr Malpas and Partners, Great Charlotte Street; and Dr Satchi & Dr Prasad, 29 Great George Square.