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RESEARCH TRAINING & DEVELOPMENT

THE SCHOOL OF GEO SCIENCES RESEARCH TRAINING & DEVELOPMENT

The Research Training & Development (RTD) will ensure effective delivery of all research postgraduate recruitment and training, and Quality Assurance, as an integral underpinning of all research activities in the School of GeoSciences.

RTD ADMINISTRATIVE STAFF

- PGR Support Officer: Nicola Reid, (part-time, Mon-Thurs 09.00-15.00)  
  Tel 50 8556, nicki.reid@ed.ac.uk or pgrsupport@geos.ed.ac.uk
- PGR Administrator: Lynne McGillivray  
  Tel 50 5854, Lynne.McGillivray@ed.ac.uk or pgrsupport@geos.ed.ac.uk
- E3 DTP Manager: Pat Ferguson  
  Tel 50 5849, pat.ferguson@ed.ac.uk or pgrsupport@geos.ed.ac.uk

For advice and guidance on PGR supervisory issues, please visit us or email us on pgrsupport@geos.ed.ac.uk.

The PGR Office is based in Room 341, Grant Institute, King's Buildings.

RTD ACADEMIC STAFF

- Head of RTD: Kate Heal  
  Tel 50 5420, kate.heal@ed.ac.uk
- Deputy Head of RTD (Training & Progress): Marc Metzger  
  Tel 51 4446, marc.metzger@ed.ac.uk
- Deputy Head of RTD (Social Sciences Recruitment & Training): Eric Laurier  
  Tel 51 4303, eric.laurier@ed.ac.uk
- Deputy Head of RTD (Physical Sciences Recruitment): Jenny Tait  
  Tel 51 7069, jenny.tait@ed.ac.uk

COMMITTEES AND STUDENT REPRESENTATION

- **Research Training & Development Policy Committee:** The RTDPC acts as a forum for discussion, decision-making, advice, and broadcast of strategies and policies in relation to the activities of RTD. Much of the remit of RTD is achieved through meetings of the RTDPC, which advises the HoRTD who reports to SPARC. RTDPC members are  
  ▪ Head of RTD (Chair)  
  ▪ Deputy Heads of RTD  
  ▪ The Tutoring & Demonstrating Academic Coordinator  
  ▪ The Head of Student Services

- **Postgraduate Student Committee:** Postgraduate research students are formally represented within School management structures. Postgraduate research student matters are formally addressed through the RTD Postgraduate Committee.
BEFORE YOU START AS A SUPERVISOR...

The School’s Research Training & Development (RTD) implements the School’s postgraduate strategy and policy, manages postgraduate recruitment, training and progression, and looks after the interests of the School's postgraduate students.

The principal Supervisor (or the co-Supervisor) is the person primarily responsible for giving the research student help and advice to obtain good training in research, organising the research, composing a thesis that meets the University’s specifications, and submitting it in due time.

\textit{All staff supervising postgraduate research students must have received training before the start of the Supervisory period.}

\textit{All staff supervising postgraduate research students must attend Supervisor training every 5 years.}

This is stated by University Regulations.

The Research Councils have developed policy that requires Supervisor training and continuing professional development for Supervisors. Untrained or unrefreshed staff may be prevented from taking on students.

RESPONSIBILITIES OF SUPERVISORS AND STUDENTS

Successful PhD studentships rely on a productive collaboration between the PhD student and her/his supervisory team. Close contact between supervisors and students is essential. The frequency of meetings will depend on the subject area, and the stage of the student’s training. It is important that there is a clear understanding from the start how the student and her/his supervisors will collaborate, and what expectation are from each other. There is no single model of successful supervision. This should therefore be a matter for open discussion at the start of the PhD, and should be revisited from time to time.

This section outlines the main expectations and responsibilities for students and supervisors, based on the University’s Code of Practice for Supervisors and Research Students and the School policy.

\textit{Supervisor responsibilities} – Supervision is a serious commitment that can be a very rewarding experience. Students will rely heavily on the guidance and support provided by their supervisors to successfully complete their PhD. This places a significant responsibility on the supervisor, and student should expect appropriate support and that supervisors commit sufficient time to their students.

Specifically, there is the expectation that supervisors will:

1) Uphold the standards of professional behaviour expected of all University members.

2) Provide advice that is in the best interests of the student and his or her training, ability to progress and career development.

3) Encourage students to develop transferable skills and ensure that the student has all agreed resources needed for their training.

4) Respect the student as a part of the University community.

5) Respect the Intellectual Property that belongs to the student.

6) Meet regularly with the student, usually at least once a month.
7) Keep the student informed of absences and issues that affect the ability to provide support.
8) Provide prompt feedback on the student’s work, usually within 2 weeks.
9) Complete student progress reports, Tier-4 attendance monitoring, and attend the Confirmation Panel and GeoSciences conference.
10) Ensure an Advisor is nominated for the student within the first 2 months.
11) Attend supervision training at least once every 5 years.
12) Keep the School informed about issues that affect the student progress.

**Student responsibilities** – It is a privilege to study for a PhD, and students are expected to work hard and professionally, be a good colleague, make use of opportunities, and seek advice when needed.

Specifically, there is the expectation that PhD students will:
1) Uphold the standards of professional behaviour expected of all University members.
2) Conform to the conditions of their funding and the regulations of the University.
3) Take charge of and dedicate themselves to their own development and completion of their degree.
4) Attend compulsory research training offered by the School in year 1 (RPMG / RTHG), and the School conference in all years.
5) Make the best efforts to achieve agreed goals and timetable.
6) Acknowledge their sources of funding and the work of others in all publications and presentations.
7) Show respect to all University members and research, whether students, academic staff, administration or support.
8) Respect the Intellectual Property that belongs to others.
9) Keep supervisor and School informed of absences and issues that affect the student’s ability to progress.
10) Keep the School and supervisor informed about contact details.
11) Let the School know of issues that affect the safety, well-being and performance of other University members.

**Supervisor responsibilities** – Supervision is a serious commitment that can be a very rewarding experience. Students will rely heavily on the guidance and support provided by their supervisors to successfully complete their PhD. This places a significant responsibility on the supervisor, and students should expect appropriate support and that supervisors commit sufficient time to their students.

Specifically, there is the expectation that supervisors will:
1) Uphold the standards of professional behaviour expected of all University members.
2) Provide advice that is in the best interests of the student and his or her training, ability to progress and career development.
3) Encourage students to develop transferable skills and ensure that the student has all agreed resources needed for their training.
4) Respect the student as a part of the University community.
5) Respect the Intellectual Property that belongs to the student.
6) Meet regularly with the student, usually at least once a month.
7) Keep the student informed of absences and issues that affect the ability to provide support.
8) Provide prompt feedback on the student’s work, usually within 2 weeks.
9) Complete student progress reports, Tier-4 attendance monitoring, and attend the Confirmation Panel and GeoSciences conference.
10) Ensure an Advisor is nominated for the student within the first 2 months.
11) Attend supervision training at least once every 5 years.
12) Keep the School informed about issues that affect the student progress.
THE RECRUITMENT OF PHD AND MSC BY RESEARCH STUDENTS

SUMMARY OF RECRUITMENT

For more detailed information on each of these points, please see the headings below.

- Get access to EUCLID to be able to view applications online.
- For PhD, cost the project over 3 years, including a breakdown of all research costs, the student’s stipend and the tuition fees (overseas or EU/UK). For example (2015/16 rates) –
  - Annual stipend: ~£14,057
  - Tuition fees: £4,052 (EU/UK) or £17,200 (overseas)
  - Research costs: variable but each student (or their sponsor) must pay a minimum of £1,000 for physical sciences or £500 for social sciences
- Advertise your project.
- PGR Office will email you with applicant details.
- Access your applications on EUCLID.
- Interview your short-listed candidates using the interview template (appendix 6).
- Inform the PGR Office of your decision and send in a signed copy of the Offer Information Form (appendix 5).
- PGR Office will reject your candidate or send a conditional or unconditional offer of a place on our PhD / MScR programme.
- If funding is offered to the candidate, the PGR Office will send an additional offer of funding.

SOURCES OF FUNDING FOR STUDENTSHIPS

RTD regularly emails PGR supervisors to alert them to imminent funding opportunities that we are aware of and that are relevant to staff in the School of GeoSciences. Whilst there will be other funding sources available (our list is not exhaustive), we provide this in order to give additional support to staff looking for funding for future or ongoing student projects.

The University’s Scholarships Office provides an extensive list of funding opportunities, including from external and University sources. A full list of scholarships available can be accessed through the Scholarships Office website: [www.ed.ac.uk/schools-departments/student-funding/](http://www.ed.ac.uk/schools-departments/student-funding/)

FUNDING FOR RESEARCH PROJECT

In advance of advertising a project, funding **MUST** be in place and agreed with the relevant person. Having this in place up front results in a far smoother and more effective offer process, for both student and supervisor.

Please note - Should your project come without any funding, please go straight to ‘Advertising a Project’ below.

**For internal funded studentships** i.e. school funds, university funds etc. an email will be sent out twice a year with details of funding available, detailing eligibility and deadlines. In most cases, funds available will be no more than 50% of a full scholarship, and supervisors are required to provide details of their own matched funding using the application form (Appendix 4).

**For external funded studentships** (external sponsors) you will be required to complete the appropriate form (Appendix 3) and send to the PGR Office: pgrsupport@geos.ed.ac.uk
ADVERTISING A PROJECT

PGR projects are advertised on the School website (where they can be browsed by discipline and supervisor), in the publication Graduate Prospects (making use of their student email database) and on FindaPhD.com website. RTD pays for these advertising costs. Supervisors are also advised to advertise the project through their own networks. Details for advertising should include:

- Short project description
- Funding and eligibility
- Application deadline
- Application procedure, with contact details of first Supervisor
- Link to project on our website www.geos.ed.ac.uk/postgraduate/PhD/

HOW TO ACCESS YOUR APPLICATIONS

All students must make an application to one of our degree programmes through the EUCLID system.

PGR student applications are held on the University’s EUCLID system, to which all Supervisors should have access. Training and requesting an account on EUCLID via the online application can be found on:

http://www.ed.ac.uk/student-systems/support-guidance/academic-staff/staff-accounts

All applications should be directed to Sarah McAllister (UUN smcallis) at Sarah.McAllister@ed.ac.uk for approval.

The PGR team will review all new applications on EUCLID and email the relevant Supervisor with details of applicants for them to review. Once the supervisor has received this information, please see below on how to view the application:

Launch EUCLID through MyEd and click on DIRECT ADMISSION on the left of the screen to bring up Admissions Selector Process Screens, the first option of which is VIEW APPLICATIONS. Click on this link.

Type/Paste the UUN in the appropriate box (top left), remove the year of entry (leave this field blank) and click on DETAILED VIEW.

To ensure a quick turnaround of applications, Supervisors are asked to assess applications within a short timeframe, informing the PGR Team pgrsupport@geos.ed.ac.uk, of their decisions.

If a decision has not been communicated within 3 weeks (we have a duty to inform the applicant of a decision within a reasonable timeframe), the Recruitment Secretary will automatically reject the application on EUCLID.

MAKING OFFERS AND HIRING PHD STUDENTS

Taking care with student recruitment is vital in order to recruit the right student and avoid disappointment of the student and/or supervisor at a later stage. To help supervisors deliver quality supervision the number of new PhD starts as Primary Supervisor is limited to two students a year. Supervisors who wish to take on more than two new PhD students as Primary Supervisor in a year should seek approval from their Head of Research Institute.
The School policy is to hire the best available students. This means that for Research Councils studentships all candidates are interviewed by a Panel consisting of an RTD representative and two staff who are not on the Supervisory team.

Supervisors are responsible for assessing the academic quality of an applicant. Before recommending any PhD or MScR offer to an applicant, RTD expects Supervisors to hold interviews (by Skype or videoconference is acceptable) with the 2nd supervisor or appropriate academic colleague present to ensure that a comparable hurdle of access exists, and that candidates of a minimum quality are admitted to our PGR programmes.

If supervisors are unsure of the standing of degree qualifications obtained from overseas they should seek advice from the Deputy Head RTD Recruitment and the International Office. If there is doubt about the candidate’s suitability for a PhD the applicant can be taken on for a 1-year MScR and candidature transferred to a PhD before 12 months is progress is good.

ALL formal offers of PhD places (funded or un-funded) must be made centrally by RTD. This prevents misunderstandings and duplication of offers, and ensures that RTD is aware of the full funding implications. RTD will communicate directly with the applicant.

Specific information about recruitment procedures for PGR students funded in different ways is given below.

RECRUITMENT PROCEDURES FOR RESEARCH GRANT-FUNDED PHD POSTS

Prior to advertising, Supervisors MUST have contacted the PGR Office (pgrsupport@geos.ed.ac.uk) to discuss setting up a contract between us and the sponsor. Pat will liaise with the University’s ERI legal department.

Once the contract is signed ERI will then inform Brendan Martin in Finance so that they are aware and can set up the charging codes.

It is the Supervisor’s responsibility to ensure funding details are correctly in place before sending project details onto the PGR Secretary.

Please send the following details to the PGR Office pgrsupport@geos.ed.ac.uk

- Source of funds
- Amount of funds for studentship
- Account codes to be charged
- Is the post fully-funded? If so, please specify if UK, EU or International applicants are eligible.

Supervisors MUST send RTD a copy of the signed contract with the sponsor.

The projects will be advertised, supervisors notified of applications, interviews held, and offers made as described above. Once a decision has been made, please email pgrsupport@geos.ed.ac.uk with details of the selected student, using the Offer Information Form (Appendix 5).

RECRUITMENT PROCEDURES FOR EUROPEAN COMMISSION (EC) PROJECTS

If there is a studentship included in an EC proposal, the Supervisor MUST ensure the following:

- The funding is in place
- The project is setup – ensuring that there are project codes available from Finance
- EC studentships do not allow funds to be allocated to fees so the student is awarded a higher stipend to allow them to pay their fees directly.
The projects will be advertised, supervisors notified of applications, interviews held, and offers made as described above. Once a decision has been made, please email pgrsupport@geos.ed.ac.uk with details of the selected student, using the Offer Information Form (Appendix 5).

RECRUITMENT PROCEDURES FOR NERC/AHRC/ESRC AND SCHOOL-FUNDED PHD CANDIDATES

Please note that UK Research Council studentships are only available to UK citizens, or EU nationals who have been resident in the UK for the past three years.

PhD projects are advertised on the School website from mid-November, listed by discipline. Further advertisements are placed in other recruitment websites, and flyers sent round to relevant departments in UK universities and to academic fairs.

- **NERC studentships (E3 Doctoral Training Partnership):** Information on these studentships is circulated annually via email. The E3 DTP Director is Prof Pete Nienow (peter.nienow@ed.ac.uk), and the Manager is Pat Ferguson, pat.ferguson@ed.ac.uk

- The **Social Science Group** can bid for **ESRC and AHRC funded studentships**. Dr Eric Laurier (Deputy Head of RTD, Social Science Recruitment & Training: eric.laurier@ed.ac.uk) coordinates the ESRC/AHRC studentships applications.

- RTD usually has a number of partial **School-funded studenthip awards**. Dr Jenny Tait (Deputy Head of RTD, Recruitment: jenny.tait@ed.ac.uk) and Sarah McAllister (Head of Student Services: sarah.mcallister@ed.ac.uk) coordinate the School-funded round.

The deadlines for applications for the above recruitment rounds are circulated in advance by email.

Candidate applications are available to prospective Supervisors through the EUCLID system. The PGR Office will email Supervisors with details of applicants as applications arrive. Supervisors should then notify the PGR Office the names of those candidates they wish to nominate for interview. Please note that the student is solely responsible for ensuring all documentation (including letters of reference) arrives in time.

In some cases, an interview panel may be set up. Each panel completes a pro forma for each candidate, containing suggested questions and scoring details, so that these can be compared later.

Prospective supervisors are expected to meet up with their candidates on the day of their interview in order to discuss the project and also assess their suitability for the project in an informal atmosphere outwith the interview. Up to £100 per candidate is paid toward travel expenses.

On conclusion of the interviews a summary meeting is held in order to prioritise their student rankings and proposed offers. An overall prioritised list is drawn up, based on the score sheets, to allow for substitutions where candidates do not take up the offer.

SELF-FUNDED STUDENTS

For self-funded students, RTD must be given evidence that they are able to fund their period of study. This is particularly important for overseas self-funded students. All research costs tied to the student’s project must be correctly costed and funds (if available) identified. Insufficient information to RTD may result in your applicant being rejected.

Interviews should be held as described above. Once a decision has been made, please email pgrsupport@geos.ed.ac.uk with details of the selected student, using the Offer Information Form (Appendix 5).
THE COST OF A STUDENTSHIP

When costing research proposals, or part-funded applications, the normal funds needed for a PhD studentship are (as of 2015):

- Stipend £14,057 per year (Research Council funded students: £14,000)
- University Fees current standard lab rate
- Research costs (also known as RTSG): variable but each student (or their sponsor) must pay a minimum of £1,000 for physical sciences or £500 for social sciences

Most Research Council studentships now include stipend for a minimum of 3.5 years. Therefore, when seeking funding from external sources, supervisors are advised to seek funding equivalent to this. Additional fieldwork costs, training courses, access to data storage and high performance computing facilities, extra travel to conferences, analyses, equipment, publication costs (for non-RCUK funded students) should be included at cost as part of an increased RTSG. The School does not cover these costs. If access to School laboratory, field or IT equipment and facilities is required the project supervisors must contact the relevant facility manager and cost the usage at current rates.

RESEARCH TRAINING SUPPORT GRANTS (RTSG)

Research Council Funded Students: All students supported by UK Research Councils are given an annual allowance to support their research. NERC & EPSRC & ESRC/NERC joint awards receive a minimum of £1,000 per year + £150 per year for conference expenses; ESRC funded students receive up to £750/year. AHRC students do not have an annual allowance but can apply to the College of Humanities & Social Sciences’ travel fund.

Students Funded by Other Sources: Students funded by sources other than Research Councils are asked to pay additional programme costs (APC) or ‘research’ fee to support their research, which is normally set at £1,000 for physical science students, but may be more where particular research costs require additional funding, and £500 for Human Geography students.

The School refers to all these grants/fees as Research Training Support Grants (RTSG). They are paid into an individual account managed jointly by the student (who sign off for expenditure up to £100) and the supervisor (who must authorise expenditure in excess of £100).

Access to these accounts is at www.geos.ed.ac.uk/internal/finance/rcosts_student/.

These accounts are expected to cover ALL research costs such as analyses, access to high performance computing and data storage, travel, attendance at conferences, training courses, car hire, equipment purchase, analysis costs, thesis production, publication costs (for non-RCUK-funded students), etc. Your student can buy services within the School from this account, or elsewhere in the University by use of Purchase Orders. Any external purchases should be made via the School’s Finance Office.

Your student is expected to manage these accounts and ensure that they remain in balance. Positive and negative balances on these accounts will be carried forward in years 1 and 2. Any negative balance in your student’s RTSG account must be paid off by your student or you as the supervisor before the end of Year 3. Permission to graduate will be withheld if negative balances are not paid off.

PhD students will be able to carry forward a small balance in their RTSG account to the end of the maximum period of study (4 years for full-time students, 7 years for part-time students). This is intended to cover primarily thesis production or travel for consultation with supervisors or presenting at conferences, but may be used in exceptional cases for other expenditure where supported by the supervisor. Once your student has graduated, no further charges can be made to their RTSG account.

RTSG accounts are non-transferable.
RTD does not have funds for student conference attendance or publication costs.

Open Access and publication costs
The University of Edinburgh supports its researchers in making their research Open Access. There are two main routes to make research outputs Open Access:

1. deposit a copy in an Open Access Repository (Green) at no cost, or
2. publish in an Open Access Journal (Gold)

Green Open Access is the University of Edinburgh’s preferred route to take because it provides a level playing field where everyone can participate without having to rely on access to publication funds. There is a requirement that peer-reviewed research papers based on acknowledged RCUK-funded research, including by RCUK-funded PhD students, is Open Access. RCUK-funded researchers who choose to publish in a journal with an Article-Processing Charge can apply to the RCUK Open Access Publication Fund held by the University (see http://edin.ac/13uvE77). Non-RCUK students should consult their supervisors about funding for publications. **Supervisors should remember that making peer-reviewed articles open access does not necessarily incur publication charges.** They should also (where appropriate) include publication charges in RTSG costs for non-RCUK-funded students. Further advice on Open Access publication is available from the University’s Scholarly Communications Team and at: Email: scholcomms@ed.ac.uk and Phone: 0131 651 5226 and 651 3850, and online at http://www.ed.ac.uk/schools-departments/information-services/services/research-support/publish-research/open-access

To be eligible to be submitted to REF2021, most outputs authored by staff in UK universities must be deposited in an open access repository within 3 months of the publisher’s email of acceptance. This applies to all journal articles and all conference proceedings with an ISSN.

Fortunately, open access publications receive substantially more citations and are used more frequently beyond academia; including your accepted publications in PURE will also boost your citations, impact and online presence.

If you have a manuscript accepted for publication, please notify publications@geos.ed.ac.uk as soon as possible and attach the acceptance e-mail and author’s final version of your paper.

**SUPERVISING A PHD/MSCR STUDENT**

**BEFORE YOU START - SUPERVISOR TRAINING**

All staff supervising postgraduate research students MUST have received training before the start of Supervisory period. All staff supervising postgraduate research students MUST attend Supervisor training every 5 years. This is stated by University Regulations. 3-hour training events will be advertised via email every 6-8 months. The training aims to:

- update Supervisors on what is expected from them by funding bodies, the University and by students; including regulations, administrative structures and support for Supervisors;

- provide an opportunity discuss with other Supervisors how to deal with challenges; including supporting students to take advantage of skills training, career advice, and other development opportunities.
INTRODUCTORY MEETING WITH YOUR NEW PHD STUDENT

Supervisors of new PGR students should arrange an individual introductory meeting with each of their new students. Consider having only a superficial thesis research discussion at the first meeting because the student will have a lot already on their mind. The following is a checklist of recommended topics for the first meeting.

1. Welcome your student and find out a bit more personal information, especially if s/he is new to the UK (e.g. travel, accommodation arrangements, external interests).
2. Check that s/he has reported to the PGR Office (Room 341, Grant Institute) to confirm attendance, complete registration form, find out desk allocation and other administrative matters.
3. Introduce your approach and expectations of supervision – roles of supervisory team, preferred mode of student-supervisor contact, frequency of meetings, student annual leave.
4. Outline the timeline for the PhD – prescribed and maximum periods of study, length of funding, confirmation panel in 1st Year, annual progress monitoring, role of the Advisor.
5. Seminars and conferences – encourage your student to attend seminars and let her/him know about relevant seminar series; outline expectations of conference participation during the research.
6. Induction, training, tutoring and demonstrating. Discuss training requirements for the research project and your student. Ensure s/he is aware of GeoSciences induction activities (induction week in September and mini-induction in mid-January) and PGR training and of the Institute for Academic Development. Mention tutoring and demonstrating opportunities. Induction details can be found at: http://www.ed.ac.uk/geosciences/postgraduate/phd-students/welcome-week
7. Start a continuing discussion of “what does student want from PhD” and career aspirations.
8. Ensure your student is aware of GradSchool – the PGR student-led society in GeoSciences www.geos.ed.ac.uk/postgraduate/GradSchool/
9. Resources for the research. Give an overview of the resources available for the research project. Introduce the key facilities and staff in the School that will be useful for your student’s research. Address and health and safety issues and learning adjustments if necessary.
10. Encourage your student to read the GeoSciences PGR Student Handbook and University’s Code of Practice for Supervisors and Research Students.

THE SUPERVISING TEAM AND THE ROLE OF THE ADVISOR

PRINCIPAL AND SECOND SUPERVISORS

Each student has a minimum of two Supervisors, under University regulations. The Principal Supervisor is responsible for the daily and strategic direction of the student and must be a member of staff of the School of GeoSciences, or a Principal Supervisor from an Associated Institution (e.g. BGS, SRUC, CEH, SAMS, Forestry Commission, Royal Botanic Garden Edinburgh, National Museums of Scotland) who has been approved by College Research Training Sub-Committee. In the latter case, the Second Supervisor must be a member of GeoSciences staff. To obtain approval, prospective supervisors from Associated Institutions should submit a CV to the PGR Office and are required to attend supervisor training. Second Supervisors from outwith GeoSciences can be appointed and agreed by the School’s Research Training & Development.
When a new student starts, the Supervisor must nominate an Advisor. As noted below, the role of the Advisor is very important as they provide a potential intermediary between student and Supervisor if problems arise during the course of the project. Due consideration should therefore be given to ensure the appointment of an appropriate Advisor.

### ADVISOR

Each student also has an Advisor, nominated by the Supervisor within 4 weeks of the student’s start date and appointed by the Head of RTD. Forms are available from the PGR Office and on the Supervisor webpages: [PhD Supervisors: Forms](#). Students are expected to meet with their Advisor within 6 weeks of their start. It is the student’s responsibility to arrange this meeting.

The principal responsibility of the Advisor is to provide an independent source of advice to the student outwith the Supervisory team, and to:

1. Identify the members of the Panel for the Confirmation meeting in consultation with the Supervisors and student,
2. Be present at progress and monitoring events (including oral presentation and poster presentation at the GeoSciences Annual Postgraduate Research Conference in Years 1 and 2, respectively) and to give feedback to the student following such events,
3. Ensure that the Confirmation Report Form (downloadable at [PhD Supervisors: Forms](#)) is completed and returned to the PGR Office. (See Appendix 1 for guidance on Confirmation Panel Meetings),
4. Ensure that the student has the opportunity to discuss/report on any Supervisory problems in the absence of the Supervisor,
5. Convene a meeting with the student and supervisors for the 24 month progress review. This includes a review of study progress since the Confirmation Panel meeting, a timetable of work for the following year and a thesis plan.

### SUPERVISOR AND ADVISOR RESPONSIBILITIES IN STUDENT PROGRESS MONITORING

The Principal Supervisor has overall responsibility for ensuring that reporting on the student’s progress is completed on time.

In the student’s first year, the Supervisor, the student and the Advisor must be present at the Confirmation Presentation of the student at the Postgraduate Research Conference. After the Confirmation Presentation, the Supervisor, the student and the Advisor should arrange a Confirmation Panel meeting.

The student should submit a Confirmation Report to the Panel members and to the PGR Office at least 2 weeks before the Panel meeting.

After the Panel meet, the Advisor submits the Confirmation Report Form.

PhD Annual Report forms should be completed jointly by the student and Supervisor at the end of 12 and 33 months and by the student, Supervisor and Advisor at the end of 24 months (downloadable from the [PhD Supervisors: Forms](#) webpage).
### PhD Confirmation Panel Report (Advisor’s Responsibility)

**Month 6 (full time student)**

**Month 12 (full time student)**

**Month 18 (part time student)**

**Month 24 (full time student)**

**Month 24 (part time student)**

**Month 48 (part time student)**

**Month 33 (full time student)**

**Month 66 (part time student)**

<table>
<thead>
<tr>
<th>What it’s for:</th>
<th>What it’s for:</th>
<th>What it’s for:</th>
<th>What it’s for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of student’s progress within the first 6-9 months (full time) or 12-18 months (part time) to ensure that:</td>
<td>Confirming <strong>continuation of degree</strong>;</td>
<td>Confirming continuation of degree;</td>
<td>Confirming continuation of degree;</td>
</tr>
<tr>
<td>- The student is capable;</td>
<td><strong>Change of degree</strong> to MPhil or MSc by Research;</td>
<td>- Change of Supervisor;</td>
<td>- Change of Supervisor;</td>
</tr>
<tr>
<td>- The project is working and feasible;</td>
<td><strong>Extension of probationary period</strong>;</td>
<td>- Records whether the thesis plan is on track to finish</td>
<td>- Review of study progress since the Confirmation Panel Report.</td>
</tr>
<tr>
<td>- The Supervisory team is adequate;</td>
<td><strong>Discontinuation</strong> of studies;</td>
<td>o within 36 months or 48 months (maximum allowed time for full time student);</td>
<td>A plan for the following year.</td>
</tr>
<tr>
<td>- The necessary resources are available.</td>
<td><strong>Change of Supervisor</strong></td>
<td>o within 72 months or 84 months (part time student).</td>
<td><strong>Advisor to report on study progress</strong> and on any problems.</td>
</tr>
</tbody>
</table>

1 Non-MSc students: generic skills training should total about 10 days per year minimum. Students who have undertaken ESRC/AHRC recognised research training or MSc programme prior to commencing their 3-year PhD study will have met many, but not all, of their generic skills requirements for the PhD. However, students are expected to continue to update their skills as they progress through their study, and even students who have taken MSc training are expected to need some generic skills training each year – though fewer than 10 days per year would be required.
| Why it's important:  
The report can highlight any initial problems (project, resources or Supervisory) which may hinder the student's progress, and the Panel may recommend specific courses of action, including change of degree programme or discontinuation of studies in severe cases. Any courses of action proposed will be followed up by the HoRTD. | Why it's important:  
This is the University’s official record of the student’s progress. It is important to highlight (and not ignore) any concerns at this point in order to avoid disasters later on. | Why it's important:  
This form is used to indicate the student’s progress since the Confirmation Panel meeting in the first year. | Why it's important:  
This is the University’s official record of the student’s progress. This form is used to indicate the student’s final-stage progress. |
TRAINING AND CAREER DEVELOPMENT FOR PGR STUDENTS

The GeoSciences Research Training & Development (RTD), in partnership with the University's Institute for Academic Development, has developed a programme of courses to equip your student with the skills necessary to meet the challenges of postgraduate research studies.

These courses are closely linked to the key milestones and progress reviews and it is important to support your student to undertake appropriate training.

TRANSFERABLE AND CAREER MANAGEMENT SKILLS TRAINING

The School encourages all its research students, however funded, to undertake generic skills training as an aid to their research and career progression. RTD runs a training programme for GeoSciences PGR students organised by the Deputy Head RTD (Training). New students should attend the Induction Programme and either Research Planning & Management in the GeoSciences (for physical science students) or Research Design in Human Geography (for social science students). The courses share some sessions in common and aim at developing generic research and management skills and techniques in 1st Year research students and also to assist in the development of a PGR student community within the School. Students produce written work for these courses which is aligned to support their PhD research, such as the 10-week research plan. Students are also expected to attend RTD-run workshops in Years 1, 2 and 3 on topics such as oral and poster presentation skills, writing papers, PhD thesis writing and submission, preparing for the viva, and PhD alumni careers events. It may be possible to attend other courses in the University or in the UK.

All students must attend the Induction Course for Demonstrators and Tutors before carrying out demonstrating or tutoring duties. Demonstrating or tutoring duties and many of the Induction courses will count towards the required quota.

Here are some of the areas research students are expected to develop:

- Research skills and techniques
- Organisational skills
- Project management
- Communication skills (verbal and written)
- Presentation skills
- Networking and team working skills
- Career management

For many, the expectation is that after completing a PhD, graduates will continue on the academic research and / or teaching route. However, the reality is that PhD graduates end up in a much wider range of career areas. Many students can be apprehensive about raising the possibility of a non-academic career with their supervisor fearing they come across as lacking commitment to their research. Encouraging your PhD student to be open about their career thinking can help motivate them to complete their PhD successfully. Supervisors are therefore encouraged to hold a supportive conversation about career aims with their students at the introductory meeting and as part of the annual progress reviews. The University Careers Service provides support and resources for PGR students and supervisors at: www.ed.ac.uk/schools-departments/careers/staff/phd-supervisor-support

VITAE

In Year 3, Students funded (including partially funded) by UK Research Councils have the opportunity to attend national Vitae events free of charge. (Non-Research Council students must pay full costs.) These events can help with personal development, team-working and business methods.

Vitae website
COURSEWORK
Research students may also attend 10 or 20 credit courses from the School’s list of Postgraduate and Postgraduate Research Courses, and also select from 3rd and 4th year undergraduate courses offered by the School (subject to availability and quota restrictions and with the Course Organiser’s agreement).

EXTERNAL ACTIVITIES
Assistance with schools outreach initiatives; staffing international science festivals; policy internships which provide 3 months’ salary for NERC-funded students in second and third years to work on public policy issues can also contribute to generic skills requirements.
Natural Environment Research Council (NERC) website

OTHER COURSES
Students may find it useful to attend other optional training courses in statistics and data analysis and algorithm development, such as the Getting Started in R course (run by BioSS - Biomathematics & Statistics Scotland) and other courses advertised by RTD and other providers.

Research Data MANTRA is an online course designed for PhD students who are planning a research project using digital data. The MANTRA pages also contain software practicals for data handling skills (SPSS, R, ArcGIS, NVivo).
MANTRA website

PERIOD OF STUDY
The School, University and UK Research Councils place considerable emphasis on timely completion of the thesis. The Prescribed and Maximum Permitted periods of study for research degrees are shown in the table below. The University will not accept theses submitted after the maximum permitted period, unless an approved interruption or extension is in place. Remember that the award of a PhD is for work that could reasonably be achieved within THREE YEARS of full-time postgraduate research and study or SIX YEARS part-time.

<table>
<thead>
<tr>
<th>Research Degree</th>
<th>Prescribed Period</th>
<th>Submission Period</th>
<th>Maximum Permitted Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD Full Time</td>
<td>3 years</td>
<td>1 year</td>
<td>4 years</td>
</tr>
<tr>
<td>PhD Part Time</td>
<td>6 years</td>
<td>1 year</td>
<td>7 years</td>
</tr>
<tr>
<td>MPhil Full Time</td>
<td>2 years</td>
<td>1 year</td>
<td>3 years</td>
</tr>
<tr>
<td>MPhil Part Time</td>
<td>4 years</td>
<td>1 year</td>
<td>5 years</td>
</tr>
<tr>
<td>MScR Full Time</td>
<td>1 year</td>
<td>None</td>
<td>1 year</td>
</tr>
<tr>
<td>MScR Part Time</td>
<td>2 years</td>
<td>None</td>
<td>2 years</td>
</tr>
</tbody>
</table>

The normal period of study of any full-time PhD is 36 months, and the School strongly encourages its students to aim to submit within 36 months. The maximum permitted period within which a full-time student must submit is 48 months.
Full-time students who wish to change to part-time registration (50% time) can only do before the end of the prescribed period of study (36 months).

Applications for a change in registration should be a joint decision between the student and supervisor and should be made by the supervisor to RTD on the following form https://www.wiki.ed.ac.uk/pages/viewpage.action?pageId=133957463.
Funding for many postgraduate research students is for a shorter time period than the maximum permitted period. Supervisors should plan the research project with their student so that it is achievable within the funding period available.

NERC AND EPSRC-DTA PROFESSIONAL DEVELOPMENT SCHOLARSHIPS

NERC (NERC algorithm or large grant funded) and EPSRC-DTA-funded students can apply for Professional Development Scholarships for time spent on additional training, unforeseen additional fieldwork, or work placements, or to reward students for writing publications, research grant and fellowship applications. The additional funding will not however be available to all students as of right. RTD has decided to use this funding to create Professional Development Scholarships which are intended to provide incentive and reward for student achievement. The Scholarships offer additional 3 months or 6 months of stipend for NERC and EPSRC-DTA funded students after 36 months. However please note that students funded by NERC through large grants are ONLY eligible for this funding if the grant is longer than 3 years AND if 42 months tied PhD studentship funding was applied for at the outset. Students eligible for this funding should apply towards the end of their 3rd Year of study (https://www.geos.ed.ac.uk/postgraduate/stud_info/NERC_Prof_Devel.html) for further information. All stipend payments will be made in arrears.

EXTENSIONS AND INTERRUPTIONS

During the course of a research project, especially during a PhD, it is quite possible that things go wrong. This may be for reasons of health, personal circumstances, equipment failure, or project logistics.

The Supervisor must apply to the Head of RTD for an Extension, or an Interruption of Studies, who will then seek approval from the College. This must be routed through the PGR Office. Supervisors are urged to submit applications for interruptions or extensions as soon as possible after the problem has emerged. Retrospective requests for an interruption of study are not permitted.

Criteria for an Interruption are based on circumstances relating to personal, medical, training, training-related employment, degree change, or Supervision: An interruption of study is applicable where a student is unable to work on the thesis for a significant period of time due to circumstances that are largely beyond their own control. Periods of interruption do not count towards the student’s total permitted period of study.

Criteria for an Extension are based on project-related problems or failures: An extension to a student's period of study is exceptional and a strong case is required before an extension will be considered. The principal Supervisor is expected to submit a request as soon as the problem has been disclosed or discussed. Circumstances include: Progress has been hampered by unforeseen difficulties with facilities or equipment and hence completion of the thesis has been delayed. Progress has been hampered by unforeseen difficulties in obtaining or analysing data. Requests basely solely on the need for more time to complete may not be considered. It should be noted that any student with an approved extension who continues studies beyond the maximum period of study is required to pay a continuation fee.

Both of these applications require an explanation of the cause for the application, and be supported by documentation where appropriate (for example medical certificates). The College also requires a plan and/or anticipated timetable for completion of the remainder of the thesis.

Application forms for Interruptions and Extensions are available in the Forms section of the website PhD Supervisors: Forms. Please note that interruptions/extensions should be requested as whole months, rather than days or weeks.
Supervisors should note that interruptions or extensions of studies are for extra time only and are unfunded. Scholarship payments made by the School will be suspended for students on approved Interruptions of Studies. **RTD must be informed immediately if scholarship payments are to be suspended, and subsequently reinstated.** Please email pgrsupport@geos.ed.ac.uk.

Supervisors are urged to submit requests for interruptions as soon as this has been requested by the student. Please note that under UK Border Agency regulations if an overseas student on a UK visa requests an interruption of more than 60 days, the University is required to withdraw sponsorship of the student’s visa. This means that should the student be given an interruption of more than 60 days, the University is obliged to cancel the sponsorship of the student, who will then need to re-apply for a visa when ready to resume studies. There are exceptions, and further guidance should be sought through the PGR Office in the first instance.

Please note we cannot backdate an interruption in any circumstances further than the 1st of the current month (for example, a request received in July cannot be backdated any further than 1st July). **The date of interruption entered into the student’s record will be the date on which the decision to grant the interruption was made.**

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**MATERNITY AND FAMILY LEAVE**

The University supports maternity and family leave for postgraduate students. This is in line with general Human Resources policies to provide flexibility for students to ensure that they are not disadvantaged in their studies due to pregnancy or adoption of a child. Further guidance is provided in the University’s **Student Maternity and Family Leave Policy**.

For all postgraduate students, the College of Science and Engineering PGR section can approve requests for maternity or adoption related interruptions. Such requests must have school/Supervisor support and must be made in advance.

The University is not liable for any costs associated with postgraduate maternity leave apart from the single following exceptions:

1. **Postgraduate students who are funded from University or College funds**: full-time award holders will be entitled to four months paid maternity leave followed by an unpaid period of interruption of up to eight months, unless the student has been notified of and accepted alternative provisions within the terms of their scholarship agreement;

2. **School-funded students** will be entitled to up to 26 weeks paid maternity leave, and 26 weeks unpaid, unless the student has been notified of and accepted alternative provisions within the terms of their scholarship agreement;

3. For **students who are funded by external bodies** the normal regulations of those bodies will apply. The majority of the research councils explicitly refer to 26 weeks paid maternity leave, plus up to 26 further weeks unpaid leave. In most cases they do not differentiate between masters students and PhD students. Those funded by EU grants please note that there is no provision for maternity pay at present.

**Paternity Leave**: Partners are entitled to 2 weeks’ leave, which can be taken either as one period of 2 full weeks, or 2 blocks each of one week. Students requiring a longer length of time should notify their supervisor and may be advised to take an interruption of studies. Students will need to check with their sponsor or grant body if they are eligible for paid paternity leave.

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**LEAVE OF ABSENCE**
Where students will be absent from the University for longer than 2 weeks (e.g. for fieldwork, academic research, work experience, etc. at another institution or location) the Principal Supervisor must apply for a formal Leave of Absence using the form at:

http://www.ed.ac.uk/schools-departments/geosciences/postgraduate/phd-supervisors/forms

Under normal circumstances, a leave of absence does not result in an extension to or interruption of the study period, and the student will be required to submit within the standard maximum study period.

RESEARCH STUDENT AND SUPERVISOR ANNUAL LEAVE

Supervisors should allow their students reasonable holidays. Under University regulations research students are permitted to take up to six weeks (30 working days) of annual leave throughout the year. Although a formal Leave of Absence is not required, students and supervisors should agree a start and end date for the absence in advance. Visa restrictions may also apply in the case of International Students; they should contact the International Office for advice.

Supervisors should inform their students if they will be away from Edinburgh for extended periods. Supervisors who will be taking maternity or family leave or leaving the University should notify the PGR Office of the supervisory arrangements for their students.
The University has implemented formal procedures for monitoring the non-attendance of all students at designated points in their programme of study. This applies to all students - UK, EU and international.

Supervisors should actively monitor the non-attendance of their students and identify any student who has a pattern of non-attendance at designated points which may suggest non-engagement with the programme of study. Where such a pattern is identified, and where contact with the student has failed, Supervisors must notify the Head of Student Services (Sarah.McAllister@ed.ac.uk).

For further guidance, please see Appendix 3.

Students and supervisors should note the following guidelines for monitoring student attendance.

- It is a requirement for the student to have regular contact with his/her supervisory team.
- Students should inform supervisors when planning annual leave and request any interruption of studies in good time (please note retrospective requests for interruption of studies are prohibited).
- If contact has been lost with the student, on advice from the supervisory team, RTD will contact the student by email and by recorded delivery letter.
- If the student does not respond and attend the meeting, or if the pattern of non-attendance persists, then:
  - for a Home / EU student: a further communication warning the student of the consequences of non-attendance should be sent. If necessary, RTD can invoke the University Procedure for Withdrawal and Exclusion from Studies.
  - for a student with a Tier 4 visa please see more detailed guidance below. RTD will inform the College Office immediately; The University has a short time (10 days) to decide whether it must withdraw sponsorship of the student and report the student to the UKBA.
- If the student is paid through the School (this includes Research Councils, School funding, funding through Research grants, etc.), payments will be stopped.

**TIER 4 SPONSORED STUDENTS: ENGAGEMENT POINTS AND MONITORING**

This only applies to PGR Supervisors who have a Tier 4 sponsored student.

Most but not all overseas students are sponsored on a Tier 4 visa. If you are unsure whether your student is sponsored under Tier 4, please check on the student’s EUCLID record. Alternatively, please contact pgrsupport@geos.ed.ac.uk

It is the student’s responsibility to ensure that all four engagement points occur, however it is your responsibility as supervisor to ensure that all three supervisory meetings are recorded on the student’s EUCLID tab. The PGR Secretary will record the fourth engagement point as a pastoral meeting with each Tier 4 sponsored student. Further census point may be introduced. Students are responsible for attending central University census points as required.

1. Meetings can take place face-to-face or, under exceptional circumstances such as planned fieldwork, by skype/email. All engagement point meetings must be recorded on the student’s EUCLID record (Tier 4 Monitoring tab), including any notes as appropriate.

2. (i) Census point 1: 19-23 October 2015
   (ii) Census Point 2: 25-29 January 2016
TIER 4 SPONSORED STUDENTS: RECORDING ENGAGEMENT POINTS ON EUCLID

WHAT DO I HAVE TO DO?
Supervisors and their Tier 4 sponsored students will have to ensure to meet at the three specific points (outlined above) during the academic year. As a supervisor, you are already expected to hold regular meetings with all your students. However, you are only required to record engagement point meetings with your Tier 4 sponsored student on EUCLID (see below).

HOW ARE ENGAGEMENT POINTS RECORDED?
In order to facilitate the recording of a meeting, there is a new Tier 4 Engagement tab on EUCLID. From your student’s EUCLID record, you are also able to see whether he/she is Tier 4 sponsored or not. It is quick and easy to record your meeting on this tab; online tutorials for this tool are available here: http://www.studentsystems.ed.ac.uk/staff/user_guides/student_engagement/index.htm
The PGR Secretary will record the 4th engagement point as a pastoral meeting on the student’s EUCLID record.

WHAT HAPPENS IF AN ENGAGEMENT POINT IS MISSED?
After each deadline, the PGR Secretary will monitor and ensure all engagement points have been met. The PGR Secretary will inform student and supervisor of any missing engagement points and request another meeting be set, with a reminder of the compliance requirements. Students and supervisors are reminded that failure to attend and record these engagement points will result in the University withdrawing sponsorship of the student’s Tier 4 visa.

LINES OF RESPONSIBILITY
- It is the student’s responsibility to ensure that all four engagement points take place;
- It is your responsibility as supervisor to record all three supervisory engagement points;
- It is the School’s responsibility (through RTD) to ensure the above measures for engagement monitoring are followed as per the University’s requirements.
WITHDRAWAL AND EXCLUSION FROM STUDIES

WHEN THINGS GO WRONG

The relationship between student and Supervisor is one of the most important relationships the student will experience. Both student and Supervisor should contribute responsibly to this relationship by relying on common courtesy, punctuality, conscientious performance and mutual respect.

The student should feel free to bring any problems, including those of a social or medical nature, to the attention of the Supervisor(s) especially if the problem is interfering with his or her work. If for any reason the student feels unable to confide in their Supervisors they should approach their Advisor, the RTD Manager, the Head of RTD or, in extreme cases, the Secretary or Convener of the College Research Training Committee with responsibility for postgraduate research matters. All staff will treat such approaches with complete confidentiality.

One of the most important functions of the Supervisor is to provide constructive criticism. When a student is making inadequate progress an over-friendly and uncritical attitude may delay conflict but it will not ultimately prevent it. Open and frank discussion from the outset can reduce conflict or prevent it arising. Supervisors may also find it helpful to keep a log book of their discussions with all their research students. A Supervisor who believes that progress has been consistently unsatisfactory should notify this view in writing to the student after discussing the problem with him or her. Unsatisfactory progress must also be reported in annual reports.

Occasionally the relationship between the student and Supervisor(s) may break down. In these circumstances outside help may be needed to resolve the difficulties. The principal Supervisor has the responsibility to attempt to resolve conflicts which may arise between the student and other Supervisors. Supervisors should feel able initially to consult the Advisor or the Head of RTD. In extreme cases, the Convener or Secretary of the College Research Training Committee with responsibility for postgraduate research matters should be consulted.

A Supervisor recommending exclusion from studies must place the facts before the Head of RTD, who is then responsible for notifying the student that discontinuation has been recommended. In the event that the Head of RTD does not agree with the Supervisor’s recommendation for exclusion they must ensure that an appropriate framework is in place to allow the candidate to continue with their studies, including the provision of any conditions or targets/deadlines which the candidate must fulfil.

RE-REGISTRATION FROM PHD TO MPhil OR MSC BY RESEARCH

Where a change in programme is recommended, e.g. from PhD to MPhil or MScR, an Application for a Research Degree Programme Change (https://www.wiki.ed.ac.uk/pages/viewpage.action?pageId=133957463) should be completed by the supervisor and student and submitted to RTD for signature and forwarding to College. The student should be made aware of the implications of changing programme. For example, where a student changes programme from PhD to MScR, they will be invoiced for the difference in fees between the two programmes. The deadline for submission for MScR is 12 months from the start of original study period, and the maximum extension allowed is 3 months.
VISITING RESEARCH STUDENTS

Due to recent changes in the University Visiting Student regulations, the School’s Visitor Policy has been updated. This covers all academic, researcher and student (taught and research) visitors.

Please notify either Nicki Reid (pgrsupport@geos.ed.ac.uk) of any potential visitors in advance of their arrival date (1 month or more) to ensure the appropriate action can be taken. All visitors must be registered on EUCLID or VRS prior to their arrival.

VISITING STUDENTS

Visiting students to the University can no longer be recorded on the Visitor Registration System (VRS) or as a staff visitor. If your visitor is a student who is registered on a programme at another higher education institution (their home institution) and who will attend the University of Edinburgh for more than two weeks, they must be registered on the Visiting Student Programme via EUCLID and pay the appropriate fee.

- If the student is registered in their home institution as a taught student, please contact the College Admissions Team directly: SCEvisitingstudents@ed.ac.uk
- If the student is registered in their home institution as a research student, please see further information at: [http://www.ed.ac.uk/schools-departments/geosciences/postgraduate/phd/visiting-students](http://www.ed.ac.uk/schools-departments/geosciences/postgraduate/phd/visiting-students) and contact the PGR Secretary Nicki Reid (pgrsupport@geos.ed.ac.uk)

All Visiting Research Students are classified as VRes. VRes Students are students who are studying or conducting research at the University for a short period of time, i.e. for less than or up to one year.

VRes students must meet the University’s standard admissions requirements [www.ed.ac.uk/schools-departments/student-recruitment](http://www.ed.ac.uk/schools-departments/student-recruitment)

VRes students are subject to the University’s regulations, policies and codes of practice and must be recorded on the University’s student record system, EUCLID.

Visiting Students are responsible for insuring their appropriate visas prior to arrival.

Any visiting students with fee arrangements on a reciprocal exchange programme governed by the relevant University approved MoU or MoA may not be liable for fees dependant on the appropriate agreement.

Students not covered by an exchange programme who are visiting for more than eight weeks are charged a fee (home, EU or international) which is pro-rata on the basis of their attendance (whole months starting on 1st of the month, part-months are rounded up).

Fees: No fees up to the first 12 weeks.

A flat fee of £600 for both HEU and International students for up to the next 9 months.

VRes students whose fee status is not covered by a reciprocal exchange programme who are admitted for less than or up to 12 weeks are not charged a fee.

VRes students whose fee status is not covered by a reciprocal exchange programme who are admitted for more than 12 weeks are charged a flat rate fee for up to the next 9 months (home, EU or International), which is standard across the University. Duration will be rounded up to the nearest whole month.
Satisfactory completion of the thesis is the goal of the research programme and the principal Supervisor must make every effort to ensure that the student completes in timely fashion. The principal Supervisor should agree a schedule of completion dates with the student and try to ensure that the student keeps to deadlines. The University will not accept theses submitted after the maximum permitted period, unless an approved interruption or extension is in place.

It may become apparent, when the Supervisors see the initial stages of a PhD thesis that it is not going to be good enough for that degree. In this situation the Supervisors can advise the student to submit instead for an MPhil, but the decision rests with the student. Conversely, it may become apparent that an MPhil thesis is of such quality that it might be considered for a PhD. Again a Supervisor can advise the student to change registration category but it is for the student to decide whether to accept that advice. If a change of degree is envisaged the College Research Training Committee with responsibility for postgraduate research matters will need to approve a change in registration category on the recommendation of the Supervisors and the Head of RTD before the examination.

Responsibility for the quality of the thesis and the outcome of the assessment resides with the student rather than the supervisory team or the University.

RTD organises workshops for final year PhD students every year which cover thesis preparation, submission and examination, including the viva. Students are notified of these workshops and are highly recommended to attend.

Full details of the PhD/MPhil examination process are given on the College Postgraduate Section wiki at:
https://www.wiki.ed.ac.uk/pages/viewpage.action?pageId=121412497

Theses should adhere to the University’s standards for the format and binding of PGR theses available at: http://www.docs.sasg.ed.ac.uk/AcademicServices/Guidance/Thesis_Binding.pdf

PGR students are encouraged to publish their research whenever appropriate but a collection of publications bound together is not an acceptable form of submission for a research degree thesis. The thesis must read as a coherent whole and the examiners need to be able to clearly identify the work directly attributable to the student. The College has issued guidelines for the inclusion of research publications in a postgraduate research thesis:
https://www.wiki.ed.ac.uk/pages/viewpage.action?pageId=127385401

University regulations state that a PhD thesis must not exceed 100,000 words. In exceptional circumstances, on the recommendation of the supervisor, permission may be granted by the College to exceed the stated length on the grounds that such extension is required for adequate treatment of the thesis topic. However, it is strongly recommended that PhD theses should not exceed 70,000 words. There is no minimum word count for PGR theses.

The thesis is submitted to the College of Science & Engineering Postgraduate Research Section. The College Office ensures that paperwork relating to the examination is sent out to Examiners and manages the examination process. It is the Supervisor’s responsibility to nominate the examiners for the thesis,
normally in consultation with the student. The College Office ensures that paperwork relating to the examination is sent out to Examiners.

Two months before a student anticipates submitting his/her thesis, s/he should submit the following three forms to the College Postgraduate Research Office (see College internal wiki pages www.wiki.ed.ac.uk/pages/viewpage.action?pageld=127385401):

(i) Notice of Intention to Submit. If any published work will be included in the thesis, information about this should be provided in an appendix to the form.
(ii) Draft Abstract. Do not worry if your thesis abstract is not finalised; a revised abstract can be included in the thesis submission.
(iii) Access to Thesis. Students can request that access to their thesis is restricted for reasons, such as commercially sensitive content, or intention to publish at a later date. Students unsure if access to their thesis should be restricted should consult their supervisor. If restrictions on access to the thesis are required the “Access to Thesis” form should be submitted to the PGR Progress Secretary for signing by Head of RTD.

Students who do not complete the “Notice of Intention to Submit” until thesis submission may experience delays in thesis examination. On receipt of the “Notice of Intention to Submit” form, the primary supervisor will be requested via RTD to complete a Nomination of Examiners form.

THE VIVA AND FINAL SUBMISSION

To help prepare for the viva all PhD students in Year 3 (full-time)/Year 6 (part-time) are strongly advised to attend the annual GeoSciences viva workshop run by RTD - details are emailed in advance. Students may also consult with supervisors about likely questions and discussion topics for the viva.

Students are also strongly encouraged to give a final presentation of their PhD research to the School, often via a research institute or group seminar series some time between submission of the thesis and the viva. This presentation will be a public 30-40 minutes presentation followed by 10-15 minutes questions. The talk will be advertised on the GeoSciences website and by email, with a short abstract of fewer than 250 words, and may be attended by all School staff and students. External researchers will also be welcome, as well as family and friends and the general public. After the seminar, a social gathering may be organised for those who previously attended the seminar, with nibbles and wine. RTD will contribute up to £50 toward the costs of the gathering.

Supervisors are not normally present at the viva. If a student would like their supervisor to be present at the oral examination as an observer, they should let the supervisor and the internal examiner know.

The outcome of the viva and any required corrections are communicated informally by the examiners to the student and supervisor shortly after the viva. The outcome is a recommendation and requires consideration and ratification by the College Postgraduate Research Board of Examiners which meets once a month. The student will be formally notified of the outcome via a letter from College after the next PGR Board of Examiners meeting. Most students then have from 3 up to 12 months to make corrections and can consult the supervisory team during this period.

The Internal Examiner (and sometimes the External Examiner if s/he requests) is responsible for checking the corrected thesis. Once the corrected thesis has been accepted the student then makes the final thesis submission to the College Office. The official letter of degree award will then be sent to the student and s/he will be eligible to graduate at the next available ceremony.
Due to UK Visa & Immigration legislation, external examiners are required to provide proof that they are eligible to work in the UK. This means that the University and therefore Schools should only appoint academics who are UK or EEA nationals, or with permission to work in the UK. Under UKVI legislation, it is currently not possible for non-EEA nationals who have no permission to work here to be appointed as external examiners. It is therefore crucial for the PGR Office to receive confirmation of eligibility as an external examiner BEFORE he/she is appointed. All external examiners must bring their passport and, if applicable, the proof of permission to work in the UK before appointment. Please note that this legislation applies to all UK universities, not only UoE.

Further guidance on nomination of examiners can be found on the College PGR wiki at https://www.wiki.ed.ac.uk/pages/viewpage.action?pageId=121412497

Accommodation and Travel for External Examiners should be booked directly by the examiner and then claimed back. For accommodation suggestions, please see the Visit Scotland website.

Payment of Expenses:
The procedures for submission and payment of expenses are:
1. Expense claims supported by receipts will be reimbursed up to £300. **Any expenditure in excess of £300 will be the responsibility of the Supervisor.**
2. Where a claim is less than £300, it is submitted to the PGR Secretary who checks the claim, ensures receipts are attached, resolves any queries, initials and passes to Finance Office for payment.
3. Where a claim is more than £300, it is submitted with details of the additional funding, to the PGR Secretary who checks the claim, ensures receipts are attached, resolves any queries, checks the source of funding, and passes to the Head of Student Services.
4. The Head of Student Services approves the claim and passes it to Finance Office, or refers it to HoRTD.

**Hospitality:** Please note that RTD will cover subsistence expenses of the External and the Internal examiners only to a maximum limit of £60.

Staff should be aware that anyone invited to lunch/dinner other than the internal or external examiner is not entitled to reimbursement from RTD.

### ROLE OF INTERNAL EXAMINER

The Internal Examiner is responsible for arranging the viva and ensuring that the relevant paperwork is completed and submitted to College (College Examiners Form). They should also transmit the recommendation of the viva to the candidate and, where necessary, provide a list of corrections. Full guidance for examiners is provided by College, along with the necessary paperwork, when the thesis is sent out to examiners. Internal Examiners are urged to complete the relevant paperwork promptly because delays can impact on the timing of the degree award and graduation of the student.

### ROLE OF NON-EXAMINING CHAIR

Where a member of staff has been appointed as Internal Examiner for the first time at the University of Edinburgh, the supervisor must also nominate a member of staff to act as Non-Examining Chair. The role of the non-examining chair is to oversee the viva proceedings and ensure that it is carried out in accordance to the University’s regulations. S/he should be present at the viva but does not take part in the viva process. S/he is not required to have knowledge of the subject area nor is s/he required to read the thesis.
USEFUL LINKS

School of Geosciences Postgraduate webpages
http://www.ed.ac.uk/geosciences/postgraduate/phd-students/

College of Science & Engineering Postgraduate Wiki: Regulations, Guidance and Forms
https://www.wiki.ed.ac.uk/pages/viewpage.action?pageId=133957463

University Code of Practice for Supervisors and Research Students
www.docs.sasq.ed.ac.uk/AcademicServices/Codes/CoPSupervisorsResearchStudents.pdf

University Postgraduate Assessment Regulations for Research Degrees
www.docs.sas.ed.ac.uk/AcademicServices/Regulations/PGR_AssessmentRegulations.PDF

University Maternity policy for postgraduates
http://www.docs.sasq.ed.ac.uk/AcademicServices/Policies/Student_Maternity_and_Family_Leave_Policy.pdf

Institute for Academic Development – generic skills training for PGR students
http://www.ed.ac.uk/schools-departments/institute-academic-development/postgraduate/doctoral

University Visiting Student Policy and Procedure
http://www.docs.sasq.ed.ac.uk/AcademicServices/Policies/Visiting_Student_Policy.pdf

University Tier 4 Monitoring Student Attendance and Engagement Policy
http://www.ed.ac.uk/polopoly_fs/1.141572!/fileManager/Tier%204%20Student%20Attendance%20and%20Engagement%20Policy%200614.pdf

University Careers Service resources for PGR supervisors
http://www.ed.ac.uk/schools-departments/careers/university-staff/supporting-your-students/support-for-phd supervisors/overview
APPENDIX 1 - GUIDANCE ON CONFIRMATION PANEL MEETINGS

Membership of the Confirmation Panel

The Confirmation Panel comprises the Advisor (Chair), the student, the supervisory team and at least one other academic or research staff member who has relevant expertise in the research topic but who is not a member of the supervisory team.

The Confirmation Report by the Student

- The Confirmation Report is a fully-illustrated and referenced written report. Students should consult with supervisor on the length of this report (maximum length 10,000 words) which should contain:
  - A statement of the research topic and the research question, if appropriate;
  - An account of the research context, including background to the topic, a rationale for its relevance to contemporary scholarship, and a brief review of relevant literatures;
  - An account of the proposed research design, methods of data collection and analysis (including a statement on ethics) and, where appropriate, any results obtained (results are not expected for all students);
  - Preliminary identification of the key thesis chapters and/or publications arising from the research (as appropriate);
  - A detailed plan for the next 6 months;
  - An outline plan for the next 18 months;
  - An assessment of resources needed to complete the project;
  - The Ethics Determination Form as an attachment (i.e. approval of the student’s Ethics Assessment Form by the School’s Ethics Committee).

- Students can receive feedback from the supervisor/s on a draft version of the Confirmation Report if appropriate time is allowed.
- The student is responsible for submitting the report to the Confirmation Panel members 10 working days in advance of the scheduled Confirmation Panel meeting.
- The Confirmation Panel members can give feedback to the student on the submitted report in a number of ways, e.g. discussion at the meeting, written feedback in the Panel’s report after the meeting, giving the student an annotated copy of the report.

Conducting the Confirmation Panel Meeting

The length of Confirmation Panel meetings may vary across the School; the norm is 1-2 hours.

A suggested format for Confirmation Panel Meetings is outlined below, but can be varied as appropriate.

- The meeting is chaired by the Advisor. It is often useful for the Panel members to have a brief discussion at the start of the meeting (before the student arrives) to confirm the meeting structure, decide on the general lines of questioning and identify whether there are any specific issues which should be raised.

- When the student arrives introductions should be made if all the panel members do not know each other already. The Advisor should also briefly summarise the aims and structure of the meeting so that everyone knows what to expect. It is useful to refer to the Confirmation Panel Report form that will be completed as an outcome of the panel meeting.
• The Advisor next reviews the feedback that the student should have received already on the Confirmation presentation (given at the School Postgraduate Research Conference or other appropriate forum). The feedback forms should have been forwarded directly to the Advisor and student after the School Postgraduate Research Conference. A separate presentation at the start of the Panel meeting is not required if the student has already given his/her Confirmation presentation.

• Discuss the Confirmation Report with the student. This is often conducted like a PhD viva, starting off with asking the student to explain the aims, novelty and significance of their PhD research and then general questions to check that the student can place his/her work in a broader context, followed by more specific questions (e.g. explain what this technique is, explain what is happening in Fig. 3, did you consider alternative techniques, etc.). This questioning normally accounts for most of the time of the panel meeting and is usually led by the Advisor and independent panel member(s). The onus should be on the student to discuss and answer questions. During the discussion feedback can also be given to the student on the report - e.g. the research aims are unfocussed, the research planned is too much for the time available, the figures were difficult to read because they were too small, some key references were missed.

• Discuss the PhD timescales (the student should include 6-month and 18-month timescales in the Confirmation report). It is often useful to discuss here whether the amount and depth of research that will be conducted is sufficient for a PhD and publication. Commonly too much is planned and it is a case of deciding on the research priorities. The panel might discuss with the student the outline chapters of the PhD thesis and publications arising from the research (as appropriate).

• Review whether there are sufficient and appropriate resources available for completion of the PhD (e.g. laboratory facilities, equipment, travel, sources of data, access to high performance computing and data storage, expertise and funds for these).

• Ask the student about any future training needs and conference presentation plans (if not specified in the Confirmation Report).

• Ask the student if he/she has any questions for the panel.

• Send the student out for a few minutes so that the panel can discuss the feedback to be given to the student and the panel’s recommendation (see below). Bring the student back in to pass on feedback and recommendation orally. If the panel members have made extensive annotations on the student’s Confirmation Report they may choose to pass their copies of the report to the student for feedback.

• The student should be provided with the opportunity to discuss supervision in the absence of the supervisor(s). This can be done in a number of ways, such as at the end of the panel meeting after the supervisors have departed or at a separate meeting of the Advisor and student after the panel.

Outcomes of the Confirmation Panel Meeting

Following the meeting the Panel agrees on one of the following recommendations (see Confirmation Panel Report Form). Recommendations 5 and 6 are normally made only if the outcome of Recommendation 4 is unsatisfactory, i.e. after consideration of a substantially revised Report and Panel meeting. In these cases there is normally further discussion between the student, Advisor and Supervisors and the HoRTD should be informed.

1. Student progression to Year 2 of the PhD taking on board the feedback from the Panel.
2. Student progression to Year 2 of the PhD after submission of their Ethics Determination Form. The student emails their Ethics Determination Form to the PGR Progress Secretary.

3. Student progression to Year 2 of the PhD after satisfactory revision of the Report. The student sends to the Panel by an agreed date a revised report or additional document as specified by the Panel. The Panel reviews the revised report and the Advisor emails the PGR Progress Secretary to confirm when this has been completed satisfactorily.

4. Student progression to Year 2 of the PhD after satisfactory resubmission of the Report and a reconvened Panel meeting. The student submits to the Panel by an agreed date a substantially revised report as specified by the Panel. The Advisor convenes another Panel meeting and submits a further Confirmation Panel report to the PGR Progress Secretary.

5. Student transfers registration to MPhil or MScR. The Supervisor submits a Change in Degree Programme form to the PGR Progress Secretary.

6. Student excluded from studies for unsatisfactory progress. Head of RTD interviews the student. If the outcome remains exclusion the student is normally advised to withdraw from studies.

After the meeting the Advisor completes the Confirmation Panel Report form and emails it to the other panel members (excluding Supervisors) for any further comments. If annotated copies of the Confirmation Report have been given to the student this should be noted on the Panel Report form.

The Advisor signs and submits the completed Confirmation Panel Report form to the PGR Office.

RTD then sends copies of the completed Confirmation Panel Report form to the student and Supervisor.
APPENDIX 2 – MONITORING NON-ATTENDANCE

School of GeoSciences  
University of Edinburgh

POST GRADUATE RESEARCH  
STUDENT NON-ATTENDANCE MONITORING

The University has implemented formal procedures for monitoring the non-attendance of all students at designated points in their programme of study. This applies to all students - UK, EU and international. The University must meet its statutory obligations in terms of its sponsorship of international visa students. The School’s Research Training & Development Office (RTD) has adopted the following actions that should be taken if the pattern of non-attendance shows that a student is not engaging with the programme of study. **Supervisors are requested to notify the PGR Office when their student has missed key meetings and/or is non-responsive to email.**

DESIGNATED POINTS FOR MONITORING NON-ATTENDANCE

The designated points for monitoring of non-attendance will include registration (including confirmation of attendance), scheduled meetings with the student’s Supervisor, pastoral meetings with the PGR office, annual reviews and submission of reports. It is expected that there should be a minimum of at least 10 such points throughout each Semester for each student.

Supervisors should actively monitor the non-attendance of their students and identify any student who has a pattern of non-attendance at designated points which may suggest non-engagement with the programme of study. Where such a pattern is identified, and where contact with the student has failed, Supervisors must notify the Head of Student Services (Sarah.McAllister@ed.ac.uk).

TIER 4 SPONSORED STUDENTS

Where a student on a Tier 4 visa interrupts his/her programme of study to spend time away from Edinburgh (for more than 60 days), the University is obliged to cancel the sponsorship of the student, who will then need to re-apply for a visa when the student is ready to resume studies. Please remember that retrospective requests for interruptions are not permitted.

PROCEDURES FOR REPORTING NON-ATTENDANCE

The University and the College Office have issued the following procedures for reporting non-attendance of a PGR student:

1. Students are required to notify the PGR Office of any absences (including any submission of special circumstances or granting an interruption of studies) or fieldwork being undertaken in order to ensure the student record is updated. This is particularly relevant for international students on a Tier 4 visa who may be absent for census points.

2. If a student misses a School or central University census point the supervisor will be contacted to confirm the location of the student.
3. If the Supervisor (and, if necessary, the Advisor) is unaware of the absence, they should contact the student to see if the student can provide an explanation for the non-attendance.

**Note:** It is University policy that the student's University email address must be used for essential communications with students.

http://www.acaffairs.ed.ac.uk/Administration/GuidanceInformation/EmailContactPolicy/Index.htm

4. The PGR Office or the Supervisor should also contact any other School (or institution) where the student is enrolled on courses, to see if they are attending those courses. With students not based within the School, RTD should check that regular supervision is taking place - in any case, such students must attend compulsory milestone events (e.g., induction events, PGR Conference, etc).

5. If unapproved non-attendance is confirmed, PGR Office will contact the student to require the student to meet the Supervisor to discuss attendance (and any underlying problems). In addition to email, a letter will be sent by recorded delivery to the student's term address.

6. If the student does not respond and attend the meeting, or if the pattern of non-attendance persists, then:

   (a) for a Home / EU student: a further communication warning the student of the consequences of non-attendance should be sent. If necessary, PGR Office can invoke the University Procedure for Withdrawal and Exclusion from Studies.

   http://www.acaffairs.ed.ac.uk/Regulations/Guidance/WithdrawalExclusionUG.htm

   (b) for a Tier 4 sponsored overseas student the PGR Office should inform the College Office immediately. The University has a short time (10 days) to decide whether it must withdraw sponsorship of the student and report the student to the UKBA.

If an international visa student has missed 2 consecutive designated attendance points, then RTD will inform the College Office immediately, as for 5(b) above.

Please note that **student funding will be stopped** once the student has been excluded from studies.
### Request form:  Studentship

<table>
<thead>
<tr>
<th>Submitted by</th>
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<tbody>
<tr>
<td>Date of request</td>
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<tr>
<td>School</td>
<td></td>
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<tr>
<td>Academic supervisor</td>
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<tr>
<td>Student name, address and email</td>
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<tr>
<td>Project title</td>
<td></td>
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<tr>
<td>Project period  <em>Start and end dates</em></td>
<td></td>
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<tr>
<td>Company name and address</td>
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<tr>
<td>Company supervisor</td>
<td></td>
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</tbody>
</table>
| Funding sources and amounts:  
1. Research Council  
2. Company  
3. Other  
As applicable | 1.  
2.  
3.  |
| Company invoicing:  
1. instalment periods/amounts?  
2. invoice address, contact name and email |  |
| In-kind contribution? |  |
| Company contact details (name, email) |  |
| Other relevant information |  |
| List attached documents |  |
School of GeoSciences
Research Training & Development

Application for funding of a School of GeoSciences Scholarship

Name(s) of proposed supervisor(s), at least two to meet the University’s requirements:

Research Institute of School of GeoSciences proposed supervisor(s):

Title of project:

N.B. supervisors must have a contract of at least 4 years after the studentship start date

Description of project, including details of internal or external collaborators/co-supervisors (maximum 100 words):

Indicate the expected use of School technical resources and facilities by the project (please ensure this has been discussed with the appropriate lab/facility manager):

Proportion of 3 years funding requested (£k, %):

N.B. The maximum award is usually for 50% of fees, stipend and minimum RTSG for 3 years. See below for 2015/16 rates.

Please provide details of matching funding available for the studentship, and research costs (if applicable).

N.B. Principal’s Career Development Scholarships, China Scholarship Council awards, and Edinburgh Global Research Scholarships are dealt with separately by RTD so cannot be named as matching funding.

For the primary supervisor, please list all PhD students currently supervised and students who have completed in the past five years.

If any of the supervisors will be away from the University for a substantial period of time during the PhD (6 months or more) indicate the arrangements for supervision.

Indicate whether the supervisors are up-to-date with supervisor training.

N.B. The University requires that all PhD supervisors attend a supervisor briefing session every five years.
Details of resources to be used to cover studentship running costs

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Fees</th>
<th>Stipend</th>
<th>Running Costs</th>
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<tbody>
<tr>
<td>Cost Centre</td>
<td>Job Code</td>
<td>Cost Centre</td>
<td>Job Code</td>
</tr>
<tr>
<td>Year 2</td>
<td>Fees</td>
<td>Stipend</td>
<td>Running Costs</td>
</tr>
<tr>
<td>Cost Centre</td>
<td>Job Code</td>
<td>Cost Centre</td>
<td>Job Code</td>
</tr>
<tr>
<td>Year 3</td>
<td>Fees</td>
<td>Stipend</td>
<td>Running Costs</td>
</tr>
<tr>
<td>Cost Centre</td>
<td>Job Code</td>
<td>Cost Centre</td>
<td>Job Code</td>
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Should these codes be unavailable please provide as much information as possible below.

<table>
<thead>
<tr>
<th>50% Studentship</th>
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<tbody>
<tr>
<td>PhD Studentship Rates UK/EU</td>
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<tr>
<td>Fees</td>
</tr>
<tr>
<td>Stipend</td>
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<tr>
<td>RTSG</td>
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<tr>
<td>Totals per year</td>
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</table>

<table>
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<tr>
<th>PhD Studentship Rates Overseas</th>
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<tbody>
<tr>
<td>Fees</td>
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<tr>
<td>Stipend</td>
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<tr>
<td>RTSG</td>
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<td>Totals per year</td>
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Completed application forms should be emailed to pgrsupport@geos.ed.ac.uk
# Offer Information

Information required to make an offer of place to the University of Edinburgh.

- Please complete and sign this form before any offers are made.
- Please ensure before making the offers that you have checked the students’ academic ability as this will not be checked by the PGR Secretary. The PGR Secretary will be checking the validity of certificates but not their content.

<table>
<thead>
<tr>
<th>Student Name</th>
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<tbody>
<tr>
<td>UUN</td>
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<tr>
<td>Project title</td>
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</table>
| Supervisors: | All students MUST have at least 2 supervisors. If the Principal Supervisor is from an Associated Institution s/he must be approved by College and the Second Supervisor must be a member of GeoSciences staff. If there are difficulties in securing a second supervisor at this stage, please contact the Deputy Head PGR Physical Sciences recruitment or Social Sciences as appropriate for approval of appointment.
| Start date   |  |
| Additional Research costs: | Please provide a breakdown of the estimated costs of conducting the research (including conferences, field visit, laboratory analyses, computing, training). If the costs exceed the standard £1000 pa (physical science degrees) or £500 pa (human geography degrees) explain how they will be funded. (The student will be asked to cover these costs personally unless the supervisor can find alternative funding.) Projects cannot rely on funding for Additional research costs from the School.
| Have you considered facilities/lab space/specialist computing requirements? If so, please name the relevant staff you have been in touch with and made aware of what is required.
| Any conditions you wish to attach to the offer. (Please note that offers of admission to the University are not conditional upon funding apart from for Overseas students – see below.)
| Overseas students will be required to provide appropriate evidence that they are able fund themselves for the duration of their PhD. Appropriate evidence includes bank statements, financial or funding awards from other bodies and any other information available. This information is also required by them for their CAS (Confirmation of Acceptance for Studies) and their Visa application. |
It is clearly stated in the terms and conditions of the offer that the applicant is responsible for securing their own funding.

Is there funding attached to the project?

**YES**: If so will the funding be administered by the School?
We will need the funding details (account codes to charge or contact details for invoicing) and a copy of any contracts before the offer can be made.
If it is not to be administered through the School please provide details of the funding source and amount.

**NO**: If there is **NO** funding for the project and the student will be self-funding have you informed the student of the whole estimated cost of the project, including an estimate of living costs? Please provide evidence that funds are available.

<table>
<thead>
<tr>
<th>Supervisor Signature</th>
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<tr>
<td>Second Supervisor Signature (or Deputy Head or Head PGR)</td>
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<tr>
<td>Authorised by</td>
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</table>
School of GeoSciences

Template for GeoSciences PhD Interviews

Please select from the questions below, and if adding additional questions make sure that all the candidates are asked the same/similar questions to help ensure fairness and comparability across candidates. Ask OPEN questions to encourage the candidate to talk, then PROBE and INVESTIGATE incomplete answers or generalisations.

Introduction
Welcome to Edinburgh and School; introduce Panel; identify project applied for.

A  Past Coursework

<table>
<thead>
<tr>
<th>What attracted you to this particular coursework?</th>
<th>What were the key courses that interested you and why?</th>
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</thead>
<tbody>
<tr>
<td>What would you change in your present coursework?</td>
<td>Do you have experience of working individually and as a member of a team? Which is preferable to you and why?</td>
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<tr>
<td>Can you give examples of working under pressure or to deadlines?</td>
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</tbody>
</table>

B  Past Project(s)  Future Project

<table>
<thead>
<tr>
<th>What did you do for your honours project?</th>
<th>Why did you apply to Edinburgh?</th>
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<tbody>
<tr>
<td>Did you innovate or discover anything new during your project?</td>
<td>What attracted you to this project?</td>
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<tr>
<td>If starting your project new, what aspects would you change?</td>
<td>What do you consider to be the essential qualities to study for a PhD?</td>
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<tr>
<td>What skills did you learn that would be useful for the PhD?</td>
<td>What do you see as the supervisor’s role?</td>
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<tr>
<td>What are your strengths/weaknesses?</td>
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</tbody>
</table>

C.  Wider Issues (adapt according to project & Candidate background)

<table>
<thead>
<tr>
<th>What is the importance of the project area?</th>
<th>What are the big/exciting issues in the discipline at present?</th>
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</thead>
<tbody>
<tr>
<td>What do you consider to be the future for this area of science?</td>
<td>How should university research/industry/public interact?</td>
</tr>
<tr>
<td>Are there new topics/skills which you feel you may need to learn for this project?</td>
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</tbody>
</table>

D  Personal

<table>
<thead>
<tr>
<th>What do you enjoy doing most when not studying or working?</th>
<th>What responsibilities have you taken on in your working and social life?</th>
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</thead>
<tbody>
<tr>
<td>Can you give an example of a difficult situation which you have handled well?</td>
<td>Can you give an example of when you have shown capability in problem-solving and/or leadership?</td>
</tr>
<tr>
<td>Which of your achievements/abilities/skills are you most proud of?</td>
<td>What are your career aspirations beyond your PhD?</td>
</tr>
</tbody>
</table>

E  General
<table>
<thead>
<tr>
<th>Have you applied elsewhere?</th>
<th>Do you have any questions to ask us?</th>
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<tbody>
<tr>
<td>If you receive an offer, how soon can you make a decision?</td>
<td>Where can we contact you quickly over the next 5-10 days?</td>
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</table>

**Supervisor’s opinions:**

**SCORES**

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<tbody>
<tr>
<td>Score prior to interview</td>
<td>Score prior to interview</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>20</td>
<td>100</td>
</tr>
</tbody>
</table>

Score prior to interview

Score prior to interview

Only used in particular circumstances

Normally minimum score of 56 for boxes 1-5 for appointment