Welcome

It is a great pleasure to welcome you to the Faculty of Humanities and Social Sciences. This handbook aims to provide you with key information about studying for research degrees (PhD and MPhil) at Keele as well as information about resources and procedures within our Faculty.

The Faculty of Humanities and Social Sciences has a thriving academic community made up of active researchers in a wide variety of areas within the broad spectrum of Social Sciences. As a postgraduate research student you are a member of this community, and you are encouraged to take advantage of the various activities that make up the intellectual life of the Faculty.

Research students are a very valuable part of the Faculty and we try and provide an environment where your research can develop and flourish. If you have any queries, please do not hesitate to get in touch with the relevant staff members (see a full list of contacts and roles in the appendix), who will be happy to help you.

Barbara Kelly

Professor of Music and HumSS Faculty Research Director
You’re reading this handbook because you’ve been successful in your application to do a PhD or MPhil and in your education to date. Your proposal was accepted because your idea had good research potential and because you had a convincing plan of action. So you’re off to a great start. Now that you’ve become a postgraduate researcher, the next step is figuring out how to make the most of that potential. Being a postgraduate researcher should be an exciting and challenging experience. Some of the most creative and inspiring research has been generated by early career researchers like you, who were able to take advantage of exciting research opportunities that came their way.

This handbook[^1] is intended to point out research opportunities in the Faculty of Humanities and Social Sciences. It also recognizes that there will be moments when things get difficult, and advises about the supports that we provide for those moments. As a postgraduate researcher it’s important to protect time for your own reading, thinking, investigating and writing. But it’s also important to make space to exchange with other researchers as part of figuring out the significance of your discoveries, and to learn from other people’s experiences. In providing some guidance on the postgraduate research experience in the Faculty, we hope to help you make the most of your time here.

### 1.1 The aims of postgraduate research

You’ve got 3 years full-time or 6 years part-time (with a maximum additional year or 2 years part-time) to develop and complete a research project which your examiners find to be an original and rigorous contribution to knowledge (see Annex A1 of the CoP). There are different ways to be ‘original’. You might generate and analyse new empirical data on a particular issue like the experience of migration. You might construct a new normative argument about how a phenomenon like alcoholism should be treated. Or you might come up with a new interpretation of a set of practices, such as environmental protests. In demonstrating that your evidence, argument or interpretation is original, you have to persuade your expert audience that your account is different in some way to the knowledge that has gone before. You have to be ‘rigorous’ in your explanation and characterization of the research field to which you claim to be making an original contribution. Being rigorous means representing other work carefully and paying attention to those who are likely to disagree with you, as well as those who agree with your approach.

Knowledge needs to be disseminated in order to qualify as research, that is, it needs to be communicated to other researchers. Research grows through the presentation of empirical and conceptual findings at academic conferences and through publication in peer-reviewed journals.

[^1]: This Handbook should be read together with the University’s Code of Practice on Postgraduate Research Degrees (CoP)

[http://www.keele.ac.uk/research/currentpgrstudents/codeofpractice/](http://www.keele.ac.uk/research/currentpgrstudents/codeofpractice/) In case of any conflict the Code of Practice and University Regulations take precedence.
journals, in edited collections, and in monograph form. This process of communicating and sharing over the significance of your work is vital, otherwise your thoughts and observations would remain personal reflection rather than ‘a contribution to knowledge’. As your work is received, you get feedback on its strengths and weaknesses, feedback which helps future development. Dissemination is also necessary in order for your research to have an impact on knowledge, that is for it to be taken up by other researchers and change the way your topic is understood. Many researchers are motivated by wanting to make a difference beyond the world of research. They might want to try and change policy, or to contribute to a change in how music is performed or how healthcare is delivered, or even to generate new employment. The public, ‘non-academic’, benefit of research involves people in dialogue and exchange with civil society, with service providers, unions, charities, and businesses, about the usefulness of research in order to try and effect some economic or social change. One of the challenges for the postgraduate researcher then is learning about and practising these different dimensions of the research process – originality, rigour, dissemination and impact – and developing an approach that makes sense for you.

Some postgraduate researchers are clear that they want to become academics and are doing a PhD in order to get the relevant qualifications and expertise to research and teach in the future. University teachers and researchers need to have an area of expertise which they draw on in developing courses and new research projects. But the PhD also provides them with the experience of conducting their first big, individually led research project. That practice - of figuring out workable and innovative research questions, of defining the types of literature, concepts and methods that are relevant to those questions, of planning, carrying out and updating a set of research activities, and finally of writing up the arguments, evidence and ideas you discovered along the way – gives individuals the expertise to go on and devise new projects, whether individual or collaborative. As a result, PhD graduates sometimes take that experience into other walks of life, such as project management or perhaps into a sector that uses your specialist expertise. Other postgraduate researchers want their degree to complement and develop professional work that they are doing already. In some cases, they will be doing Professional Doctorates, in others they may do a PhD part-time. For everyone, postgraduate research is an opportunity for organic intellectual activity; a space to be creative and critical in contributing to human understanding.

1.2 The role of supervision

The supervisor-student relationship is obviously a really key aspect of postgraduate research. Over the 3 years of full-time study, or 6 years for part-time study, your supervisors will have many roles such as teacher, mentor, pastoral tutor, and colleague. They will certainly play a major role in getting you started in your research career and the relationship, therefore, is a complex one that evolves over the years. It is not easy to put together a personal specification for a ‘best PhD supervisor’ or ‘best PhD student’. Different kinds of supervisors will suit different kinds of students, but all are expected to communicate about their expectations. Supervision is provided by research-active members of academic staff who are expected to be able to advise students on aspects of their research projects.
and on matters relating to procedures. All research students have at least two supervisors, one of whom is clearly designated as the lead supervisor. The roles of each member of the supervisory team will be specified in the student’s Personal Development and Learning Plan. You should arrange to meet with your supervisors during your first few weeks and agree a plan with them by 14th November (for full-time students) or 23rd December (for part-time students). For students who do not start in September this should be within 6 weeks full-time or 12 weeks part-time of your start at Keele.

The Lead Supervisor will have the primary accountability for the student, is selected primarily on the basis of appropriate subject expertise, and will normally have the necessary skills and experience to monitor, support and direct research students’ work.

The second (or other additional) supervisor does not need to have core subject expertise, but may bring other qualities to the supervisory team (e.g. experience, complementary expertise, methodological advice, etc.). The function of the second supervisor is to act as an alternative source of advice for the student (on all kinds of matters, not just the precise subject), to ensure that a second person is aware of the student’s progress and any issues arising, generally to open up the supervisory relationship, and to provide for continuity if the Lead Supervisor leaves for any reason (temporarily or permanently). Therefore, it may be beneficial if the second supervisor is not in the precise subject area of the research project.

The purpose of supervision is to provide support (directly and indirectly) to the student. Your supervisors will have interest and expertise in your chosen research topic and their supervision responsibilities include:

- providing academic guidance and acting as a mentor for the research student
- providing guidance about the planning, execution and standard expected of the student participating in the research programme
- providing guidance and support on project planning and ensuring appropriate coordination of resources and support to the student’s project
- agreeing on a Personal Development and Learning Plan jointly with the student, in line with agreed research training needs
- participating in regular meetings. This will normally be a minimum of 1 meeting per month for full-time students and 1 meeting per 2 months for part-time students. At these meetings students are expected to outline progress to date and identify any key issues to be discussed or resolved. It is expected that during the initial stages (6 months), more frequent contact may be needed. You will also be expected to record this on your personal development plan which will be monitored monthly.
- ensuring records are taken of meetings, actions are agreed and outcomes monitored
- ensuring ethical and research governance requirements are met at all stages of the project
• being accessible at other times when the student may need advice or guidance

• requesting and monitoring written work, as appropriate, and providing constructive written feedback on such work in reasonable time

• ensuring that the student is made aware of the adequacy of progress or the standard of the work submitted

• ensuring formal reviews of research progress are completed at key stages of the research degree

• giving advice on the necessary completion dates of successive stages of work, so that the whole may be submitted within the scheduled time, and on the submission process

• providing guidance in research dissemination and getting involved in the wider academic community, including identifying opportunities for the student to present their work and to seek funding to support conference attendance

• arranging advice from other individuals as appropriate

• providing reports, as required, on student’s progress

• being familiar with the Keele University Code of Practice on Postgraduate Research Degrees

The supervisor acts in an advisory capacity. It is up to the postgraduate researcher to make the best use of that advice in developing their research.

It is University policy that supervisors who are on research leave continue to supervise current students and to be available to take on new students, unless their prolonged absence from the University renders this impracticable. In such cases, the second supervisor will usually – for the period in question – assume primary responsibility for overseeing and directing the thesis. Students on overseas fieldwork are required to keep in regular email contact with their supervisors.

Once a supervisor has agreed to supervise a student, the expectation is that he or she would remain the supervisor until the student has successfully completed their degree. Maintaining continuity of research supervision is highly desirable and should be worked towards, if at all possible. However, there will be circumstances where supervisors change, either because of a change in staffing or because the supervisory relationship is not working as well as it might be. Should difficulties materialize between a supervisor and a student the matter should be brought to the attention of the relevant Postgraduate Research Director. It is important that any issues are taken up at the time, rather than left until later. It may be possible to change the supervisor if the student is concerned and a proposed new supervisor agreed.
Section 2: The Faculty of Humanities and Social Sciences

Keele’s Faculty of Humanities and Social Sciences brings together over 170 academic staff and over 200 postgraduate students working across a range of social science disciplines. The Faculty aims to provide an environment to support the development and delivery of high quality research. In the Research Assessment Exercise in 2008 85-95% of research across the main areas submitted was judged to be of international quality. Members of the Faculty currently hold major grants from the Economic and Social Research Council, the Arts and Humanities Research Council, the Medical Research Council, the Leverhulme Trust, the British Academy, and the European Union. The Faculty welcomes researchers from across the University and beyond to attend the regular programme of seminars, conferences and workshops. Staff and research students are grouped within five Research Centres, which provide a focus for seminars, grant activity and research development. The five Centres within Social Sciences are listed below and further information is available at http://www.keele.ac.uk/risocsci/

Centre for Economics and Management
Centre for Law, Ethics and Society
Centre for the Study of Politics, International Relations and Environment
Centre for Psychological Research
Centre for Social Policy

- Research within the Faculty is managed by a central Faculty Research Office (FRO), which is based on the ground floor of the Claus Moser building. The Office provides support for all aspects of Postgraduate Research Student administration, including: dealing with enquiries from potential students
- dealing with applications from potential students and to liaise with Academic Schools and Central Administration regarding procedures relating to research students
- co-ordinating appointment and allocation of supervisors
- ensuring student reports and reviews are completed in a timely fashion
- ensuring effective liaison between the Institute and the University’s Postgraduate Committees
- liaising with supervisors and students regarding research training

Comment [K1]: Please check link with Tracey as we are renewing web pages
- contributing to strategic aspects of research in the Institute, through representing the research student perspective on the academic management team
- providing general mentorship support to all degree students in the Institute and being available for confidential discussions and support as necessary

The FRO’s Postgraduate Research Committee (PGRC) meets on a regular basis to review issues of student support and progress. Members of the Postgraduate Committee include the Postgraduate Directors (see below), the Faculty Research Development Manager, the Postgraduate Administrator and the Student Representatives. Confidential items to do with individual student progress are discussed on a closed, confidential basis.

2.1 Key People

2.1.1 HumSS Faculty Research Director
Professor Barbara Kelly is Faculty Research Director for the Faculty of the Humanities and Social Sciences, with overall responsibility for the management and leadership of research in the Faculty.

2.1.2 Postgraduate Research (PGR) Directors
Dr Alex Lamont is the Director for Postgraduate Research until 15 January 2015 with responsibility for oversight all aspects of PGR research, including the training and development of PGR researchers. In this role, Alex sits on the relevant University PGR committees including the Research Degrees Committee, and chairs the Faculty Postgraduate Research Committee (PGRC).

Professor Bradney will return from research leave on 15 January 2015 as the Director for Postgraduate Research with responsibility for chairing the PGRC and sits on the relevant University PGR committees.

Professor Alex Sharpe is an Associate Director of Postgraduate Research with particular responsibility for the guidance of PGR students in the Centre for Law, Ethics and Society (including the Doctorate in Medical Ethics).

Dr Elisabeth Carter is an Associate Director of Postgraduate Research with particular responsibility for the guidance of PGR students in the Centre for the Study of Politics, International Relations and the Environment.

Dr Mark Featherstone is an Associate Director of Postgraduate Research with particular responsibility for the guidance of PGR students in the Centre for Social Policy.

Professor Christine Goulding is an Associate Director of Postgraduate Research with particular responsibility for the guidance of PGR students in the Centre for Economics and Management.

Professor Farzana Shain is an Associate Director of Postgraduate Research with particular responsibility for the guidance of PGR students on professional doctorate programmes
Dr Alexandra Lamont is an Associate Director of Postgraduate Research with particular responsibility for the guidance of PGR students in the Centre for Psychological Research.

The PGR Directors have overall responsibility for ensuring that your programme of research studies is appropriate and effective. Primarily, this is through the creation of an environment which is conducive to learning about and undertaking research, but also in ensuring that systems for maintaining supervision skills and practices are in place, in checking that your research training programme is clear and in place, and in ensuring that your progress is satisfactory. You may contact them at any time if you have concerns about your research programme that have not been resolved by other means. Please see appendix 3 for contact details.

2.1.3 PGR Administrators
Please see http://www.keele.ac.uk/risocsci/contactus/

Helen Farrell is the Postgraduate Administrator who supports PhD and MPhil programmes in the Faculty of Humanities and Social Sciences.

Elizabeth Cameron is the Postgraduate Administrator who supports the Professional Doctorate programmes in the Faculty of Humanities Social Sciences.

The PGR Administrators provide administrative support to both students and PGR Directors. They are usually your first port of call when you have a query, and the people to whom you submit PGR paperwork e.g. your progress report. The Administrators liaise with University Planning and Administration and provide advice on procedures. They process all forms relating to PGR students (with the exception of research training modules delivered by Schools). All forms should, after electronic signed approval by the lead supervisor, be sent to the PGR Administrators for processing by the PGRC, and RDC if appropriate. The PGR Administrators issue regular emails to students about conferences and information required from students including return deadline dates. Do not hesitate to contact the PGR Administrator if you have any queries relating to your research degree.

Yvonne Lomax is the Finance Administrator who deals with funding enquiries from students the Centre for Law, Ethics and Society, and the Centre for the Study of Politics, International Relations and the Environment.

Sue Humphries is the Finance Administrator who deals with funding enquiries from students the Centre for Social Policy, the Centre for Psychology and the Centre for Economics and Management.

2.1.4 PGR Student Representatives
Student representatives are volunteers who sit on the Faculty’s PGRC and on the University’s Postgraduate Students’ Executive Liaison Committee (PSELC) and represent the interests of students. An invitation to become a student representative is usually circulated in October,
or as the need arises. Student representatives do an important job in promoting the
dialogue between staff and students about developments, and it’s a good way to find out
more about how universities work. Current representatives for Social Sciences are:

Tamara Al-Yakoub (Social Policy) t.al-yakoub@keele.ac.uk
Diane Atherton (Law, Ethics and Society) d.l.atherton@keele.ac.uk
Mustafa Demir (Politics, International Relations and the Environment) m.demir@keele.ac.uk
Daniel Herron (Psychology) d.l.herron@keele.ac.uk
Trevor De Middelaer (Economics and Management) t.a.de.middelaer@keele.ac.uk
Andrew Hanks (Economics and Management) a.j.hanks@keele.ac.uk
Tom Shepherd (Psychology) t.a.shepherd@keele.ac.uk

Please get in touch with one of your representatives if you have any comments or issues
that you would like raised at a PSELC or PGRC meeting.

2.2 Key Resources

2.2.1 Work space
All full-time postgraduate research students are entitled to office space during the core
years of their research. This can be either a dedicated shared office, or high quality hot-
desking space, depending on need. Office space will be allocated following a meeting with
the Faculty Research Development Manager or Deputy Research Office Manager, where we
can identify the right type of space for your requirements. Students can access dedicated
office space, with a networked PC that is equipped with Microsoft Office and specialist
software. They will also have access to a shared printer/photocopier and telephone. For
part-time postgraduate researchers, those undertaking MPhil studies and students on
continuation status, access to office facilities is on a hot-desking basis. Full time research
students should normally have access to a workstation, storage facilities, plus:

- a standard Windows PC with Internet connection, email, and relevant necessary
  software
- shared office space
- post may be delivered to the PGR Administrators Office for collection
- a shared printer
- reasonable access to photocopying of research articles, chapters etc (excessive use
  may be charged).
• stationery for normal research related communications. Please see the administrative staff in the Faculty Research Office.

• postage for research related communications. Please see the administrative staff.

2.2.2 Funding
There are two kinds of Faculty Research Office funding available to PGR students on the basis of an appropriate, prospective application on the RSF2 form available at http://www.keele.ac.uk/risocsci/currentstudents/usefulinformation. PGR research support funding (RSF) is intended to help with the costs associated with the conduct of your individual research programme i.e. with fieldwork or archival work, presenting at conferences, developing research networks etc. The funding of researcher development and transferable skills training (RDF) is intended to help with the costs associated with the provision of research training opportunities e.g. organising a research seminar or attending a necessary research training course. The Faculty also provides seminars for PGRs on how to identify and apply for external funding opportunities, and so please look out for these sessions which in the past have provided funding to visit overseas archives. These sessions are also good for developing your cv and transferable skills.

There are two stages to the receipt of FRO research support funding. First, as in normal University practice, you apply for the approval of your budget in advance of your spending. Second, if your funding is approved, you claim the receipt-based expenses incurred after the event or training has occurred. For more information about funding criteria and processes please see the RSF2 application form.

2.2.3 Communication
The FRO and other University services will contact you intermittently with important information related to your studies. The primary channel for communication will be your Keele email address. It is expected that you will check your Keele email regularly, and you are responsible for reading University emails and taking action if appropriate.

You will also need to make yourself familiar with eVision. eVision provides an opportunity to:

• View your current and previous module marks
• View and update your personal information and contact details
• Request a course change
• View your credit requirements
• View your absence record
• Re-register for your course each year
• Check your fee status, including balances owing

You can access eVision through the student login on the Keele homepage. eVision is then accessible through ‘The Office’ tab.

All research students are automatically subscribed to iss-students@maillists.keele.ac.uk. Note that if you reply to a message posted to the list, it will only go to the person who
posted the message. If you want all students to see your message you will, therefore, have to post to the mail-list email address. Administrators and Directors use this list to draw your attention to deadlines, events, and opportunities.

All research students are strongly encouraged to complete an online profile (see, for example http://www.keele.ac.uk/risosci/currentstudents/students/adamduell/). Creating your profile is simple – just complete the Word template here: http://www.keele.ac.uk/risosci/currentstudents/usefulinformation/ and return to Tracey Wood t.wood@keele.ac.uk

Section 3: Keele University
The University aims to ensure that good standards, fair processes and appropriate resources are available to you as postgraduate researchers. The University does this through its postgraduate committees, a planning directorate and the provision of welfare and educational supports.

3.1 Postgraduate Committees
The Research Degrees Committee is chaired by Dr Jane Richardson and has responsibility for ensuring that good standards in line with the Code of Practice are maintained in postgraduate research matters. RDC considers and approves progression reports, leaves of absence applications, the appointment of examiners, extensions and examiners reports, among other key matters. RDC usually meets once a month.

The University Postgraduate Research Committee is chaired by the Pro-Vice Chancellor for Research and Enterprise, Professor Mark Ormerod, and is responsible for the oversight and development of postgraduate research across the University. It meets thrice annually.

The Postgraduate Students’ Executive Liaison Committee is chaired by the Pro Vice Chancellor for Education and Student Experience, Professor Fiona Cownie, and usually meets once a semester to discuss issues of interest and relevance to postgraduate students. All Research Institutes are invited to send representatives to the meetings.

3.2 Planning and Administration Directorate
The Planning and Administration Directorate is the primary administrative department, which supports postgraduate research students and programmes, and the processes and procedures regulating them. It is also the principal central source of information about research student and degree matters, ensuring that information for all parties is accessible, clear, accurate, comprehensive and up-to-date. The Directorate manages the initial application, enrolment and registration processes, maintains student records, and manages the examination process.

Complaints and appeals procedure
A complaint is the expression of a specific concern about the provision of a service, either
academic or non-academic, by the University. An informal complaint should initially be addressed to the member of staff who is most directly concerned with the issue; if the problem is explained to them they can often provide an immediate explanation or solution. If you are dissatisfied with the response, or do not feel able to approach the member of staff, you may submit a formal written complaint. Complaints must be submitted within three months of the date of the event(s) concerned. For further information on how to submit a complaint please refer to the guidance and regulations which can be found on the website at:
http://www.keele.ac.uk/paa/governance/disciplinecomplaintsgrievancesappeals/studentcomplaints/

You can also use the PGR student representative as a channel of communication between you and staff. If any student has concerns that they do not wish to raise personally, the representative can raise them anonymously.

Formal decisions made about matters such as doctoral progression, requirements to withdraw or award following examination, may be appealed on particular grounds. Academic disagreement is not a ground for appeal, but a failure to consider extenuating circumstances would be. General information about appeals procedures is available here http://www.keele.ac.uk/paa/governance/disciplinecomplaintsgrievancesappeals/academicappeals/ The appeals procedure for research degree decisions and information about the potential outcomes of an appeal is in section 4.4 of the Code of Practice.

3.3 Educational, welfare and social supports
The Learning and Professional Development Centre runs workshops and programmes that cater for the needs of postgraduate research students. Please see http://www.keele.ac.uk/lpdc/research/

Keele Library houses about half a million books and subscribes to approximately 2000 journals and electronic databases. Opening hours and further details can be obtained from the Library website at http://www.keele.ac.uk/library/. Factsheets for postgraduate research students are available in the Library, including information on literature searching, statistics, other library catalogues and submission of theses http://www.keele.ac.uk/library/info/pg/ The Library holds regular training sessions and you should arrange to familiarise yourself with the Library’s resources. Most items not held in the Library can be borrowed or copied from another library as an inter-library loan. The full cost of the charges is payable – a list of charges is available from the Library. PhD graduates submit an electronic version of their theses, which are available for reading and downloading from the Library.

IT Services IT Services are responsible for your IT systems and networks throughout the University. Their services include the wireless network, printing service, IT Suite and Labs, Laptop Loan and Laptop repair service. A laptop loan scheme is also available from the FRO. They provide help and advice using Keele systems such as the Keele Learning Environment, eVision, office software or Google Mail and Aps and advice when connecting to the wireless network (eduroam).

Remember when using Keele University IT systems that you are bound by the IT Conditions
of Use, a link which can be found on www.keele.ac.uk/it. It is important that you familiarise yourself with these to ensure that you use the systems within the terms of the Acceptable Use Policy.

Keep yourself safe whilst online:-

- Keep a clean machine make sure that before connecting to the network your antivirus, web browser and operating system are all up to date
- Protect your personal information, secure your account by changing your password to something that is memorable but secure, a combination of capital and lowercase letters.
- Ensure that your online presence, particularly in social media, has the security set to a level you are comfortable with.
- Think before you act, if you are wary of a communication as it sounds too good to be true or asks for personal information you are probably best deleting it.

If in doubt about staying safe whilst online check with someone you can trust like IT Services.

The IT Service Desk is the first point of call for anything IT related it is based in the campus Library and IT Services building and is open 7 days per week throughout the Semester. For further information regarding their services, or to report a problem or seek advice please visit: www.keele.ac.uk/it

**Student Support and Development Services** is your first stop if you need support, want course or careers advice or are looking to get more involved in University life. With a broad range of services available, there will always be an answer to your question - whatever it might be.
To find out about the various services on offer please visit: [http://www.keele.ac.uk/ssds/](http://www.keele.ac.uk/ssds/)

**International Support Services** are available to deal with any queries from International students. Please see [http://www.keele.ac.uk/iss/](http://www.keele.ac.uk/iss/). They provide assistance with visa queries and immigration advice.

The **English Language Unit (ELU)**, located in the Chancellor’s Building, is dedicated to providing the English language guidance and support international postgraduate students may require to ensure success with their studies at Keele. The ELU provides a range of scheduled classes and individualised services and facilities specifically designed to meet the needs of international postgraduates, offered at times that are convenient to them. Please see [http://www.keele.ac.uk/llu/englishlanguage/](http://www.keele.ac.uk/llu/englishlanguage/)

The **University Counselling and Mental Health Support** is also available to help you with any personal, emotional or academic issues and is completely confidential. [http://www.keele.ac.uk/studentcounselling/](http://www.keele.ac.uk/studentcounselling/). There may be times when a professional
A counselling service can help you with questions or difficulties that arise during the course of your programme. If your work is being affected by uncertainties over your progress or personal problems of any sort, we would advise you to let your supervisor know. If you wish to talk with someone other than your supervisor, you may contact your PGR Director.

**Disability and Dyslexia Support** provide advice and support in order to ensure the accommodation of disability. For more information on the kind and level of support they are able to offer, please the Disability Services Administrator who can be reached by phone on 01782 734105 or by email on support.dds@keele.ac.uk. Disability support information can be found at [http://www.keele.ac.uk/dds/](http://www.keele.ac.uk/dds/).

**Equality and Diversity:** The University strives for a community which promotes equality of educational opportunities, values the rights, responsibilities and dignity of individuals, and values probity and ethical behaviour. These values underpin everything that the University does, helping to ensure that equality and diversity is mainstreamed across the University and is evident in our day to day practice.

All FRO staff are committed to the implementation of equality and diversity policy, and are proactive in reviewing practices and procedures to ensure the highest possible standard of compliance. If you have any worries, concerns, complaints, or suggestions, then please let us know. You can either talk directly to your PGR Director or to your student representative (in confidence if you wish). More information regarding Equal Opportunities Policy is available at: [http://www.keele.ac.uk/hrss/equalitydiversity/](http://www.keele.ac.uk/hrss/equalitydiversity/)

The **Keele Postgraduate Association** (KPA) [http://www.keele.ac.uk/sukpa/](http://www.keele.ac.uk/sukpa/) is the body responsible for promotion of the general interests of postgraduate students and for giving a recognized channel of communication between postgraduate students and the University authorities. It provides additional support services geared to the needs of postgraduate students, and has elected officers including Chair, Secretary, Treasurer, Welfare Officer, and both Postgraduate Research Degree (PGR) and Postgraduate Taught Course (PGT) representatives from each Faculty. They also offer a bar, hot and cold food, lounge and TV, pool table, meeting room and computer resource area. They also organize special events. You can find KPA directly behind the Students Union building at the entrance to Horwood Hall.

**Keele University Students’ Union** (KUSU) is responsible for promoting the general interests of all students (including postgraduates) and, again, gives a recognized channel of communication between students and the University authorities. KUSU provides a variety of support services such as Advice and Support at Keele (ASK), and elected officers who can help students with academic and welfare advice.
Section 4: Starting out

4.1 Meeting your supervisor
The first few meetings with your supervisors should cover the main ground rules for supervision and for completion of a research degree. Discussions normally include the following:

- The nature of research and the concept of originality
- The importance of independent thinking
- Timescales for different milestones in the research as well as overall timescales
- Expected commitment to the research programme by the student in terms of length of the working day or week
- The nature and extent of assistance the supervisors will provide
- The roles of different supervisors, if applicable
- Scheduling of supervisory meetings
- Facilities and resources available to the student
- Planning and time management
- Record keeping
- Identify specific research training needs and suitable training modules/courses
- How progress will be monitored and managed

Once you have agreed on your research programme, this should be reflected in your Personal Development and Learning Plan.

4.2 Personal Development and Learning Plan
Students are required to develop and maintain a Personal Development and Learning Plan; http://www.keele.ac.uk/research/currentpgrstudents/studentforms/. A Learning Plan is designed to enable you to reflect on your knowledge and skills to date and to plan for the acquisition and practice of new techniques, methods and research processes. It is common for professional researchers to devise a plan for the conduct of research and to revise and update that plan as research progresses. Maintaining a Learning Plan is partly about making your expectations more explicit, and partly about practising planning and reporting processes. Your initial Learning Plan should be discussed with your supervisor in time to finalise and submit within the first 6 weeks (12 weeks part-time) of your PhD, that is by 14th November for full time students, or 23rd December for part-time students if you begin your
programme at the end of September.

The PDLP sets out an agreement between the student, the Lead Supervisor and the Director/Associate Director of Postgraduate Research about the learning needs of the student and how these are to be met. It includes a statement of training, resources and strategies required for the student to be successful, and it provides a formal record of research training modules taken and passed. Students are asked to keep a dated record of activities undertaken in relation to their research degree programme, which should be updated on a regular basis and be accessible to your supervisor. Updated learning plans and progress reports are requested every six months.

4.3 Research training

Research training for research students is an integral part of a research degree programme, as set out in Regulation 2D of the Code of Practice. Students initially registered prior to 1st August 2013 must take approved Research Training modules to meet the formal minimum modular credit requirements for research training. Students initially registered on or after 1st August 2013 must meet the minimum subject-specific training requirements set by their Faculty, and the institutional requirement to engage with personal development and employability skills training at a level at least consistent with Research Council expectations. More detailed information and guidelines on Research Training are provided in the Research Training Handbook.

Students initially registered prior to 1st August 2013 must take approved Research Training modules to meet the formal minimum modular credit requirements for research training. All approved Research Training modules are available to all research students. Modules should be selected on the basis of need, as discussed with the Lead Supervisor and recorded in the Personal Development and Learning Plan. Any individual module may be seen as developing either transferable and employability (generic) skills or subject-specific research skills, depending on the needs of the student and the nature of the research project. Students may take additional Research Training modules as considered appropriate provided this is agreed in advance with the Postgraduate Committee. Formal research training is a compulsory part of your research degree programme. MPhil students are required to complete 20 credits of research training, while PhD students are required to complete 60 credits of research training. PhD students usually do 40 credits worth of research training in their first year, as 40 credits is a requirement of Doctoral Progression. The final 20 credits are usually undertaken in the second year. Research training should incorporate a balance between subject-specific skills and generic skills.

Subject specific skills correspond to Domain A in the Researcher Development Framework (RDF), see https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework/developing-the-vitae-researcher-development-framework/. They concern the knowledge, intellectual abilities and techniques to do research. Courses which familiarise you with theoretical approaches (e.g. Philosophy of Social Science), relevant literatures and processes (e.g. Research Design and Process) or methodological techniques (e.g. Qualitative Research Methods) are subject specific in this
Generic skills are those skills which concern personal effectiveness, research governance and organisation, and engagement, influence and impact; and correspond to Domains B, C and D of the RDF respectively. Courses which enhance your skills and understanding in project management, presentation, research ethics, and dissemination, are generic in this sense. In practice, most postgraduate courses combine both subject-specific and generic skills, even if they put more emphasis on one dimension.

The modules are assessed, in the main, via the completion of coursework. Usually this takes the form of essays of between 3,000 and 5,000 words. In some cases (for example, Research Skills), this is replaced with a requirement for the student to produce a Research Portfolio and Personal Development Plan. In Quantitative Data Analysis II an open-book examination is usually part of the assessment. All coursework is blind double-marked and for subjects where it is essential that subject-specific benchmarks are adhered to (e.g. Research Design & Process and Research Skills), are marked by a module leader or co-leader and an individual who is familiar with the requirements for that particular subject area.

**Extenuating circumstances** If your personal circumstances are affecting your module studies then you should speak with the School responsible for that module as soon as possible, to see if any arrangements can be made. If it is deemed necessary then you may have to complete an extenuating circumstances form.

It is in your best interests to speak with someone as quickly as possible, and certainly before any assessment deadline or exam. If you leave it too late then it may be more difficult to give you the necessary help.

You can find more information on submitting a claim here: [http://www.keele.ac.uk/policyzone/viewbyowner/planningandacademicadministration/name,79031,en.php](http://www.keele.ac.uk/policyzone/viewbyowner/planningandacademicadministration/name,79031,en.php)

**What happens if I fail a module?**
If you fail a core module within your programme, you will be allowed one re-assessment opportunity which would normally have to be completed before the start of the next academic year.

**Academic Misconduct:**
Academic Misconduct refers to a number of situations where you might attempt to gain an advantage for yourself and/or another student by doing something that goes against University Regulations. This could refer to your conduct during assessments, coursework, and exams. The University takes any breach of the regulations seriously, and in a minority of cases students are required to withdraw from Keele. It is important that you understand the University’s guidelines and you should speak with your Personal Tutor if you have any queries.

**Exam Regulations**
It is important that students are familiar with the exam regulations. If you don’t abide by the regulations, you may be given a penalty, which could impact on your marks. The exam regulations concern all aspects of cheating in exams, including: taking
unauthorised notes into exam halls; using unauthorised calculators and other equipment; talking during exams; using a mobile phone or other communication device during exams.

For more guidance, please view this document:
http://www.keele.ac.uk/recordsandexams/examinations/

4.3.1 Exemptions
Exemptions from research training requirements may be made for students who have already successfully completed the whole or parts of an equivalent research training programme. Students are required to apply for exemption using the form available at:
http://www.keele.ac.uk/research/currentpgrstudents/studentforms/

You should discuss with your supervisor if an application for exemptions is appropriate and complete the form with an attachment of the transcripts. If the course has been taken at Keele, transcripts will not be required.

4.4 Attending research seminars
Students are encouraged to participate fully in the research life of the Faculty by attending research seminars. Research events are a key way to find out about cutting-edge research that is in process. They also provide an opportunity to observe different styles of research presentation and dialogue. Details are regularly circulated via email.

4.5 Attendance Monitoring
At postgraduate level the majority of your interactions with academics will be through supervisory meetings. It is very important that you attend all your classes for relevant modules and supervisory meetings, and any non-attendance will be monitored. If you have a valid reason for not attending you must notify the relevant academic member of staff as soon as possible. All details of attendance monitoring required by the Faculty will be circulated by email.

4.5 Thinking about Research Ethics
If your project involves research with human subjects, including interviews or questionnaires, then part of your research planning involves thinking about the ethics of producing and using data gained from other people. In order for your respondents to be able to make an informed judgement about whether they want to participate in your project, they need to have some basic information about the project. You also need to think about anonymisation procedures and how you might enable your respondents to withdraw consent if they change their minds. Good research practice will address such ethical issues clearly as a matter of course, so the main issue in the beginning stages is preparation of clear information about the parameters of your project. This will make the process of applying for ethical review easier when you get to that stage (see 5.2 below).
Section 5: Making progress

5.1 Progress Reports

The Faculty monitors the progress of their postgraduate students in order to help ensure timely completion and provide support when it is needed. At six monthly intervals, you and your supervisors are required by the University to report formally on progress and to outline future plans. Progress report forms should be returned as soon as possible and in any case by the dates below:

- progress report forms issued during February must be returned by the end of March
- progress report forms issued during September must be returned by the end of October

It is the responsibility of the Faculty Research Office to manage and monitor the progress of research students. It is the joint responsibility of supervisors and students to complete progress and report forms in a comprehensive and accurate manner, and these forms are kept under review by the Faculty PGR Committee.

Students’ progress is graded A-E, with A being excellent and E being unsatisfactory. The first E grade will act as a warning to the student and the Postgraduate Office will send a formal warning letter to the student. If the next report is also graded E, a recommendation may be made to the University’s Research Degrees Committee that the student be required to withdraw. If the student’s progress is not satisfactory, the supervisor will explore the difficulties further in conjunction with the Postgraduate Committee to decide on appropriate action(s).

The Full grading structure is as follow:

A = Excellent
B = Good
C = Satisfactory
D = Fair/Adequate
E = Unsatisfactory

5.2 Applying for ethical approval

Good research is ethical research. All staff and students are required to plan and conduct their research in accordance with appropriate ethical standards. Staff should ensure that they have knowledge of any relevant disciplinary guidelines on research ethics and that any research with human subjects has the required approval by a Keele University Ethical Review Panel or other relevant body. For example, research projects involving staff or patients in the...
National Health Service (NHS) are required to undertake peer review (through Nicola Leighton in the Office of Research & Enterprise Services) and local research ethics committee (LREC) approval.

Applications must be made for ethical review before any research is conducted, even pilot research projects. Students should be aware that each study in a larger piece of research is likely to require separate ethical approval, since the ERP requires sight of details of materials, measures, design and so on in many cases. A standard form is available from the Research & Enterprise Services website along with further guidance on ethics:

http://www.keele.ac.uk/researchsupport/researchgovernance/researchethics/

The Research Councils (e.g. ESRC) and professional associations (e.g British Psychological Society) have their own codes of conduct for ethics in research, which will also be helpful in preparing your research.

It can take more than one attempt to get ethical approval for your research. In order to best prepare you for this important step, it is recommended that you enrol on one of the Ethics training courses which are normally held during the first half of the academic year. There will be a University session advertised through the Learning and Professional Development Centre (http://www.keele.ac.uk/lpdc/research/), but also look out for Faculty-based workshops in this area which will be circulated by email.

### 5.3 Doctoral Progression

Towards the end of your first year, normally at the 10-12 month (or 20-24 month part-time) stage, there will be a formal progression process where you are required to show that you have made appropriate progress in developing your project. Your **Director of Postgraduate Research** will co-ordinate the reporting of your research progress, and appoint a panel to assess your report. The chair should be a member of staff experienced in postgraduate research education and is often the Director of Postgraduate Research. The panel may not include members of the supervisory team, but supervisors may be present as observers with agreement of the student and other panel members. Assessors will produce a written report of the progression meeting. This will be sent to the Postgraduate Research Committee for review and recommendation and onward transmission to the University’s Research Degrees Committee for approval.

The recommendation to the University Research Degrees Committee via the Postgraduate Research Committee will be one of the following:

- The student is suitable for doctoral study and may progress
- The student is not yet suitable for progression and, following review, has been given a programme of work to complete over a period not exceeding 2 months (4 months part-time) at which time the student’s suitability for doctoral study will be reassessed.
- The student is not suitable for doctoral study, but is suitable for masters level study, and should now be required to prepare a thesis for submission for a research
masters degree

- The student is unlikely successfully to complete a research degree and should be required to withdraw

The Records Office will inform students about the outcome of the Research Degrees Committee’s consideration of the recommendation made by the Postgraduate Research Committee.

5.4 Leave of absence

Students are expected to take normal holidays and to absorb the effects of minor illness during the course of their research programme. But if you need to take a minimum of several weeks away from your studies in order to deal with illness or difficult personal circumstances such as bereavement, you should apply for a Leave of Absence. A Leave of Absence suspends your programme of study for the relevant time period, and has the effect of moving your submission deadline to accommodate the leave period. A Leave of Absence also typically suspends any relevant funding during the period of leave. Please see code of practice 3.11.

Due to UK Visas and Immigration regulations, International students cannot have a leave of absence unless they leave the country during the relevant period. You will need to speak with International Student Support regarding visa implications. If a Leave of Absence is appropriate for your circumstances, it is recommended that you apply for a Leave of Absence as soon as practicable. Please see http://www.keele.ac.uk/research/currentpgrstudents/studentforms/

Visas and Immigration

Any student who requires a visa to be in the UK or who has been granted a Tier 4 Student Visa is bound by the Immigration rules. These rules also apply to students who need to extend their visa to complete their course with Keele University. The rules and requirements regarding your visa to study at Keele are very strict and you must make sure that you do not accidentally break them. The University is duty bound to report to the Home Office - UK Visas and Immigration on students who do not adhere to the rules, which will result in their Visa being cancelled.

Examples on what is reported include (note: this is not an inclusive list):

- students who do not attend their classes, supervisory meetings and checkpoints;
- students who do not pay their Fees on time;
- students who do not make satisfactory progress in their course;
- students who do not provide documentation when requested by the University;
- students who do not keep their UK contact address up-to-date;
- students that take a leave of absence or intermit from their studies;
- students who leave Keele University during their course;
- students that exceed the working limits as stated in their visa;
- students that withdraw or are withdrawn from their studies.
To note, these requirements are subject to change in line with the Immigration Law and the requirements on sponsors by the Home Office - UK Visas and Immigration, formally the UKBA. For more information please refer to the immigration pages on the Keele University web site: [http://www.keele.ac.uk/international/afteryouapply/preparerekeele/visasandimmigration/](http://www.keele.ac.uk/international/afteryouapply/preparerekeele/visasandimmigration/)

### 5.5 Pre-submission review

All students must undergo a pre-submission review at no later than 30 months (FT) or 60 months (PT). The pre-submission form (countersigned by your supervisor) must be submitted to the Postgraduate Committee. Any cases that cause concern or suggest a delayed submission, will be reported to the Research Degree Committee, which will take appropriate action. The relevant form is available here [http://www.keele.ac.uk/research/currentpgrstudents/codeofpractice/](http://www.keele.ac.uk/research/currentpgrstudents/codeofpractice/)

### 5.6 Continuation

Students may become eligible for continuation at the 36 mth FT or 72 mth PT stage. In order to transfer registration to continuation status, PGR Directors and the Research Degrees Committee must be satisfied (a) that the student will submit the thesis within 12 months for full time or 24 months for part time and (b) that the work still required to be completed up to submission of the thesis is such that it can be satisfactorily completed using only the following level of resources:

- Minimal supervision, primarily related to reading and commenting on revised draft thesis chapters
- Access to the library and other facilities available through Keele Information Services
- Use of hot desk and computing facilities

If additional resources are required, particularly project-related resources or a higher level of supervision (intensive feedback, fieldwork review), then the Postgraduate Research Committees cannot recommend registration as a continuation student. However, in these circumstances, students may be permitted to change to part-time registration. Progress to continuation status requires a formal application. Please see [http://www.keele.ac.uk/research/currentpgrstudents/studentforms/](http://www.keele.ac.uk/research/currentpgrstudents/studentforms/)

### Section 6: Submitting your thesis

The thesis is the document, which forms your examination submission. It is on this basis that examiners will determine whether you have fulfilled the criteria for the award. Therefore from the outset you should ensure that you are familiar with the relevant award criteria, and when writing your thesis aim to demonstrate that you have fulfilled them.
The thesis is also a description of your research project, its definition, purpose, methods, results and conclusions. It needs to be a self-contained work which places your project in context and then sets out in a coherent and logical way how and why you pursued the project in the way you did, what new results or data were obtained, or how you developed your arguments and theories, and what conclusions you draw from them. Examiners will look carefully at the methods you have used and whether they are appropriate to the project.

As mentioned at the outset, the PhD thesis should provide evidence of originality. Originality may be in terms of a previously unexplored field or topic (or aspect thereof), or may consist in a new analysis of previous findings or a new interpretation of events.

The regulations for structure and presentation of the thesis can be found in the Code of Practice on Postgraduate Research Degree. You should refer to the website for updates. The submission of your thesis is an important process in education and publication. Therefore you will be expected to demonstrate careful attention to the detail of structure and presentation, as well as to substantive content.

You will be required to provide a declaration that your final thesis is an account of your own work. The Code of Practice includes an extensive section on Plagiarism and Academic Dishonesty. Please ensure that you have read and understood this information. If anything is unclear, seek clarification from your supervisor. Please note that any serious cases of academic dishonesty are referred by the Research Institute to the University, which will then investigate the case further.

6.1 Finalising your title
Before submitting your thesis you must submit a title to the Research Institute via your supervisor, for approval, 3 to 6 months prior to submission. For full-time PhD students, this is normally during the third postgraduate year, after consultation with your supervisor. When the thesis is submitted the wording on the title page must be identical to that approved. The substitution of ‘the’ for ‘a’, or changing the case of a letter, will not be allowed. Please note that the regulations specify a maximum of 20 words and do not allow capital letters unless they apply to proper nouns. The ‘Approval of Title’ Form is available at: http://www.keele.ac.uk/risocsci/currentstudents/usefulinformation/

6.2 Appointing examiners
Supervisors are expected to nominate 2 examiners, after consultation with the student, 3-4 months before submission is due. The nomination is processed by the Faculty Research Office and is subject to RDC approval. There will usually be 1 external examiner and 1 internal examiner, but in certain circumstances e.g. where the student is a member of staff, 2 external examiners will be required. Examiners need to be an authority on the relevant subject matter and need to have experience of PGR supervision and examination. It is usual to refer to key publications as evidence of the examiners research expertise, and to identify the numbers of students they have supervised and examined. The approval process also
requires the nomination of an independent chair who will oversee the viva. Please see the relevant form (C3) at http://www.keele.ac.uk/research/currentpgrstudents/studentforms/

6.3 Meeting the submission deadline
It is very important to meet your official submission deadline (a maximum of 4 years FT or 8 years PT after your initial registration) as evidence of good research practice. Students’ timely completion rates are also taken into account by the University’s external funders and may affect funding to future students. Late unauthorised submissions are not permitted.

6.3.1 Requesting an extension
If you have good reasons for being unable to meet your submission deadline, you may apply for an extension. Extensions will only be granted where there is clear evidence of extenuating circumstances e.g. illness, which compromised your ability to complete on time. Research Degrees Committee may refuse to grant an extension if the evidence or reasons are inadequate. If you are granted an extension, this means that you are allowed to submit late. The relevant form is available here http://www.keele.ac.uk/research/currentpgrstudents/studentforms/

6.4 The Viva
The viva consists of a question and answer session where your examiners will ask you to defend your thesis. Typically they will ask you to explain your key argument and how it is a contribution to knowledge. They are also likely to ask you specific questions on aspects of your thesis. The viva is part of the doctoral award process and provides a key further opportunity for you to explain and develop your work.

The examiners write independent and confidential reports, which they submit to the University before the viva or oral exam. After the viva examination the examiners agree a joint report. They may make one of the recommendations listed in the Code of Practice on Postgraduate Research Degrees. See Annex A2 of the Code of Practice, available at http://www.keele.ac.uk/research/currentpgrstudents/codeofpractice/

Both the separate and the joint reports are submitted confidentially to the University's Research Degrees Committee, which decides the final outcome. After the examination process is complete, copies of all examiners’ reports will be sent to the student, the supervisor and the PGR Director. Please note that the expectation is that the whole examination process from submission to receipt of a joint report should take 3 months.

Section 7: Health and Safety

a) Health and Safety at Work
Most research covered by the Research Institute does not involve hazardous situations or materials. However, it does involve long periods using VDUs, microfilm readers, and so on. You should be aware of the potential damage that these may cause, and you are advised to read the University’s policy on workstations and VDUs at: http://www.keele.ac.uk/dohs/a2z/workingwithvdu/.
The University is committed to providing a healthy and safe environment for students. If you notice anything that may cause an accident you must report it immediately to the PGR Administrator, and also, as most research is carried on in buildings used by the Faculty of Humanities and Social Sciences, to the Faculty’s Business Manager, Carol Hough, (c.a.hough@keele.ac.uk).

b) Emergencies
On discovering fire – always raise the Alarm at once. Operate the nearest fire alarm call point and leave the building and report to the nearest fire assembly point. Always alert the Fire Service at once from a safe location (e.g. another building) by telephone, key 9-999. Telephone a member of the internal security staff on 888 to inform of the location of fire.

Each university building in which research students reside will have a designated first aider.

Please check the relevant notices in your building.

You have a responsibility to ensure that your actions do not endanger the health and safety of others. Please ensure that you know how to raise the alarm in case of fire by reading notices on fire safety posted throughout the building. If you are evacuated from the building please follow instructions from fire marshals. Do NOT re-enter the building until you receive authorisation from a fire marshal.

You are also reminded that smoking is not permitted throughout the University buildings.
Appendices

Appendix 1: Further reading

There are a number of books that provide useful information about being a postgraduate student and how to manage your research project. This is not a comprehensive list and focuses mainly on publications relevant to UK PhDs. Sage and Open University Press publish a range of titles on study skills.

Appendix 2: Flow chart of key stages

1. Degree Application made to Keele University
2. Offer of a place letter sent to student and student returns Acceptance Form by e-mail to Faculty Research Office
3. Prior to starting, enrolment details are sent to student for return to Records and Exams, enclosing one passport-sized photo or uploading on eVision
4. On receipt of Enrolment Form and photograph the Student is registered for the course and a Keele Card is produced
5. Following enrolment, the student meets with supervisor to begin to write the Personal Development and Learning Plan (PDLP).
6. Every March/October an up to date PDLP and Progress Reports are required from the student/supervisor.
7. Doctoral Progression (report and meeting at the 10/12 months full time stage or part-time equivalent)
8. Pre-submission Review
    - Continuation - if conditions are met
9. Approval of Title request to Faculty Research Office (at least 3 months prior to submission)
10. Every August/October: A Re-registration Form is sent via eVision (excludes students on Leave of Absence (LOA) and those who have submitted their thesis but includes those writing up)
11. Re-registration completed on eVision
    - Student continues on course
    - Re-registration not completed on eVision
    - Student is withdrawn
12. Submission of Thesis (together with completed Declaration Form)
13. Viva
14. Examination Reports sent to University Research Degrees Committee and Outcome of Examination letter sent to student
15. Student re-submits thesis
16. Student meets with supervisor within a month of notification of award
17. If Student required to resubmit
Thesis is lodged in the University Library (incorporating any revisions required by examiners) including electronic copy

University Research Degrees Committee reports to Senate and examination result is confirmed

Student invited to graduate
Appendix 3: Important Contacts within the HumSS Faculty Research Office

Postgraduate Research Administrators

Helen Farrell
Claus Moser Research Centre (CM0.18)
Email: socialsciences.phd@keele.ac.uk  Telephone: 01782 733641

Elizabeth Cameron
Claus Moser Research Centre (CM0.18)
Email: e.j.cameron@keele.ac.uk  Telephone: 01782 734256

Finance Administrators

Sue Humphries
Claus Moser Research Centre (CM0.24)
Email: s.e.humphries@keele.ac.uk  Telephone: 01782 734568

Yvonne Lomax
Claus Moser Research Centre (CM0.24)
Email: y.lomax@keele.ac.uk  Telephone: 01782 734180

Faculty Research Development Manager

Mike Hession Claus Moser Research Centre (CM0.04)
E-mail: j.m.j.hession@keele.ac.uk  Telephone: 01782 734580

Postgraduate Research Directors

Professor Anthony Bradney (Director of PGR from 16.1.15)
Chancellor’s Building (CBC2.022)
E-mail a.bradney@keele.ac.uk  Telephone: 01782 733018

Dr Alex Lamont (Director of PGR until 15.1.15 with specific responsibility for Psychology)
Chancellor’s Building (CBC0.012)
Dorothy Hodgkin Building (DH1.86)
E-mail a.m.lamont@keele.ac.uk  Telephone: 01782 733323
Professor Christina Goulding (Associate Director of PGR, with specific responsibility for Economics and Management)
Darwin Building (DW1.38)
E-mail c.goulding@keele.ac.uk Telephone 01782 733090

Dr Elisabeth Carter (Associate Director of PGR, with specific responsibility for Politics, International Relations and the Environment)
Chancellor’s Building (CBA1.024)
E-mail e.carter@keele.ac.uk Telephone: 01782 734248

Dr Mark Featherstone (Associate Director of PGR, with specific responsibility for Social Policy)
Chancellor’s Building (CBC0.014)
E-mail m.a.featherstone@keele.ac.uk Telephone: 01782 734179

Professor Alex Sharpe (Associate Director of PGR, with specific responsibility for Law, Ethics and Society)
Chancellor’s Building (CBC2.024)
E-mail a.sharpe@keele.ac.uk Telephone: 01782 733528

Professor Farzana Shain (Associate Director of PGR, with specific responsibility for Professional Doctorates, excluding DMedEth)
Chancellor’s Building (CBA1.053)
Email f.shain@keele.ac.uk Telephone 01782 733118

Professor Barbara Kelly, Faculty Research Director
Claus Moser Research Centre (CM0.11)
E-Mail: b.l.kelly@keele.ac.uk Telephone: 01782 734599